MAYFAIR CHRISTIAN SCHOOL

Student and Parent Handbook

2026 to 2027 School Year

Teaching Minds & Reaching Hearts

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"All thy children shall be taught of the Lord."
Isaiah 54:13

Mayfair Christian School operates under the oversight of the Ohio Conference of Seventh-day Adventists, Office of Education.

PART ONE: INTRODUCTION & MISSION

Welcome from the Principal

Dear Mayfair Families and Students,

Welcome to the new school year at Mayfair Christian School! Whether you are returning to our community or joining us for the first time, I am thrilled to welcome you to a year filled with learning, growth, and new opportunities.

At Mayfair, we are dedicated to providing a supportive, faith-centered environment where every student is encouraged to achieve academic excellence, build strong character, and discover their unique, God-given potential. Our staff is committed to fostering a safe, engaging, and collaborative atmosphere where all students feel valued and inspired to succeed.

This handbook is designed as a guide to help navigate our school policies, expectations, and daily routines. Please take some time as a family to review the information enclosed, as open communication and partnership between home and school are essential to our shared success.

Thank you for trusting us with your child's education. I look forward to working alongside our wonderful families, dedicated teachers, and incredible students to make this school year extraordinary.

Warm regards,

Erica Knight

Principal, Mayfair Christian School

About Our School

Mayfair Christian School (MCS) was established in 1911 as the first Seventh-day Adventist school in the greater Akron, Ohio area. Since its inception, the school has been a beacon of light providing quality Christian education to the city of Akron and its surrounding communities. In 1966, MCS moved to its current location in Uniontown, Ohio, offering a country setting with a large, safe area for outdoor recreation.

Serving students in Kindergarten through Eighth grade, MCS provides a Christian-based educational curriculum with a low student-teacher ratio and professionally certified teachers. Our multi-grade classroom approach enhances and increases academic performance.

MCS is operated by the Seventh-day Adventist Church under the direction of the Ohio Conference of Seventh-day Adventists. As a member of the worldwide network of Seventh-day Adventist schools, colleges, and universities, we offer students the very best opportunities to develop academically, physically, spiritually, and socially. MCS is chartered by the Ohio State Board of Education and is fully accredited by the Ohio Conference Board of Education and the North American Division (NAD) Commission of Accreditation for Seventh-day Adventists.

Handbook Philosophy

School guidelines as outlined in this handbook are set forth to provide students with an atmosphere of safety and acceptance where learning and spiritual, mental, social, and physical growth can be experienced. Parents, guardians, and all students are responsible for knowing and following this handbook's policies, guidelines, and any amendments made during the school year. If a parent, guardian, or student needs clarification of any standard, policy, guideline, or procedure, we will be glad to meet with them.

Our Mission

Our mission is to learn, lead, and live for Jesus.

At MCS, we DO 6:

- **LEARN:** From God's creation; by applying rigorous NAD and Common Core standards; through excellent teaching.
- **LEAD:** By learning key qualities from leaders in our homes, churches, community, and the world; and by leading others inside and outside our school.
- **LAUGH:** Through positive relationships during work and play; during hands-on experiences; and in cooperative learning opportunities.
- **LEND A HAND:** To our local community; we serve at church, at school, and at home; we find ways to make the world a better place.
- **LIVE HEALTHY:** By following the 8 Laws of Health: Nutrition, Exercise, Water, Sunshine, Temperance, Fresh Air, Rest, and Trust in God.
- **LOVE JESUS:** Through daily encounters with Him and His Word; by sharing our faith with classmates and others; and by helping those in need.

The Ohio Conference of Seventh-day Adventists holds that Adventist education exists to restore in humans the image of their Maker, to develop a people strong in mind, noble in purpose, and prepared to serve. The MCS mission reflects this broader purpose. Ohio Conference Strategic Plan priority: Student Wholeness, Analog Core, and Strategic AI Integration.

Core Values

1. We believe that every individual's value comes from God. A relationship with Jesus is the foundation from which we build a Christ-centered, spiritual environment.
2. We believe in the importance of academics provided through exceptional Christian curriculum, high quality technology, and dedicated certified teachers.
3. We believe in development of the character and health of the whole person: physical, spiritual, mental, and social.
4. We believe in providing a safe learning environment that embraces diversity and connects with home, school, and church.
5. We believe in developing effective leaders through service in our classes and our community.

Non-Discriminatory Policy

MCS maintains a policy of non-discrimination with regard to race, religion, gender, and ethnic or national origin. Admission is based solely on the candidate's desire to attend, conformity with the school standards and regulations, and the school's ability to meet the educational needs of the student. No discrimination is made regarding race, gender, or ethnic or national origin in the administration of educational policies, application for admission, scholarship or loan programs, athletic or extracurricular programs, or with respect to the employment of faculty and administrative staff.

The Ohio Conference of Seventh-day Adventists is committed to equal access, non-discrimination, and the dignity of every person. Schools operating under the conference are expected to uphold these standards in all policies and practices.

PART TWO: ADMISSIONS & ENROLLMENT

Admissions Policy

MCS welcomes all students who have an interest in Christian education and whose attitude and conduct is in harmony with school standards and policies as outlined in this handbook. MCS serves students in grades K to 8, including children with all levels of learning. If the school determines that it cannot meet the needs of a student with behavioral or physical disabilities, the administration will advise the parents to seek counsel concerning educational alternatives. All new admissions and re-admissions are subject to the approval of the School Board.

Students applying to attend MCS pledge to observe all regulations and policies and to uphold the Christian principles upon which the school is founded. Parents and guardians desiring to enroll their children at MCS shall make a personal commitment to support and uphold the school, its mission, and its principles as stated in this handbook.

New Student Enrollment

6. The administrative team will obtain and review available records, including grades, attendance, behavior reports, and acceptable test results. Transfer students may not be permanently assigned to a grade level until all necessary records have been received.
7. Students and parents must complete a questionnaire and interview with the principal to share their interest in attending our school.
8. Parents must complete the required application packet in its entirety, including submitting all required documents.
9. Students entering Kindergarten must be 5 years old by the first day of school in the school district they reside in. Students entering First Grade must be 6 years old by first day of school in the school district they reside in.

