

## **I. PHILOSOPHY OF EDUCATION**

The all-inclusive goal of the Minford School System shall be the perpetuation and improvement of the democratic way of life. Since democracy recognizes the worth of each individual, it is the responsibility of the school to try to develop in each person the attitudes, knowledge, skills, understanding, habits, and character traits essential for rich personal living, for sound selection of and participation in a vocation for effective human relations, and for worthy citizenship.

The middle school student is searching for truth of self and seeking recognition as an individual. Through implementation of an effectively articulated curriculum, which has been designed to meet needs, interests, and problems of pre- and early adolescents, we feel we can aid in the development of a more positive self-image. We will strive to educate each student to the best of his/her ability, making allowances for individual differences in the rate of learning, comprehension, retention, and abstract reasoning.

The educational program of the Minford Middle School will be to accept each child as an individual, determine his/her present level of development, helping him/her for continued progress in a democratic society.

## **II. SAFE & DRUG FREE SCHOOL**

Minford Middle School is a safe and drug free school. It is important for each child's growth to experience a feeling of well-being while at school. While it is impossible to curtail every incident, the faculty, staff, and administration strive to make this a reality at MMS. Students who experience any type of harassment, peer pressure, or other behavior detrimental to them can report these incidents to any staff member, counselor, or administrator who will take appropriate action.

## **III. ATTENDANCE, ABSENCE, AND TARDINESS**

You will be expected to be present and punctual for all classes throughout the year. The school day for grades 6-8 begins at 7:40 am and at 8:45 am for grades 4 & 5. Students in grades 6-8 will not be permitted in the building prior to 7:20 am and students in grades 4-5 will not be permitted in the building prior to 8:30 am. Due to limited school parking facilities, Minford Middle School students will not be permitted to drive to school.

Only the following are valid reasons for an absence:

1. Illness-personal
2. Illness in the family
3. Quarantine of the home
4. Authorized religious holidays
5. Death of a relative
6. Needed at home to perform necessary work directly and exclusively for parents or legal guardians (applies to students over 14 years of age only)
7. As determined by the Superintendent

### **A) Steps to follow when absent from school:**

1. Have your parent or guardian notify the school before 9:30 a.m. on the day you are absent. This may be done in person or by telephone.
2. Upon returning to school after an absence, the student must bring a WRITTEN NOTE from the parent or guardian stating the reason for such absence. The student must immediately make arrangements with his/her teacher to make up missed work.
3. Students who are absent for three days or more and/or are going to have a long-term absence may request teachers to make assignments for the 3 day absence, and for each 5 day period following, provided the absence is excused.

- B.) Students must be present at least ½ a day to participate in extra-curricular activities or after school functions.
- C.) Missing the bus, shopping, babysitting, working, hunting trips, etc. are not considered excused absences.
- D.) Tardiness- After 5 unexcused tardies per semester, each tardy thereafter will result in an after school detention.
- E.) Absence- After ten excused absences, a doctor's excuse is necessary. After five unexcused absences, a letter will be sent to the County Truant Officer.
- F.) Arriving to school tardy
  1. Students arriving after 8:25 a.m. in grades 6, 7, & 8 will be considered absent ½ day.
  2. Students arriving after 10:30 a.m. in grades 4 & 5 will be considered absent ½ day.
  3. Students arriving after 12:15 p.m. in grades 6, 7, & 8 will be considered absent a full day.
  4. Students arriving after 1:30 p.m. in grades 4 & 5 will be considered absent a full day.
- G.) Early dismissals
  1. Students leaving before lunch in grades 4-8 will be considered absent a full day.
  2. Students leaving before 1:25 p.m. will be considered absent ½ day.
  3. Departing and returning to school in the same day:
    - a. Students, who depart and return, having been gone for 1 ½ hours will be considered absent ½ day.
    - b. Students who depart and return, having been gone for 3 hours will be considered absent a full day.
  - 4. Only custodial parents can pick children up from school unless permission has been obtained from that custodial parent in the form of a written note.**
- H.) Vacation
 

Board Policy 8.05 addresses vacation days for students. Such an absence is unexcused and the parents' request may be accommodated by the Principal if:

  1. The parent informs the Principal or Assistant Principal at least one week in advance of the proposed absence.
  2. The absence does not jeopardize the student academically or exceed the maximum absences allowed to receive academic credit.
  3. The parents will sign a form indicating they will assume responsibility for seeing that their children will complete their assignments.

If approved by the Principal or Assistant Principal, the student is responsible for contacting his/her teachers at least three (3) days prior to obtaining assignments to be completed during his/her absence. These assignments shall be accepted by teachers for grading upon the student's return to school.

#### IV. CLOTHING

The Middle School's dress code has been established to promote pride in personal appearance and to encourage responsible decisions in matters of dress. Any clothing, grooming (which includes hair coloring & styles that distract from the educational process), or hygiene that is considered disruptive to the educational process is counterproductive and is discouraged.

Infractions of the rules will result in disciplinary actions. Students will be required to change, with parents bringing suitable clothing. Time missed from class waiting on a change of clothing will be unexcused.

Below is a list of inappropriate clothing that should not be worn to school:

1. Clothing that promotes alcohol or tobacco products.
2. Clothing with images or messages that pertain to drug abuse, sex, violence, or any vulgarities.
3. Sunglasses

4. Tight fitting, revealing, immodest, or distracting clothing.
5. Tops which expose bare midriffs.
6. Tank tops, fishnet shear tops, muscle shirts, or spaghetti straps.
7. Shorts or skirts shorter than mid-thigh level or are deemed inappropriate by school personnel.
8. Ripped, torn, cut, or sheared clothing.

