

STUDENT HANDBOOK

2018/2019

MILLER CITY - NEW CLEVELAND ELEMENTARY SCHOOL

Handbook also available online at web.ml.noacsc.org

Revised 7/18

ELEMENTARY STAFF

Superintendent	Mr. Kerry Johnson
Elementary Principal	Mr. Dustin Pester
Elementary Secretary	Mrs. Deb Schimmoeller
Kindergarten	Mrs. Rhonda Inkrott Mrs. Laura Michel
First Grade	Mr. Ross Heuerman Mrs. Cheryl Urbaniak
Second Grade	Mrs. Heather McGlaughlin Mrs. Beth Moening
Third Grade	Mrs. Traci Schierloh Mrs. Karen Schroeder
Grade Four	Mrs. Julie Meyerhoffer Mrs. Wendi Wenzinger
Grade Five	Mrs. Theresa Steffan Mrs. Cheryl Kuhlman
SLD	Mrs. Jenny Rieman
Physical Education	Mrs. Melanie Teders
Music	Mrs. Jennifer Keeler
Preschool	Mrs. Marlene Griffith
Speech	Mrs. Jodi Maag
Title I	Mrs. Katie Lehman

Our Mission Statement

*The mission of Miller City
Elementary School staff
and parents is to establish and to
improve
the basic skills of all children.
We exist to provide an environment
that creates positive experiences
that contribute to each child's self-worth.
We will foster a climate conducive to
learning by
encouraging high scholastic standards,
good citizenship, and good attendance.
It is our belief that all children can learn.
It is our hope that through our efforts,
our children will become responsible,
contributing members of society.*

VISITORS

The school policy is to welcome only those visitors who have legitimate business to attend to at the school. Guests and visitors must report to the office for authorization before proceeding through the school. Visitors are expected to leave promptly once their business has been completed. Students are not allowed to bring guest to school without permission.

ATTENDANCE

All students in Ohio are required to go to school until they are 18 years of age. Between the ages of 16 and 18 students may withdraw if they have a job and a working permit. Good attendance is a requirement. Students are permitted three excused absences per quarter via parental phone call. **If a student is absent beyond the three days per quarter, a doctor's excuse must be obtained to be excused.**

Acceptable reasons for absence from school include the following:

1. Personal illness
2. Serious illness or death in the family
3. Medical or dental appointment (whenever possible, appointments should be scheduled at times other than school hours)
4. Religious obligations

For unexcused absences we will be working with the county attendance officer and will be following these guidelines:

3 days of unexcused absence: Local school sends letter of concern about attendance.

Copy of letter to County Attendance Officer

Possible home visit or phone call from County Attendance Officer

4 days in a row of unexcused absence: Possible home visit from County Attendance Officer.

Warning letter from County Attendance Officer

5 days of unexcused absence: Home visit and/or phone call from County Attendance officer.

Warning letter from County attendance Officer

NOTE: One warning letter will be sent per student per school year

5 days in a row or 7 days of unexcused absence in one month or 12 unexcused absences in a year: Filing of complaint with Juvenile Court

Note: Suspensions are unexcused, but are not to be considered for truant issues.

While family vacations are encouraged to be taken during the summer months, this is not always possible. Students are excused from school for family vacations, but we ask for parents to notify the office in advance if a child is going to be absent due to a vacation. **Students will be permitted five excused absences for vacation days per year. Any vacation days past the five will be considered an unexcused absence.** Missed school work will be given to the students the day before they leave or when they return. All missed work should be completed within a week of the student's return.

The principal may waive this requirement if adequate justification can be shown.

ABSENCES OF LESS THAN A DAY

The following procedure will be used to determine when a student will not be counted absent, or will be counted absent for a full or half-day.

Late Arrivals - If a student arrives between 8:00 a.m. to 9:00 a.m., the student will be considered tardy. If a student arrives after 9:00 a.m., but before 11:45 a.m., the student will be counted absent for a half-day. If a student arrives after 11:45 a.m., the student will be considered absent for a full day.

