

**MINFORD ELEMENTARY SCHOOL**  
**215 Falcon Road P.O. Box 204**  
**Minford, OH 45653**

**740-820-2287**  
Principal's Office

Ryan McGraw, Principal  
Kristin Ruby, Assistant Principal  
Karen Boston, Secretary

**740-820-2225**  
Guidance Office  
740-820-2466 (FAX)

Brent Howard, Counselor  
Allison Fankell, Secretary

**2021-2022 STUDENT/PARENT/GUARDIAN HANDBOOK**

This handbook is designed to be of assistance to students in the elementary building and to their parents/guardians. It contains suggestions, rules of conduct, policies and procedures of the school. It will also give everyone a better understanding of the elementary school. Please go over the contents of this handbook with your child.

**DISTRICT MISSION STATEMENT**

Our mission is to provide a learning environment that empowers and challenges all students to reach their maximum potential as lifelong learners and productive citizens with high moral character.

**DISTRICT VISION STATEMENT**

We believe that every child matters and that learning should be engaging, meaningful, challenging and aligned to 21st Century skills.

**MINFORD ELEMENTARY EDUCATIONAL PHILOSOPHY**

Minford Elementary School consists of Preschool, Kindergarten, First, Second, and Third grades. We recognize that children are different and must be accepted as individuals. The educational program of our school will accept the child where he/she is and meet as nearly as possible the needs, interests, and abilities of each child.

We believe the following objectives are consistent with our philosophy:

1. Exercise attitudes of good citizenship and community awareness
2. Formulate values for their lives that will lead to continued growth and self-fulfillment
3. To promote the development of adequate communication
4. To develop computational skills

## **LENGTH OF SCHOOL DAY AND SCHOOL TERM**

The 2021-2022 school year will begin **August 25, 2021** and end **May 27, 2022**. Students may report to school at 8:30 A.M. with classes beginning promptly at 9:00 A.M. School dismisses for student pick up starting at **3:05 P.M.** and buses are loaded at 3:25 P.M. Students are to go directly home upon dismissal of school unless they have written permission to stay for supervised activities. If the student is not picked up from school, he/she will be sent home on the bus. The school term may be altered due to calamity days incurred during the school year. During one hour or two hour delays, students may arrive at school at 9:30 A.M. for one hour delays and 10:30 A.M. for two hour delays, with classes beginning at 10:00 and 11:00 respectively.

## **DROP-OFF PROCEDURES**

Students in grades PreK-3 are to be dropped at the south side of the building at 8:30 am. Students should not be let out prior to that time as no adults will be on duty to supervise your child. At 8:30, a staff member will be at the door to ensure your child's safe entrance into the building. Parents are not permitted to enter this door at any time. If you need to enter the building you must go to the main office and report to the secretary or principal. Students should be dropped off in the designated locations in the drop off lane and are not to be walked across traffic from the parking lot.

## **PICK-UP PROCEDURES**

**Preschool** – pick-up time is at **3:05**

**Kindergarten**- pick up time is at **3:05**

**Grade 1** - pick up time is at **3:10**

**Grade 2** - pick up time is at **3:15**

**Grade 3** - pick up time is at **3:20**

**Grades 3-5 multiple pick-ups** – Those students who are in grades 3 as well as 4 & 5 who have younger siblings, will be picked up on the south side of the building at the morning k-3 drop-off site at **3:20** following the same procedures as above.

\*Multiple pickups are parents who are picking up students in grades 4 or 5 along with a prek-3 student.

\*Parents who have multiple pickups in grades prek-2 will pick up at the designated time of the older student. For example: If I have a student in kindergarten and 2<sup>nd</sup> grade, I will pick them both up at 3:15 during the grade 2 pickup.

\*It is very important for parents who do not normally pick up their students to send a note in on days that your student(s) will be picked up.

**\*Please do your best to adhere to the time slots for pickups. Showing up early will cause traffic flow problems as well as parking and timing for other pick-ups.**

## VISITOR POLICY - MINFORD BOARD OF EDUCATION

IN AN EFFORT TO ENSURE THE PROTECTION OF STUDENTS, EMPLOYEES, BUILDINGS, AND EQUIPMENT, THE BOARD OF EDUCATION ADOPTS THE FOLLOWING RULES AND REGULATIONS. THEY PERTAIN TO PERSONS OTHER THAN EMPLOYEES AND STUDENTS AND THEY SHALL BE POSTED.

