

2025-2026

MAYFIELD MIDDLE SCHOOL
Putnam City School District
Student Handbook

Mayfield MS Daily Bell Schedule

2025-2026

8th Grade		7th Grade	
7:30-8:05	T Time	7:30-8:05	T Time
8:10-9:00	1st-Elective	8:10-9:05	1st Hour
9:05-9:50	2nd-Elective	9:10-10:10	2nd Hour
9:55-10:50	3rd Hour	10:15-10:45	Lunch
10:55-11:55	4th Hour	10:50-11:35	3rd-Elective
12:00-12:30	Lunch	11:40-12:30	4th-Elective
12:35-1:30	5th Hour	12:35-1:30	5th Hour
1:35-2:30	6th Hour	1:35-2:30	6th Hour
6th Grade		Electives	
7:30-8:05	T Time	7:30-8:05	T Time
8:10-9:05	1st Hour	8:10-9:00	1st Hour
9:10-10:05	2nd Hour	9:05-9:50	2nd Hour
10:10-11:10	3rd Hour	9:50-10:15	Plan
11:15-11:50	Lunch	10:15-10:45	Lunch
11:55-12:50	4th Hour	10:50-11:35	3rd Hour
12:55-1:40	5th-Elective	11:40-12:25	4th Hour
1:45-2:30	6th-Elective	12:25-12:50	Plan
		12:55-1:40	5th Hour
		1:45-2:30	6th Hour
Lunches			
7th Grade	10:15-10:45		
6th Grade	11:15-11:50		
8th Grade	12:00-12:30		

SCHOOL PHILOSOPHY

Mission Statement:

Mayfield Middle School staff, students and parents are dedicated to rigorously challenging students. Our teaching practices are both reflective and responsive to the needs of our students. Through diversified experiences, our students discover hope, achieve college and career readiness and succeed in a safe and caring environment.

Vision:

To provide student centered educational programs that challenge students to perform at their highest potential.

Office Staff

Principal: Ben Hodges

**Assistant Principals: Andy Escajeda, 6th
Mandy Deason, 7th
Joe Johnson, 8th**

Secretaries:

**Christian Mercado—Attendance Secretary
Shelby Anderson- Financial Secretary**

**Counselors: Robert Brock
Laura Duce-Mosshart**

Instructional Coach: Candy Nordmark

Registrar: Jill Challis

Nurse: Leslie Brock

**Mayfield Middle School
1600 N Purdue
Oklahoma City, OK 73127
405-947-8693**

Cafeteria Guidelines

Students may either bring their lunch or receive a free school lunch. Students must eat at a table in the cafeteria. Students are responsible for maintaining their table and the area around it. School personnel will be on duty to provide supervision.

Hall Guidelines—Passing Period is 5 Minutes

1. Walk and keep to the right.
2. Keep noise level to a minimum.
3. Help keep hallways clean
4. Hall passes required.
5. No food or drink consumption allowed in the hallways.

Vending Guidelines

Students are allowed to use vending machines before 7:30 and during their lunch period. They will be turned off during all other times. All trash must be disposed of properly in trash cans. Vending is a property of Imperial and Mayfield is not responsible for any money lost or items not received. Food and drink use in the classroom is up to the individual teacher.

MMS DISCIPLINE PLAN

Severity Clause: Engaging in the following will result in immediate referral to the office and/or removal from the premises.

- Weapons or facsimile
- Drugs/Alcohol/Tobacco or facsimile
- Fighting
- Aggressive language and behavior or endangering the safety of others
- Theft/Vandalism

DISCIPLINE

Rules:

Students will be expected to follow classroom procedures, school rules, and district policies as are outlined in the student handbook and Code of Conduct. Responsibility, respect, and a positive attitude will be expected at all times.

School Wide Expectations/Consequences: (Please refer to the Code of Conduct for specifics)

Office managed offenses can result in parent conferences and/or I.S.R. (In-School Restriction), Night I.S.R., Saturday School, Detention, restitution or repair, referral to counselor, short term suspension, or the recommendation for a long term hearing.

- Saturday School will be held at Putnam City High, located at 5300 NW 50th. Parents will be responsible for providing transportation to and from Saturday School. Any student who does not attend Saturday School will be automatically suspended on the following Monday for one (1) day if a parent or guardian does not call and explain the absence.
- I.S.R. - In-school restriction may be utilized for discipline at any time by administrators. Students must complete In-school restriction assignments before they are allowed back in the regular classes. Any student who does not act properly will be suspended and sent home. Upon returning to school, the student will serve In-school restriction again until he or she has completed the assigned time.
- Night I.S.R. will be held at Putnam City High, located at 5300 NW 50th. Parents will be responsible for providing transportation to and from Night ISR. During Night ISR dates, students will not be allowed to participate in any extracurricular school activities or attend any school function. After student returns to school, one make-up day is allowed for each day of Evening ISR to turn in assignments. Failure to complete assigned Night ISR will be reported back to MMS for determination of further discipline.