Early Dismissals - If a student leaves before lunch and does not return, the student will be counted absent for the full day. If a student leaves after lunch, but before 1:30 p.m., the student will be counted absent for a half-day. If a student leaves after 1:30 p.m. they will be counted absent for the period(s) they missed.

Early Dismissals with Return - If a student leaves school for an appointment and returns they will be counted absent for the period(s) they missed.

Perfect Attendance Policy: A certificate will be awarded to those students who are present at school each day of the year for the entire school day.

SCHOOL TIME SCHEDULE

- *7:45 Student Begin Arriving(There is no supervision prior to 7: 45A.M.)
- 8:00 Classes Begin
- 2:51 Prepare for Dismissal
- 2:54 Dismissal

LEAVING SCHOOL EARLY/ARRIVING LATE

If a student needs to leave school early for whatever reason, the parent or guardian must come into the office and sign the student out.

When a student arrives to school at a time other than the start of the school day, the student must sign in at the office.

REPORTING ABSENCE

Due to the "Missing Child Act", parents must call the school when their child is going to be absent. Please use the following guidelines when reporting an absence.

1. Please call **876-3174** if your child is going to be absent. (Leave a Message)
2. Call **before 8:15A.M.** on the morning of the absence.
3. When you call please state: **the student's name, grade, and reason for absence.**
4. If a phone call is not received, parents will be notified.
5. If parents have an unusual circumstance that would prevent them from calling the school when their child is absent, they should contact the school to discuss the problem.
6. Parents may call one or two days in advance if they know their child will be out of school. These calls can be made any time during the school day.

EARLY DISMISSAL

In the event of an unexpected early dismissal, it is important, especially for the young students, that the teachers know where the students are to go. If your child needs to go somewhere other than their usual drop off destination, please inform your child's teacher in writing, immediately.

ILLNESS IN SCHOOL

If a student should become ill in school, he/she is to report to the principal. The student may call home for the parents to pick him/her up. The student can also go to the clinic if the illness is considered temporary.

HOMEWORK

The Board of Education (Adoption 9-16-85) acknowledges the educational validity of out-of-school assignments as adjuncts to and extensions of the instructional program of the schools.

1. Homework should be a properly planned part of the curriculum, extending and reinforcing the learning experience of the school.
2. Homework should help children learn by providing practice in the mastery of skills, experience in data gathering and integration of knowledge, and an opportunity to re-mediate learning problems.
3. The number, frequency, and degree of difficulty of homework assignments should be based on the ability and needs of the student and take into account other activities which make a legitimate claim on the student's time.
4. The schools should recognize the role of parents by suggesting ways in which parents may assist the school in helping a child carry out assigned responsibilities.
5. Homework should always serve a valid learning purpose; it should never be used as a punitive measure.

LUNCH PROGRAM

Students are offered a class "A" meal. Students eligible for reduced rate or free lunches will complete the necessary forms at the beginning of each school year. These forms must be signed by a parent/guardian and returned to the office before the program can be initiated.

The cost of a student lunch K-5 is \$ 2.25. The cost of an extra milk is .40 cents. Students may either pay for their lunch daily or they may send money in with the student in advance to be added to the student's account. The advantages of sending money in advance is to expedite the lunch line, make it easier on the students, and to provide parents an opportunity to send lunch money on a weekly basis instead of a daily basis. Please send lunch money to school in an envelope with the child's name on the envelope.

PLAYGROUND

1. Swings are made for sitting, not for standing. Do not go near the swings while someone is swinging. Only one person in a swing at a time.
2. No throwing snow or snowballs at any time.
3. Take good care of playground equipment. Never kick a basketball. Kicking is only for kick balls.
4. Students must stay on school property.
5. All students are to go outside for recess unless they have a parent or doctor excuse.
6. When the playground bell is rung all students will quietly line up according to their homeroom.
7. Dodge ball will not be permitted during recess.

DRESS CODE

The following guidelines are enforced for the health and well-being of all students.