1. No unauthorized persons shall trespass, loiter, or remain in any school building of the School District or on the grounds thereof. Violators will be prosecuted.
2. All persons except those hereinafter described shall upon entering any school building of the School District report immediately to the office of the Principal and request a visitor's permit. Parents/guardians who are visiting classes are to report to the Principal's office and request a visitor's permit.
3. This shall not be applicable to: students enrolled in any such school; students entering any such building for the purpose of enrollment therein; members of the faculty and staff and employees of the schools; persons who have been authorized by school authorities to enter any such building for professional and/or business purposes ; and persons attending events sponsored by or authorized by school authorities and remaining in the area of the school building or grounds thereof assigned for such event.
4. No person shall remain in any school building or on the grounds thereof after being requested to leave the premises by a Principal, teacher, or any person assigned to the duties of custodian, or member of the administrative staff of the schools.
5. Any person who fails to comply with the provisions of any of the preceding sections shall be in violation of the rules and regulations of the Board of Education.
6. A copy of these rules and regulations shall be posted conspicuously by the Principal of each school at or near the entrance to the grounds or premises and at the main entrance of each school building.
7. The Board of Education prohibits unauthorized persons to trespass on all school areas that are fenced in or locked during all times when they are not supervised by school personnel (e.g., the stadium area; specifically the varsity football field); and that there shall be no use of unauthorized motor vehicles on school property at any time including wheeled vehicles of any kind on the track. School playgrounds may be used during daylight hours by persons, as long as they use the areas designated for play and do not interfere with others or damage school property.

## VISITORS

In an effort to provide additional protection and fewer interruptions during educational time for your child, visitors to Minford Elementary School (PreK - 3) **shall** report immediately and directly to the Principal's Office upon entering the building. **Visitors will sign in with the office stating the purpose of the visit and arrival time.** If approved to go to any other area of the building, the visitor will be issued a visitor's pass and shall wear the pass during the entire visit. Visitors shall return the pass to the office and sign the time leaving when exiting the building.

## **REPORTING STUDENTS ABSENT FROM SCHOOL**

When a student is going to be absent from school, the parent/guardian is to notify the school at 820-2287 before 9:30 A.M. that the student is going to be absent. When the parent/guardian fails to notify school authorities of a student's absence, the school will attempt to call the home to determine why the student is absent. If the parent/guardian cannot be reached by telephone, a letter will be sent to the parent/guardian stating that the child did not attend school. It is the parent's/guardian's responsibility to notify the school when a child is going to be absent.

## **TARDY ARRIVALS AND EARLY DISMISSALS**

Students arriving at school after 9:00 A.M. must report directly to the office to receive a tardy admittance to class and to be taken off of the absence list. Parents/guardians are to make arrangements for their child to be in school on time. Excessive tardiness may result in disciplinary action being taken. Children may be required to make up the missed time.

Students leaving school before 3:20 P.M. must receive office approval before leaving. The early dismissal form, available in the office, must be taken to the child's teacher, signed by the teacher and returned to the office. Parents/guardians, etc. must obtain an early dismissal form from the office before getting the child. No child will be released to anyone other than those listed on the parent approved pick up form. Excessive early dismissals may result in disciplinary action being taken. Children may be required to make up the missed time.

For attendance recognition purposes, students with 0-1 excused absences will be considered for Perfect attendance recognition. Students will be awarded with a certificate at the end of the school year for perfect attendance.

## **ATTENDANCE AND TARDINESS POLICY**

Minford Elementary, Middle and High Schools  
Board Policy Section 5200

### **A. Statement for Attendance**

It is essential that our children learn good attendance habits. Teachers are responsible for knowing why their students are not in school.