Return Student Enrollment

10. Regular attendance is required each year, consistent with the attendance policy in this handbook.
11. Academic efforts are required while attending MCS, including maintaining a GPA of 2.0. Active enrollment in school-sponsored tutoring may be required for students not meeting this threshold.
12. Behavior must be appropriate in accordance with the MCS handbook.
13. Tuition and fees must be paid in full or a plan must be in place to remedy any back debts.

Physical Examination and Immunization Requirements

New students and students entering Kindergarten, First, Fourth, and Seventh grades are required to have a physical exam with a signed Physician Examination Form and a current immunization record, including Diphtheria, Tetanus, Pertussis (DTP), Polio, Mumps, Measles, Rubella (MMR), Hepatitis B, and Varicella. If there is a question or concern about required immunizations, please contact the school.

Financial Policies

Tuition and Fees for 2026 to 2027

Item	Amount
Annual Tuition (per student)	$6,166.00
Registration Fee — first student	$100.00
Registration Fee — each additional student	$50.00

Item	Amount
Operations Fee (per student, due first day)	$100.00
Monthly Payment (10 installments, Aug to May)	$616.60 | 28th of each month

MCS's annual tuition rate for 2026 to 2027 is $6,166.00 per student (see table above). Families receiving EdChoice or EdChoice Expansion scholarships typically have no out-of-pocket tuition cost.

Payment Discounts

- 5% discount for families who pay the full semester's tuition on or before the opening day of school.
- 10% discount for families who pay the full year's tuition on or before the opening day of school.

Financial Assistance

It is the desire of MCS to work together with every committed family to provide quality Christian education. Limited financial assistance may be available from several sources on a first-come, first-served basis.

- Members of the Akron First Seventh-day Adventist Church may request a church financial aid application through the church office.
- Members of another Seventh-day Adventist church should contact their home church to learn its financial aid process.
- Families who are not members of a Seventh-day Adventist church may request an MCS financial aid application from the school's Finance Committee.

MCS participates in the Ohio EdChoice Scholarship Program. State grants are offered to families who meet certain criteria. The application process begins in February of each year. Contact the school's Administrative Office for information and an application packet.

Past Due Procedures

If a student's account becomes past due, the following procedure will occur: families who anticipate their account may become 30 days past due should contact the principal or treasurer to suggest suitable financial arrangements. At 30 days past due, a reminder notice is issued. At 60 days delinquent without a payment arrangement, the family will receive notice of pending suspension. The matter may be brought to the School Board, which could result in dismissal. The MCS Board handles each situation on a case-by-case basis.

Students cannot register for the upcoming school year or start school in the fall until their accounts are paid in full. Records will not be released for transferring students until the account is paid in full.

Parents or guardians who owe on an account at one Adventist school will not be accepted by another Adventist school until the account is paid or satisfactory arrangements have been made with the former school, per CUC Education Code, June 2009.

Tuition Refund

If a family pays tuition in advance and removes the student from school during the school year, any tuition paid in advance of the current month will be reimbursed less any unpaid fees.

Financial Aid Overpayment

At the end of the school year, if a student's account has a credit balance due to receiving financial aid, the overpayment may be reimbursed to the providing entity or, upon approval by the providing entity, remain on the student's account only to be used for tuition for the next school year.

Custody and Non-Custodial Parent Access

MCS recognizes that family circumstances vary. All enrolled students are served in accordance with applicable Ohio law and any court-ordered custody arrangements. The following standards apply:

- Both custodial and non-custodial parents, as defined by applicable law, generally have the right to access student records, attend school events, and communicate with school staff unless a court order specifically restricts those rights.
- Parents or guardians must provide the school with a copy of any court order that restricts access, communication, or pickup rights before MCS can enforce those restrictions. MCS cannot restrict a legal parent's access without a court order on file.
- Students will only be released to individuals listed on the authorized pick-up list provided by the custodial parent at enrollment. Changes to the pick-up list must be submitted in writing.
- In cases of disputed or contested custody, the principal may contact the school's legal counsel or the Ohio Conference Superintendent for guidance. MCS will not be placed in the middle of a custody dispute and will defer to valid court orders.
- Questions about custody arrangements and student records access should be directed to Principal Erica Knight at eknight@mayfairchristianschool.com or (330) 896-3184.

Ohio Conference of Seventh-day Adventists: conference schools follow applicable Ohio law regarding parental access rights. A non-custodial parent retains educational access rights unless a court order on file at the school specifically removes those rights. Schools must not discriminate between parents based on custody status in the absence of a valid court order.

PART THREE: ACADEMIC POLICIES

Curriculum

MCS follows the curriculum guidelines of the Ohio Conference Education Department of the Seventh-day Adventist Church. Subject areas include: Bible, English, Spelling, Science, History, Music, Physical Education, Reading, Mathematics, Handwriting, Health, Geography, Computer Technology, and Art.

MCS uses NAD-approved textbooks as a primary resource. Teachers recognize that no textbook is the final authority and will guide students in reading critically, examining assumptions, and understanding how Christian faith engages with ideas they will encounter throughout their education.

Curriculum, textbooks, and instructional materials used at MCS are reviewed and approved by the Ohio Conference of Seventh-day Adventists in alignment with North American Division standards. Teachers are expected to present all subjects from a Christian worldview that upholds biblical principles and the Adventist commitment to academic excellence.

Grading System

Grade Scales by Level

Grade Level	Grade System	Scale
Kindergarten	Developmental	I (Independent), P (Progressing), NT (Needs Time)
Grades 1 to 2	Proficiency	E (Excellent), S (Satisfactory), N (Needs Improvement)
Grades 3 to 8	Traditional	A, B, C, D, F

Progress reports are issued four times a year at nine-week intervals. Parent-Teacher Conferences are scheduled at the end of the first and third grading periods. Parents and guardians may schedule additional conferences with their child's teacher at any time.

Standardized Testing

MCS administers standardized testing annually as required by the North American Division and Ohio Conference, using NWEA MAP Growth as the primary assessment platform. Test results are used to evaluate program strength and to identify students who may benefit from additional support.

AE-Connect Student Information System

AE-Connect is the online student information system used throughout the Ohio Conference Adventist school network. It allows parents and students to access assignments, grades, and attendance records and to communicate with teachers.

How to Access the Parent Portal

14. Go to http://connect.adventisteducation.org.
15. Select 'Forgot Password' and enter the email address you provided to the school.
16. Follow the steps to reset your password.
17. Return to http://connect.adventisteducation.org, enter your email and the password you created, and click the green arrow to log in.