Avoiding Conflict

Students may find themselves in situations where they think that getting into a fight is the "only" way to resolve a conflict. Fighting is never acceptable at school and should always be avoided. If all of the following steps are followed, the conflict will be resolved without having a fight. In addition, "play fighting" can be just as dangerous as a real fight and may be handled with the same consequences as those given for a real fight.

- Stay away from students with whom you have had problems or think there might be problems.
- Go stand or sit near a teacher if these students approach you.
- Immediately tell a teacher, counselor, or principal if anyone says anything to you about fighting or anything that could lead to a fight.
- Do not engage in an argument, horseplay, or other misbehavior with other students.
- Always be polite and use good manners with everyone.
- If another student hurts you or does something you do not like, get an adult to help you resolve it instead of taking matters into your own hands.
- Do not say or do anything to anyone that is negative, regardless of what they have done to you. Let the teachers and principals investigate the problem and handle the consequences for these students.

Mayfield Dress Code

- Students' underwear should not be showing.
- Students' mid-drifts should not be showing.
- Hats are not allowed. Hoods may be worn.
- Clothing with drug/alcohol pictures or references are not allowed.

Electronic Devices

All personal electronic devices should be turned off/silenced and put in your backpack or pocket until 2:30pm. See the code of conduct for more info.

ATTENDANCE PROCEDURES

Attendance Policy

Every student shall attend school regularly. Regular attendance at school is necessary for students to fully benefit from the educational experience, teaches students the necessity of regular attendance in preparation for work, and teaches students to be personally responsible.

Absences

District Policy "EF" - *There shall be no distinction between excused and unexcused absences. If a middle school student misses more than twenty (20) days per year, the student may not be promoted to the next grade.*

Student Absences: Excused absences are those due to illness or personal injury, medical and dental appointments, court appearances, religious holidays, and family emergencies. No student shall receive an excused absence without proper documentation. Written or verbal communication from the parent or guardian may be considered acceptable by the principal for *the first* five (5) excused absences during the grading period. Additional absences will be considered unexcused unless official written documentation is submitted (ex: doctor's note, verification of a court appearance, memorial service folder, etc.). The Administration may provide appropriate consequences for unexcused absences and the DA will be contacted to file charges for non-attendance. After 10 days a student will be dropped from the school roster.

Make-up Work

It is the student's responsibility to complete all work missed while absent, regardless of whether the absence was verified or unverified. One day will be allowed for each day missed in which to complete make-up work. Make up work is provided through Google Classroom.

If the absence is for a school activity that has been planned in advance, the teacher may require work to be turned in before the day(s) of the absence. Tests missed

Tardy Policy

- 1st tardy – Verbal warning
- 2nd tardy – Verbal warning
- 3rd-5th tardy – detention/Parent contact
- 6th tardy and beyond – Office referral

Checking In-Out

A student may be checked out of school by a parent or guardian. The person needs to come into the office to personally check out the student. Upon returning to school, students are required to check in through the office. Student check-out ends at 2:15 pm.

After School Activities

Students should exit the building by 2:35, unless they are participating in an after school activity. Students attending an athletic event as a spectator must have a parent or guardian with them for the entire event.

CURRICULUM INFORMATION

Workbooks and Textbooks

All workbooks and textbooks are loaned to students for their use during the school year. Textbooks are now online, however, many classrooms have a classroom set of hardcover books for students. Textbooks are to remain in the classroom and may not be checked out for students to take home.

STUDENTS ARE RESPONSIBLE FOR ALL BOOKS THEY HAVE BEEN ASSIGNED.

- Lost books will cost the student the original amount for replacement.
- Students will be charged a fee if the book needs to be re-bound.
- A book that is severely damaged by liquid or other causes that make it unusable will cost the student the original amount.
- Severely damaged books will cost the student the original amount.

Library Media Center

The Library Media Center (LMC) is a multi-media program designed to support the curriculum and provide for individual students' differences. Students have the opportunity to use all types of materials and equipment individually, in small groups, or as a class. The LMC staff is available to answer questions, provide reading guidance, and offer instruction in LMC skills.

Most of the books in the LMC circulate for a period of two weeks. They must be checked out properly and returned before or on the due date. All overdue books are subject to five cents per day fine, and payment is expected for any lost items.

The LMC is open from 7:30 a.m. to 2:30 p.m. A hall pass is required for entry. Students can return library items through the book drop in the library hallway.