1. Appropriate footwear of some kind must be worn. Flip-flops are not considered appropriate footwear.
2. Hats may not be worn during class.
3. No student will be allowed to wear clothing with insignia or printing which is obscene or suggestive. Alcoholic advertisement is not allowed.
4. No tank tops or bike shorts will be allowed.
5. Clothes must be clean and neat and must meet reasonable standards of health, hygiene, and decency.
6. Cleanliness must be observed at all times.
7. Shorts are permissible.

CLASS TRIPS

Class trips must be approved by the principal and suitably chaperoned by the classroom teacher or class advisor. The cost of admission or lunch will ordinarily be incurred by the student. Field trips are optional and are aimed at enriching the student's academic experience.

DAILY SCHOOL RULES

1. Students are to arrive between 7:45 – 8:00. There is no supervision prior to 7:45 A.M.
2. No running or noisy, boisterous conduct is ever permitted in halls, classrooms or lavatories.
3. Chewing gum is not permitted in school.
4. Dress according to the weather.

5. Go orderly to and from the bus. Avoid pushing.
6. Quiet is to be observed always in the lavatories.
7. Students will not be permitted to go outside for recess when the temperature drops below 20 degrees.
8. Students staying for after-school activities must have a note.
9. A. Students leaving school by an alternate way must have their parents notify the school or send a note.
B. Students riding a different bus or getting off at a different stop must notify the bus driver.

IMMUNIZATIONS/HEALTH SCREENINGS

1. All students are required by state law to have basic immunizations against diphtheria, tetanus, whooping cough, mumps, measles, rubella, and polio prior to entering school.
2. Immunization records must be submitted within 14 days of registration, or the child cannot attend class.
3. The County Health Department at various times during the elementary and middle school years provides booster shots for these diseases.
4. Vision exams are given to all K, 1st, 3rd, 5th, and 7th grade students.
5. A second MMR is required of all 6th grade students before they enter the 7th grade.
6. These services are free and students are encouraged to take advantage of them.
7. Results from any hearing tests or other tests administered to students by County employees must be shared with the school and parents.

MEDICATION

1. If possible, all medication should be taken at home.
2. Ohio School Laws require any medication container present in the school must be the same container as the one dispensed by a pharmacist or physician labeled with the student's name, medication name, dosage and frequency of dosage.
3. Students requiring medication should notify the office and a record of each application must be recorded.
4. School personnel are not permitted to dispense any medication without written or oral permission from parents.
5. If not possible, the parent/guardian shall fill out the Authorization for Prescribed Medication or Treatment Form available in the office. It will be done, in accordance with administrative guidelines, board policy and the O.R.C.
6. All prescription or non-prescription medication, which needs to be taken at school, must be stored in the clinic in its original container and dispensed by the principal or designee.

GRADING SYSTEM AND REPORT CARDS

The evaluation of student achievements is one of the most important functions of the teacher. The accepted marking system is as follows:

A - Excellent	D - Poor
B - Good	F - Failure
C - Average	I - Incomplete

An incomplete is given only in those cases where illness, emergency, or by prearrangement, the student has not been able to complete his/her assignments. An incomplete on the report card becomes an "F" four weeks from the date it is issued. Make-up work is the complete responsibility of the student.

GRADING SCALE

A+ 99 - 100	C+ 82 - 80
A 98 - 95	C 79 - 76
A- 94 - 93	C- 75 - 73
B+ 92 - 90	D+ 72 - 71
B 89 - 86	D 70
B 85 - 83	D- 69 - 68
	F 67 and below

Report cards are issued every 9 weeks. Parents are to sign them and return them to school. All report cards are given out the week following the end of the designated grading period.

TEXTBOOKS/EQUIPMENT

All basic textbooks are loaned to students for their use during the school year. Workbooks and other supplies are paid for by the students. Textbooks are to be kept clean and handled carefully.

Please be sure your name, grade, and school are written on the book label or book cover in case the book is misplaced. You will be required to pay for lost or damaged books or equipment.

