

**GATES MILLS ELEMENTARY**  
**Student Handbook**  
**2024-2025**



**GATES MILLS ELEMENTARY**

Small but mighty.

**Laurel Ravida, *Principal***

## THE MAYFIELD CITY SCHOOL DISTRICT

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

### BOARD OF EDUCATION

Ms. Sue Grosek, *President*

Al Hess, *Vice-President*

Mr. Ronald Fornaro

Mrs. Jolene Greve

Mr. Jimmy Teresi

### CENTRAL OFFICE STAFF

Dr. Michael Barnes, Superintendent

Mr. Steve Nedlik, Assistant Superintendent

Mr. Andy Fetchik, Director of Human Resources

Ms. Victoria Loncar, Director of Curriculum

Dr. Matthew Bradic, Director of Pupil Services

Mr. Jeffrey Legan, Director of Educational Services and Supports

Mrs. Laurie Uhlir, Director of Community Relations

Mr. Scott Snyder, Treasurer

Mrs. Colleen Harrison, Assistant Treasurer

### SCHOOL DAY

8:00 am – 2:30 pm

### STAFF AND ADMINISTRATION

#### Administrative Offices

Mrs. Ravida

Principal

995-7510

#### Counselor

Mr. DiMarino

Counselor

995-7427

### TRANSPORTATION DEPARTMENT

440-995-7891 or 440-995-7890

### **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 or administrative guidelines referenced herein are revised, the language in the most current policy or administrative guidelines prevails. Copies of current Board policies and administrative guidelines are available on the district's website.

### **SCHEDULING**

The Administrative Team will allocate students to their designated classes and programs. Any inquiries or concerns regarding the assignment should be directed to the principal. Requests for a specific teacher from parents will NOT be entertained. However, if there are specific circumstances related to the child, parents should communicate these details in writing to the principal without specifying a teacher's name.

### **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.

The Letter Grade Procedure is as follows:

### **ELEMENTARY GRADING RUBRIC**

#### **Kindergarten-3rd Grade**

'3'-85%-100%

'2'-70%-84%

'1'-Below 69%

#### **4th Grade-5th Grade**

A-90%-100%

B-80%-89%

C-70%-79%

D-60%-69%

F-50%-59%

### **ARRIVAL AND DISMISSAL PROCEDURES**

All district elementary schools open at 8:00 AM. Students may not enter the building until supervision is available.

Students must report to the classroom before 8:15 AM or are considered tardy. Students arriving after 8:15 AM must be accompanied by a parent/guardian and report directly to the office for sign-in.

#### **Morning Drop-Off**

Cars will come into the driveway off of Colvin Road, and take a left, to drop off at Door #1. Cars should pull forward along the side of the building. Please note that staff is not available for before/after care; if you need arrangements for before and/or aftercare please register with Right at School.

**CAR DROP OFF:** Doors Open at 8:00 AM and Class starts at 8:15 AM

- Car drop-off entry will be off of Colvin Road and drop off will be at Door #1 only. Thank you for having your child(ren) remain in the car until you pull up to this door.

- In order to keep the flow of traffic moving safely and quickly, we ask that parents do NOT get out of the car during arrival. Our caring and dedicated staff assist with arrival/dismissal and all children are escorted by an adult to keep our young scholars safe. If your child is having difficulty exiting the car properly, you will be asked to park your car in the parking lot and bring your child into the school.

**TARDY ARRIVALS:** If you arrive after 8:15 AM you need to park in front of the building and sign your child in at the main office.

**BUS DROP OFF:** Doors open at 8:00 AM and Class starts at 8:15 AM

- Buses drop-off in the lower lot off of Chagrin River Road and a caring and dedicated staff member is ready to greet our bus riders upon arrival.
- Bus Riders enter through Door #1 only.
- Bus Riders will not be marked tardy even if their bus arrives after 8:15 AM.