It is important for students to learn that clothing worn to school should be “school appropriate,” and that clothing in general must be appropriate for the occasion.

## **V. HOMEWORK POLICY**

Homework provides an opportunity for students to extend their intellectual, emotional, social, and moral growth. In addition, it also provides practice to reinforce school instruction and expand the application of knowledge and skills through independent work. Most often, work that students bring home is work that was assigned as class work. Students who choose not to use their class time effectively, must take their work home to complete. This work is not considered homework, but unfinished class work.

To serve as a guide to regulate the amount of homework assigned by teachers, the following homework times have been established as daily maximums.

Grades 4 , 5 & 6 – 60 minutes

Grades 7 & 8 – 90 minutes

Students who continually fail to complete homework assignments may be scheduled for after school tutoring to complete missing work. Tutoring will be from 2:20 – 3:00 and students will be permitted to ride the late bus home.

\*It should be noted that some “projects” may require more than the allotted times and will be considered acceptable. Also, as stated above unfinished class work will not be considered part of the times noted.

## **VI. STUDENT DISCIPLINE CODE**

**A. Minford Middle School Discipline Plan, established by the Discipline Committee for grades 4-8. This plan was established as a guide for staff and students with various levels of student offenses. The principal has the discretion to move a violator to another level of penalty according to the seriousness of the offense. Also, a cleaning detail may be assigned for disciplinary purposes.**

### **LEVEL 1 OFFENSES**

Such offenses, but not limited to the following: (The offenses listed below in Level I are examples!)

1. Mischief
2. Running in the hall
3. Excessive horseplay
4. Out of assigned area
5. Loitering in building before and after hours.  
Grades 6-8 should not arrive before 7:15 a.m..  
Grades 4-5 should not report before 8:30 a.m.

Grades 6-8 dismissal at 2:19 p.m..

Grades 4-5 dismissal at 3:20 p.m..

All students should not loiter or stay on school property after school unless there is permission from school personnel.

6. Tardy to class
7. Possession and/or usage of electronic devices during school hours are prohibited. (See Group Behavior Section I)
8. Failure to comply with MMS Dress Code regulations.

Staff and administration will have discretion to see that the particular punishment fits the offense. Repeat offenders may be moved up to a new level depending upon the severity and frequency of the offenses.

## **LEVEL II OFFENSES**

Such offenses, but not limited to the following:

1. Refusal to serve alternative punishment
2. Inappropriate display of affection on school property
3. Obscene gestures
4. Insubordination/disrespect to staff members
5. Minor defacing of school property
6. Bullying/hazing other students. Violation of Anti-Hazing policy
7. Inappropriate behavior during fire, tornado or safety drills.
8. Cheating on a test or school project
9. Continued repeat offenses of Level 1.

Students may receive the following punishments

1. After-school detention
2. ISS- In school detention
3. Out of School suspension

Again, frequency and intensity of offense(s) will determine the level of punishment.

## **LEVEL III OFFENSES**

Such offenses as, but not limited to the following:

1. Possession of tobacco products
2. Fighting
3. Truancy
4. Theft of personal property
5. Vandalism of school property
6. Making threats of bodily harm of a serious nature. Ex. Death threats, menacing, etc.

7. Other similar offenses such as above.

Students may receive the following punishments

1. After-school detention
2. ISS- In school detention
3. Out of school suspension
4. Possible criminal filing with Juvenile Court and/or Sheriff's Dept. for serious cases.

#### **LEVEL IV**

Such offenses are, but not limited to the following:

1. Possession, usage, and/or selling of drugs, alcohol or look alike substances.
2. Excessive truancy
3. Assault of teacher, staff member, employee, or other person by an unruly student.
4. Setting of unauthorized fires.
5. Uses of weapons as defined by Milford Board of Education Policy #8.43, and the "Zero Tolerance Policy" as stated in OR.(Ohio Revised Code)
6. Other. Pertains to actions taken by students that constitute a serious threat to staff or other students deemed by school administration to be of danger to the safety, welfare and well being of the school building.

Steps for enforcement of the above rules and procedures may include, but not limited to:

1. Automatic suspension or emergency removal of a student
2. Recommendation of expulsion to the School Superintendent.
3. Filing of charges with the Juvenile Court.
4. Arrest by the Scioto County Sheriff's Department
5. Other appropriate actions to be taken by school officials that are considered necessary and proper in order to protect staff and students.

#### **B. DETENTIONS**

Students may be assigned detentions by staff according the severity and frequency of the offenses. Below are the types of detentions that may be used:

1. Lunch- During students lunch period.
2. After-school. For grades 6-8 detentions assigned for after-school will be from 2:30-4:00pm. Parents or guardians are responsible for transportation home.

#### **C. SUSPENSIONS**

The local Superintendent, Building Principal, or Assistant Principal may suspend a student from school for a period of not more than ten days per offense. The student must be given the opportunity of an informal hearing to explain his or her position for out of school suspension. The student will be notified in writing by the school administrator when he or she has the intent to suspend that student which will be based upon his or her findings and evidence obtained during an investigation. Evidence and reasons for suspension will be discussed by both parties during a student hearing. A progressive discipline scale will be used in each successive student offense. Such factors as severity of actions taken by student, frequency of offenses, and cooperation during the investigation may affect the number of days to be served by the student for the suspension. School administration will have the discretion to determine the appropriate number of days of each suspension. Generally speaking, the progression scale listed below may be adhered to, but not limited to the following:

First suspension 1-3 days

Second suspension 3-5 days

Third suspension 5-6 days

Fourth suspension 7-10 days

Fifth suspension 10 days and possible recommendation for expulsion.