LIBRARY

The School Library is open each day from 8:00 a.m. until 3:00 p.m. Books, magazines, newspapers, and other materials are available to students in support of class assignments, research projects, personal interest and recreation. Reference books may be borrowed on an overnight loan only. All other books may be borrowed for two weeks,

unless they are on reserve. Books must be returned on the due days in order to be reserved for a longer time period. An overdue notice will be sent to a student's homeroom on the morning following the due date.

LOST AND FOUND

All found articles are to be turned in to the Principal's office. Students should check for lost articles and claim the same by proper identification.

SCHOOL DELAYS

1. Receive a text alert by subscribing to our "text alert" system on the Miller City Home page.
2. Please listen to radio stations for announcements of delays or cancellations. The following radio stations will have information regarding school delays or cancellations: RADIO: WIMA- AM 1150, WMIT – FM 102.1, WBUK – FM 106.3, WZRZ – FM 107.5, WMLX – FM 103.3, WILD 93.9, WDFM – FM 98.1, WNDH – FM 103.1, WONW – AM 1280, WZOM - FM 105.7, WDOH – FM 107.1
TV – WTOL – 11 WTVG – 13, WNWO – 24, WILIO – 35
3. Written instructions should be submitted to the office for early dismissal arrangements. We make every effort to make sure an older sibling or an adult will be present when we have an early dismissal due to severe weather. However, it is the responsibility of the parent to have emergency plans in place for his/her child.
4. Please do not call the superintendent, principal or school offices.

FIRE AND TORNADO DRILLS

Fire drills are held to practice leaving the building safely in case an emergency should arise. Students are to be quiet during the entire period of the drill. At the sound of the fire drill, students and faculty should leave the building as quickly and orderly as possible. All doors and windows are to be closed. Exit instructions are posted.

When a tornado alert is sounded, students are to go directly to the designated area and stay in classroom groupings. Attendance will be taken to see that all class members have been safely evacuated. Students should assume a kneeling position with their heads down and their hands behind their heads, with arms protecting the head. Classroom doors and windows should be left open to equalize air pressure.

ASSEMBLIES

Various assemblies of both an educational and entertaining nature are held during the course of the year. The conduct of the student body is highly important at assemblies. Often the only impression that a visitor will get of the school and community is at an assembly. Good conduct and manners are a sign of an appreciative and mature student body.

CELL PHONES

Cell phones are not to be used during the school day. If a child needs to bring their cell phone to school, it must be left in the book bag and turned off.

HEAD LICE POLICY

Head Lice is a communicable disease against which personal cleanliness is no safeguard. It occurs worldwide and infects people regardless of age, sex, or socioeconomic background. Man is the only host and it is spread from person to person by direct contact with the head of infested individuals.

Head lice are black insects, flattened in shape from top to bottom. They have no wings and do not jump or fly. The adult female head louse lays eggs (nits) which she glues to the hair shaft with a tenacious material applied near the root of the hair. If untreated, the nits hatch approximately 10 days later. During its 20-30 days of life, the female louse can deposit as many as six eggs per day, so there may be hundreds of nits in a single infestation. Itching is the main symptom; a manifestation of the feeding process of the mite (biting the scalp). A thorough examination of the head will reveal the yellowish-brown to white nits or louse.

If any student is found to have lice or nits they will be asked to stay at home until they have been treated and all nits removed. A doctor's note or a note from the Putnam County Health Department is required, stating a student has been treated and is nit free, before they may return to school.

HAZING AND BULLYING

Hazing means doing any act or coercing another, including the victim, to do any act of intimidation or harassment to any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.

Bullying is an intentional written, verbal or physical act that a student has exhibited toward another particular student more than once and the behavior causes both mental or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive education environment for the other student.

Permission, consent or assumption of risk by an individual subjected to hazing and/or bullying does not lessen the prohibition contained in this policy.