**ATTENDANCE:** Teachers will be taking attendance at the start of the school day. If your child will be late or absent, please enter an Infinite Campus absence request, call in the office at 440-995-7500 and/or email your child(ren) teacher(s).

**CAR PICK UP:** Students are picked up in the lower parking lot at 2:15 PM. The lower lot is located off Chagrin River Road. Staff members will bring your child(ren) down to the lower lot and will load students into your cars. Please get in line at 2:15 PM in the lower lot to ensure your child is picked up on time.

**BUS RIDERS:** Students are loaded onto their buses at the bus loop located in front of the school by staff members. The buses depart at 2:25 PM.

**TRANSPORTATION CHANGES:** Transportation changes should be emailed in advance to your teacher and the main office. **If it is a same day change**, please call the office 440-995-7500.

### **Early Dismissal/Pick-up**

Students are not permitted to leave school before dismissal time unless a parent or guardian provides a signed written request or personally visits the school office to request release. Only a custodial parent, guardians, or individuals listed in Infinite Campus with explicit verbal or written permission are allowed to pick up the student. If a child needs to enter or leave during the school day, the parent must accompany the child to or from the building's office instead of going directly to the classroom. The child will be called to the school office for early pickup.

Changes to a student's dismissal routine, such as taking a different bus, using a different bus stop, not riding the bus, or going home with another adult, require written notification presented to the office before 11:00 AM on the same day. If a student will be picked up by someone other than a parent, a note of authorization is necessary. Parents with students other than their own coming to their home after school also need to provide a note of authorization.

Supervision of students is not available beyond 2:30 PM. If a student is not picked up, staff will make every effort to contact people in the child's Infinite Campus emergency contact list. If the staff is unable to make contact with an emergency contact, the local police will be contacted.

***Please note that if a transportation change needs to be made, do not write an email or leave a voice message on the day of the change. Please continue to call back until you reach an office staff member.***

### **Right At School**

We are excited to partner with [Right At School](#) to offer our students the opportunity to enjoy expanded before and after school enrichment opportunities. Right At School provides an engaging and fun enrichment curriculum to encourage students to learn, play, and grow. Students will have a healthy snack, engage in dynamic fitness activities, student-driven projects, team building, leadership development, and have the opportunity to complete homework assignments.

Right At School offers flexible scheduling and enrollment options. Their [customer service](#) team is available to answer any questions.

#### **Before School Hours:**

6:30 AM - 8:00 AM

#### **After School Hours:**

2:30 PM - 6:00 PM

## **ATTENDANCE**

Attendance in school is usually reflected in a student's grades and achievements. Mayfield City School District abides by the laws and rules set forth by the Ohio Department of Education regarding attendance in schools.

Students should be in school regularly. There are times, however, when absence is necessary because of illness, home problems, etc. Parents should notify the attendance office if their child is going to be absent by calling 995-7500.

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 important members 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.

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

### **Reporting Absence**

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

The preferred reporting method is to log in to your parent portal and identify your child's absence through Infinite Campus. However, you may also call in your child's absence at any time. Leave a message on the school voicemail. Call in all absences before 10:00 AM on the day of the absence. Give the student's name and the reason for the absence; i.e., illness, funeral, out-of-town, or doctor's appointment.

The school will call the parent/guardian if the child is not called in absent by 10:00 AM.

### **Excused Absence**

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

It is the student's responsibility upon returning to school to check with the teachers to obtain make-up work and to turn the work into the teacher(s). Make-up work may be requested for absent students. Requests should be made to the teacher before 8:00 am. Work can be picked up in the office during the school day on the day the request is made. Parents are strongly encouraged to access homework on the internet or email the teacher for assignments if the absence is more than two days. One day of make-up work is allowed for each day of absence.