### **B. Tardiness**

Every effort should be made to make sure that the child gets to school on time. Tardiness is certainly discouraged; it is not only a poor habit for the child to develop, but it interrupts all other members of the class. Students who are tardy for class or late for school will report to the office for a tardy slip. The original is given to the student so that he/she may get into the class (teachers are not to accept students without a tardy slip). A copy is kept and recorded by the principal's office. Students are permitted ten (10) late or tardy slips per year, but upon the 11th and all future times that a student is tardy, he/she will spend the equivalent amount of time in detention or a minimum of 60 minutes. Parent/guardians will be responsible for transporting their child to school and home after

the detention. Parents/guardians will be notified of excessive tardiness and consequences prior to detention being administered.

C. **Attendance Policy for Minford Schools**

Working with the Juvenile Court of Scioto County and the attendance laws as established by the State of Ohio and the Minford Local Board of Education, the following procedures will be followed: Parents/guardians are to call the school before 9:30 A.M. if the student is to be absent that day.

*Upon returning to school after an absence, the student must bring a **WRITTEN NOTE** from his/her parent/guardian stating the reason for such absence according to building policy. (Written excuses by parent/guardians will be accepted up to a limit of 10 (days) for the year. Over ten will be considered unexcused absences unless excused by a doctor.)*

School work cannot be made up if the absence is unexcused. Vacations during the school year are not excused absences (Minford Board of Education Policy). According to the Ohio Revised Code, absence from school is excusable for the following reasons only:

1. Personal Illness
2. Illness in the family
3. Quarantine of the home
4. Death of a relative
5. Observance of a religious holiday
6. Medical or dental appointment - written statement from physician or dentist required
7. Court appearance - court documentation required (parent note will not be accepted)
8. Emergency or other set of circumstances – approved by the Principal

D. **Report of attendance to the County Attendance Office:**

**1st Notice (30 hours/5 days)** -The Notice will be delivered with a copy of the new law.

**2nd Notice (42 hours/7 days)**– The Notice also serves as an attendance contract (first intervention) and informs the parent that the juvenile court will be notified. Judge Lemons’ office will also follow up the second notice.

**3rd Notice (72 hours/12 days)** - This Notice triggers a meeting at school to develop an individualized plan for attendance. The date and time for the AIT meeting will be delivered to the parent with the 3rd Notice and the parent must sign off acknowledging their meeting date. Judge Lemons’ office will also receive a copy of the 3rd notice and the plan for that student. A meeting reminder call will be made and documented from the attendance office as well as a postcard reminder.

### **E. Contact from County Attendance Office on Unexcused Absences:**

The county attendance officer will make contact with a student's guardian on their 4th, 8th, and 12th **unexcused absence** in addition to the procedures set by the new law.

**If the parent does not participate after these attempts, a report call to Children's Services will be made by the school.**

At the conclusion of the meeting, copies of the signed document should be given to the parent, attendance officer, and the original kept at the school. The interventions identified in the document need to be monitored by the school official. \*\*No later than the 61st day after the plan implementation the school will send the documentation of the implementation plan to the attendance officer who will file a complaint with Juvenile Court

### **FAMILY VACATIONS**

The Board recognizes that an increasing number of employers arrange their employees' vacations at a time when children may be in school. Consequently, many parents/guardians request that their child be released from school in order to go on a family vacation. Such absences are unexcused and the parents'/guardians' request may be accommodated by the Principal if:

- 76284192. Parents/guardians inform the Principal or Secretary at least a week in advance of the proposed absence.
- 76284193. The absence does not jeopardize the student academically or exceed the maximum absences allowed to receive academic credit.
- 76284194. Parents/guardians will sign a form indicating they will assume responsibility for seeing that their children will complete their assignments.

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

### **LEAVING SCHOOL GROUNDS**

To help insure the safety of children, leaving the school grounds at any time during the day without being accompanied by parents/guardians and permission from the office is prohibited.

No one shall be permitted to take a child from the school during school hours except by written permission of the parent/guardian or of the child. Any person picking a child up from school should be at least 18 years old. Anyone not listed on the student's emergency form must have written permission from the student's parent/guardian to get the child. ***Picture identification may be required from individuals taking students from school.***

Parents/guardians picking up or leaving off students in the morning, during, or at the end of a school day are to use designated entrance(s). Drivers are urged to use caution when bringing a

child to school and are not to drive onto the bus unloading/loading areas. The student drop off and pick area is located on the south side of the building and is identified as such. Parking is located in the lot across from the drop off/pickup area. The areas along the south side of the building and across the driveway are no parking areas and are marking by No Parking signage. Do not park in these areas.

