

# Mayfield City Schools Student Handbook



## 2024-2025

The Student Handbook is available online  
at <http://www.mayfieldschools.org>

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## THE MAYFIELD CITY SCHOOL DISTRICT

The Mayfield School District is comprised of four communities: Gates Mills, Highland Heights, Mayfield Heights, and Mayfield Village. The district is located approximately 12 miles east of Cleveland. There are approximately 4,000 students housed in four elementary schools — Gates Mills, Center, Lander and Millridge — one middle school, grades 6-8, and one high school, grades 9-12. Mayfield provides comprehensive programs in special education and in Career Technical Education.

<http://www.mayfieldschools.org/>

### BOARD OF EDUCATION

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Mr. Jimmy Teresi

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Mr. Jeffrey Legan, Director of Educational Services and Supports

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Ms. Laurie Uhlir, Director of Community Relations

Mr. Scott Snyder, Treasurer

Ms. Colleen Harrison, Assistant Treasurer

Main Office..... (440) 995-7800

Attendance..... (440) 995-7815

Clinic..... (440) 995-7803

Fax.....(440) 449-1413

### TRANSPORTATION DEPARTMENT

440-995-7891 or 440-995-7890

### MAYFIELD MIDDLE SCHOOL MISSION

- \* Promote Learning
- \* Monitor Student Achievement
- \* Employ Best Practices

## **STUDENT RESPONSIBILITIES**

### **ATMOSPHERE**

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

### **GOALS**

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

### **MOTIVATION**

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

### **RESPECT**

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

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

### **RESPONSIBILITIES**

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

### **STUDENT – TEACHER RELATIONSHIPS**

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

### **TRUST**

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

## **DRESS CODE FOR STUDENTS**

The school is the student's place of business. Dress and appearance should reflect this attitude. In general, clothing at Mayfield Middle School should be practical and comfortable. It should also be appropriate for participation in school activities and for the weather.

The school retains the right to rule against specific items of clothing and general appearance, *which is sufficiently offensive or disruptive to impair either the student's learning or the learning of other students.*

Specific examples of attire determined inappropriate for school include but are not limited to:

- see-through or mesh tops
- sunglasses
- skirts/dresses with high slits
- inappropriate shorts such as boxer shorts or bicycle shorts
- Shorts and skirts that are shorter than fingertip length when the student's arms are extended downward at his/her side.
- pajamas
- bandanas
- clothing with socially unacceptable words and/or illustrations
- clothing advocating the use of drugs and/or illegal chemicals like alcohol
- metal studs on clothing or jewelry and chains
- footwear that is unsafe and/or inappropriate

Any student who has inappropriate clothing will be asked to change clothes and a parent will be contacted if necessary. If a parent cannot be reached or is unable to bring in a change of clothes, and if another suitable alternative cannot be arranged, the student may be assigned to the exclusion room for the remainder of the day.

## **SCHOLASTIC INFORMATION**

### **ACADEMIC PROGRESS**

Mayfield City Schools provides Middle School parents and students instant access online to grades and attendance updates through [Schoology](#) and the [Infinite Campus Portal](#). For information regarding courses and schedules, please see the [Mayfield Middle School Course Catalog](#).

### **GRADING SCALE**

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

Student work is averaged at the end of each quarter and then recorded as a letter grade on the report card. Teachers will explain grading scales and requirements to students at the beginning of the school year or class.

## **REPORT CARDS**

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

## **GUIDANCE AND COUNSELING**

Guidance and counseling services are available to all Mayfield students. Students are assigned a specific counselor based on their grade level. If a student wishes to seek academic, personal/social or career counseling, he/she should make an appointment with a school counselor. School counselors also facilitate immediate, crisis counseling; however, if a student requires or needs more intensive intervention, families are highly encouraged to seek professional assistance beyond the middle school environment.

## **HOMEWORK**

Teachers will assign homework to students during class periods in individual and group work. In the event of a student's absence, teachers will honor parent requests for assignments after twenty-four hours notice to the teacher. For student absences of only one day or a partial day, students should contact classmates or course learning management system pages for assignments.

## **HIGH SCHOOL CREDIT**

At MMS, Algebra 1, Geometry, French 1, Italian 1, and Spanish 1 are all courses that earn high school credit. An MMS course for high school credit means that it is taught at the high school level in terms of scholarship and required workload. If the student earns a passing grade in the MMS course, then the student will earn a credit towards high school graduation. It also means that the grade for the course will be recorded on the student's high school transcript. While the grade goes on the high school transcript, it does not count towards the high school cumulative GPA. High school credits earned at MMS transfer to other Ohio high schools.

## **HIGH SCHOOL FINE ARTS WAIVER**

Any Fine Arts class taken in 7th and/or 8th grade can count towards a *credit waiver* of the Fine Arts requirement at Mayfield High School. A credit waiver means that the student does NOT earn high school credit, but the requirement to earn a Fine Arts credit in order to graduate from Mayfield High School is waived. In 7th grade, all music classes count towards the waiver (Instrumental Music and all Choirs). Since those classes are every other day, students earn 0.5 credit waiver towards the MHS Fine Arts requirement. If a student takes Art or Ceramics in 8th grade, the student earns 0.5 credit waiver towards the MHS Fine Arts requirement. If a student takes Band or Vocal Dimensions in 8<sup>th</sup> grade, the student earns 1.0 credit waiver towards the MHS Fine Arts requirement (the Fine Arts requirement at MHS is 1.0 credits; therefore, the waiver only applies up to the 1.0 credit requirement). The Fine Arts credit waiver is specific to Mayfield High School; it does not transfer to other Ohio high schools.

Please note that there is no high school credit waiver available to MMS students for the Physical Education requirement at Mayfield High School. The Physical Education requirement at Mayfield High School can be waived by playing a sport or being in Marching Band or Show Choir *while in high school*.

## **DUAL CREDIT (COLLEGE CREDIT PLUS)**

Improving the educational attainment of Ohio citizens is key to ensuring the state's long-term success. Therefore, the state has committed significant resources across the education continuum to develop and implement strategies to address this critical issue. College Credit Plus replaces the Post-Secondary Enrollment Options program as of the 2015-2016 school year.

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



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

Three or more semester credits will constitute one Carnegie unit of high school credit. A student may not take more than 30 college credit hours per year or 120 college credit hours throughout the 7<sup>th</sup> through 12<sup>th</sup> grades.

Students will earn letter grades from the CCP course. Grades will be weighted on an honors/AP scale dependent upon equivalency of course offerings. *It will be reflected within the high school transcript and calculated into the grade point average.*

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

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

## **ATTENDANCE AND OPERATIONS**

### **ARRIVAL OF STUDENTS**

Students should not be in the building before 7:30 a.m. unless requested by a staff member. School begins at 7:55 a.m. Upon arriving at school in the morning, students should go directly to their designated area. In order to ensure safety and avoid congestion, students who walk or ride bicycles to school should enter the front entrance of the building. Parents who are dropping students off should do so along the SOUTH DRIVE of the school building.

### **ARTICLES FROM HOME**

Parents are asked to bring all articles for students to the main office. The office will see that they are distributed appropriately. Please be sure that all such articles are labeled with the student's first and last name and the homeroom teacher's name.

### **ATHLETIC EVENTS**

Any student attending or participating in any athletic event is expected to adhere to school and district policies. Students must remain on school grounds at all times. Good conduct and sportsmanship reflect favorably upon us individually as well as a school and team. *Any student on suspension is excluded from attending or participating in any athletic event.*

### **ATTENDANCE**

1. Students are to be in school every day except in cases of illness, death in the family, or other emergencies.
2. Parents or guardians are required to call daily in cases of absence or tardiness. Calls should be made before 8:00 a.m. to the *attendance line at 995-7815*.
3. A note is required from the parent for early dismissal, for a request to ride a different bus (if available) or to get off at a different stop. These notes are to be presented to the office at the beginning of the school day between 7:40 and 7:55 a.m.