If you need assistance, please contact the school office at office@mayfairchristianschool.com.

AE-Connect is the official student information system of the North American Division of Seventh-day Adventists. All Ohio Conference schools use AE-Connect as the primary platform for grades, attendance, and parent communication.

Learning Differences and Accommodations

MCS is committed to serving students with a range of learning styles and academic needs. We believe every child can learn and that effective instruction meets students where they are.

Students with Identified Needs (IEP / 504 Plans)

Students who transfer to MCS with an active Individualized Education Program (IEP) or a Section 504 accommodation plan should notify the principal at enrollment. MCS will review the existing plan with the family and teacher and implement appropriate academic accommodations within the school's capacity. If MCS is unable to implement a required accommodation, the principal will work with the family to identify the appropriate next steps, which may include referral to the local public school district for specialized services.

Differentiated Instruction

MCS teachers use differentiated instructional strategies to meet the needs of diverse learners in the multi-grade classroom environment. This includes flexible grouping, varied pacing, tiered assignments, and one-on-one support as needed. Students are not penalized for learning differences when appropriate accommodations are in place.

Referral Process for Unidentified Learning Needs

- When a teacher identifies that a student may have an unmet learning need, the teacher will notify the principal and initiate a parent conference.
- The parent and teacher will develop a support plan, which may include targeted interventions, progress monitoring, and additional resources.
- If the student continues to struggle after school-based interventions, MCS will recommend that the family request a formal evaluation through the local public school district, which is responsible for evaluation and services under the Individuals with Disabilities Education Act (IDEA).
- Referral records are maintained in the student's file and are part of the student's educational record and subject to the school's FERPA-aligned privacy protections.

Ohio Conference schools are encouraged to serve students with diverse learning needs to the extent possible within each school's resources. When a student requires services or accommodations beyond what the school can provide, the school must communicate clearly with the family and facilitate referral to appropriate resources, including the local public school district. Conference schools do not discriminate on the basis of disability in admissions or services.

Homework Policy

Homework is designed to reinforce and prepare students for classroom instruction. Time and amount may vary depending on individual student needs. Parents and guardians can support their children by providing a regularly scheduled homework time, an appropriate and quiet work space, and by taking an active interest in assignments without doing the work for their child.

Each classroom teacher sets specific policies regarding late homework acceptance. Parents and students are responsible for knowing these classroom-level policies. Assignments not completed during the school day will be added to the student's homework.

Academic integrity is central to the Ohio Conference's educational mission. Students are expected to complete all assignments as their own work. Cheating, plagiarism, or misrepresentation of another's work as one's own is a violation of the Adventist principle of honesty and is subject to disciplinary action.

Attendance Policy

In accordance with Ohio state law, absences and tardiness must be approved and excused by the school principal. A student must be in school 85% of the school year to receive credit for attendance. Absences in excess of this limit may result in significant grade reduction. Written documentation of an absence must be provided within 5 days of the absence.

Excused Absences

The following circumstances constitute excusable absences:

- Illness or injury of the child (physician documentation required for absences exceeding 3 days).
- Illness in the family requiring the child's presence (physician documentation required for absences exceeding 3 days).
- Quarantine of the home as certified by health professionals.
- Death of a relative (limited to 3 days; written documentation required).
- Medical or dental appointment (written statement from provider required upon return).
- Observance of religious holidays consistent with the student's truly held religious beliefs.
- College or academy visitation (verification from the institution required).
- Emergency circumstances (approved by principal; documentation required for absences exceeding 3 days).
- Planned school absence: written notice to the principal required at least two weeks in advance for absences exceeding two days; one-day notice for shorter absences. Approval based on academic record at the discretion of the teacher and principal.

Any absence not listed above, or not accounted for by the parent or guardian, is considered unexcused.

Make-Up Work

Make-up work is the responsibility of the student. Students are required to arrange for missed quizzes, tests, homework, and class work for all excused or planned absences. Students with excused absences of less than one week have the same number of days absent to complete make-up work.

The Ohio Conference of Seventh-day Adventists requires all schools to enforce minimum attendance thresholds in compliance with Ohio state law. Conference Superintendent approval is required for any waiver of attendance minimums. The superintendent's decision on attendance exceptions is final.

PART FOUR: STUDENT CONDUCT & DISCIPLINE

Standard of Conduct Policy

In order for MCS to maintain the highest ethics on every level, certain behaviors are not acceptable. Students found in violation of the following conduct standards are subject to serious discipline and, for first-offense violations of the most serious standards, may be subject to immediate dismissal.

Prohibited Behaviors

The following are not permitted at Mayfair Christian School:

- Spreading atheistic ideas or undermining the religious ideals of faith upheld by the school.
- Use of profane or indecent language, lewd conduct, or possession or display of obscene literature, pictures, or articles.
- Use, possession, or furnishing of tobacco, alcohol, or illegal drugs in any form. (Medications prescribed by a physician are acceptable when all proper procedures are followed.)
- Dishonesty in any form, including theft, willful deception regarding school regulations, cheating on examinations or class work, or misrepresentation in any phase of school business.
- Gambling or possession of gambling devices.
- Improper physical conduct, fighting, hazing, intimidation (verbal or physical), or any activity that is demeaning or disrespectful to another person.
- Willful destruction of property including graffiti or vandalism of any kind (complete restitution will be enforced).
- Possession of guns, knives, incendiary devices, or threatening with any object that can cause physical harm.
- Rough play, wrestling, boxing, or any type of aggressive physical interaction in halls, classrooms, the lunchroom, gymnasium, or playground.

Student Bullying

MCS will not tolerate aggressive or inappropriate behavior that negatively impacts a student's educational, physical, or emotional well-being. This includes stalking, bullying, intimidating, coercion, name-calling, making threats, menacing, or emotionally damaging gossip. Cyberbullying, including online harassment, threatening messages, and the sharing of harmful content through any digital platform, is subject to the same disciplinary standards as in-person bullying.

The Ohio Conference of Seventh-day Adventists requires all schools to maintain a zero-tolerance policy for bullying in any form, including cyberbullying that originates off campus but affects the school community. Student social media conduct that adversely affects other students or staff may be subject to school discipline regardless of where the conduct occurs.