## **BUS TRANSPORTATION MANAGEMENT**

School bus transportation is provided for all children. Students are to conduct themselves properly while riding the bus. The bus driver is responsible for maintaining control of students on the school bus. Therefore, the driver has the authority to make reasonable requests of the students on his/her bus. This responsibility and authority is given to the driver according to Section 3319.41 of the Ohio Revised Code.

Bus transportation rules are as follows:

- Pupils are to arrive at the bus stop before the bus is scheduled to arrive
- Pupils must wait in a location clear of traffic and back from bus stop
- Behavior at bus stops must not threaten life, limb or property
- Pupils must go directly to an available or assigned seat
- Pupils must remain seated, out of aisles and keep exits clear
- Pupils must obey driver promptly and respectfully and observe conduct rules
- Pupils must not use profanity
- No eating or drinking on the bus, except for approved medical reasons
- Pupils are not permitted to possess or use matches, lighters, knives, sharp or dangerous objects, tobacco, alcohol, drug products or drug paraphernalia on school property, except prescription medication which has been approved by the school nurse or principal and have been registered with the office
- No passing, throwing or transmission of objects on, from or to the bus
- Pupils must keep hands, heads, arms and so forth inside the bus at all times
- Students are not to engage in any unsafe or inappropriate behavior
- Pupils are not to cause damage to the bus or discard items on the bus
- Students are not permitted to ride any bus other than their assigned bus without permission from the building principal, transportation supervisor or authorized school authority.

Students who violate bus transportation rules are subject to referral to the appropriate building principal for disciplinary action(s).

**Children who walk to school or are transported by their parent/guardians are not to arrive before 8:30 A.M.**

## **ADMISSION**

Any child living in the area served by the Minford Local School District is eligible for enrollment in the Minford Schools. Present law states a child must be enrolled in school if he/she is six years of age on or before September 30th. A child must be five years of age on or before September 30th in order to enroll in kindergarten. The presentation of a birth certificate, immunization record, social security card, proof of residence, and custody papers, if applicable, shall be required of each child upon admission to the Minford Elementary School.

## HEALTH AND EMERGENCY PROCEDURE POLICY

An emergency contact form for each child is placed in the office. This form has the telephone number of parents/guardians or other contacts to be called in case of an emergency. The primary purpose is to instruct the school as to what steps to take should a student become seriously ill or have an accident. This form is to be filled out by the parent/guardian and returned to the teacher.

## PROGRESS REPORTING TO PARENTS/GUARDIANS

To inform parents/guardians of their child's progress, report cards will be sent home after each nine (9) weeks grading period and conferences will be scheduled two (2) nights per year. Interim reports will be sent for students having difficulty the fifth week of each nine weeks period. Many of the staff members report student progress through Progress Book. Parents wishing to make use of Progress Book, should contact Ryan Stockham, district technology coordinator, to gain access to the system.

## USE OF SCHOOL FACILITIES AND STUDENTS STAYING AFTER SCHOOL

Students are not permitted to remain for after school activities (Scouts, Cheerleading, etc.) unless they have written permission from the parent/guardian. A note is to be sent each time the child is to remain after school for an activity. If the child does not have written permission, he/she will be sent home on the bus. It is the responsibility of the after school activity advisor to properly supervise the children, be at the meeting's spot at the beginning time of the activity, remain with the students at all times and keep students in the activity area. Non-school functions such as these are the sole responsibility of the advisor and they are responsible for the children and any other persons involved in the activity. To use school facilities for non school related activities, the leader of the group must secure a building use agreement, provide proof of insurance and follow all school policies and regulations regarding the use of the facilities. All groups are to remain in the area(s) assigned and not be in any other area of the building or grounds. Failure to properly supervise, follow school policies and/or regulations is cause to have permission revoked and access denied to the activity group. ***No child will be permitted to remain after school without written parent/guardian permission received on the day he/she is to remain after school. He/she will be sent home on the bus at 3:25 PM and it is the parent's/guardian's responsibility to make arrangements for the child's supervision when arriving home.***