4. When a student is to leave school early, he/she must report to the office and sign out on the register provided for this purpose. If returning the same day, the student will sign in at the office and obtain an admittance slip before going to class.
5. 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.
6. Parents are encouraged to make appointments with doctors, dentists, orthodontists, etc. after school hours or on the weekends.

#### ATTENDANCE (TARDINESS)

1. A student arriving late must go directly to the office, accompanied by a parent/guardian, to sign the office register. The student will be given an admittance slip signed by office personnel prior to entering the classroom.
2. For repeated tardiness, alternative consequences may be assigned such as exclusion, after-school detentions, or Saturday School.

#### ATTENDANCE (ABSENCES)

1. Examples of reasonable excuses for school absences are:
  - Illness
  - Recovery from accidents
  - Required court attendance
  - Death in the family
  - Observation of religion
  - Graduation
2. One day of make-up is allowed for each day of absence.
3. Parents are strongly encouraged to access homework online, or call for assignments if the absence is more than two days.
4. It is the student's responsibility upon returning to school to check with the teachers to obtain makeup work and to turn the work in to the teachers.

#### BUS PASSES

In special circumstances, it *may* be possible for a student to obtain a bus pass to ride a different bus; however, passes will only be issued on a space available basis and for one time only. Passes for this type of transportation **MUST** be obtained from the school secretary before 7:55 am. Passes will not be issued for more than one day at time. *A written request must be submitted to the school office by the parent before a bus pass will be considered. Notes to the Bus Driver from a parent/guardian are not acceptable in lieu of passes.* Bus passes may be restricted for certain buses due to capacity issues. Bus passes, if approved and issued, will be on a first come first serve basis.

#### CAFETERIA AND SCHOOL FEES

Students go to the cafeteria for lunch. They may bring their own lunch from home or may purchase lunch from the school cafeteria. A menu is available on the [Food Services website](#). A child may buy a complete meal each day or may purchase any of the single items on the menu. Paying for student fees and the school lunch program using a credit card may be handled by accessing the [Infinite Campus Parent Portal](#).

The following rules/procedures for the cafeteria are in effect throughout the year:

1. Students will line up at the servery.
2. Each student is to buy his/her own food.
3. Students who do not meet behavior expectations may be assigned seats at the discretion of the Cafeteria Supervisors.
4. Students are expected to be courteous and to use good table manners at all times in the cafeteria.
5. All food and drink must be eaten in the cafeteria.
6. Students who throw food will be suspended from the cafeteria, classes or school.

### **CHANGE OF ADDRESS**

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. A Change of Address Form can be found on the website. You are asked to complete the form and present proof of your new residence (i.e. lease, mortgage payment, etc) to the Board of Education. If you are not a legal resident as defined above, you must declare this immediately to Pupil Services.

### **CLINIC**

The clinic will be open throughout the school day and will be staffed by a health aide or by office personnel. No student may report to the clinic without a pass.

Vision screening is performed by Health Services on 7<sup>th</sup> graders according to Ohio law. In addition and as a service, posture screening is also performed. If you do not wish for your child to be screened, please forward your wishes in writing to MMS Health Services. Parents must provide documentation that this screening has been done by their personal healthcare provider if it is not to be done at school.

### **CONCERTS**

It is important to be aware that absences may result in the lowering of a marking period grade for Middle School students in a performing ensemble. Vocal Dimensions, a select choral group involving eighth grade students, is chosen once each school year. To be eligible to audition for Vocal Dimensions, a student must be enrolled in chorus during seventh grade.

### **DANCES/MIXERS**

Dances and mixers may be held at various times during the year. Dates and grade levels are listed in the school calendar. *Only current Mayfield Middle School students may attend these activities.* During Dances/Mixers all students must remain on school grounds. *Any student on suspension is excluded from attending or participating in any dance or mixer.*

### **DISMISSAL**

1. Dismissal of all Middle School students will be at 3:00 p.m. unless weather delays the buses.
2. Students who walk or ride a bicycle should exit from the front of the building.
3. Students who receive rides will exit from The Oasis cafeteria.
4. Students who walk and need to cross SOM Center Road must do so at the Ridgebury Boulevard light. Walkers should exit the Middle School by the doors on SOM Center Rd.
5. Students who remain after 3:00 p.m. must have parent or teacher permission and be under the direct supervision of a teacher, coach, or other responsible school employee.
6. A note to the office is required from the parent/guardian for early dismissal.

### **EMERGENCY SCHOOL CLOSING**

Look for Infinite Campus notifications and listen to the radio and television stations for accurate information about school closing. If the schools are not announced as closed, presume they are open. Please *do not* call the Board Office. If an early dismissal from school is necessary, every effort is made to notify parents or keep the child at school. However, it is suggested that every family establish and practice a plan that a child can follow if he/she comes home to an empty house. A child should either be able to get into the house or know a neighbor who can provide shelter.

### **FIELD TRIPS**

Field trip is the general term given to school sponsored activities that are held off school grounds. Field trips are considered part of class curricular activities.

## **FOOD AND BEVERAGES**

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

- Food and beverages brought from home or purchased at school to be consumed at lunch should be kept in the student's book bag or (if applicable) locker until his/her scheduled lunch period. Food delivery is strictly prohibited.
- *Food delivery, i.e. UberEats, DoorDash, etc. is strictly prohibited.*

## **HALLS AND STAIRWAYS**

Students in the halls (other than during the regular passing times) should have a hall pass. This pass should be presented to staff upon request. Students are expected to follow all school rules and expectations at all times.

## **HOMEROOMS AND TEAMS**

Students are grouped heterogeneously into homerooms and teams. General announcements are made over the P. A. system during the homeroom period. Students may go to their homerooms beginning at 7:45 a.m. Homeroom period marks the beginning of the student day.

## **INJURIES**

In the event of student injuries, which occur at school, persons trained to do so will administer first aid. This may include the healthcare paraprofessional, office personnel or staff. Additional steps to be taken on an as-needed basis include summoning of medical assistance, notification of administrative personnel, notification of parents, and the filing of accident reports.

## **LOST AND FOUND**

The Lost and Found provides a means by which lost articles may be returned to their owners. Any articles found are to be taken directly to the school office. Students should report any lost items to the office. Any unclaimed clothing items will be donated to charity at various intervals throughout the year..

## **MEDICAL REQUIREMENTS FOR SCHOOL ENTRANCE**

In compliance with the Ohio Revised Code No. 3313.671 and 3701.13, students will not be permitted to attend school unless all immunizations are complete:

1. *DTaP* (Diphtheria, Pertussis, Tetanus) vaccine four (4) or more doses
2. *TDaP* (Tetanus, diphtheria and pertussis)- one (1) dose given prior to entrance to 7<sup>th</sup> grade
3. *MCV4* (Meningococcal) - one (1) dose given prior to entrance to 7th grade.
4. *Poliomyelitis* – three (3) to four (4) doses
5. *MMR* (Measles, Mumps, Rubella) - two (2) doses
6. *Hepatitis B* - 3 doses
7. *Varicella* (chickenpox) - two (2) doses

The records of immunizations for children new to the school district must be on file no later than 14 days after enrollment. *At that point, a child may be excluded from school until his/her immunization record is complete.* (Exceptions on religious or medical grounds can be made. Exclusions will only be made by the Superintendent of Schools.)