### **Vacation during School**

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

### **Extended Absence Request**

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

School officials understand the need to leave the country for some time for family obligations. In the event of leaving the country for more than 10 consecutive school days, print the [Extended Absence Request-Form3.pdf \(mayfieldschools.org\)](#), complete and bring it to your student's school office. Your student will be withdrawn and be allowed to re-enter the district upon your return after the parent/guardian presents proof of residency (current utility bill and current lease agreement) to the Board of Education.

## BUS TRANSPORT

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

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

### Edulog Parent Portal

Edulog Parent Portal is a revolutionary smartphone app that helps to improve communication, school bus safety, and efficiency. It provides you with planned time and location information for your child's bus ride to and from school. On a daily basis, the app will show you the GPS location of the bus and send you push notifications when it is nearing your bus stop.

The app is free of charge for our parents, caregivers, and students. In addition to displaying the location of your bus and sending notifications, you can also receive time-sensitive messages from our transportation department. You will also receive notification when a substitute bus is running your route due to maintenance, absences, etc.

The app can be downloaded from the Google Play Store or from the Apple App Store - either of which can be accessed by pointing your smartphone at the QR code below:



Security is important. Only YOU have access to your student's transportation information through the app via a secure login process. You must know your student's school of attendance, school ID number, and date of birth in addition to the exact spelling of his or her first and last name.

If you have any additional questions regarding the app, please contact our transportation department at (440)-995-7890.

Security is important. Only YOU have access to your student's transportation information through the app via a secure login process. You must know your student's school of attendance, school ID number, and date of birth in addition to the exact spelling of his or her first and last name.

If you have any additional questions regarding the app, please contact our transportation department at (440)-995-7890.

[Tutorial Video](#)

## **CUSTODY/SCHOOL RECORDS/FORMS**

### **Child Custody**

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

### **Non-Custodial Parents**

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

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

### **Student Records**

The teachers and administrative staff keep student records. Confidential records contain educational and behavioral information that has restricted access based on the Family Education Rights and Privacy Act (FERPA) and Ohio law. This information can only be released with the written consent of the parents or a legal guardian. The only exception to this is to comply with State and Federal laws that may require release without consent.

Included in the confidential records may be test scores, psychological reports, behavioral data, disciplinary actions, and communications with the family and outside service providers. The school must have the parent's written consent to obtain records from an outside professional or agency.

Students and parents have the right to review all educational records generated by the school district, request amendment to these records, insert addenda to records, and obtain copies of such records. If a review of records is requested, please contact the District Treasurer, in writing, stating the records desired. The records will be collected and an appointment will be made with the appropriate person(s) present to answer any question.



## MAYFIELD CITY SCHOOL DISTRICT

### ANNUAL ONLINE REGISTRATION (OLR)

The annual update OLR is **REQUIRED** for a residential parent/guardian to complete BEFORE the first day of school each year to ensure the school has the most current and accurate residential, contact and health information in case of an emergency for your child. This also allows you to give permission, or not, for our release agreements, such as *Media* (picture taken for public or school media); *Student Code of Conduct*; *Technology access*; *Student E-mail*; and *Field Trip permission*.

All students in grades 2, 5, and 9 must have their parent/guardian complete this registration before their child can receive their 1:1 device.

[Annual Update OLR Instructions](#)

If you need assistance with your Parent Portal login, please contact [ichelp@mayfieldschools.org](mailto:ichelp@mayfieldschools.org)

### School Directory Information

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

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

- Name
- Address
- Phone number
- Email address
- Dates of attendance
- Enrollment status

### RESIDENCY

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

Parents must notify the school office about plans to transfer their child to another school district and complete a [Withdrawal /Transfer Form](#). School records, including disciplinary records of suspension and expulsion, will be transferred to the new school within 14 days of the parent's written request. Bring or mail the completed form to the registrar located at the Board of Education Office so that your child is not considered truant.