Inappropriate Sexual Behavior

Inappropriate intentional sexual or sexually related activities between students are not tolerated. This includes inappropriate touching, kissing, hugging, or handholding on campus. Inappropriate contact of any type between a student and faculty member, including threatening letters, emails, phone calls, or communications of any sexual nature during or after school hours on or off campus, is strictly prohibited and will be reported to appropriate authorities.

Unacceptable Student Attitude and Behavior

MCS will work closely with parents to ensure ample opportunity is given for a student to make needed changes. If, in the judgment of the faculty, a student continues to display attitudes or behaviors not in accordance with school guidelines, the school has the right to sever the relationship. Students will be asked to withdraw from the school if: the student's connection is no longer profitable to him or her; the

student's influence is detrimental to other students; or previous attempts to help the student be successful have not brought about the necessary changes.

Items to Leave at Home

The following items are not to be brought to school and will be confiscated on site:

- Any electronic device not approved for school use, including gaming systems, tablets, or personal computers.
- Fireworks, lighters, matches, knives, firearms of any type, or squirt guns.
- Inappropriate reading material that does not uphold the Christian standards of MCS, including romance novels, science fiction or fantasy books with content contrary to Christian principles, or any material relating to witchcraft, sorcery, or communication with the dead.
- Any type of toys.

General Safety Rules

- Students may not go beyond the recreational boundaries established by the supervising teacher or principal. Students are forbidden to go near the pond or wooded areas without specific permission of the teacher or principal.
- No food is to be eaten on school property before, after, or during school hours, except for lunch. Some exceptions may be made for parties, snacks, or after-school activities.
- Gum is not to be brought to school or chewed on school premises and will be confiscated.
- The Administrative Office telephone is available for student use only in a true emergency. Arranging after-school activities, making plans for the evening, or arranging transportation does not constitute an emergency.
- The Administrative Office is not a common area. Students may not enter the office without a faculty member.

Cell Phone and Personal Device Policy

While cell phones help families communicate, they are disruptive in the day-to-day operation of a school and in the classroom environment. The following guidelines must be followed:

- Cell phones and personal electronic devices must be turned in as students enter the building each day. They will be stored in the office and returned when students leave each day.
- If a student fails to comply, the phone or electronic device will be confiscated and held in the principal's office until a meeting can be scheduled with the parent.

The school is not responsible for the theft or loss of cell phones or personal electronic devices on campus.

Ohio Conference Cell Phone Policy (effective 2026, permanent until rescinded): The Ohio Conference of Seventh-day Adventists has adopted an 'Off and Away' standard for all conference schools. Personal cell phones and personal devices must be powered completely off and stored out of sight for the entire school day. Students may not access personal devices during school hours except in the four permitted exceptions: a documented medical necessity on file with the school office; a current IEP or 504 plan that explicitly requires a personal device as an educational accommodation, used per the plan's specific terms; a teacher-directed class activity using a personal device; and an emergency situation with explicit principal authorization. Student contact with families during the school day is handled exclusively through the school office. The MCS practice of physical device surrender in the office is consistent with this conference standard. Parent contact during the school day should be directed through the school office at (330) 896-3184.

Ohio Conference AI Policy

The Ohio Conference AI Usage Policy (Version 1.0, effective July 1, 2026) applies to all students and staff at conference schools. Artificial intelligence tools may be used for educational purposes only, with teacher authorization, and any AI-assisted work must be disclosed by the student. Students may not use AI to complete, generate, or substantially assist with assignments or assessments unless the teacher has explicitly authorized the specific use for that assignment. Prohibited uses include: generating essays or creative writing submitted as the student's own work without disclosure; using AI to cheat on tests or assessments; creating deepfake images, audio, or video of any person; and using AI for surveillance, manipulation, or harassment. Staff members must complete Ohio Conference AI awareness training before directing students to use any AI tool. Violations are subject to the same academic integrity disciplinary process as any other form of cheating.

Search and Seizure

To protect the safety and welfare of all students and staff, MCS reserves the right to search student belongings, including backpacks, bags, lockers, school-issued devices, and personal devices brought onto school property, when there is reasonable cause to believe school policy or law is being violated.

- Searches will be conducted by the principal or a designee in a respectful manner, with a second adult witness present whenever possible.
- Students are expected to cooperate fully with a search conducted by school administration. Refusal to cooperate is itself a disciplinary offense.
- Items that are prohibited under school policy or Ohio law will be confiscated and may be turned over to law enforcement.
- School-issued electronic devices are subject to inspection and search at any time and without prior notice. Students have no expectation of privacy in school-issued devices.
- Personal electronic devices brought on campus are subject to inspection when there is reasonable suspicion of misuse or policy violation.

MCS will involve law enforcement when the safety of students or staff is threatened or when items found during a search may constitute evidence of a criminal act.

Ohio Conference of Seventh-day Adventists: all conference schools have the authority to conduct reasonable searches of student belongings, lockers, and school-issued devices to maintain safety and uphold school policy. The legal standard applicable to school searches is reasonable suspicion, not probable cause. Schools should consult with the Ohio Conference Superintendent before conducting searches of personal devices and should document all searches including the basis for the search and items found.

Student AI Use — Grade-Level Guidance

Kindergarten through Grade 2

AI tools are not used independently by students in Grades K-2. All technology use at this level is teacher-directed and supervised. If your teacher uses a program that helps with reading, spelling, or math, that tool has been approved by your teacher. You do not need to worry about AI at this grade level. When in doubt, ask your teacher.

Grades 3 through 5

Students in Grades 3-5 may encounter AI-assisted tools during classroom activities when a teacher specifically approves them for a lesson. These rules always apply:

- AI tools may only be used when your teacher tells you to use them for a specific activity.
- AI cannot do your homework, write your essay, or complete your assignment for you. Work submitted as your own must be your own thinking and writing.
- If you used an AI tool for any part of an assignment, you must tell your teacher. This is called an AI Disclosure, and it is required.
- Generating images or voices of real people using AI tools is not permitted.