Prohibited activities of any type including those activities engaged in via computer and/or electronic communications devices are inconsistent with the educational process and are prohibited at all times. No administrator, teacher or other employee of the District shall encourage, permit, condone or tolerate any hazing and/or bullying activities. No student, including leaders of student organizations, may plan, encourage or engage in any hazing and/or bullying.

Administrators, teachers and all other District employees are particularly alert to possible conditions, circumstances or events that might include hazing and/or bullying. If hazing and/or bullying or planned hazing and/or bullying is discovered, involved students are informed by the discovering District employee of the prohibition contained in this policy and are required to end all hazing and/or bullying activities immediately. All hazing and/or bullying incidents are report immediately to the Superintendent and the appropriate discipline is administered.

PROMOTION POLICY

ASSIGNMENTS OF PUPILS TO GRADES. Grade placement of pupils is to be made on the basis of consideration for the best interest of each individual pupil. Factors other than academic achievement should be considered in **some** cases. It will be the recommended policy not to retain a pupil in the same grade more than **two years in grades 1 to 5**. At the close of the school year a pupil may be retained, placed, or promoted. A student needs to pass 3 of the 5 major courses to be promoted; however, the final decision will be made by the Principal. (Reading, Math, English, History, Science).

The use of retention has been greatly reduced in recent years. Effort is being made to make instruction appropriate for the student within his/her age level setting rather than trying to match the student's achievement level with that of other students without regard to factors of age maturation or development. Individualized instruction and special education assignments will be used where necessary to assist each child in developing his learning ability.

MILLER CITY – NEW CLEVELAND SCHOOL DISTRICT Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

1. The right to inspect and review the student’s education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible students of the time and place where the records may be inspected.

2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

Parent’s or eligible students who wish to ask the School to amend a record should write the School principal, clearly identify the part of the record they want

changed, and specify why it should be changed. If the School decides not to amend the records as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist) or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office administers FERPA are: Family Policy Compliance Office, U.S. Dept, Of Education, 400 Maryland Ave SW, Washington, D.C. 20202-5920

MILLER CITY - NEW CLEVELAND SCHOOL DISTRICT

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concern one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED) –
 1. Political affiliations or beliefs of the student or student’s parent;
 2. Mental or psychological problems of the student or student’s family;
 3. Sex behavior or attitudes;
 4. Illegal anti-social, self-incriminating, or demeaning behavior;
 5. Critic appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law to determine program eligibility.

- *Receive notice and on opportunity to opt student out of* –
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

- *Inspect, upon request and before administration or use* –
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State Law. The Miller City – New Cleveland School District has adopted policies in consultation with parents, regarding these rights, as well as arrangements to

protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales or other distribution purposes. The Miller City – New Cleveland School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The Miller City – New Cleveland School District will also directly notify, such as through U.S. mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Miller City – New Cleveland School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at this time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and survey covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Records pertaining to individual students and other confidential materials are not released for inspection. Only that information deemed “directory information” may be released from an individual student’s file, and only after complying with the regulations prepared by the administration for the release of such information. Student directory information is not released when parents have affirmatively withdrawn their consent to release in writing. Student records that consist of “personally identifiable information” generally are except from disclosure.

The Board’s public records policy is posted in a conspicuous location in the central office and in all other District buildings and employee handbooks by the District. The policy is distributed directly to the records custodian and receipt of the policy by the custodian is acknowledged. A copy of the records retention schedule will be maintained and readily available to the public in the central office.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

TITLE I IMPLEMENTATION/PARENTAL INVOLVEMENT POLICY

Policy Revision October, 1989

(Formerly Chapter I)

During an annual public meeting, the parents of eligible Title I children will participate in the design and implementation process of their child's instructional Title I Program. The parents will be notified as soon as possible concerning the eligibility of their child into the program and the specific instructional objectives their child requires.