\* Students may be recommended to be placed in the Scioto County Alternative Center in lieu of suspension or expulsion.

#### **D. EMERGENCY REMOVAL**

School Administration may remove the student from curricular or extracurricular activities or from school premises. A teacher may remove the student from curricular or extracurricular activities or from school premises. If a teacher makes an emergency removal, the reasons for the removal must be submitted to the principal or designee as soon as possible. A hearing must be held shortly thereafter to determine if additional measures need to be taken.

#### **E. EXPULSION**

An expulsion is any removal of a student of more than ten days and up to 365 days in duration. Only the superintendent of schools may expel a student. The superintendent must give written notice to the pupil and his/her parent, guardian, or the custodian. The notice must include the written reason(s) for the intended expulsion, and inform the pupil and his/her parent, guardian, custodian, or representative that they have the opportunity to appear before the superintendent or his designee to challenge the expulsion or explain the pupil's action(s). The notice must state the time and place to appear, which must be no later than five days after the notice is given. An extension of time may be granted if both parties agree. The superintendent is required to notify the pupil and his/her parent, guardian, custodian, or representative of the new time and place of the expulsion hearing.

#### **F. APPEAL OF SUSPENSIONS, AND EXPULSIONS**

A student and his/her parent, guardian, or a custodian may appeal an out of school suspension. Parents, or guardians should **first** appeal the suspension to the Building Principal. If the parent or guardian still disagrees with the decision of the Building Principal, then they need to appeal directly to the Superintendent. In cases of appealing an expulsion, the parent or guardian need to appeal the expulsion rendered by the Superintendent to the Board of Education or their designee. The board or their designee may either review the case itself or appoint a hearing officer to act in its place. The student has the right to “representation” at the hearing. The meeting may be held an executive session with the Board of Education, or with their designee if both parties agree. The decision will be rendered by the Board of Education or their designee. If the parent, guardian, or representative disagrees with the official decision of the Board of Education or designee, then the next step would be to appeal by filing with the Scioto County Common Pleas Court.

## **G. ZERO TOLERANCE POLICY**

It is the policy of the Minford Local Board of Education to provide and maintain a safe, productive, and educational atmosphere free of negative behavior which is violent, disruptive, and/or inappropriate to the school setting.

Any behavior exhibited by a student that is considered violent, disruptive, and/or inappropriate in nature is strictly prohibited and will result in student discipline which may include suspension, expulsion or removal from school. This provision will be applicable during regularly scheduled school hours as well as other school-related events such as field trips, athletic functions, class trips, etc. where school personnel or representatives have jurisdiction over students.

As stated above, the Minford Local Board of Education has “zero tolerance” for violent, disruptive, and/or inappropriate behavior. Examples of these offenses listed below are of examples of the types of behaviors that may lead a student to be prohibited entirely from the educational setting. Bear in mind this lists are purely examples of the types of severe behaviors that may lead to suspensions and/or expulsions. This list by no means should be considered all inclusive in nature.

1. Possessing, transmitting, concealing, consuming, or offering for sale any alcoholic beverage, illegal drug, non-prescribed drug look-like drugs, or mind-altering substance. (Disruptive, Inappropriate)
2. Committing arson on any school property. (Violent)
3. Committing or attempting to commit assault and/or sexual assault on a teacher, administrator, school employee, student, or school visitor. (Violent)
4. Contributing to or being an accomplice with another student in a violation of Zero Tolerance Policy. ( Disruptive)

5. Possessing, handling, transmitting, or concealing any form of a dangerous weapon, explosive instrument or dangerous chemical. (Violent)
6. Attempting to cause or inflict damage upon school property or equipment. ( Violent)
7. Excessive displays of affection to/with other students, visitors, or school employees. (Inappropriate)
8. repeat ly failing to comply with directions of authorized school personnel during a school sanctioned activity or event. ( Disruptive)
9. Intentionally causing the substantial and material disruption or destruction of any lawful mission, process, or function of the school. (Disruptive)
10. Participation, involvement, planning, or initiating a false alarm. ( Disruptive)
11. Committing forgery. (Inappropriate)
12. Participating in, involvement with, or initiating in gambling. (Inappropriate)
13. Initiating, participation or becoming involved with bullying, hazing, or harassment of other student or school employee. (Violent, inappropriate)
14. Dressing or appearing at a school function in improper attire as deemed inappropriate by school administration, staff, or activity supervisor. ( Inappropriate)
15. The use of foul, vulgar language, gestures, or noises directed toward other students, visitors, or school personnel. Any behavior that threatens the safety and well being of an event, classroom or activity can and will be dealt with. ( Inappropriate, disruptive)
16. Possessing, selling, concealing, disseminating and the distribution of pornographic material. (Inappropriate)
17. The use of tobacco products in any form. ( Inappropriate)
18. Operating a vehicle in a dangerous, reckless manner. ( Inappropriate, violent)
19. Theft of school property or any property that is located on school property. ( Violent, inappropriate)
20. Making, directing of any verbal and/or written threats toward school personnel, visitors, or persons. (Violent)
21. Excessive truancy from school ( Inappropriate)



## H. WEAPONS

ORC policy # 8.43

In accordance with the Gun-Free Act, students are prohibited from bringing, possessing, or using any weapon on school property, in school, vehicles, or at any school-sponsored activity. Students who violate this policy will be subject to expulsion or removal from school for a period of not less than one calendar year. The School Superintendent will have the authority to modify this expulsion on a case by case basis.