## **MEDICATION**

The school will adhere to the district policy regarding the administration of medication. If any medication and/or medical procedure must be administered at school, a written request from the physician and signed parent permission must be on file. This includes prescription and over-the-counter medications. Students may carry asthma rescue inhalers, but the parent and physician must complete the proper medication form to carry an inhaler in school.

## **MONEY AND VALUABLES**

Money and valuables should not be left in lockers or in student desks. During physical education classes, watches, purses, and other valuables should be locked in the students' gym lockers. Students are

discouraged from carrying large sums of money or other valuables to school. The school cannot be held responsible for lost or misplaced valuables and clothing.

### **PROHIBITED DEVICES**

Skateboards, rollerblades, headsets, radios, CD players, iPods, e-readers, tablets, earbuds, and other electronic devices, unless authorized and supervised by a staff member are not permitted in classrooms, hallways, locker rooms or cafeterias during the school day (7:45 a.m. until 3:05 p.m.). ***Cellular phones, earbuds, and all types of wireless headphones are required to be kept in backpacks or lockers (if available) during the school day.*** Students who do not comply with this rule may have the item confiscated. On the second offense, the item will be confiscated and returned to a parent. Repeat offenders are subject to school discipline. The school will not be responsible for the loss of these types of items. Students may need to use specific technology/devices (such as cell phones) for medical reasons and/or specific accommodations included in their learning plan. Students needing devices for a medical reason that is not documented with the school must speak with their nurse, counselor and/or administration.

### **RELIGIOUS OBLIGATION POLICY**

Students may be excused to meet their religious holiday obligations consistent with their creed or belief. If observance of such a holiday requires only attendance at a religious service, the student should attend such a service before or after school hours, if possible. So as not to penalize students for their religious observance, the scheduling of examinations, assemblies, field trips and other special events, including school-related programs for parents, should be avoided on religious holidays whenever reasonably possible. (Board of Education Policy 2270) (ORC 3321.04)

### **SAFETY DRILLS**

Fire, tornado, and school safety drills shall be conducted during the school year in accordance with State law.

Fire drills or rapid dismissals shall be conducted six (6) times a school year at the times and frequency prescribed by the State Fire Marshal with the first fire drill being conducted within ten (10) days of the beginning of classes. However, no fire drills are required to be conducted in any month that a school safety drill is conducted. Tornado drills shall be conducted on a regular basis during the tornado season in the spring. Times and frequencies of drills must be varied.

School safety drills shall be conducted at least three (3) times during each school year. During the school safety drill, students must be instructed in the appropriate procedures to follow in situations where students must be secured in their building (rather than evacuated), including:

1. a threat to the school involving terrorism;
2. a person in possession of a deadly weapon or dangerous ordnance on school property; and
3. other acts of violence.

At least one (1) safety drill shall include a scenario where students must be secured in the school building rather than rapidly evacuated. School safety drills (including drills and theoretical drills) shall be conducted in conjunction with the District's emergency management plan. Each building must conduct at least one (1) drill or rapid dismissal or one (1) school safety drill during each month of the school year. A drill or rapid dismissal may be conducted during the same month as a school safety drill. All building occupants must participate in the drill. Additionally, each building shall conduct a theoretical school safety drill at least once during the school year to provide instruction to school faculty and staff regarding procedures to be followed in such situations. The theoretical drill does not need to include student participation and may be conducted at the required annual employee school safety drill training session.

Each safety drill shall be conducted in conjunction with law enforcement officials

### **SCHOOL PROPERTY**

Students may be assigned school property throughout the year, such as lockers, desks/tables, textbooks, etc. Students are responsible for the condition of the school property, both inside and outside. If hallway lockers are assigned, students are permitted to put locks on hall lockers; however, if gym lockers are assigned then students *must* put a lock on the gym locker. For both hallway (if applicable) and gym lockers *only locks purchased at the school may be used*. Students should not leave valuable items in desks or lockers. Desks and lockers will remain at all times the property of the Mayfield Board of Education and, in accordance with law, may be the subject of random search by principals or other school administrators who are designated by them to perform such searches to insure the health, safety and well-being of all students.

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

(including but not limited to book bags, purses, pockets, computers, and electronic devices)

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

### **STUDENT RECORDS**

The school makes every effort to keep school records current relating to achievement, adjustment, health, and standardized test results. Parents should assist in keeping records updated and should feel free to request a review of their child's records by scheduling an appointment with the guidance counselor, assistant principal or principal.

### **TEXTBOOKS/LIBRARY BOOKS**

Textbooks and library books are owned by the school and are loan items. We ask that everyone treat our books with as much care as possible. They are expensive to replace. Lost library books must be paid for at purchasing price, while the charge to students for lost textbooks varies according to the age of the books. The textbook replacement cost list is available in the school office. Book fines on textbooks are assessed by teachers in cases where books show excessive wear or damage. Non-payment of book fines will result in the temporary withholding of report cards until the fine is paid.

### **TRANSPORTATION**

Bus transportation is provided for Middle School students who live outside of the walking distance. Buses will be boarded at designated pick-up points. All policies and rules of the district will be enforced on school buses and school approved transportation. Violations of school district policies and/or rules may result in disciplinary actions being taken in accordance with the Student Code of Conduct.

### **VACATIONS**

We strongly discourage parents from taking their children out of school for vacations. Strictly interpreted, state statute regards it as illegal for students to be out of school for any reason other than personal illness, death in the family, quarantine, or religious observance. If, however, pupils will be absent due to vacation or a similar reason, students and parents must notify the office and complete the student absence form at least one week before leaving.

### **VISITORS**

Visitors are welcome in our school. However, for the protection of the students and to comply with the State Law, all visitors must report to the main office, sign in, state the reason for the visit and obtain a visitor's badge. *UNDER NO CIRCUMSTANCES MAY ANY VISITOR TO THE BUILDING REPORT DIRECTLY TO ANY CLASSROOM*. These procedures are necessary to keep all children and staff safe and to maintain the

academic atmosphere of the classroom. A copy of our complete Visitor's Protocol is available at the main office and at the sign in table.

### **WITHDRAWAL FROM SCHOOL**

Prior to the student's last day, he/she must obtain a "withdrawal from school form." These forms are available in the main office or online at <http://www.mayfieldschools.org/StudentWithdrawal.aspx>

The form should be completed in its entirety and returned to the main office at Mayfield Middle School or the Board of Education Office located at 1101 S.O.M. Center Road. All textbooks and district issued Chromebooks must be returned prior to the student's last day of school. Also, any fees associated with the student account must be paid in full before the student can be withdrawn from Mayfield Middle School.

## **PROHIBITED ACTIVITIES**

### **BEHAVIOR DISRUPTIVE TO LEARNING**

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

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

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

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

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

*Harassment, intimidation, or bullying means:*

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

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

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

not be limited to, such behaviors as stalking, bullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

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

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

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

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

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

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

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

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

### **DRUG USE/PARAPHERNALIA**

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, 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

### **SELLING AND EXCHANGING ITEMS**

Buying or selling items (tickets, chances, or property) is not allowed without the consent of the Board of Education.

## **COMPUTER USE**

### **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. (Board Policy EDE and EDE-R)

Mayfield City Schools will provide student email accounts at the MS. Prior to any student email account being provided, both written permission from parents or guardians will need to be submitted and select building teachers will need to have facilitated an email safety training. These student email accounts are completely monitored and managed by the district and all email accounts are being provided for

educational purposes only. Any violation of school board policies or any inappropriate behavior will result in the temporary suspension or termination of the student's account. All settings and configuration of the student accounts, email functionality or any other options that are available are completely provided at the school district's discretion.