- A.) Progress reports will be sent home 8 times through the course of the school year, stating the child's academic status.
- B.) There will be one parent-teacher conference scheduled. The conference will take place the first quarter of school.
- C.) Materials will be provided for the parents to use in helping their child at home. These materials will be available at the annual meeting, and parent-teacher conference. Special materials for the summer will be sent home at the end of the year.
- D.) At the end of the current school year, the parents will be notified by letter of their child's accomplishments through the year. The letter will ask for parent input as to the effectiveness of the program and any recommendations as to how the program can be improved. If at all feasible, and if the recommendations received have merits, they indeed will be implemented and placed into operation for the following year's Title I Program.

COMPUTERS

Students are encouraged and required to use the computers in the classroom and possibly the computer lab. The computers are a teaching tool and not a toy. Students are to take care of the machines and follow the rules in their classroom for proper instructions on the use of the computers in their room.

CODE OF CONDUCT MILLER CITY-NEW CLEVELAND

ADOPTION COMMITTEE: Members of the Faculty, Administration, and Community.

A student discipline code was devised for pupils which safeguards pupil due process right and is pursuant to sections 69.03 and 3319.41 of the Ohio Revised Code. The code is to create a better understanding between the school, parents, and students by standardizing the application of school discipline.

The code will be utilized when the student is in the custody and control of the school. A student is under the school's custody and control:

1. At the moment he/she gains entrance on the bus until being released from the bus or upon entering or leaving school property.
2. At all extra-curricular activities.

3. Instances involving students and school personnel outside the regular school day are also under the same code. Students may be subject to school discipline for any harassment, vandalism, physical abuse or other disruptive behavior towards school personnel during non-school time.

School employees (teachers, administrators, bus drivers, cooks, etc.) will use these disciplinary measures where previous attempts to improve student behavior through various means of intervention have failed. If disciplinary problems continue to exist, the ultimate disciplinary action that will be taken is expulsion from school.

One or more disciplinary actions may be assigned to misbehavior.

A student who is in a special needs classroom, may be removed from that class/school for disciplinary reasons. This removal may be for 45 days, pending a due process hearing.

Protection of a student's rights in disciplinary matters is assured and due process procedures must be followed at all times. A student may appeal a disciplinary action in the following manner only:

ORDER FOR DUE PROCESS

1. Teacher
2. Principal
3. Superintendent
4. Board of Education

PROCEDURAL DUE PROCESS

1. A student should be given specific notice of charges. (Required for expulsion and suspension)
2. A student has a right to present evidence in his or her own behalf. (Required for expulsion and suspension)
3. A student has a right to an impartial hearing. (Required for expulsion and suspension)
4. A student has a right to rebut adverse testimony. (Required for expulsion and suspension)
5. A student has a right to be represented by qualified counsel at a hearing. (Required for expulsion and suspension)
6. A student has a right to appeal. (Required for expulsion and suspension.)

**DISCIPLINARY ACTION TAKEN IN CERTAIN TYPES OF MISBEHAVIOR
MILLER CITY ELEMENTARY SCHOOL**

<u>Misbehavior</u>	<u>1st Offense</u>	<u>2nd Offense</u>	<u>3rd Offense</u>
<i>Alcohol, drugs possession or Distribution at school and school activities</i>	<i>3 Day Suspension</i>	<i>5 Day Suspension</i>	<i>Expulsion/Police</i>
<i>Boisterousness in hall & at activities</i>	<i>Recess Removed</i>	<i>Detention</i>	<i>Suspension</i>
<i>Cheating</i>	<i>“0” test or lesson Parent Notified</i>	<i>“0” test or lesson Parent Conference</i>	
<i>Clothing -suggestive printing, tank tops inappropriate length of shorts</i>	<i>Immediate change of clothing</i>	<i>Detention</i>	
<i>Disrespect toward teacher/student. Obscene gestures, provoking anger etc.</i>	<i>Recess Removed</i>	<i>Detention</i>	<i>Suspension</i>
<i>Fighting</i>			
<i>1 With students</i>	<i>Detention</i>	<i>Suspension</i>	
<i>2. With school employees</i>	<i>Suspension</i>	<i>Expulsion</i>	
<i>Hazing to harass, such as having an initiation forcing to do humiliating or ridiculous things</i>	<i>Recess Removed</i>	<i>Detention</i>	<i>Suspension</i>
<i>Insubordination backtalking, etc.</i>	<i>Detention</i>	<i>Detention</i>	<i>Suspension</i>
<i>Cell Phone use/ disturbance</i>	<i>Confiscate Device by teacher (return at end of day)</i>	<i>Confiscate Device by administrator (parent call)</i>	<i>Detention</i>
<i>Leaving school without permission</i>	<i>Detention</i>	<i>Suspension</i>	<i>Suspension</i>
<i>Possession or use of dangerous weapons or objects including fire</i>	<i>Suspension</i>	<i>Suspension</i>	<i>Expulsion</i>