The definition of a weapon will include, but is not limited to firearms, rifles, shotguns, knives, explosives, poisonous gas, or any forms, look alike or paraphernalia associated with such weapons. Legal reference: 20 U.S.C. 3351, 18 U.S.C. 951, ORC .3313.66, ORC. 3313.662

## I. GROUP BEHAVIOR

Due to the changes in the nature of our society, new problems arise at school which potentially can disrupt the educational atmosphere. With that in mind, Minford Middle School insists in maintaining the safe, disciplined environment that our schools have enjoyed and that our community demands.

Maintaining a positive educational environment requires school officials, parents and guardians to support each other. Maintaining a quality school climate does at times require all students to abide in rules which regulate group behaviors.

They include:

1. Students will not possess a paging device or electronic communication equipment, other than a cell phone while on school property, or attending a school-sponsored activity on or off school property. A "paging device" is a telecommunications device that emits an audible signal, vibrates a message or otherwise summons or delivers a communication to the possessor. Students are permitted to possess a cell phone, but they should **not** have them in their possession during the day. Students should keep cell phones in their respective lockers turned off during the day. Any use during the school day is strictly prohibited. If an emergency family situation where to arise, then the student needs to inform or contact a staff member for permission for use. Any other use is strictly prohibited and will constitute a violation of school policy and will result in appropriate disciplinary action.

A person who discovers a student in possession of a paging device, or any other unauthorized use of a telecommunications device may forfeit the device to the district. Students who choose to have a cell phone at school are responsible for its safety. Minford Schools **will not be responsible for lost or stolen phones**. It is strongly advised that students not bring a phone to school unless it is absolutely necessary. School Administration will assist students who need to make emergency phone calls.

2. Groups that initiate, advocate or promote activities which threaten the safety, school climate or well being of persons or property on school grounds are forbidden. Groups that disrupt the school environment which a particular style of group dress or symbolism that threatens the peace and security of the building, or generally disrupt the educational process are also forbidden.

Ex.) Gang dress codes and symbols, outlandish body piercing, hair styles, etc.

3. The use of hand graffiti, jewelry, manners of grooming, accessory, or dress apparel which by virtue of its color, arrangement, trademark, symbol, or any other attribute which indicates or implies membership or affiliation with such a group is prohibited and subject to disciplinary actions.

4. Group behavior that subjects individuals to intimidation, threats whether verbal or written are forbidden. Groups that engage in bullying, intimidation, and/or threatening behavior are subject to the school discipline policy.

### **J. Bullying, Hazing, Harassment, and Intimidation**

Hazing, harassment, intimidation and/or bullying can include many different behaviors.

Examples of conduct that could constitute prohibited behaviors include, but are not limited:

1. Physical violence and/or attacks.

2. Threats, taunts and intimidation through words and/or gestures.

3. Extortion, damage or stealing of money and/or possessions.

4. Exclusion from the peer group or spreading rumors.

5. Cyber-bullying through the use of any district owned or operated communications tools such as the following:

A. Sending abusive or threatening e-mail, web site postings or comments and instant messages.

B. Using camera phones to take embarrassing photographs or videos of students and/or school personnel, and the distributing or posting the photos or videos online.

C. The use of audio equipment to record any staff member or student to be used in a disparaging, negative way toward that person.

In evaluating whether conduct constitutes hazing, harassment, intimidation and/or bullying, special attention is paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim and the motivation, either admitted or appropriately inferred. Actions of students that may be defined as hazing, harassment, intimidation and/or bullying may result in all or part of the following actions to be taken: Severity of actions taken by students will be determined by School Administration.

1. Disciplinary interventions by school as referred to by MMS Discipline Code

2. Non-disciplinary interventions such as counseling
3. Report to parent or guardian of the perpetrator.
4. Report to the victim and his/her parent or guardian.
5. Contact Police and Child Protective Services

## **K. Extra-Curricular Activities**

This extracurricular plan is in addition to the regular school rules and regulations governing such action or actions. We at Minford Middle School feel that is a privilege, not a right for a student to attend any extracurricular activities. If a student does not represent themselves accordingly at school, or school activities, then the privilege of participating in an extracurricular activity may be subject to disciplinary actions. Students participating in sports programs must abide by all the rules and regulations of the OHSAA. Below are examples of offenses but not limited to the following:

1. Unsportsmanlike conduct, obscene gestures, profanity, fighting, stealing, destruction or damage to persons or property, etc.
2. Improper behavior at school and/or community.
3. Ejection by game officials will result a student being suspended two games as per required by the OHSAA rules. Further ejections during an athletic contest may result in the student being permanently being removed from the team.
4. Improper behavior at extracurricular activity.

Removal or suspension from games, dances, assemblies, or suspensions from school will prohibit students from attending pep assemblies, dances or out of school functions during the nine weeks grading period. Depending on the severity of the infraction, students may be banned for more than a nine weeks grading period up onto a calendar year as stated in the Zero Tolerance Policy adopted by Minford Local Schools.