Honors Program

The recommended standards for entering the Honors Program in Putnam City District are:

- Teacher recommendation.
- Parental request or self-selection by the student.
- Math placement is based on CRT test scores.

Retention Policy

Please refer to District Policy "ED".

GENERAL INFORMATION

Bullying

Bullying is defined as the activity of repeated aggressive behavior intended to hurt another person physically or mentally. It is characterized by one person/group initiating the harassment without retaliation of the intended victim. This also includes activity on electronic devices. Each case will be investigated individually.

Change of Address and/or Telephone

By state law, we must have current address and phone number on file at all times. Any change of address or phone number should be reported to the counseling office. A student may be withdrawn after 14 days if address and phone number changes are not updated and verified.

Closed Campus

Mayfield Middle School is a closed campus. Students must remain on the school grounds from the time they arrive until they are dismissed. Arrival is considered the time the student arrives on school property by bus, car, bicycle, or on foot.

Food and Drink

Each teacher will determine if food/drink/gum are allowed in their classrooms. Students may not order grubhub, ubereats, postmates, etc.

Guidance

The principals, counselors, and teachers are ready to assist students with academic, social, vocational, or personal development whenever needed. The counselors' office is open from 7:30 a.m. to 2:30 p.m.

Hall Passes

Students out of their classroom during class time must have a hall pass, unless they are directly supervised by a teacher.

Parent-Student-Teacher Conferences

Communication between the home and school is extremely important. Research has shown that parental involvement is the number one indicator of a student's success in school. Parent-Teacher-Student conferences are scheduled when a student is experiencing academic difficulties or behavioral problems. To schedule a conference, parents/guardians need to contact the counselors' office or grade level principal

iPads

In the Putnam City District, middle school students are issued an iPad. Lost iPads need to be reported to a teacher immediately. iPads are to be treated with respect at all times. Intentionally broken iPads or iPads that are damaged due to negligent behavior will need to be replaced by the student and/or administrative consequences will be assigned.

*Any inappropriate, foul, obscene, and or graphic content will result in a referral and loss of iPad privileges.

Lost and Found

Articles which are found should be taken to the office. There is a designated lost and found area located in west entryway. Things that are not claimed within a reasonable time will be given to a charitable organization.

Personal Belongings and Money at School

Bring only enough money to buy what is needed at school for one day. The school is not responsible for personal belongings or money lost or stolen at school.

Public Display of Affection (PDA)

PDA will not be allowed while students are under school jurisdiction/supervision. Kissing, hand holding, or excessive hugging is not permitted. Students who engage in this conduct may be subject to disciplinary per the code of conduct.

Substitute Teachers

Students are expected to conduct themselves as a host to substitute teachers who are guests in our building. Inappropriate behavior or disrespect will not be tolerated.

Visitors

All parents and other visitors must report to the main office. An identification badge will be worn while visiting the school. Parents/Guardians are not allowed in classrooms while students are present.

Weather

If students and parents are in doubt concerning school attendance because of unfavorable weather conditions, please watch the local news stations (KFOR, KOCO, KWTV) . These stations will announce if school is closed for the day.

Use of Crutches In School

If it is necessary that your child use crutches at school, please inform the school nurse and provide a doctors' note. Your child will need to check in with the school nurse so that accommodations can be made for the safety of your child while on crutches at school. These accommodations may include an early release pass for the leaving class early (5 min) to avoid crowds in the hallways, elevator keys, and any other accommodation that is necessary.

EXTRA-CURRICULAR ACTIVITIES

Activities

A variety of programs will be offered. The main goal of all activities will be promoting and teaching attitudes of cooperation, respect, skill development, and good sportsmanship. The following extra-curricular activities are offered:

Band	Orchestra	Choir	Art Club
Competitive Sports	Cheerleading	Special Olympics	FCCLA
Additional Afterschool Clubs		Science Olympiad	TSA

Requirements for these organizations can be obtained from the sponsors. Students are encouraged to participate in activities in which they have a special interest, talent, or ability. In order to participate in these activities, a student must not be on the ineligible list and must have a 90% attendance rate.

Fundraising

Special club and school projects which involve selling items for the purpose of fundraising are strictly voluntary. No student will be denied full rights and privileges in a club or organization if he/she chooses not to participate in any fundraising projects.

If a student chooses to participate, a permission letter must be signed by a parent/guardian and on file with the fundraising sponsor before any item will be released to the student. All students participating in a fundraiser are expected to turn in the money and/or unsold merchandise when the fundraiser is over.

Students may not sell anything during school hours in the halls, classrooms, or cafeteria unless they are under the supervision of a teacher and have been approved by the principal.

Sexual Harassment Policy Link

<https://5il.co/24xy1>