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

- A. Any student use of computers should be directly related to curricular or extracurricular 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 CD/flash drive (or) 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 network 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 online 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 devices 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 emails 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 network space, online access time, and data transfer over a network.
- N. Students may not use school computers (or their own personal computers while in school) in any inappropriate way. Examples of inappropriate use include, but are not limited to: uploading, downloading, or viewing obscene, vulgar, threatening, or abusive language or materials; any illegal activity; any commercial transactions; any activity that violates another user's privacy, including use of or disclosure of another's password, address, phone number, or social security number.
- O. Computers are located in a variety of educational settings in the schools, including classrooms, computer labs, libraries, and media centers. In each area, any special rules governing computer use will be posted and must be followed, along with the guidelines listed above.
- P. Violations of these guidelines shall result in loss of privileges to use District computer equipment and other disciplinary action, up to and including suspension and expulsion. In addition, students will be assessed charges for deliberate damage to hardware or software.

This policy applies to computer use in both structured and unstructured settings. In the classroom or teacher-directed lab setting, students may not use the computer for *any purpose* that is not directly related to the assigned activity for the session. If the student is using district computer resources (or their own personal devices 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.

## **STUDENT CONDUCT CODE**

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 cocurricular activities. Violation of any rules and policies could result in suspension from after-school and cocurricular 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 Middle 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. ABSENTEEISM/TRUANCY**

#### **(unexcused absences from school including cutting/skipping class, and/or tardies to class)**

A student shall not be absent from school. Absenteeism is defined as being absent from school for the day or any portion thereof without school authorization and parental consent. Student safety, security, and accountability is paramount at Mayfield Middle School. Therefore, students failing to report to an assigned class and/or skipping a portion or an entire class period will be considered an offense of the absenteeism rule and will be assigned a consequence. Students receive no credit for work missed during class cutting/skipping. Repeated offenses of tardiness shall also be considered an offense of the absenteeism rule and will be assigned a consequence. Tardiness to class is defined as a student reporting to class after the start time.

#### *Excessive Absences and Truancy*

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 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.

Students that expressly videotape a fight or an altercation between other students are in violation of the student code of conduct and are subject to school discipline at the discretion of the administrator. The act of videotaping, posting and/or sharing of these videos creates a substantial disruption to the normal school day, which detracts from the educational environment.

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

1 <sup>st</sup> offense	3 to 10 days suspension from school & possible recommendation for expulsion
2 <sup>nd</sup> offense	5 to 10 days suspension from school & possible recommendation for expulsion
3 <sup>rd</sup> offense	10 days suspension & possible recommendation for expulsion

In addition, a police report may be filed with the appropriate authorities.

Administrative discretion may be used to modify or adjust the consequences based on the specific incident and/or 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. 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/STEALING PERSONAL OR SCHOOL PROPERTY**

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. USE, POSSESSION, SALE OR DISTRIBUTION OF A FIREARM**

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, gasses, 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 gasses, 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, POSSESSION, SALE OR DISTRIBUTION OF DANGEROUS WEAPON OTHER THAN A FIREARM OR EXPLOSIVE, INCENDIARY OR POISON GAS**

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, gasses, 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 gasses, 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 8. USE, POSSESSION, SALE OR DISTRIBUTION OF ANY EXPLOSIVE, INCENDIARY OR POISON GAS**

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, gasses, 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 gasses, 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 9. USE, POSSESSION, SALE OR DISTRIBUTION OF TOBACCO PRODUCTS**  
**(includes smokeless tobacco or personal vaporizing device)**

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.

The use of vapor devices (commonly referred to as "vape pens") and electronic-cigarettes has risen dramatically among teens in recent years. The school district is extremely concerned about this trend and will continue to take steps to ensure that students are not subjected to the harmful chemicals contained in these devices. The use, sale, distribution, or possession of electronic cigarettes and/or vapor devices is strictly prohibited. Any student in violation of this policy will be subject to disciplinary consequences and may face legal recourse.

We must, by Federal statute and Board policy, maintain smoke-free buildings in the District. Therefore, students are not permitted to smoke or use any form of tobacco on school property, in school buses, in the school zones next to the building, or at any school-sponsored events away from Mayfield. This includes electronic or water vapor devices. Students may be required to complete education courses as part of any discipline referral of this nature.

Holding a lit cigarette, possessing an e-cigarette and/or vape pen, and using tobacco are considered

smoking and carry the same penalties. Students who have tobacco cigarettes and/or vape pens in their possession must give it to staff members upon request. Failure to comply with this request can result in additional disciplinary action. If the vape pen contains THC, the offense will go under the drug/ drug paraphernalia category.

#### **INFORMATION ON SENATE BILL 218**

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

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

#### **RULE 10. USE, POSSESSION, SALE OR DISTRIBUTION OF INTOXICATING ALCOHOLIC BEVERAGES**

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-alike).

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 Middle 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. USE, POSSESSION, SALE, OR DISTRIBUTION OF DRUGS OTHER THAN TOBACCO OR 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-alike).

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 Middle 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 14. FALSE ALARMS/BOMB THREAT**

**(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 18. DISOBEDIENT/DISRUPTIVE BEHAVIOR**

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 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. Examples of disobedient/disruptive behavior include, but are not limited to:

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.

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.

Use of Prohibited Devices

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

Gambling

Gambling in any form is not permitted at Mayfield Middle School. Violation of this rule may result in a minimum of three (3) days exclusion or suspension. Possession of gambling paraphernalia will possibly carry the same penalty. Playing cards can be used for a variety of games that do not involve gambling or betting of any kind. Administrative approval can be granted for these situations.

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 possible 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.

#### 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 (but are not limited to) unusual dress and appearance, setting fires, false 911 emergency calls, strikes and walkouts, verbal/electronic statements that substantially interfere with the normal school day, the impeding of free traffic to or within the school, delay or prevention of lessons, assemblies, field trips, athletic and performing arts events.

#### Out-of-Bounds

Students who are in an unassigned section of the building (areas where the student is not scheduled, such as, cafeteria during non-lunch periods, locker rooms, faculty restrooms, etc.) or outside the building without permission will be considered out of bounds.

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

- Cell phones and other electronic devices used inside the building during the regular school day is at the discretion of the building administration and teacher.
- Cell phones and other electronic devices may be on inside the building during the regular school day *but must remain turned off and in book bags or (if applicable) lockers*. Earbuds and headphones may not be worn during the school day and *must remain in book bags or (if applicable) lockers*.
- The use of technological devices for academic purposes or to support academics is left to the discretions of the individual teacher.

Cameras and video recorders are permitted only when required as part of a school assignment. *Unauthorized use of camera phones, cameras, video equipment or any other recording device for taking pictures of or recording school personnel, students or documents is strictly prohibited.* Students that expressly videotape a fight or an altercation between other students are in violation of the student code of conduct and are subject to school discipline at the discretion of the administrator. The act of videotaping, posting and/or sharing of these videos creates a substantial disruption to the normal school day, which detracts from the educational environment. This prohibition applies in all situations within the school's jurisdiction.

The district is very concerned about students using electronic devices to take pictures, videotape or to record school employees or other students without their consent. Students who misuse cell phones or other electronic devices will have the item confiscated and may be subject to discipline. The possessing, taking, disseminating, transferring or sharing of nude, obscene, pornographic, lewd or otherwise illegal images of photographs, whether by electronic data transfers or otherwise (commonly called texting, emailing or sexting, etc.) may constitute a crime under state and/or federal law. Any person possessing, taking, disseminating or sharing nude, obscene, pornographic, lewd or otherwise illegal images or photographs may be punished under this code of conduct and may be reported to the appropriate law enforcement agencies.