### SCHOOL FEES & LUNCH INFORMATION

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

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

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

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

### STUDENT HEALTH SERVICES

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

State law requires that K, 1st, 3rd, and 5th graders are given hearing and vision screenings. These screenings are conducted by the Health Services staff. You will be notified in writing with a referral for further follow-up with your healthcare provider if your student's screening results are outside the established parameters. If you do not wish for your student to have these screenings, please forward your wishes to Health Services in writing. It will be necessary for you to provide documentation that these screenings were performed by your healthcare provider within the previous 12 months if you choose not to have them screened at school.

## **RULES AND REGULATIONS**

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

## **RULES AND REGULATIONS**

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

## **DANGEROUS WEAPONS IN SCHOOL**

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

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

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

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

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

## **RULES AND REGULATIONS**

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

## **RULES AND REGULATIONS**

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

### **DANGEROUS WEAPONS IN SCHOOL**

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

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

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

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

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

### **DRUG-FREE SCHOOLS**

1. 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: All "controlled substances" which are designated and prohibited by federal or Ohio statute
2. All chemicals that release toxic vapors, except when used appropriately in the context of an educational course, school program, or employment
3. All alcoholic beverages, including "near beer," which have an alcoholic content, regardless of whether that content is so small as to be exempt from state taxes on alcohol

4. All prescription and patent drugs, except those permitted under Board policy including JHCD (Oral Medication and Medical Procedures)
5. Anabolic steroids
6. Any substance that is a "look-a-like" to any of the above.

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

### **GANG INVOLVEMENT/ACTIVITY**

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

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

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

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

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

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

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

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

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, and verbal abuse and violence within a dating relationship. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, on a school bus,

or while enroute to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

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

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

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

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

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

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

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

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

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

If the investigation finds an instance of harassment, intimidation, and/or bullying/cyberbullying by an electronic act or otherwise, has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include suspension or up to expulsion for students, up to discharge for

employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position, and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

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

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

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

### **COMPLAINTS**

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

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

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

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

### 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 an 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 students 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 <https://www.mayfieldschools.org/ChromebookPolicies.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 its 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.



## **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 school. The schools reserve the right to inspect, copy, and/or delete all files created or stored on school-owned computers.

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

that is inappropriate, just as they might find an inappropriate TV program at home while clicking the remote control.

- K. Internet users or students in a position to use the Internet with school equipment (or their own personal computers while in school) must complete an Internet Use Consent Form, signed by the parent/guardian, and such form must be on file in the school prior to Internet use by a student. Internet access passwords will be issued only to those students whose parents agree to their use of the Internet.
- 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 disk space, on-line access time, and data transfer over a network.
- N. Students may not use school computers (or their own personal computers while in school) in any inappropriate way. Examples of inappropriate use include, but are not limited to: uploading, downloading, or viewing obscene, vulgar, threatening, or abusive language or materials; any illegal activity; any commercial transactions; any activity that violates another user's privacy, including use of or disclosure of another's password, address, phone number, or social security number.
- O. Computers are located in a variety of educational settings in the schools, including classrooms, computer labs, libraries, and media centers. In each area, any special rules governing computer use will be posted and must be followed, along with the guidelines listed above.
- P. Violations of these guidelines shall result in loss of privileges to use District computer equipment and other disciplinary action, up to and including suspension and expulsion. In addition, students will be assessed charges for deliberate damage to hardware or software.

This policy applies to computer use in both structured and unstructured settings. In the classroom or teacher-directed lab setting, students may not use the computer for any purpose that is not directly

related to the assigned activity for the session. If the student is using district computer resources (or their own personal computers while in school) outside of class, it is his/her responsibility to understand and follow the guidelines as stated in the Board Policy for Use of Computer Resources. Students who violate the rules and regulations stated in this policy are subject to disciplinary action.

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

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

### **DISCIPLINE**

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

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

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

### **SUSPENSION**

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

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.

Ohio law requires districts and community schools to eliminate out of school suspensions and expulsions for students in **Pre-K through 3rd grade** for offenses that do not pose significant danger to school and student safety. Offenses that pose significant danger and are exempt from the law are defined below.