Minford Middle School students are not permitted to operate a motor vehicle while on school property. Any middle school student found in violation of this rule may be subject to punishment by the MMS Discipline Code, and/or notification to law enforcement authorities.

## **L. BUS TRANSPORTATION MANAGEMENT**

The responsibility to maintain control of students on the school bus is that of the bus driver. Therefore, the bus driver has the authority and right to make reasonable requests of the students as a teacher would in the classroom. ( Section 3319.41 of the Ohio Revised Codes)

Bus transportation rules as follows:

1. Students will arrive at the bus stop before the bus arrives.

2. Students must wait in a location clear of traffic and away from bus stops.
  3. Students must act in a responsible way as they would at school as bus stops.
  4. Bus drivers should assign students to an assigned seat.
  5. Students must remain seated, keeping aisles and exit areas free.
  6. Students will abide by the drivers bus safety rules which are posted in the front of the bus.
  7. Students must not use profanity.
  8. Students should **NOT** eat and drink aboard the school bus unless a medical condition requires a student to do so.
  9. Students should not use any tobacco products aboard the bus.
  10. Students will not use alcohol, drugs, drug look alike, or medicine of any kind aboard the bus
  11. Students must not throw, pass or toss objects aboard the bus.
  12. Students must board or leave to the bus at the location to which they have been assigned unless they have both parental and school administrative permission.
  13. Students must not put any arms, legs, and head out of bus windows.
  14. Students that cause any damage to the bus may be required to pay for the damage.
  15. Students may not get off the bus at the high school and ride with high school students and/or persons.
  16. Students should not use any electronic devices such as cell phones, pagers, ipods/MP3-players, etc. All electronic equipment needs to be placed in a book bag or a secure area during the bus ride. Students also should not videotape any other student or bus driver with a camera phone during the bus ride. Any violation of this policy may result in the student being subject to the MMS Discipline Code on electronic equipment. If an emergency family situation where to arise, then the student needs to inform or contact a bus driver for permission for usage.
- A student who violates the MMS Bus Transportation Policy will be subject to the following disciplinary actions as suggested by the code. The frequency and severity of the offense (s) committed will determine if the student is placed higher or lower on the Bus Transportation Code.

The discipline code listed below is to be considered as generally followed suggestions based upon a progressive scale of discipline.

- 1<sup>st</sup> Offenses.....Warning or 3 days lunch detention and/or alternative assignment.
- 2<sup>nd</sup> Offense .....1 day bus suspension or removal
- 3<sup>rd</sup> Offense .....3 day bus suspension or removal
- 4<sup>th</sup> Offense.....5 day bus suspension or removal

- 5<sup>th</sup> Offense.....10 day bus suspension or removal  
6<sup>th</sup> Offense.....Expulsion/hearing with Superintendent.

### **VIII. BUILDING PROCEDURES**

We, as a staff at Minford Middle School, seek to develop a well-rounded student who is respected by his or her peers, as well as shows respect to others. To this end we expect students to:

1. Be courteous.
2. Have respect for themselves and others, including both private and public property.
3. Abstain from using tobacco products and profanity in school and at ALL school functions.
4. Conduct themselves in such a manner that will reflect honor upon us and our school.
5. Assume responsibility without constant supervision.
6. Be aware of their safety and the safety of others.
7. Not wear hats or sunglasses, bring toys, jam boxes, tape machines, etc. to school.

#### **A.) CLASSROOMS**

1. Make it to your classes on time (e.g. before the tardy bell).
2. Be prepared. Make sure you have pencils, paper, books, and assignments.
3. Have respect for the teachers and their substitutes.
4. Conduct yourself properly at all times.
5. Refrain from cheating.

#### **B.) CORRIDORS**

1. Walk in the halls. Running or horseplay is dangerous and can cause serious accidents.
2. Junior High students should not be on the second floor unless they are going to and from the office.
3. After finishing lunch, go to the gym or outside, depending on the weather.
4. Keep corridors clean and free of waste paper.
5. Please walk on the right side of the hallways and on the stairs.
6. When changing classes, refrain from pushing, shoving, and making unnecessary noise.

#### **C.) PLAYGROUND – Safety Rules**

1. Sit on the swings.
2. Only one person in each swing.
3. Play with the appropriate equipment on the playground (not the handrail, etc.).
4. Refrain from crossing the road unless you have permission from the playground teacher.
5. Come in QUIETLY and WALKING from recess.
6. Never throw rocks or objects that can hurt someone.
7. Never bring knives to school.
8. Squirt guns are not permitted on school property.

#### **D.) AFTER SCHOOL**

If you are staying after school for class work or club meetings, etc., report to the room promptly.

Otherwise, leave the school building as soon as your bus is called. After you finish your business, leave the building promptly and quietly. No students are allowed to go off school property into Minford unless they have written permission from their parent/guardian or direct permission from the building principal.

E.) Fire drills will be conducted at intervals throughout the year. The main rules to follow during the drill are:

1. Stay in single file.
2. Move quickly, but do not run or push.
3. DO NOT talk.
4. Move at least 75 feet away from the building.
5. Return to the building when given the proper signal by a faculty member. The exit for each room is posted. ALWAYS USE THE PROPER EXIT IF IT IS NOT BLOCKED.

F.) TORNADO DRILLS

1. Stay in single file.
2. Move quickly, but do not run or push.
3. DO NOT talk.
4. Return to classrooms when given the proper signal by a faculty member.