#### **RULE 19. HARASSMENT/INTIMIDATION**

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

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, and verbal abuse and violence within a dating relationship. The Board will not tolerate any gestures,

comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, on a school bus, or while enroute to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

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

*Harassment, intimidation, or bullying means:*

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

B. violence within a dating relationship.

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

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

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

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

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

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

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

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

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

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

### *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 20. FIREARM LOOK-A-LIKES**

The School will not tolerate the possession of look-a-like 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 look-a-like weapon or instrument capable of harming or offending another person. This prohibition includes, but is not limited to, knives, guns, pepper spray, mace, chemicals, gasses, 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 look-a-like firearm or knife. Students who possess or use other look-a-like dangerous weapons, which are defined as, but not limited to, metal knuckles, straight razors, explosives, noxious irritants or poisonous gasses, 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 21. UNWELCOME SEXUAL CONDUCT**

Unwelcome sexual conduct includes but is not limited to: unsolicited advances or propositions; inappropriate touching of an individual's body; degrading or humiliating comments about an individual's appearance; displaying or distributing sexually explicit images or messages.

### **RULE 22. SERIOUS BODILY INJURY** ***(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.

## **DISCIPLINE**

### **DISCIPLINARY GUIDELINES**

When establishing and enforcing school rules, the following basic principles should be adhered to:

1. All school rules should exist for good reason.
2. Students should be informed of what the general school rules are, and why those rules are necessary.
3. Student punishment for violation of school rules should be reasonable and should be designed to bring the attention of the student to the impropriety of the student's behavior.
4. The school places a high priority on students being in class and will make every effort to minimize their removal from class for disciplinary reasons.

To assure that discipline is constructive, progressive and consistent, the following procedures have been established.

1. Teacher/Team-Discipline of students is primarily the teacher's responsibility. Each teaching team will prepare, explain and post a set of basic rules designed to provide a safe and orderly classroom. They will handle most discipline matters. When behavior is inappropriate, discipline steps may follow this sequence:
  - Warnings
  - Parent contact
  - Consequences include detentions, time out, loss of team activity, referral to guidance.
2. Guidance counselors will intervene by
  - Reviewing the student's behavior and the previous interventions,
  - Making additional parent contact,
  - Meeting with the student,
  - Organizing a behavior plan.
3. An office referral will follow for students whose continued refusal to follow school rules is now considered excessive. In case of extreme behavior the student will be reported to the office or escorted directly to the office.

### **METHODS OF DISCIPLINE** (Including but not limited to the following)

- Positive actions by teachers to inspire correct behavior each day
- Counseling by teachers and principals and guidance staff
- Student Conferences
- Verbal warnings
- Parental conferences
- Denial of privileges
- Detentions
- Time Out
- Assignment of work
- Restitution
- Suspension from class
- Suspension from activities
- Suspension from bus
- Referral to Juvenile Court
- Exclusion/In-School Alternate Discipline
- Suspension
- Expulsion by Superintendent

### **DETENTION**

Detentions will be assigned to students for minor offenses and will be served before school, during lunch/advisory, or after school. After school detentions will be served Monday through Thursday in

assigned rooms from 3:05 p.m. until 4:05 p.m. Students who cut detentions will be assigned to double the detentions or to Saturday School/exclusion.

#### SATURDAY SCHOOL DETENTION

A student will be assigned to Saturday School Detention if detentions or other interventions do not help to improve the student's behavior. Saturday School Detention will be held at the middle school for two hours on a Saturday and will be supervised by a staff member. Failure to attend Saturday School will result in an exclusion room assignment.

#### EXCLUSION/IN-SCHOOL ALTERNATE DISCIPLINE

A student will be assigned to the Exclusion room if detentions and counseling do not help improve the student's behavior, and for certain violations of the Code of Conduct. Students are assigned to Exclusion for a specified period and are under the supervision of a staff member. All students assigned to the Exclusion Room will be expected to report to the main office promptly upon their arrival to school and will remain until 3:00 PM. Students will be permitted to take scheduled breaks and to order a limited lunch from the cafeteria or pack a lunch. Food Delivery is strictly prohibited. Cell phones will be kept in book bags/lockers or turned into the exclusion monitor upon entry. Students are permitted to use their Chromebooks for school work purposes only. Exceptions to these regulations are made at administrative discretion only. Food or drink, electronic devices not issued by Mayfield Schools, games, etc., are not permitted.

A student in exclusion will be considered in attendance in school but will not be allowed to attend classes. Students in exclusion may not be eligible to participate in athletics and activities at the end of school on any day of exclusion or suspension. Students in exclusion will be expected to have materials and supplies needed to complete teacher assignments, homework or other school-related work. Students who do not work productively will not receive credit for any part of the work not completed and no extensions will be granted. Refusal to follow these guidelines or refusal to accept exclusion will result in suspension from school or additional days in exclusion.

#### SUSPENSION

Suspension from school is used as a disciplinary measure when students violate the Student Code of Conduct to various degrees and when the student poses a danger to self or others. After the student has been afforded the right to due process, the administrator may suspend a student from school at his/her discretion. If a student is suspended, the student will receive a notice stating the violation committed.

A student who is serving an out-of-school suspension shall be permitted to complete and receive credit for any classroom assignments, tests, quizzes, and projects, missed because of the suspension (House Bill 491). A student who is suspended from school cannot be on school property or at any school-sponsored activities or events, home or away. Students are to remain at home during school hours while under suspension.

#### EXPULSION

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

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.

### OHIO'S EXCLUSION LAW

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

### DUE PROCESS

All students will be afforded their due process rights, as prescribed by the Ohio Revised Code 3313.66, prior to the administration of any discipline resulting in suspension, or expulsion. Students may be prohibited from attending school sponsored events (such as class trips, commencement exercises and proms) without the procedures required for a full suspension or expulsion.

### JURISDICTION

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

## **SUNSET STATEMENT**

This handbook replaces all prior handbooks and other prior written material provided on the same subjects. This handbook does not equate to an irrevocable contractual commitment to the students, but only reflects the current status of the Board's policies and Mayfield High School's school rules. If any of the policies, administrative guidelines, or local, state, or federal laws referenced herein are revised, the language in the most current policy, administrative guidelines prevails. Copies of current Board policies and administrative guidelines are available on the district's website.

## **ATHLETICS AND COCURRICULAR ACTIVITIES**

Mayfield Middle School encourages as many students as possible to become involved in intramural and cocurricular activities. The interscholastic athletic program is in operation at the Middle School for seventh and eighth grade students. Boys may compete in football and cross-country in the fall; wrestling, swimming, and basketball in the winter; and track and tennis in the spring. Girls may compete in volleyball, cross country, and tennis in the fall; swimming and basketball in the winter; and track and softball in the spring.

In addition, a variety of intramural sports and special interest groups may be offered to students in grades 6-8 based upon student interest as well as the district's ability to support such programs and activities. Participation in all such activities is a privilege, which may be revoked due to inappropriate behavior or academic deficiency.

### **ATHLETIC AND COCURRICULAR CONDUCT**

Mayfield students are expected to conduct themselves in a proper manner at all times, so as not to discredit the school or community. Undesirable or unsportsmanlike conduct at athletic contests or cocurricular activities will result in eviction from the contest or activity and may eliminate attendance and/or participation at subsequent events or activities.

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

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

To be an athlete at Mayfield Middle School is considered a privilege. Participants must be willing to

sacrifice at all times and dedicate themselves to all the policies which make up the Code of Conduct for all athletes at Mayfield Middle School. Each athlete has access to the Code of Conduct for Athletes on the Mayfield Athletic webpage and the Final Forms system. All athletes are expected to adhere to this code. Any offense of this Code of Conduct or the Student Code of Conduct could result in a student being denied the privilege of participating in athletic events and/or removal from the athletic team. Athletes and their parents/guardians will be required to read and electronically sign stating that they have read the Athletic Code of Conduct on the Final Forms system. Students who are suspended from school become eligible for participation in athletics and activities at the end of the last day of the exclusion or suspension.