Grades 6 through 8

Students in Grades 6-8 are expected to understand and follow the full Ohio Conference AI Usage Policy. Key expectations:

- AI tools may only be used for school assignments when your teacher has explicitly authorized the specific tool for that specific assignment.
- Submitting AI-generated text, images, or work as your own without disclosure is cheating. It carries the same disciplinary consequences as plagiarism.
- You must attach an AI Disclosure Statement to any assignment where AI was used in any part of the work. Your teacher will provide the required format.
- Using AI to create deepfakes, to manipulate images of real people, or to harass or embarrass anyone is a serious policy violation and may involve law enforcement.
- Attempting to bypass the school's content filtering or acceptable use controls using AI tools is prohibited and will result in loss of technology privileges.

AI Disclosure Statement

When a student uses any AI tool in completing a school assignment, the following disclosure must be attached to the work at submission:

> *"I used [name of AI tool] for [specific part of this assignment]. The ideas and final content are my own. My teacher authorized use of this tool for this assignment."*

Assignments that include AI use without a disclosure statement, or that contain AI-generated content that was not authorized by the teacher, are subject to the MCS academic integrity policy. Teachers report undisclosed AI use to the principal. Repeat violations are escalated to the School Administrative Council.

Approved AI Tools

MCS does not maintain a standing approved list of AI tools. Teacher authorization is required for every use. A teacher who wishes to incorporate an AI tool into instruction must review the tool for safety and age-appropriateness, confirm the tool does not collect student data in a manner inconsistent with the school's FERPA-aligned privacy standards or COPPA, and communicate authorized use to students in writing before the activity begins. All AI tool authorization decisions are subject to review by the principal. The Ohio Conference Office of Education may publish a recommended tools list at any time; schools are not required to use only listed tools but must ensure any tool meets conference safety standards.

Disciplinary Policy

MCS's Disciplinary Policy is designed with two main goals: helping students develop self-control and restraint, and maintaining a safe atmosphere conducive to good learning where all students and staff are respected.

Disciplinary Action

- Classroom teacher discipline addresses issues of a minor nature, including time-out, loss of recess, writing assignments, notes to home, or additional chores.
- Communication with parents and, if necessary, a private meeting with the teacher and principal will follow if classroom discipline is not sufficient.
- Principal-level discipline for more serious issues may include: contacting parents, in-school suspension, up to three days' suspension from school, conferences with the teacher and principal prior to re-admission, or a meeting with the School Administrative Council.

School Administrative Council

MCS has established a permanent Administrative Council comprised of the School Board Chairman, the Principal, one Teacher, one Pastor, and one additional School Board Member. This Council offers a

midway solution for issues a parent or student may want to address before the matter goes to the School Board. The Council is responsible to the School Board and has no independent authority to take final action.

Expulsion of a student is the sole responsibility of the School Board. Every other available means of correction will have been attempted and documented before expulsion is considered. Students may be asked to seek other educational opportunities if MCS is unable to meet their academic, behavioral, or emotional needs.

Non-discrimination and grievance procedures: any student or parent who believes a student has been subjected to discrimination or has a grievance related to school policy has the right to bring that concern through the MCS grievance procedure. See Part Nine of this handbook for the complete procedure, including the right to appeal to the Ohio Conference Superintendent of Schools whose decision is final per Columbia Union Code 9615.

PART FIVE: DRESS CODE

Uniform and Dress Code Policy

Our attire sends a definite message about who we are and what we stand for. As Christians, we are instructed to model Christ in all we do, including the way we dress. MCS has adopted a uniform policy for our student body to eliminate, as much as possible, any controversy over appropriate attire. Dress code standards are enforced for all school functions, including music programs, fairs, banquets, graduation, field trips, and church programs where the school performs.

All MCS logo items (shirts, sweaters, hoodies, etc.) may be purchased online through Ritchies Sporting Goods at https://2025mayfairchristianschool.itemorder.com/.

The Ohio Conference of Seventh-day Adventists supports school uniform and dress code policies as expressions of the Adventist commitment to modesty, Christian character, and respect for the learning environment. MCS's uniform policy is consistent with Ohio Conference dress code guidelines.

Required Attire

MCS Polo Shirts (Required)

Available in Navy Blue, Light Blue, and Yellow. All polo shirts must have the MCS logo. Short sleeve or long sleeve MCS polo shirts may be worn. Each student must own at least 3 logo shirts. No long-sleeved shirts may be worn under short-sleeved polo shirts. Appropriate undergarments should be worn, especially under shirts of lighter colors.

Dress Pants and Slacks (Required)

Docker style or school uniform jogger pants and slacks in Tan or Navy. No denim, cargo pants, jeggings, or stretch pants. Pants must be of an appropriate size. Black belts are encouraged.

Optional Items

Shorts, Jumpers, or Skirt/Scooters in Tan or Navy (weather permitting): Docker-style shorts with a sewn cuff or hem close to the knees; skirts and jumpers must reach the top of the knee with shorts or solid navy, black, or khaki leggings underneath.

MCS Hoodies and Sweaters in Navy Blue or Gray: Logo hoodie, logo pullover sweater vest, logo zip-up sweater, or logo lined jacket. All must have the MCS logo. No other hoodies or cardigans are permitted.

Shoes

Tennis shoes are the only shoes permitted in the classroom and gymnasium. Shoes must have non-marking soles. Socks must be worn with all shoes. Dress shoes are not permitted. Boots may be worn to and from school and for outdoor use, but not in classrooms or the gymnasium.

Formal Dress Uniform

Black dress pants or long skirts, white button-up dress shirt with collar, and black dress shoes with black socks or hosiery.

Physical Education Attire

MCS P.E. logo sweatpants or shorts in gray or navy blue; MCS P.E. logo t-shirt in gray or navy blue; athletic tennis shoes.

Unacceptable Attire

- Hats, bandanas, or head wraps of any kind (except for religious purposes).
- Colored denim, stretch pants, jeggings, or yoga-type pants.
- Clothing that is torn, has holes, or is not clean.

- Makeup, colored nail polish, fake nails, or unnatural hair coloring.
- Jewelry of any kind, with the exception of a wristwatch. This includes rings, bracelets, earrings, toe rings, tongue rings, and necklaces.

Dress Code Enforcement

Students violating the dress code will not be permitted to enter the classroom until the parent or guardian has been called and appropriate attire has been brought to the school. Jewelry or hats may be confiscated.