### **Offenses that Pose Significant Danger**

- Bringing a firearm to a school or any other district property;
- Bringing a firearm to an interscholastic competition, extracurricular event or any other school program or activity that is not on the district's property;
- Bringing a knife capable of causing serious bodily injury to a school or other district property, interscholastic competition, extracurricular event, or other program or activity sponsored by the school or in which the district is participating;
- Possessing a firearm or knife capable of serious bodily injury (including any initially brought on school property by another person) at a school or other district property, interscholastic competition, extracurricular event, or any other school program or activity.
- Committing an act that is a criminal offense when committed by an adult and that results in serious physical harm to persons or property while the student is at school, on other district property, or at an interscholastic competition, extracurricular event, or any other school program or activity;
- Making a bomb threat to a school building or any premises at which a school activity is occurring at the time of the threat

### **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. 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. Also, any penalty exceeding twenty-six (26) or more days will be accompanied with information on social agencies indicating when and where a student may seek help.

### **DUE PROCESS**

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

### **JURISDICTION**

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

## **STUDENT CODE OF CONDUCT**

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

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

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

### **Part II – Code of Conduct**

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

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

The misconduct of pupils on their way to and from school is within the scope of authority of the school. The student's conduct outside of school hours and off school property which directly relates to, and affects the operation of the school, its discipline, training, and efficiency is within the control of school personnel to such an extent that they may discipline children for such acts of misconduct. Mayfield High School and the Mayfield Board of Education do not accept responsibility for any student who becomes injured by failing to abide by the established rules.

### **Rule 1. 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 important members 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 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 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 who 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 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. Administrative discretion may be used to modify or adjust the consequences based on the student's previous discipline record.

### **Rule 4. Vandalism/ Damage to School or Personal Property**

Students who cause damage to school property shall be subject to disciplinary measures, including suspension and possible recommendation for expulsion. The parent of the student will be financially liable for such damage. 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 to school that is not needed for learning. The school is not responsible for personal property. Students are encouraged to report all thefts of personal or school property to the office.

### **Rule 6. Dangerous Weapons and Instruments/ Use, Possession, Sale or Distribution of 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 (not firearms)**

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 /Electronic Cigarettes/ Vapor Devices (includes smokeless tobacco or personal vaporizing device)**

Smoking and other tobacco uses are a danger to a student's health and 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 or vape pen, 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 High School reserve the right to utilize police dogs to search school lockers and school property without notice to both discourage and prevent violations of District policy, as well as local, state, and federal laws regarding narcotics, drugs, and alcohol.

**Rule 11. 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 High School reserve the right to utilize police dogs to search school lockers and school property without notice to both discourage and prevent violations of District policy, as well as local, state, and federal laws regarding narcotics, drugs, and alcohol.

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

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

**Rule 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 reasonable directives of all authorized school personnel. Repeated violations of any minor rule, directive, or discipline procedure shall also constitute insubordination. Any slanderous, obscene comment (including profanity), gesture, or threat directed at any staff member is considered a serious matter and may result in exclusion or suspension (maximum of ten days). Also, this behavior can result in a recommendation to the Superintendent of Schools for expulsion from school.

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. Violation of this rule may result in a minimum of three (3) days exclusion or suspension. Possession of gambling paraphernalia will carry the same penalty (football pools, NCAA pools, dice, cards, etc.). Playing cards can be used for a variety of games that do not involve gambling or betting of any kind. Administrative approval can be granted for these situations.

Falsification of School Work, Identification, Forgery

Forgery of hall or bus passes and excuses are forms of lying and are a violation of the Student Code of Conduct subject to disciplinary action including detentions, exclusion, and suspension. Plagiarism and cheating are also forms of falsification and subject the student to academic penalties as well as disciplinary action. Cheating on exams, quizzes or any assignment will result in a "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 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, restroom, hallway, playground, gymnasium, etc.) or outside the building without permission (such as in the parking lot, front of the school) 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.