### **ATHLETIC AND COCURRICULAR ELIGIBILITY**

Are you enrolled in enough courses? While most students are ineligible because they have poor grades or have failed more than one course ...some students with excellent, or acceptable grades are ineligible because they are “under scheduled” and are not enrolled in enough courses. If you are in grades 7-12, please check your schedule to make sure you are in “at least” 1.25 credits each nine weeks (the middle school equivalent is five graded classes). Failure to be enrolled in 1.25 credits during any grading period will result in a student being ineligible for the next grading period (i.e. winter or spring sports).

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

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

**GRADES 7-8:** Eligibility requirements established by the Ohio High School Athletic Association state that to be eligible, a student-athlete must be currently enrolled in a member school and have received passing grades in a minimum of five (5) one-credit courses, or the equivalent, in the immediately preceding grading period.

**SPECIAL NOTE:** In addition to the eligibility requirements established by the Ohio High School Athletic Association, to be fully eligible to participate in interscholastic athletics and District sponsored clubs and activities, a student enrolled in grades 7 and 8 must:

- Achieve the minimum grade point average (1.50) or equivalent in the nine week period preceding participation
- Receive no more than one failing grade in the nine-week period preceding the period of his/her participation

#### *Conditional Eligibility*

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

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

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

1. Attend school a minimum of half of the school day.
2. Arrive at school no later than 9:30 AM the day of the event.

#### **PROVISION 1**

**SCHOOL CITIZENSHIP** – Athletes will strive to conduct themselves in a satisfactory manner as school citizens. Examples of poor school citizenship are misconduct in class, disrespect for teachers or fellow



classmates, stealing, or any insubordination to a teacher or coach. This list also includes any violation of the Student Code of Conduct, procedure, or regulations. Any unsatisfactory school citizenship is contrary to this provision and could result in disciplinary actions and dismissal from the team.

#### **PROVISION 2**

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

#### **PROVISION 3**

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

#### **PROVISION 4**

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

#### **PROVISION 5**

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

#### **PENALTIES FOR VIOLATIONS**

1. A coach may exclude a player from an activity for a 24-hour period for a minor infraction. For any longer exclusion, the Coach will contact the parents and review the infraction.
2. Provision #1 and #2 (school and community citizenship) will follow the school disciplinary policy as described in the Student Handbook. In severe cases, an athlete may be dismissed from the team.
3. Provision #3 (Training Rules)

#### **FIRST OFFENSE**

After confirmation of a violation of this provision, the athlete will immediately be dismissed from the team for the remainder of the season. If the athlete chooses, he/she may apply to participate in a drug/alcohol diversion program at the individual's expense. These groups are designed so students can find solutions to problems they may have with drugs or alcohol. Participants will be required to attend and share ideas and feelings with qualified counselors. When they have completed the program (typically 4-8 support sessions) and after being withheld from participation in athletics, (no less than 10% of the maximum allowable regular season contests: i.e.; Football = 1 game – Basketball = 2 games), the athlete may resume full participation. During this time, the student (at the discretion of the coach) may practice with the team but cannot dress, nor participate in any contest.

Athletes in violation of tobacco (in any form) or vaporizer pen will face additional requirements in lieu of the diversion program. Athletes in violation of the code of conduct must complete an online vape educate course.

#### **SECOND OFFENSE**

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

**SELF OR PARENT REFERRAL**

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

# SECTION 504 MANUAL FOR IDENTIFYING AND SERVING ELIGIBLE STUDENTS

## Policies and Guidelines

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## INTRODUCTION

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

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

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

Director of Pupil Services  
1101 SOM Center  
Mayfield Heights, OH 44124  
440-995-7241

Although Section 504 also applies to employment and facility access by individuals with disabilities, this Manual only addresses student issues under Section 504.

## OVERVIEW

Section 504 is a federal law which prohibits discrimination against persons with disabilities. The law provides:

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

29 USC § 794

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

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

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

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

## POLICY STATEMENT

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

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

## **DEFINITIONS**

### **"Free Appropriate Public Education" ("FAPE")**

A "free appropriate public education" is the provision of regular or special education and related aids and services that are designed to meet the individual educational needs of students with a disability as adequately as the needs of non-disabled students are met and is based on adherence to procedures that satisfy Section 504 requirements pertaining to educational setting, evaluation, placement, and procedural safeguards.

### **"Individual with a Disability"**

An "individual with a disability" is a person who:

1. Has a physical or mental impairment which substantially limits one or more of such person's major life activities;
2. Has a record of such an impairment; or
3. Is regarded as having such an impairment.

### **"Physical or Mental Impairment"**

1. Any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more body systems: neurological; musculoskeletal; special sense organs; respiratory, including speech organs; cardiovascular; reproductive, digestive, genito-urinary; hemic and lymphatic; skin; and endocrine; or
2. Any mental or psychological disorder, such as a cognitive impairment, organic brain syndrome, emotional or mental illness, and specific learning disabilities.

The Section 504 regulation does not provide an exhaustive list of specific diseases or conditions that may constitute a physical or mental impairment because of the difficulty of developing a comprehensive list of possible diseases and conditions.

### **"Substantially Limits"**

A student who has a physical or mental impairment that substantially limits a major life activity is considered a student with a "disability" under Section 504. This determination is made on a case-by-case basis. Neither Section 504 nor its implementing regulations define the term "substantially

limits" but the term is not necessarily synonymous with "unable to perform" or "significantly restricted in" a major life activity.

Except for ordinary eye glasses or contact lenses, the ameliorative effects of mitigating measures may not be considered when assessing whether a student has an impairment that substantially limits a major life activity. "Mitigating measures" include, but are not limited to: medication; medical supplies, equipment or appliances; low-vision devices (devices that magnify, enhance, or otherwise augment a visual image); prosthetics (including limbs and devices); hearing aids and cochlear implants or other implantable hearing devices; mobility devices; oxygen therapy equipment and supplies; use of assistive technology; reasonable accommodations or auxiliary aids or services; and learned behavioral or adaptive neurological modifications.

A temporary impairment does not constitute a disability for purposes of Section 504 unless it is of such severity that it results in a substantial limitation of one or more major life activities for an extended period of time. This determination is to be made on a on a case-by-case basis.

If a student has an impairment that is episodic or in remission, the District must consider whether the impairment, *when active*, would substantially limit a major life activity. If it would, then the student meets the definition of a student with a disability.

### **"Major Life Activities"**

To be eligible under Section 504, a student's physical or mental impairment must interfere with one or more "major life activities." A "major life activity" includes, but is not limited to functions such as:

- Caring for oneself
- Performing manual tasks
- Walking
- Seeing
- Hearing
- Speaking
- Breathing
- Learning
- Working
- Eating
- Sleeping
- Standing
- Lifting
- Bending
- Reading
- Concentrating
- Thinking
- Communicating
- Operation of major bodily functions (including but not limited to functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions)

This list is not exhaustive. An activity or function not found on the list may nonetheless be a major life activity. A student is protected from all forms of discrimination and is eligible under Section 504 if the student has an impairment that substantially limits one or more major life activities, including, but not limited to, learning.

### **"Record of Impairment" and "Regarded as Having an Impairment"**

Section 504 also protects students from discrimination who have a record of an impairment or who are regarded as impaired. A student is "regarded as" having an impairment if the District perceives the student as impaired. The District shall not treat students differently based upon a record that shows that the student was disabled in the past, or based upon an assumption or perception of disability. The District is not required to develop a Section 504 plan for a student who either has a record of an impairment or who is regarded as having an impairment, but who is not otherwise currently eligible under Section 504.