## ITEMS FROM HOME

Students should not bring items of value from home to school. This includes: toys, audio/video equipment, jewelry, and so forth. These items may be lost, stolen, broken, etc. and the school assumes no responsibility for them. These may be a disruption to the educational climate and may be confiscated by school personnel and kept until the parent/guardian claims it. The item(s) are to be taken home from school and not brought back. **Students are not permitted to bring toys or items which may be considered to be associated with violence (ie: toy guns, knives, throwing stars, action figures which are associated with violence and so forth). These will be confiscated and disciplinary action will be taken.** Students may bring a basketball, football, soccerball, or volleyball to be used at recess only. The school will not be responsible for any lost or stolen items brought to school from home.

## **GIFT EXCHANGES, FLOWERS, BALLOONS, ETC.**

Parents/guardians are asked not to send flowers, balloons etc. to children at school since this is disruptive to the educational process and the items are not allowed to be transported on the school bus. Any items delivered to school by florist, parents/guardians, and so forth will be kept in the office and may be picked up by the parent/guardian after 3:10 pm. **No classroom deliveries will be permitted.**

## **STUDENT SUPERVISION**

Student supervision begins at 8:30 A.M. in the building or when the child is picked up at his/her bus stop each day school is in session. Supervision ends when the child is let off at the bus stop after school or when the child leaves school grounds with the person picking him/her up from school.

## **CLOTHING GUIDELINES**

The Elementary School dress code has been established to promote pride in personal appearance and encourage responsible decisions in matter of proper school attire. Any clothing, grooming or hygiene that is considered disruptive to the educational process will not be permitted.

### **Brief and Revealing Clothing**

Students must recognize that brief and revealing clothing are not appropriate apparel in school. The following guidelines on brief clothing are examples and do not cover all situations. Students shall not wear tank tops, halter tops, garments with spaghetti straps, or strapless garments. Garments that are see through, are cut low, or expose one's midriff are not acceptable. Sleeveless garments must extend to the end of the shoulders and fit closely under the arm. Skirts must not be shorter than mid thigh.

### **Open Heel Shoes**

Due to safety concerns on the playground and in PE class, students are not permitted to wear open back shoes (flip flops).

### **Hats**

Students shall not wear hats in the building except for special dress up days or medical or religious purposes.

### **Vulgar or Offensive Messages**

Students shall not wear clothing items that contain messages that are vulgar, offensive, obscene, or libelous; that denigrate others on the basis of race, color, religion, national creed, national origin, gender, sexual orientation, or disability; that promote alcohol or drug use or violence; or that otherwise contrary to the school's educational mission.

Students are encouraged to wear:

- Loose fitting, clean, comfortable clothing
- Clothing which permits easy use of restroom without adult assistance (difficult to snap pants or buckles, clothes with zippers in the back, and so forth which young children cannot use without assistance are discouraged)
- Comfortable shoes which are easily cleaned, do not scuff easily and do not have slippery soles
- In cold weather children need a coat and hat heavy enough to keep the child warm when outdoors
- Coats, gloves and so forth marked with child's name

## **IMMUNIZATION**

Your child must have an immunization record as Ohio Law requires that children must be immunized.

### **Minimum Immunization Requirements:**

**DTaP** Kindergarten students will need a 5<sup>th</sup> DTaP if the 4<sup>th</sup> dose was given prior to the child's 4<sup>th</sup> birthday.

**Polio Vaccine** Kindergarten students will receive a 4<sup>th</sup> dose of polio vaccine if the 3<sup>rd</sup> dose was given prior to the child's 4<sup>th</sup> birthday.

### **2 - MMR vaccine**

**Hepatitis B** vaccine (series of 3)

**Varicella (Chickenpox) vaccine – Starting with the kindergarten class of 2010, students will be required to have administered a 2<sup>nd</sup> dose of Varicella**

REMEMBER: Keep your child up-to-date on their Polio, Tetanus, and Diphtheria boosters.

## **MEDICATION**

### **Prescription and Non-Prescription**

If your child must take prescription or nonprescription medication at school, a physician's statement (available from the school) must be completed by the physician before the school may distribute the medication. The medicine must be brought to school in its original container and left in the nurse's office.