PART SIX: HEALTH, SAFETY & EMERGENCY PROCEDURES

Insurance Policy

School insurance is furnished to each student as part of their tuition fees. This insurance covers the student while on school property and under school supervision (including field trips). It also covers the student while traveling to and from school. This is supplemental insurance and does not take precedence over the child's personal insurance or insurance provided by the parent's or guardian's employer.

Medication Policy

MCS has adopted a policy permitting designated school personnel to administer prescribed medication as indicated by a licensed physician or dentist. If at all possible, all student medications should be given at home. If this is not possible and the health of other students is not affected, designated school staff will administer medicines when parents have made a written request and a treatment plan from the doctor is on file.

All medications must be in their original containers. The Permit for Dispensing Prescription/Non-Prescription Medication to Students form must be completed and on file before any medication is administered. All prescription and non-prescription medications must be in their original containers and may never be shared with another student.

In cases where the physician and parents permit self-medication, the medication is kept in the school office. The student must take the medication in the office in the presence of designated personnel. No medication may be possessed elsewhere on campus or while riding the bus.

No employee authorized by the principal to administer prescribed and/or non-prescription medications to a student, as per a written permit for dispensing same, shall be liable for any civil damages in administering or failing to administer the medication unless he or she acts in a manner that constitutes “gross negligence or reckless misconduct.”

MCS shall not require an employee to administer medication(s) to a student if the employee objects on the basis of religious convictions.

Mandatory Reporting

Mayfair Christian School is committed to the safety and protection of every child. All MCS staff members are mandatory reporters under Ohio law (ORC 2151.421). When a staff member has reasonable cause to suspect that a student has suffered abuse, neglect, or sexual misconduct, the staff member is legally required to report it immediately to the Ohio Child Abuse Hotline or to local law enforcement. A report is made immediately; parents are not notified before the report is filed. The school will cooperate fully with any subsequent investigation by child protective services or law enforcement.

Mandatory Reporting Contacts

Agency	Number
Ohio Child Abuse Hotline (24 hr)	1-855-OH-CHILD (1-855-642-4453)
Summit County Children Services — Abuse/Neglect Hotline (24 hr)	(330) 434-5437
Summit County Children Services — Main Office	(330) 379-9094
Local Law Enforcement (emergency)	911

Ohio Conference of Seventh-day Adventists: All school personnel are mandatory reporters under ORC 2151.421. There is no exception to this requirement, regardless of the identity of the alleged perpetrator, including school employees, church members, or family members. Staff who fail to report as required by law may face civil or criminal penalties. Ohio Conference schools report suspected abuse or neglect immediately to law enforcement or Ohio's child abuse hotline. The school does not wait for an internal investigation before filing a mandatory report.

Mental Health and Crisis Resources

MCS cares about the whole child, including emotional and mental health. Staff members are trained to recognize students who may be experiencing a mental health crisis and to respond with compassion and appropriate action.

Crisis Protocol

If a student expresses suicidal ideation or appears to be in immediate crisis: do not leave the student alone; notify the principal immediately; contact the student's parent or guardian; call 911 if the threat is imminent. Document all actions taken and follow up with a counseling referral.

Crisis and Mental Health Resources

- **National Crisis Lifeline:** Call or text 988 (24 hours, 7 days a week). Available in English and Spanish.
- **Crisis Text Line:** Text HOME to 741741.
- **Ministry Care Line:** 1-800-767-8837 (24 hours, 7 days a week). A faith-based confidential support line available to Adventist families.
- **Counseltation:** The Ohio Conference of Seventh-day Adventists partners with Counseltation, a non-profit Adventist mental health organization, to provide licensed school counseling on a consultant basis. Contact Principal Knight at (330) 896-3184 to be connected.
- **Summit County ADAMH Board — Mental Health Crisis Line:** (330) 434-9144 (24 hours, 7 days a week). For mental health crisis support in Summit County.
- **Summit County ADAMH Board — Addiction Helpline:** (330) 940-1133. For substance use and addiction support services in Summit County.
- **Akron Children's Hospital Behavioral Health (PIRC):** (330) 543-7472 | Toll-free: 1-866-443-7472. For evaluation, outpatient services, and crisis consultation. Main hospital operator: (330) 543-1000.
- **Summit County Children Services:** (330) 379-9094 (main) | (330) 434-5437 (abuse/neglect hotline, 24 hours). For child welfare concerns and family support services.

Counseling and Consultation Services

MCS is committed to supporting the whole student, including emotional, social, and relational wellbeing. The following resources and consultation options are available to families.

School-Based Support

Teachers and the principal are available to provide pastoral guidance, academic counseling, and behavioral support within the school setting. Teachers are trained to identify students who may need additional support and to initiate appropriate conversations with families.

- Parents and guardians may request a teacher consultation at any time by contacting the school office at (330) 896-3184 or office@mayfairchristianschool.com.

- The principal is available for meetings regarding student wellbeing, academic concerns, or social difficulties. Contact Principal Knight at eknight@mayfairchristianschool.com or through the school office.
- Pastoral care is available through the Akron First Seventh-day Adventist Church. Families are encouraged to connect with Pastor Bill Levin or their home church pastor for spiritual support.

Counseltation — Adventist Licensed Counseling

The Ohio Conference of Seventh-day Adventists partners with Counseltation, a non-profit Adventist mental health organization, to provide licensed school counseling on a consultant basis. Counseltation counselors share the Adventist faith perspective and provide confidential, professional support for students and families.

- To access Counseltation services, contact Principal Knight at (330) 896-3184 or eknight@mayfairchristianschool.com. The principal will facilitate the connection.
- Ministry Care Line (Counseltation): 1-800-767-8837, available 24 hours a day, 7 days a week. Faith-based confidential support.

Referral to Outside Counseling

When a student's needs exceed what MCS staff can address in the school setting, MCS will recommend professional counseling through community resources. MCS does not provide clinical counseling services but will actively assist families in identifying appropriate providers.

- Outpatient mental health counseling referrals: Summit County ADAMH Board at (330) 434-9144.
- Evaluation and outpatient behavioral health services: Akron Children's Hospital Behavioral Health at (330) 543-7472 or toll-free 1-866-443-7472.
- Additional family support services: Summit County Children Services at (330) 379-9094.

Referral records are part of the student's educational record and are subject to the school's FERPA-aligned privacy protections.

Scheduling a Consultation

Contact the school office at (330) 896-3184 or office@mayfairchristianschool.com to request a consultation. Consultations are typically scheduled within five school days of the request.