### **"Current Users of Illegal Drugs"**

A student who is currently engaging in the illegal use of drugs is not eligible for services or protection under Section 504 when the District takes disciplinary action on the basis of such drug use even if the student is otherwise a student with a disability. A student who is a former drug user or who is participating in a drug rehabilitation program, however, may be eligible for Section 504 services and protection if the student otherwise meets the definition of an "individual with a disability" as described above.

### **CHILD FIND**

Every year, the District shall attempt to identify and locate every student residing in the District who may be a student with a disability under Section 504, regardless of whether he or she is receiving a public education. The District shall notify parents of those students of the District's Section 504 obligations.

The District may satisfy the notification obligation by advertising, by posting notices in places likely to be visited by qualified students with disabilities and their parents, by including notices in District publications and on its web site, and by directly contacting parents of those students who the District believes to be eligible.

The District must also ensure that the information in its Section 504 notices is written in a manner that is easily understandable to a parent. The notice should also contain the name and contact information for the District's Section 504 coordinator.

### **PRE-REFERRAL ASSISTANCE**

Pre-referral assistance is an important first step in serving students experiencing difficulties in school. Teachers may vary instructional and behavioral methodologies and expectations, and, by so doing meet students' educational and behavioral needs; and thereby strengthen the general education program and reduce unnecessary Section 504 and IDEA formal referrals.

Pre-referral assistance, including strategies such as response-to-intervention ("RTI"), is **not** intended to impede or be a substitute for necessary referrals for consideration of eligibility under the Individuals with Disabilities Education Act ("IDEA") or Section 504. If, at any time, a teacher, counselor, administrator, or other professional staff member has reason to believe that the student's difficulties may be attributable to a disability, the student should be referred for an evaluation. If a parent/guardian at any time requests an evaluation, the District must either honor that request or notify the parent/guardian of his/her due process rights under the IDEA, or Section 504, as applicable.

### **PARENT RIGHTS**

Section 504 guarantees certain rights to parents of students with disabilities. A Section 504 Notice of Procedural Safeguards has been developed for distribution to parents.

### **SECTION 504: THE PROCESS**

This section of the Manual addresses important steps in the Section 504 process including: referral, evaluation, eligibility determination, development of the Section 504 Plan, review, and reevaluation.

#### **A. Referral**

A student who, because of a suspected disability, is believed to need services under Section 504 is typically referred for a Section 504 evaluation by a parent, guardian, teacher, other certified school employee, the student if 18 years of age or older, or other concerned adult individual. Upon the receipt of a referral:

- The referral should be reduced to writing.

- The parent should be provided written notice of the referral, and be asked to provide written consent to a Section 504 evaluation.
- The parent should be provided with a copy of "Section 504 Notice of Procedural Safeguards" with notice of the referral.

Once the District has received parent consent to evaluate, the District may begin the evaluation process. If a parent refuses to consent to an initial evaluation, the District may, but is not required to, use due process hearing procedures to seek to override the parent's refusal to consent to the evaluation. Additionally, if a parent refuses to consent to an evaluation that is necessary for a determination of eligibility, the 504 Team may determine that the student is not eligible under Section 504.

## **B. Evaluation**

The evaluation is the starting point for determining whether a student is an eligible student under Section 504. The District is required to conduct an evaluation before providing Section 504 services. The nature and extent of the information needed to make a Section 504 eligibility decision is determined on case-by-case basis by a group of persons knowledgeable about the student, the meaning of evaluation data, and the placement options, *i.e.*, the Section 504 team. Information obtained through the evaluation process must be documented and all significant factors must be considered. The District may, but is not required to, use the same evaluation process used to evaluate students under the IDEA. The evaluation must draw upon information from a variety of sources and may include:

- School records review
- Observations of the student
- Standardized tests or other assessments by school staff
- Parent/Student/Teacher interviews
- Behavior rating scales or other checklists
- Pertinent medical information
- Information provided by the parent
- Other relevant information

Where formal testing is determined to be necessary, the evaluation procedures must ensure that:

1. Tests and other evaluation materials have been validated for the specific purpose for which they are used and are administered by trained personnel in conformance with the instructions provided by their producer.
2. Tests and other evaluation materials include those tailored to assess specific areas of educational need and not merely those which are designed to provide a single general intelligence quotient.
3. Tests are selected and administered so as best to ensure that when a test is administered to a student with impaired sensory, manual, or speaking skills, the test results accurately reflect the student's aptitude or achievement level or whatever other factor the test purports to measure, rather than reflecting the student's impaired sensory, manual, or speaking skills (except when those skills are the facets that the tests purport to measure).

A medical diagnosis of a physical or mental impairment does not, in and of itself, determine Section 504 eligibility. As mentioned above, Section 504 requires the District to draw upon information from a variety of sources in making its eligibility determination. A medical diagnosis is only one source of information. Additionally, the District may request, but cannot require a parent to provide a medical statement or authorize the release of the student's medical information as part of the evaluation



process. If the District determines, based on the facts and circumstances of the individual case, that a medical assessment is necessary for an appropriate evaluation, the District must ensure that the child receives this assessment at no cost to the parents. If alternative assessment methods meet the evaluation criteria, those methods may be used in lieu of a medical assessment. If a parent refuses to consent to a medical assessment and alternate assessment methods are not available, the 504 Team must proceed to make an eligibility determination based on the information it has on hand.

Absent extenuating circumstances, the District's evaluation and the development of a Section 504 Plan, if necessary, should be completed no later than 30 school days following the District's receipt of the parent's consent to evaluate. If an extension of time is required, the parent must be notified in writing of the extension, the reason for the extension, and the expected date of completion of the process.

**C. Eligibility Determination**

The eligibility determination must be made by a group of persons knowledgeable about the student, the meaning of evaluation data, and placement options and must be documented in writing. The parent of the student should be given a meaningful opportunity to provide input into identification, evaluation, and placement decisions for his/her child. Therefore, the parent should typically be included in this process.

**D. Section 504 Plan**

Where a student is found to be eligible under Section 504, the need for a Section 504 Plan must be determined. The Section 504 Team, which should include the parent, will be responsible for determining the services that are needed to provide the student a FAPE. The Plan should specify how services will be provided and by whom.

The Section 504 Plan shall be signed by the Section 504 Coordinator/Designee, indicating the District's intent to implement the plan. A copy of the Plan, along with the Section 504 Notice of Procedural Safeguards, must be provided to the parent.

If a Section 504 Plan is developed for a student, all school personnel with implementation responsibilities should be informed of the existence and particulars of the Plan. Failure to implement the Section 504 Plan can result in non-compliance with Section 504.

**E. Review of Section 504 Plan**

The teacher or other person(s) designated by the Section 504 Team shall monitor the student's progress and the effectiveness of the student's Plan. The teacher or other designated person will contact the parent (in person or by phone) at least annually to discuss whether the Section 504 Plan continues to be appropriate or whether any changes are necessary. If changes are to be considered, the Section 504 Team must be convened.

In addition, the Section 504 Team should be convened and the student's Section 504 Plan updated whenever the student's situation warrants a review (*e.g., during* natural transition periods, when a teacher or parent raises concerns, or when the student's performance changes).

**F. Reevaluation**

A reevaluation should be completed at least once every 3 years to redetermine eligibility under Section 504 and before any significant change in the student's placement.