## **LUNCHROOM**

Children may purchase lunch in the cafeteria or they may bring a sack lunch. Students are not permitted to leave school grounds during lunch.

Children are permitted to charge their lunches. A notice will be sent home when a child has charged a lunch. Excessive and/or habitual charging of breakfast/lunch may result in the loss of charging privileges.

## Lunch Costs

### Breakfast

**Student \$1.85**

**Reduced Price \$.30**

**Student Milk \$.40**

### Lunch

**Student \$2.75**

**Reduced Price \$.30**

**Student Milk \$.40**

## Minford School Lunch Policy

It is the policy of Minford Local School Cafeteria to provide a healthy meal for all students. Free and reduced priced meal forms are sent home with each student the first day of school, and are available for those students who qualify throughout the school year. You may ask for a meal form at the office or cafeteria. If you have questions regarding free and reduced price meal forms you may call Sharon Hardyman at 740-820-5793 or email [shardyman@minfordfalcons.net](mailto:shardyman@minfordfalcons.net).

If a student is not eligible for free meals the student/parent is responsible to pay for meals. Menus and meal prices are posted in the cafeteria and on the school web page. Money can be paid by check, cash, or online at [paypams.com](http://paypams.com), you will need the student ID number. Our procedure is to allow charges up to 10 lunch meals and 3 breakfast meals or the amount equal to this. No charges allowed for individual, ala cart items. Low balance and negative balance calls are automatically made on Mondays each week. Charge letters are mailed home when negative balances reach \$8-\$10. Food service director will make calls to parents regarding balance as necessary. If balances continue to rise, calls continue to be made and more letters are mailed, after a \$20 negative balance has been reached the food service director will notify building principals for assistance in this matter.

Any unpaid balance will be considered delinquent debt and will need to be paid as soon as possible by the parent. We will continue to send letters and make phone calls to parents.

Please send payment and help Minford Local School cafeteria maintain the financial integrity of the nonprofit school food service account.

This policy is provided in writing to students, in student hand book, on the school web page, to all school food service staff, principals, social workers, school nurse, homeless liaison, and other staff members who may assist students in need.

Minford Local Schools is an equal opportunity provider.

## FIELD TRIPS

Trips to areas of interest may be scheduled by the staff. School buses are used for transportation and supervision is provided by teachers.

Notes will be sent home explaining the details of the trip and requesting written permission for the child to attend. These must be returned to the instructor.

## HOMEWORK

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 for the amount of homework assigned by teachers, the following homework times have been established as daily maximums.

Grades K & 1<sup>st</sup> – 30 minutes

Grades 2<sup>nd</sup> & 3<sup>rd</sup> – 45 minutes

\*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.

### **SCHOOL PICTURES**

Each year school pictures are taken (usually once in the Fall and once in the Spring) and sold to the students. The pictures are paid for in advance of delivery.

Each student will be photographed regardless of the purchase of the pictures. These pictures will be included in the student’s file and the school yearbook, which will be offered for sale in the Spring.

### **DISCIPLINARY PROCEDURES**

It is our policy to work as closely with our parents/guardians as we possibly can. We expect students to conduct themselves in a proper manner. Most discipline problems can be handled by the classroom teacher, if this fails, the principal is called into the situation. When a student has refused to be helped by the teacher and the principal, the child’s parents/guardians will be asked to come to school to help with the problem. Students will be held to the same behavior and discipline guidelines and measures as during the regular school year’s, day and times when they are participating in school related activities, such as before and after school programs, field trips, summer school, music programs, plays, and so forth.

### **STUDENT DISCIPLINE CODE**

1. Suspension - The local superintendent or building principal may suspend a student from school for a period of up to but not more than ten days. The student must be notified of this in writing and he/she also must be given the opportunity of an informal hearing to challenge the suspension or otherwise explain his/her actions. If the administrator determines as a result of the hearing that the pupil should be suspended, then within twenty-four hours of the suspension, the parent/guardian of the student must be notified in writing.
2. Emergency Removal - The superintendent, principal or assistant principal may remove the student from curricular or extracurricular activities or from school premises. A teacher may remove the pupil from curricular or extracurricular activities under his/her supervision but not from school premises. If a teacher makes an emergency removal, the reasons for the removal must be submitted to the principal thereafter. A hearing must be held within seventy-two hours after the removal.