G.) EMERGENCY CLOSING, DELAY, & DISMISSALS

early In the event of inclement weather & other emergencies that may necessitate a school closing, delay, or dismissal, the Minford Local School District will communicate with parents and students by radio. Please listen to the local radio stations for this information. Please do not call the radio stations. Arrangements must be made in advance for students in case of early dismissal. Make arrangements for your child to go to a relative or neighbor's house if no one is going to be home. Students will NOT be permitted to call home, in most cases, and parents may not be able to reach the school because of a busy phone.

**IX. EMERGENCY MEDICAL TREATMENT**

In order to handle emergency situations, the school must know how to reach parents quickly. For this reason, every parent must fill out an EMERGENCY MEDICAL FORM for each child as required by state law. This is kept on file. When a child becomes ill (vomiting, fever, or symptoms of communicable disease) or injury, the school will get in touch with the parent or person indicated on the EMERGENCY MEDICAL FORM as soon as possible. Parents or the person designated by the parents, who are contacted because of a child's illness, are required to pick up the child immediately. ONLY THOSE PERSONS LISTED ON THE EMERGENCY MEDICAL FORM ARE AUTHORIZED TO PICK UP THAT STUDENT.

**X. UPDATING FAMILY AND MEDICAL INFORMATION**

Parent should immediately notify the school when there are any changes in a student's address, phone number, or any other information which should be included on the Emergency Medical Form.

If the family status changes because of divorce or legal separation, or if the child lives with someone other than his/her natural mother/father, proof of custody or guardianship must be provided to the school office.

**XI. MEDICATION AND DRUG POLICY**

Many students are able to attend school regularly only through effective use of medication in the treatment of chronic disabilities or illness that will not hinder the health and welfare of others. We strongly recommend that medication be administered in the home. Parents should ask their doctor to arrange the time medication is given to avoid school hours if possible. If this cannot be done, any pupil who is required by a physician's order to take medication during the regular school day must comply with the following policy:

1. Prescription drugs to be taken at school must be accompanied by a doctor's order, labeled with the student's name, the date, the name of the drug and the time intervals to be taken.
2. Medication must be brought to school in a container appropriately labeled by the pharmacy or physician.
3. Students should NOT have in their possession ANY form or type of medication, at anytime. This includes over the counter medications, such as aspirin, Ora-jel, cold pills, etc.

**XII. IMMUNIZATION REQUIREMENTS**

In compliance with the Ohio Compulsory Immunization Law, no pupil shall be admitted to school unless such pupil presents written evidence that he or she has received the required immunizations by such means as may be approved by 3701.13 of the Revised Code.

MMR booster for all sixth graders going into seventh grade. O.R.C. 3313.37-.671

**XIII. SCREENING TESTS**

Minford Middle School provides the following screening tests to help identify possible health problems:

Scoliosis or Postural Screening – Grades 5,6,7, & 8

**XIV. STUDENT GROUP INSURANCE**

Student group insurance is offered each year to all students at a nominal cost. It is not mandatory unless you participate in sports.

**XV. INTERSCHOLASTIC EXTRACURRICULAR ELIGIBILITY**

Interscholastic extracurricular activities are defined as those school-sponsored student activities which involve more than one school or school district and which are not included as a portion of the school district's graded course of study. As a condition for participation in any interscholastic pupil activity program in the Minford School District grades 7 & 8, a student must pass 75% of his/her classes for the immediately preceding grading period. A student enrolling in the seventh grade for the first time is eligible during the first grading period regardless of previous academic achievement.

In case of interscholastic athletics, the student must also meet all of the requirements of the Ohio High School Athletic Association.

The Minford Local Board of Education permits any student who has received a failing grade for any class or course of study for the previous grading period to be eligible to participate in interscholastic extracurricular activities provided he/she meets all other requirements as outlined by the school district.

Failure to comply with the eligibility requirements contained in this policy will result in extracurricular ineligibility for the succeeding grade period.

**XVI. ACADEMICS/REPORTING STUDENT PROGRESS**

**A.) GRADING SCALE**

Report cards are issued at nine (9) week intervals during the school year. The district grading scale is as follows:

- A = 93-100%
- B = 84-92%
- C = 70-83%
- D = 60-69%
- F = 0-59%

**B.) PLUSES & MINUSES**

Pluses and minuses may be used by teachers in order to help parents and students better understand student progress. However, pluses and minuses **will not** affect overall GPA.

**C.) INTERIM REPORTS**

Students experiencing problems in specific academic areas will receive progress reports during a particular grading period. If a student is experiencing a problem, the Interim Report will be used as a basis for conferencing and working out solutions for your child.

**D.) FINAL EXAMS**

All sixth, seventh, and eighth grade core classes are required to give a final exam. The exam will count as one-seventh of the student's final grade. Fourth and Fifth grade classes will have the option of giving a final exam and weighing it how ever staff deems appropriate. Final exams should be comprehensive in nature, in other words contain items that reflect course material from the entire school year. It is highly recommended that final exams follow the pattern of "short cycled assessments", where students

are assessed quarterly to determine academic strengths and weaknesses. Final exams should reflect four quarters of instructional items that are derived from the Ohio Model curriculum. Final exams should reflect benchmarks and grade level indicators as per the Ohio Model curriculum.