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, Bullying**

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

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, and verbal abuse and violence within a dating relationship. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, on a school bus,

or while enroute to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

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

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

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

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

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

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

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

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

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

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

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

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

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

### **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-Like**

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: 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/ Assault (physical or threatened)**

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

## **DRESS CODE FOR STUDENTS**

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

The objective of this dress code is to provide an appropriate educational environment while allowing students to dress comfortably within limits to facilitate learning. Student attire can positively or negatively affect the learning process, contribute to a student's success, and generate a safe and positive learning environment. We expect students to maintain the type of appearance that is not distracting to students, teachers or the educational process of the school. While individual students may choose to express their personal and ethnic pride through their appearance, certain requirements for a standard of dress that is appropriate in an educational setting are outlined in the dress code.

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

- Comfortable clothing for both boys and girls that do not expose the midriff, abdomen, back, or shoulders
- Tops and shirts that overhang the waistband of pants and/or skirts
- Clothing that covers the student's undergarments
- Pants, skirts and shorts that are worn at or near the waist
- Skirts and shorts that are of an adequate length when standing or sitting (closer to the knee than the hip – below mid-thigh)
- Clothing that is free of imprints that contain phrases or drawings that are offensive, suggestive or disruptive
- Clothing and footwear that does not present a safety hazard i.e. shoes with wheels
- Clothing that is intended to be worn indoors (students should not wear outer garments during the school day)

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

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

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

## **GENERAL INFORMATION**

### **Recess Policy**

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

## **Birthday Policy**

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

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

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

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

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

## **Student Valuables**

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

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

(Book bags, jackets, purses, pockets, items containing data or memory such as cell phones, computers)

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 that 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.

## **STUDENTS WITH DISABILITIES**

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

- No otherwise qualified individual with a disability. . . shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. . . . 29 USC § 794
- One of the principal purposes of Section 504 is to ensure that students with disabilities are not denied access to educational facilities, programs, and opportunities on the basis of their disability.
- For a student to have a disability which may be protected under this law, he or she must: (1) have a mental or physical impairment, (2) which substantially limits, (3) one or more major life activities. For a student to be considered an "eligible student" under Section 504, all three criteria must be fulfilled.
- Under Section 504, schools that receive federal funds may not discriminate against eligible

students with disabilities. Section 504 also protects students who have a record of a disability, and students who are regarded as having a disability. Discrimination against students in either category is prohibited under Section 504.

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

### **POLICY STATEMENT**

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

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

### **GRIEVANCE PROCEDURE**

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

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

### **FUNDRAISERS**

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

### **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:

- A. a threat to the school involving terrorism;
- B. a person in possession of a deadly weapon or dangerous ordnance on school property; and
- C. 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 RESOURCE OFFICER**

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

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

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

### **VISITORS**

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



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

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

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

### **Parent Volunteers**

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

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

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

## **TABLE OF CONTENTS**

INTRODUCTION  
OVERVIEW  
POLICY STATEMENT  
DEFINITIONS  
CHILD FIND  
PRE-REFERRAL ASSISTANCE  
PARENT RIGHTS  
SECTION 504: THE PROCESS

- A. Referral Procedures
- B. Evaluation
- C. Eligibility Determination
- D. Section 504 Plan
- E. Review of Section 504 Plan
- F. Reevaluation

SUSPENSION AND EXPULSION OF STUDENTS SERVED UNDER SECTION 504  
IMPARTIAL DUE PROCESS HEARING  
GRIEVANCE PROCEDURE

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

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**

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 the 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 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 eyeglasses 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 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" (see list on school website). 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 whom 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 doing so, 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-** Any 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 a 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 alternative educational setting after evaluating the student as described above in this Manual. The interim alternative educational setting must be educationally appropriate and the services provided must enable the student to



continue to progress in the general curriculum. The interim alternative 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. Requests 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 that 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's 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 after 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 the 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