Emergency removal is to be used when a student poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process either within a classroom or elsewhere on school premises.

3. Expulsion - An expulsion is any removal of a student of more than ten days duration. Only the superintendent of schools may expel a student. The superintendent must give written notice to the pupil and his/her parent/guardian. The notice must include the written reasons for the intended expulsion and that the pupil and his/her parent/guardian, or representative has 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 and the Superintendent is required to notify the pupil and his/her parent/guardians, or representative of the new time and place.

As a result of the hearing, the superintendent must give written notification of the decision and right to appeal to the board of education. The notice must include the written reasons for the expulsion, the right to be represented in the appeal, and to request the hearing be held in executive session.

4. Appeal - A student, his/her parent/guardian may appeal a suspension or expulsion to the board of education. The board 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 in executive session if both parties agree. Formal action on the appeal may only be taken in a public meeting. By a majority vote of the board, the order of suspension or expulsion may be affirmed, the pupil may be reinstated, the action reversed, vacated or modified. The hearing of appeal before the board must be recorded verbatim. This can be done by a tape recorder or stenographer. It need not be reduced to writing until an appeal has been filed in the common pleas court.

Suspension, expulsion, or emergency removal may result from the following prohibited conduct:

1. Disturbing or interfering with normal school activities whether it be curricular or extracurricular.
2. Damage or destruction of school property or private property while on school property.
3. Failure to regard repeated requests, directions, or commands by the principal or certified teaching staff. These requests must be logical and have a purpose in regard to the educational process.
4. Failure to accept other forms of discipline which are prescribed by the principal
5. Assault on a school employee, student or other person on the school premises, while in the custody and control of the school or in the course of a school-related activity.
6. Use of profanity or vulgar language and imposing that on others.
7. Possession of dangerous weapons.
8. Possession or use of narcotics, alcoholic beverages, and other drugs.
9. Misconduct on the bus as this constitutes being on school property and in school custody.
10. Smoking by students.

11. Truancy.
12. Stealing from the school itself or from other students.
13. Other.

**H.B. 535 Secs.2925.01 and 2925.37**

Prohibits: (1) knowingly possessing, making, selling, offering to sell, or delivering counterfeit controlled substances; (2) making, possessing, selling, offering to sell, or delivering a marking device knowing or having reason to know that it will be used to mark a counterfeit controlled substance; (3) representing a counterfeit controlled substance as a controlled substance by describing its effects as those associated with a controlled substance; and (4) representing or advertising a counterfeit controlled substance as a controlled substance.

The act defines a counterfeit controlled substance as (1) a drug that bears or whose container bears an unauthorized trademark; (2) an unmarked or unlabeled substance represented to be a controlled substance manufactured, process, packed, or distributed by someone other than the manufacturer, processor, packer or distributor; (3) a substance represented to be a controlled substance but is not one or is a different controlled substance; and (4) any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size, and color, or its markings, labeling, or packaging, distribution, or price.

The act establishes criminal penalties for violation and more severe penalties for selling or giving counterfeit controlled substances to persons under 18.

**VIOLATION ON THE PART OF A STUDENT OF ANY ONE OF THE FOLLOWING RULES OF CONDUCT MAY RESULT IN DISCIPLINARY ACTION, INCLUDING, BUT NOT LIMITED TO, SUSPENSION, EMERGENCY REMOVAL, AND/OR EXPULSION:**

1.DISRUPTION OF SCHOOL: A student shall not by use of violence, force, coercion, threat, harassment, insubordination, or repeated failure to comply with school rules, cause disruption or obstruction to the educational process, including all curricular and extracurricular activities.

2.DAMAGE TO PROPERTY: A student shall not cause or attempt to cause damage to school property, including building, grounds, equipment, or materials, or to private property on school premises, or at any school activity on or off school grounds.

3.ASSAULT: A student shall not cause physical injury or behave in such a way which could threaten to cause physical injury to school staff, other students, or visitors while under the jurisdiction of the school.