#### E.) HONOR ROLL

The honor roll for grades 4,5,6,7, and 8 will be based upon the student's grade point average (GPA)

A average honor roll- 3.5-4.00

B average honor roll- 2.5-3.49

**No student will be on the honor roll if they receive a "D" on their report card.**

#### F.) YEARLY CORE CLASS EXAMPLE

A= 4 X 3 = 12 1<sup>st</sup> nine weeks

B= 3 X 3 = 9 2<sup>nd</sup> nine weeks

A= 4 X 3 = 12 3<sup>rd</sup> nine weeks

B = 3 X 3 = 9 4<sup>th</sup> nine weeks

A = 4 X 1 = 4 Final Exam

TOTAL 46 divided by 13 = 3.5 = A

The final course grade for core classes will be the average of the five weighted grades. The nine weeks grades are valued three (3) times more than the value of the final exam grade. An A will count as 4 points; a B will equal 3 points; a D will equal 1 point; an F will equal 0 points. Pluses and minuses will not count mathematically.

A= 3.5-4.00

B = 2.5-3.49

C = 1.5-2.49

D = .6-1.49

F = less than .6

#### G.) PROMOTIONS AND RETENTIONS

The promotion/retention of a student in any grade level should be in the best interest of the student.

The first consideration for student retention is failure to meet at least minimum requirements in the classroom. However, the academics will not be the sole factor in the determination of retention. The student's age, attendance, maturity level, and emotional status may also be considered. Retention shall occur only if it prevents the possibility of allowing the student to function successfully at a grade level in these areas. Placement is for a student who has not met the requirements for promotion. He/she may be placed in the next grade by the principal when the principal feels that placement in the next grade would be more beneficial than retention.

### **XVII. BUILDING VISITORS**

We welcome visitors into our building ONLY after they have received permission and obtained a pass from the office. (This includes volunteers, college students, etc.) No visiting of students is permitted during school hours. Any person coming to the building for any reason needs to first check in with the building principal or his designee before conducting any business at the school. Appointments may be scheduled through the front office.

### **XVIII. FUND-RAISING PROJECTS**

All fund-raising projects must be approved by the principal before they are begun. A description of the project, as well as its goals and purposes, must be forwarded to the central office for clearance with the district superintendent.



**XIX. GUIDANCE SERVICES**

The counselor will be available at assigned times for all students who wish to discuss a particular situation. Areas may include:

1. Personal problems
2. Vocation information
3. Attendance, tardiness
4. School problems, etc.

**XX. LOCKER ASSIGNMENTS**

Minford Middle School provides assigned lockers for students in grades 6-8. The Minford Board Policy Manual states "A student shall not place, keep or maintain any articles or materials in school-owned lockers which are of non-school nature, and that may cause or lead to cause a disruptive activity on any school property or at any school-sponsored activity, function, or event. Unannounced locker searches may be conducted at any time by the Principal or his/her designee, and one of the staff members." Each locker has its own lock. Student purchased locks are not necessary. Students should not give out their locker combinations to anyone.

Students are to use lockers before homeroom, before and after lunch, and at the end of the school day. Seventh and eighth grade students may have access to their lockers immediately prior to and after P.E. class. Any student using a locker at any other time needs to have permission from a school official. Students should not change lockers for any reason unless they have permission from the building principal to do so. If your locker has any problems of any kind, report it to the office.

**XXI. BREAKFAST AND LUNCH**

Breakfast and lunch will be served each day school is in session. No student will be permitted to leave the school grounds without permission from a school official. Free or reduced cost breakfast and lunches are available to students who qualify. Applications, which will be made available to families at the beginning of the school year, must be returned to determine eligibility.

Children may purchase lunch in the cafeteria or they may bring a sack lunch. Meals can be prepaid by purchasing them at the cafeteria.

Minford Schools have no provision for lunch charges. However, on an emergency basis, a child may charge a lunch. Payment for this charge is expected as soon as possible.

**CAFETERIA RULES**

All students eat their lunch in the cafeteria and are expected to conduct themselves in a quiet, mannerly fashion. The following rules will be enforced:

1. Students will remain seated until they are dismissed.
2. No throwing of food.
3. No loud, harsh behavior.

**XXII. LOST ARTICLES**

When you lose anything at school, check immediately with your teacher first and then with the principal's office. Any article thought to be stolen should be reported to your teacher, who will report it to the principal.

**XXIII. CHANGING ADDRESS**

Student should report any changes in address or phone number to the guidance office.

**XXIV. USE OF TELEPHONE**

Students must obtain written permission from their supervising teacher to use the phone. The phone is NOT for social calls – BUSINESS ONLY. Three minutes per call is the maximum.

**XXV. USE OF TOBACCO PRODUCTS**

State law prohibits any students from using tobacco products such as cigarettes, snuff, etc., at any time on school property. Students found in possession of tobacco products are subject to suspension.

**XXVI. ENRICHMENT CLASSES**

1. Students enrolled in enrichment classes will have the opportunity to improve themselves as a student during this block of time.

2. Staff and students should not view this block of time as a “Study Hall”.

3. Students need to be involved in activities that will improve their academic standing. Activities such as research on the internet, writing across the curriculum, and intervention with problem areas are highly encouraged.

**XXVII. TRANSFERRING AND WITHDRAWING**

If a student learns that he/she will move, or withdraw from school before the end of the year, he/she should come to the office and secure a withdrawal slip. Verification from parents will be checked. All textbooks issued to a student must be personally returned to the appropriate teacher, who will sign his/her withdrawal slip.