crackers, pocket knife, etc.

<i>Refusal to follow disciplinary request of teacher</i>	<i>Detention</i>	<i>Suspension</i>	<i>Expulsion</i>
<i>Skipping School, Truancy</i>	<i>Parents Notified</i>	<i>Detention</i>	<i>Notify Principal</i>
<i>Unexcused Absence</i>	<i>“0” for tests</i>	<i>”0” for tests</i>	<i>Just action taken</i>
<i>Squirt Gun or squirting device-use or possession of</i>	<i>Confiscation</i>	<i>Detention</i>	<i>Suspension</i>
<i>Stealing</i>	<i>Return of Property Parents Notified</i>	<i>Detention</i>	<i>Suspension</i>
<i>Smoking and/or possession of tobacco</i>	<i>3 Day Suspension</i>	<i>5 Day Suspension</i>	<i>Expulsion</i>
<i>Swearing; Vulgarity</i>	<i>Recess Removed</i>	<i>Detention</i>	<i>Suspension</i>
<i>Threatening staff_</i>	<i>Suspension</i>	<i>Expulsion</i>	
<i>Vandalism</i>			
<i>1. Writing on walls ect</i>	<i>Work assigned</i>	<i>Detention</i>	<i>Suspension</i>
<i>2. Damage or destruction of school property</i>	<i>Cost of repair/ replacement</i>	<i>Suspension</i>	<i>Referral to Police</i>
<i>3. Damage or destruction of private property to students or school employee</i>	<i>Referral to Police and Detention</i>	<i>Suspension</i>	<i>Expulsion</i>
<i>Possession or use of guns</i>	<i>Expulsion For One Calendar Year</i>	<i>Expulsion For One Calendar Year</i>	<i>Expulsion For One Calendar. Year</i>
<i>Possession of or bringing a firearm or knife onto school property or other property owned and operated by the board.</i>		<i>Expulsion for one calendar year Superintendent may modify length of expulsion. Reason for case-by-case reduction of the one year expulsion period: when the superintendent believes the cir- cumstances of the offense or the student’s past performance is such that it warrants reduction of the required period of expulsion.</i>	

Definition of a Firearm

- a. Any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive,
- b. the frame or receiver of any such weapon,

- c. any firearm muffler or firearm silencer,
- d. any destructive device, which means....
 - 1. any explosive or incendiary or poisonous gas...
 - a. bomb,
 - b. grenade,
 - c. rocket having a propellant charge of more than four ounces,
 - d. missile having an explosive or incendiary charge of more than one-quarter ounce,
 - e. mine, or
 - f. a device similar to the devices described in the preceding clauses,
 - 2. any type of weapon (other than a shot gun or shotgun shell) by whatever name which will, or which may readily be converted to , expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter, and
 - 3. any combination of parts either designed or intended for use in converting any device into any destructive device.

Admission of expelled students from other districts There will be a hearing in behalf of the expelled student. The denial may cover only the period of time that the student has been expelled.

This is a guideline. Disciplinary action may vary at the principal’s discretion depending on the severity of the misbehavior.

CONDUCT ON THE BUS

To assure the safety and well-being of all bus students, appropriate behavior must be maintained at all times. Smoking or eating is forbidden on the bus. Poor conduct on the bus will result in detention and if it continues possible loss of bus privileges.