## **SUSPENSION AND EXPULSION OF SECTION 504 STUDENTS**

Students who are eligible under Section 504 have certain additional protections when charged with a violation of the Code of Student Conduct which may result in a suspension or expulsion that constitutes a significant change in placement. Similar to suspension or expulsion of a student with a disability under the IDEA, it is necessary to conduct a manifestation determination for a Section 504 student when:

- The suspension or expulsion will be for more than 10 consecutive school days; or
- The student has been subjected to a series of suspensions that total more than 10 school days in a school year and a pattern of exclusion exists. Whether a series of suspensions creates a pattern of exclusion is determined on a case-by-case basis taking into account the following factors: the length of each suspension, the proximity of the suspensions to one another, the similarity of the behavior that resulted in the removals and the total amount of time the student is excluded from school.

If either of the situations above applies, then the District is required to conduct a manifestation determination before any significant change in student's placement may occur. The manifestation determination should be conducted within 10 school days of the decision to change the student's placement. The parent must be invited to participate in the meeting and provided a copy of the Section 504 Notice of Procedural Safeguards. The purpose of the manifestation determination is to review whether the student's misconduct was caused by, or had a direct and substantial relationship to the student's disability; or whether the conduct was a direct result of the District's failure to implement the student's Section 504 plan.

This determination should be made by a group of persons knowledgeable about the student, the meaning of evaluation data, placement options, the student's Section 504 Plan, and the disciplinary incident. In making its determination, the Section 504 Team must review all relevant information in the student's file, the student's Section 504 plan, any teacher observations of the student, and relevant information provided by the parent.

If the Section 504 Team concludes that the student's conduct is a manifestation of the student's disability, the student must remain in (or be returned to) his/her current educational placement unless the parent and the District agree to change the student's placement. If the 504 Team concludes that the student's conduct is not a manifestation of the student's disability, the District may apply the relevant disciplinary procedures applicable to all students. Unlike the IDEA, there is no requirement to provide a student whose conduct is not a manifestation of the student's disability educational services during a disciplinary change in placement unless services are provided to similarly-situated non-disabled students.

Please note that Section 504 allows a student to be disciplined, without going through the manifestation determination review process, when the infraction results from the student's current illegal use of drugs or alcohol in violation of the Code of Student Conduct.

In the case of a Section 504 student who carries or possesses a weapon to or at school, on school premises, or to or at a school function, the District may place the student in an interim alternative educational setting for up to 45 school days if a student without a disability would be similarly disciplined. The Section 504 team must meet to develop the interim alternate educational setting after evaluating the student as described above in this Manual. The interim alternate educational setting must be educationally appropriate and the services provided must enable the student to continue to progress in the general curriculum. The interim alternate educational setting must also address the behavior prompting the disciplinary action.

### **IMPARTIAL DUE PROCESS HEARING**

A parent who disagrees with the identification, evaluation, placement, or the provision of a free appropriate public education of a student with a disability under Section 504 has the right to request an impartial due process hearing. Request for a Section 504 due process hearing must be made in writing to the District's Section 504 Coordinator. Upon receipt of such a request, the necessary arrangements will be made by the District, including the selection of a hearing officer. A person who is an employee of the District, or any person having a personal or professional interest which would conflict with his/her objectivity in the hearing, may not be appointed as a hearing officer.

Any party to a hearing has the right to:

1. Be accompanied and advised by counsel or an individual with special knowledge or training about the problems of children with disabilities;
2. Present evidence and cross-examine witnesses;
3. Obtain a written or electronic verbatim record of the hearing or obtain alternate forms of the verbatim record to be provided in the parent's native language;
4. Obtain written or electronic findings of fact and decisions; and
5. Seek judicial review of a hearing officer decision.

The District will adhere to the following timeframes if a due process hearing is requested:

1. A hearing will be scheduled not more than 30 calendar days following receipt of the parent's written request.
2. The hearing officer will, not later than 30 calendar days after the hearing, draft a written decision (with specific findings of fact) and send a copy of the decision to each party and/or their attorneys/representatives
3. In the absence of an appeal, the District will implement the decision of the hearing officer 15 calendar days of the District's receipt of the decision.

### **GRIEVANCE PROCEDURE**

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

Director of Educational Services and Supports  
1101 SOM Center  
Mayfield Heights, OH 44124  
440-995-7211

A person may file a complaint with the Office for Civil Rights (OCR) if he/she does not wish to use the District's grievance procedure. A person who wishes to file a complaint with OCR should contact:

Office for Civil Rights  
U.S. Department of Education  
1350 Euclid Avenue, Suite 325  
Cleveland, OH 44115  
FAX: (216) 522-2573; TDD: (877) 521-2172  
Telephone: (216) 522-4970  
E-mail: [OCR.Cleveland@ed.gov](mailto:OCR.Cleveland@ed.gov)

A discrimination complaint may be filed with OCR at any time. Additionally, if a person is dissatisfied with the District's resolution of a complaint, that complaint may be filed with OCR at the address above within 60 days of the District's resolution.

### GRIEVANCE PROCEDURE

The District has adopted the following Grievance Procedure for addressing complaints of discrimination under Section 504 of the Rehabilitation Act of 1973 and/or Title II of the Americans with Disabilities Act of 1990. A person is not required to use this procedure and may instead file a complaint directly with the U.S Department of Education's Office for Civil Rights, 600 Superior Avenue East, Suite 750, Cleveland, OH 44114-2611:

- Step 1:** A person who believes that he/she has been discriminated against by the District is encouraged, but is not required, to discuss the matter informally with the appropriate building principal, in the case of a student, or his/her immediate supervisor, in the case of an employee. [NOTE: If the building principal or the immediate supervisor is the subject of the complaint, or the grievant is not a student or employee, the grievant may, instead, contact the District Section 504 Coordinator]. The person receiving the complaint shall verbally convey his/her findings to both the person who alleged the violation and the person who is the subject of the complaint within 10 business days.
- Step 2:** If the informal Step 1 process does not resolve the matter, or if the grievant does not wish to use the informal procedures set forth in Step 1, a written complaint may be submitted to the District Section 504 Coordinator who will investigate the complaint. [NOTE: If the Section 504 Coordinator is the subject of the complaint, the complaint should be submitted to the Superintendent who will appoint another administrator to conduct the investigation]. The complaint shall be signed by the grievant and include 1) the grievant's name and contact information; 2) the facts of the incident or action complained about; 3) the date of the incident or action giving rise to the complaint; 4) the type of discrimination alleged to have occurred; and 5) the specific relief sought. Names of witnesses and other evidence as deemed appropriate by the grievant may also be submitted. An investigation of the complaint will be conducted within 10 business days following the submission of the written complaint. The investigation shall include an interview of the parties and witnesses, a review of relevant evidence, and any other steps necessary to ensure a prompt and thorough investigation of the complaint. A written disposition of the complaint shall be issued within 10 business days of completion of the investigation, unless a specific written extension of time is provided to the parties. Copies of the disposition will be given to both the grievant and the person who is the subject of the complaint. If discrimination or harassment was found to have occurred, the disposition will include the steps that the District will take to prevent recurrence of any discrimination/harassment and to correct its discriminatory effects on the grievant and others, if appropriate.
- Step 3:** If the grievant wishes to appeal the decision in Step 2 above, he/she may submit a signed, written appeal to the Superintendent within 10 business days after receipt of the written disposition. The Superintendent or his designee shall respond to the complaint, in writing,

within 10 business days of the date of the appeal. Copies of the response shall be provided to both the grievant and the person who is the subject of the complaint.

The District hereby provides assurance that it strictly prohibits any form of retaliation against persons who utilize this Grievance Procedure. If you have questions regarding these procedures or desire to file a complaint, please contact the District Section 504 Coordinator:

Director of Educational Services and Supports  
1101 SOM Center  
Mayfield Heights, OH 44124  
440-995-7211