**XXVIII. TEXTBOOKS**

Students are responsible for the care of textbooks issued to them, and for any loss or damage to them. Unreasonable wear, abuse, or misuse, will result in textbook fines, which will be assessed at the time the books are lost or returned.

**XXIX. LIBRARY**

1. All students in the school are entitled to use the library and to check out books. (Unless the student owes a library charge of some kind.)
2. Reference books, such as encyclopedias and dictionaries, are to be used only in the library.
3. All books, other than reference, may be checked out for two weeks and may be renewed for another two weeks. OVERDUE books may not be renewed.
4. Two cents a day is charged for books kept overtime.
5. Students may check out one book at a time.
6. Students are responsible for damage done to books and for losses. Any student willfully destroying library property will be punished and will lose library privileges. He/she will also have to pay for damaged materials.
7. Student library workers are to be treated with respect.
8. Books may not be checked out from the library during the last two weeks of school.

**XXX. COMPUTERS**

The Minford Local School District allows students to use its computers for various academic instruction and utilization. Only those students whose parents sign the separate computer usage agreement will be granted access to internet services. Cyber-bullying has become more prevalent in today’s computer literate world. Any attempt by a student to bully, intimidate, harass, or threaten another student will be dealt with in the same manner as any other type of bullying behavior. Misuse of the computers may result in loss of computer privileges, or assignment of detention, suspension, or expulsion as determined by the degree of misconduct. Each student is responsible for their own technology account and its privileges. Students under NO circumstances are to share their passwords, email accounts, internet rights, etc as they will be held responsible for any action committed by someone else while logged on to their account. Remember, the use of school technology is a privilege and should be treated as such.

**XXXI. ANTI-HAZING POLICY**

Harassment, intimidation or bullying behavior by any student/school personnel in the Minford Local

School District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation or bullying, in accordance with House Bill 276, means any intentional written, verbal, graphic or physical acts including electronically transmitted acts i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

Causing mental or physical harm to the other student/school personnel including placing an individual in reasonable fear of physical harm and/or damaging of students' personal property; and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for other student/school personnel.

Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent, or assumption or risk by an individual subjected to hazing DOES NOT lessen the prohibition contained in this policy.

Administrators, faculty members, and all other employees of the school district shall be particularly alert to possible situations, circumstances, or events that may include hazing. If having or planned hazing is discovered, involved students shall be informed by the discovering school employee of the prohibition contained in this policy and shall be required to end all hazing activities immediately. All hazing incidents shall be reported immediately to the superintendent.

Administrators, faculty members, students, parents, and all other employees who fail to abide by this policy may be subject to disciplinary action, and may be liable for civil and criminal penalties, in accordance with Ohio law.

The contents of this policy shall be distributed in writing to all students and school employees following its official adoption incorporated into building, staff, and student handbooks, and shall be the subject of discussion at employee staff meeting or in-service programs.

## **XXXII. OTHER**

It is the policy of the Minford Board of Education to provide and maintain a safe, productive, and educational atmosphere free of behavior which is disruptive to the students' environment. The following are activities which are unacceptable in the Minford Local Schools and will be dealt with seriously:

### **BOMB THREATS**

Inducing Panic - O.R.C 2917.31 (A) (1) & (C) (5)

"No person shall cause the evacuation of a public place, or cause serious public inconvenience or alarm, the public place being a school, by initiating or circulating a report or warning of an alleged or impending fire or explosion, knowing that such report or warning is false." (F-4)

### **INDIRECT THREATS OF VIOLENCE/NON-BOMB**

Inducing Panic – O.R.C 2917.31 (A) (2)

"No person shall cause...alarm, by...threatening to commit an offense of violence."  
(M-1)

**Disorderly Conduct** – O.R.C. 2917.11 (A) (1) & (E)

"No person shall recklessly cause...alarm to another, by...threatening harm to persons or property,...said offense being committed in the vicinity of a school." (M-4)

## **DIRECT THREATS OF VIOLENCE**

Aggravated Menacing – O.R.C. 2903.21

“No person shall knowingly cause another to believe that the offender will cause serious physical harm to the person.” (M-1)

**Menacing** – O.R.C. 2903.21

“No person shall knowingly cause another to believe that the offender will cause physical harm to the person.” (M-4)

## **XXXII SAFETY PLAN/EMERGENCY EVACUATION**

If the building must be evacuated for any reason for an emergency situation, staff and students will be notified by the use of the public address system with the use of the code word “Exodus”, or the continuous ringing of the fire alarm (more than 4 minutes). If an evacuation is to occur, staff and students will follow these procedures:

1. Move quickly and quietly from the building. Follow your teacher’s commands and advice.
2. Keep noise and conversation to a minimum.
3. Three types of emergency plans will be used:
  - A. Exodus: This plan will be used when an intruder has been isolated in the building. Students will report with their respective teachers to the designated spot of safety.
  - B. Evacuation: This plan requires staff and students to move to the soccer field area. The code word for this maneuver is simply, “Evacuate”.
  - C. Lockdown: If a violent person arrives in the building and cannot be isolated by any means, the Safety Committee recommends that teachers lock their classrooms and cover their windows (cardboard, paper, etc.). Students should assume a tornado position in their respective classrooms. No students are to be permitted to leave the room for any reason. The building principal or his designee will authorize the end of the “lockdown” mode by voice commands at each staff member’s door or by use of intercom. Staff members should try to remain as calm as possible in order to maintain student control.