**CODE OF CONDUCT
SCHOOL BUS BEHAVIOR**

- A. The school bus driver’s authority and/or responsibility to maintain control of pupils.(Section 3319.41 of the Revised Code)
- B. The pupil’s rights to “due process” as provided for by the local board of education policy and procedure.
- C. Pupil management regulations, which shall include the following:
 - 1. Pupils shall arrive at the bus stop before the bus is scheduled to arrive.
 - 2. Pupils must wait in a location clear of traffic and away from the bus stop.
 - 3. Behavior at the bus stop must not threaten life, limb, or property of any individual.
 - 4. Pupils must go directly to an available or assigned seat.
 - 5. Pupils must remain seated keeping aisles and exits clear.
 - 6. Pupils must observe classroom conduct and obey the driver promptly and respectfully.
 - 7. Pupils must not use profane language.
 - 8. Pupils must refrain from eating and drinking on the bus except as required for

medical reasons.

9. Pupils must not use tobacco on the bus.
10. Pupils must not have alcohol or drugs in their possession on the bus except for prescription medication required for a student.
11. Pupils must not throw or pass objects on, from, or into the bus.
12. Pupils may carry on the bus only objects that can be held in their laps (See paragraph 1 on Rule 3301-83-20 of the Administrative Code).
13. Pupils must leave or board the bus at locations to which they have been assigned unless they have parental and administrative authorization to do otherwise.
14. Pupils must not put head or arms out of the bus windows.
15. Guidelines will be formulated for the use and storage of equipment and other means of assistance required by handicapped pupils.
16. Proper steps will be taken to collect, store and use medical information related to pupils known to have medical problems which may required driver attention.

D. Suspension, expulsion, or immediate removal from bus.

1. The provisions of Section 3313.66 of the Revised Code shall apply to suspension, expulsion, and immediate removal of a pupil from school bus riding privileges.
2. The superintendent, superintendent designees, principal, or assistant principal are authorized to suspend or remove pupils from school bus riding privileges.
3. Immediate removal of a pupil from transportation is authorized. A pupil removed immediately from transportation must be given notice as soon as practicable of a hearing, which must be held within 72 hours of the removal. The notice shall also include the reason for removal. Immediate removal is authorized when be in accordance with school district policy but not more than 10 days.
4. Suspension of riding for rule violation or conduct not considered a danger to person or property or a threat to the safe operation of the school bus may not exceed the ten days. Suspension of riding privileges by the superintendent, superintendent designee, principal, or assistant principal shall be in accordance with Section 3313.66 of the Revised Code and school district policy related to due process.
5. Expulsion of a pupil from riding privileges shall be by the superintendent and in compliance with Divisions B, D, and E of Section 3313.66 of the Revised Code.
6. School bus drivers shall report in writing to the appropriate administrator all rule violations or conduct that justify immediate removal, suspension, or expulsion.
7. Suspension or immediate removal of handicapped pupils may require a modification of the above procedures and shall be accomplished in accordance with the law.

SCHOOL BUS BEHAVIOR

(EDb-919-06 Ohio Pupil Transportation Laws and Regulations)

- A. While riding on a school bus, reasonable conversation is permissible and may be regulated by the school bus driver.

- B. The school bus driver shall be in charge of the bus at all times and shall be responsible for order; he should not exclude a pupil from the bus. He shall report the unmanageable pupil to the proper authority. Disorderly conduct shall be sufficient reason for refusing transportation service to any pupils.

- C. Whenever it becomes necessary to refuse a pupil transportation, the school authorities shall notify the parents in writing of such refusal with a full explanation. Until such time as the school authorities have received assurance from the parents of future good conduct on the part of the pupil and the bus driver has been so advised, the driver shall not permit the pupil to board the bus.

STUDENT HANDBOOK

2018/2019

MILLER CITY - NEW CLEVELAND ELEMENTARY SCHOOL

Handbook also available online at web.ml.noacsc.org

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