Outside Recess and Weather Policy

Students are expected to go outside for recess every day unless weather prohibits otherwise. If the temperature or wind chill drops below 20 degrees Fahrenheit, students will participate in indoor recess. Parents and students are asked to use good judgment in dressing appropriately for current weather conditions. Children who come to school unprepared will not be excused from outdoor recess, but may phone home to have proper clothing brought to school. A doctor's excuse is required for a child to stay in from outdoor recess.

Emergency and Crisis Procedures

Ohio Conference of Seventh-day Adventists Emergency Procedures: All conference schools are required to maintain current emergency protocols for fire evacuation, lockdown or shelter-in-place, severe weather, and medical emergencies. These procedures must be practiced with students at the beginning of each school year and at scheduled intervals. All staff are expected to know their role in each drill. Emergency contact and parent reunification plans must be on file in the school office.

Fire Evacuation

When the fire alarm sounds: all students and staff exit immediately via the designated route; teachers take their class roster; students proceed to the designated outdoor assembly point; no one re-enters the building until the all-clear is given by the principal or emergency personnel.

Lockdown and Shelter-in-Place

In the event of a lockdown: students and staff move immediately to an interior room; doors are locked; lights are turned off; silence is maintained; no one opens the door until the all-clear is given by law enforcement. In a shelter-in-place situation (severe weather), students and staff move to an interior hallway or designated shelter area away from windows.

Medical Emergency

In the event of a student or staff medical emergency: the nearest staff member calls 911 immediately; the principal is notified; parents are contacted as soon as possible; staff trained in first aid provide assistance until emergency services arrive. Epinephrine auto-injectors (EpiPens) for students with documented allergies are stored in the school office with the student's allergy action plan.

PART SEVEN: DAILY OPERATIONS

School Hours

Day	Hours
Monday through Thursday	9:00 AM to 4:00 PM
Friday	9:00 AM to 12:30 PM

If a student needs to be dropped off earlier or picked up later, prior arrangements with the school are required. Students may only leave with individuals listed on their designated driving list.

Arrival and Dismissal Policy

Teachers and office staff must be informed of any changes to normal transportation arrangements by calling or emailing the office or by a written note from the parent or guardian. It is not the student's responsibility to inform the school of transportation changes.

Busing Information

Busing is available to students from the Akron area through the Akron Public Schools Transportation department. Parents are responsible for applying for busing through Akron Public Schools. All bus rules are enforced by the school. Both the bus company and the principal have the right to suspend a student from riding the bus for disciplinary reasons.

School Closings

If the school is closed for any reason other than a regularly scheduled holiday, closings may be seen on TV Channels 3, 5, 8, and 19. A One Call Now text message will also be sent to all families. Closings will also be posted on the MCS Facebook page.

Visitor and Volunteer Policy

Parents and guardians are always welcome at MCS. All visitors must report to the Administration Office before visiting classrooms and sign out when they leave. For the safety of our students, classroom visits should be arranged in advance. All volunteers and regular visitors must complete child safety training and an online background check through Sterling Volunteers. Contact the office for more information. MCS reserves the right to request that a visitor leave the premises if necessary for the safety and effectiveness of the school program.

All volunteers working with students in Ohio Conference schools must complete Sterling Volunteers background screening and the Ohio Conference child safety training before serving in any capacity with students. This requirement is non-negotiable and applies to field trip chaperones, classroom helpers, and any other volunteer role that involves contact with students.

Field Trip Policy

Field trips are planned with specific educational goals in mind. All members of the class are expected to participate as they would for a regular classroom activity. Field trip permission slips and medical treatment authorization forms must be on file before departure. All school dress code guidelines and other school policies apply to field trips and school-related activities.

Per Columbia Union Conference guidelines, all school field trips require board approval and written parental consent. Minimum chaperone ratios per the Columbia Union Education Code (Section 3060-H) are: one adult chaperone per three students in Pre-K; one adult chaperone per five students in Grades 1-4; one adult chaperone per eight students in Grades 5-8; one adult chaperone per twelve students in Grades 9-12. Overnight trips require one adult per ten students in Grades 9-12, and overnight PK-8 trips may require additional gender-appropriate supervisors as determined by the local board. These ratios may not fall below the stated minimum at any point during the trip. All chaperones must complete Sterling Volunteers background screening before accompanying students. An emergency protocol for field trip situations must be in place and communicated to all chaperones before each trip.

Lunchroom Policy

When bringing their own lunch, students must bring all items necessary to eat, including utensils, bowls, cups, plates, condiments, and napkins. These items will not be provided at school. Microwaves are not available for student use. Conduct in the lunchroom will reflect proper etiquette, and all students will participate in keeping the area clean.

MCS follows the biblical dietary principle outlined in Leviticus 11:7. Items not permitted in the lunchroom include:

- Shellfish or shrimp.
- Pork products, including bacon, sausage, ham, pepperoni, and pork hot dogs.
- Anchovies.

Seventh-day Adventist schools affirm the biblical principle of clean and unclean foods as outlined in Leviticus 11. MCS's lunchroom policy is consistent with Ohio Conference guidelines. Staff will not enforce personal dietary choices beyond the prohibited items listed, but students are encouraged to reflect on the Adventist health message as part of their total Christian lifestyle.

Care of School Property

Any student found directly or indirectly damaging or destroying school property, grounds, playground, or equipment will (along with their parents) be liable for the cost of replacement or repair. Students are expected to keep themselves, their desks, and any work areas clean, neat, and free of potential safety hazards. Students using and not returning school equipment will be responsible for the cost of replacing that equipment.

Home and School Association

MCS is blessed to have the support of an active Home and School Association. Through various functions and fundraising activities, the Home and School Association advances the cause of Christian education and assists in the development of Christian character in its members and their children. We encourage and welcome active support by all parents and guardians.

PART EIGHT: TECHNOLOGY & COMMUNICATIONS

School-Issued Electronic Devices

MCS has taken extra steps to ensure that every student has an electronic device to use while at school. School-issued electronic devices are subject to inspection at any time without notice. Students are responsible for all damage or loss caused by neglect or abuse.

General Care Guidelines

18. Handle your device with care. Avoid extreme temperatures, heavy items placed on the device, and keep the device in its designated place when not in use.
19. Keep food and liquids away from your device.
20. At the end of each day, turn off the device, return it to the charging cart in the appropriate slot, and connect it to the charger.
21. Keep all school-assigned tags on the case. Do not alter or remove tags.
22. Transport devices with the lid closed and tightly secured. Avoid poking or scratching the screen.
23. If needed, clean the screen only with a soft, dry microfiber cloth without cleaning solvents.

Network Access and Password

24. A Google account and password will be issued to each student.
25. Protect your password and never share it with anyone.
26. Log out of your account when the device is not in use.
27. Any use of inappropriate media on a school device will result in disciplinary action.

Acceptable Internet Use

MCS uses JAMF and GoGuardian as our child safety and security platforms. Internet access is a privilege extended to support educational goals. Students who misuse internet access, access inappropriate content, or violate the acceptable use standards will be subject to disciplinary action, which may include loss of device privileges.

Students must be polite in digital communications, use appropriate language, always practice internet safety, and report any misuse of technology to a teacher.

Ohio Conference Acceptable Use Policy: students and staff at conference schools may use school-issued or school-network connected devices only for educational, school-related, and conference-approved purposes. Personal use during school hours is prohibited. Intentional access to websites or content blocked by the school's security system is a violation of this policy and may result in disciplinary action, loss of technology privileges, and in serious cases, involvement of law enforcement.

Parent-Teacher Communications Policy

The teachers and administration at MCS recognize the importance of effective communication between school and home. Teachers may call, write, or email parents and guardians to communicate concerns, problems, or exceptional achievement. Parents and guardians are encouraged to communicate regularly with their child's teachers regarding student progress. AE-Connect is the primary platform for ongoing communication.

During the school day, contact with students is handled exclusively through the school office at (330) 896-3184. Parents should not attempt to contact students directly through personal cell phones during school hours.

Social Media Policy

Ohio Conference Social Media Policy: students may not use personal social media accounts to bully, harass, threaten, or intimidate other students, staff, or school community members. Off-campus social media conduct that materially disrupts the school environment or targets the school community is subject to school disciplinary action. Staff members are prohibited from using personal social media to communicate privately with students. Any communication between staff and students via social media or personal messaging must be copied to a parent or guardian.

Photo and Media Release

Written parental consent is required before student images are used in publications, on the school website, social media, or in press coverage. An opt-out option is available. Parents who wish to opt out of all photography and media use should notify the school office in writing at the beginning of each school year.

PART NINE: GRIEVANCE & COMPLAINT PROCEDURES

Grievance Procedure for Students and Families

MCS follows the Matthew 18 principle and Columbia Union Conference educational grievance model. This procedure applies to concerns about academic decisions, disciplinary actions, policy application, and any other matter involving a student's experience at MCS.

Step 1: Teacher Conference

The parent or guardian first meets directly with the teacher involved. This conference should be requested within 5 working days of the event giving rise to the concern. The teacher is expected to meet within 5 working days of the request. Most concerns are resolved at this step.

Step 2: Principal Conference

If the matter is not resolved with the teacher, the parent or guardian brings the concern to Principal Erica Knight in writing within 5 working days of the teacher conference. The principal will meet with the parties involved and provide a written response within 10 working days.

Step 3: School Board

If the matter remains unresolved, the parent or guardian may submit a written appeal to the MCS School Board within 5 working days of the principal's written response. The School Board will hear the matter at its next regular meeting and provide a written response within 14 calendar days of the hearing.

Step 4: Conference Superintendent (Final)

If the matter is not resolved by the School Board, the parent or guardian may submit a written appeal to the Ohio Conference Superintendent of Schools within 5 working days of the School Board's written response. The Superintendent will provide a final written decision within 5 working days. The Superintendent's decision is final per Columbia Union Code 9615.

Per Columbia Union Code 9615: the decision of the Conference Superintendent of Schools is final and binding on all parties. If both parties mutually agree, the grievance may also be submitted to a binding arbitration panel appointed by the Columbia Union Conference executive secretary. Arbitration is optional and both parties must consent.

Non-Discrimination and Title IX Complaint Procedure

Any student or family who believes a student has experienced discrimination on the basis of race, sex, religion, national origin, or disability may file a formal complaint with the school's designated Complaint Recipient.

Complaint Recipient: _____

Phone: _____ Email: _____

Complaints must be submitted in writing to the Complaint Recipient within 60 days of the alleged incident. The Complaint Recipient will investigate and provide a written response within 30 days. The matter may be appealed through the grievance procedure above beginning at Step 3.

PART TEN: STAFF DIRECTORY & ACKNOWLEDGMENTS

2026 to 2027 Staff Directory

Name	Role	Email
Erica Knight	Principal	eknight@mayfairchristianschool.com
Heidi Samardzic	Administrative Assistant	office@mayfairchristianschool.com
Virginia Johnson	Grades 7 to 8 Teacher	vjohnson@mayfairchristianschool.com
Dorina Ferry	Grades 5 to 6 Teacher	dferry@mayfairchristianschool.com
Autumn Melgar	Grades 3 to 4 Teacher	amelgar@mayfairchristianschool.com
Amy Santos	Grades 1 to 2 Teacher	asantos@mayfairchristianschool.com
Kristina Berube	Kindergarten Teacher	kberube@mayfairchristianschool.com
Mike Bontiff	Custodian	
Pastor Bill Levin	School Board Chair	billlevin2053@gmail.com

School office: office@mayfairchristianschool.com | (330) 896-3184 | mayfairchristianschool.com

Non-Published Policies

This handbook is made as complete as possible. However, due to unforeseen situations, it may be necessary for school staff or the School Board to adopt new or additional policies during the school year. Any such changes will be communicated to all families. These changes carry the same weight and are just as binding as the written information in this handbook.

Acknowledgment and Signature Form

By signing below, I acknowledge that I have received, read, and understood the Mayfair Christian School Student and Parent Handbook for the 2026 to 2027 school year. I agree to abide by all policies, procedures, and standards contained herein. I understand that this handbook may be amended during the school year and that updated policies carry the same force as the policies printed here.

Student Name (print): _____

Student Signature: _____ Date: _____

Parent or Guardian Name (print): _____

Parent or Guardian Signature: _____ Date: _____

Please return the signed form to the school office. Thank you for partnering with MCS in your child's education.