4.DANGEROUS WEAPONS AND INSTRUMENTS: A student, while under the jurisdiction of the school, shall not possess, handle, transmit, or conceal any object which might be considered a dangerous weapon or instrument of violence.

5.TOBACCO, NARCOTICS, ALCOHOLIC BEVERAGES AND DRUGS: A student shall not possess, use, transmit, conceal, or be under the influence of any alcoholic beverage, dangerous

drug, narcotic, or mind-altering substance (except as prescribed for the student by a licensed physician). No student shall be permitted to smoke in any school building.

6.INSUBORDINATION: A student shall not disobey or fail to comply with reasonable directions of teachers, student teachers, substitute teachers, teacher aides, principals, or any other authorized school personnel during any period of time when the student is properly under the authority of the school personnel.

7.VIOLATION OF THE LAW: A student shall not violate any law or ordinance when the student is properly under the authority of school personnel.

8.FRIGHTENING, DEGRADING, PROFANE, OR DISGRACEFUL ACTS: A student shall not engage in any act which frightens, degrades, profanes, disgraces, or tends to frighten, degrade, profane, or disgrace any school staff member, other student, or visitor by written, verbal, or by using gestures.

9.USE OF INAPPROPRIATE DRESS: A student shall not dress or appear in a fashion deemed inappropriate because it either (1) interferes with the student's health and welfare or that of others, or (2) causes disruption or directly interferes with the educational process.

10.TRUANCY AND TARDINESS: A student shall not be (truant) absent from school any day or any portion of a day when attendance is properly required without school authorization and consent of parent/guardian, guardian, or custodian. A student shall not be tardy (late) to school or to any class or activity.

### **ANTI-HAZING POLICY**

It is the policy of the Minford Board of Education and School District that hazing activities of any type are inconsistent with the educational process and shall be prohibited at all times. No administrator, faculty member, or other employee of the school district shall encourage, permit, condone, or tolerate any hazing activities. No student, including leaders of student organizations, shall plan, encourage, or engage in any hazing.

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 of 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 which might include hazing. If hazing or planned hazing is discovered, involved students shall be informed by the discovering school employees 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, 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.

## **Bullying, Harassment, Intimidation**

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, mean 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.*

In accordance with HB 116, (ORC 3316.666) the following is added:

(A) As used in this section:

(1) “Electronic act” means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.

(2) “Harassment, intimidation, or bullying” means either of the following:

(a) Any intentional written, verbal, electronic, or physical act that a student has exhibited toward another particular student more than once and the behavior both:

(i) Causes mental or physical harm to the other student;

(ii) Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

### **FIRE DRILLS**

Fire drills will be conducted at regular intervals throughout the year.

1. Stay in single file.
2. Move to assigned area orderly and remain quiet.
3. Wait in assigned area until you are told to re-enter the building.

### **TORNADO DRILLS**

Tornado drills will be conducted at intervals throughout the year.

1. Go to your assigned area.
2. Assume the Tornado Position.
  - (a) Sit on floor.
  - (b) Remove glasses.

(c) Place hands behind your head and put your head between your knees.

## **PARENT/GUARDIAN-TEACHER ORGANIZATION**

1. Parents/guardians are encouraged to take an active part in their child's school activities and the activities of the P.T.O.
2. Programs will be held regularly during the school year.
3. P.T.O. assists in getting acquainted with the teachers, discuss common concerns, hear fine speakers, and work together to improve the school.

## **EMERGENCY SCHOOL CLOSING**

1. When emergency conditions exist that calls for the closing of rural schools, local television & radio stations will broadcast such bulletins only as issued by the Superintendents of Schools. These bulletins will be on the air as early as possible when the weather emergency has developed. **The district also utilizes a phone tree system and will send out weather related school information via the telephone. To ensure that you receive proper telephone notification, see that your contact information is updated with the school.**
2. There will be some mornings when school will be open on a delayed basis. In this situation, all buses will run routes for which they have been scheduled, but each bus stop will be delayed accordingly.

Please continue to listen to radio stations, when on a delay because if the weather conditions become worse, some individual school districts may cancel school for that particular day.

4. If the bus does not travel a certain road due to poor road conditions, then parents/guardians should make every effort to see their children gets to the main bus route or even bring the child to school. If a child is transported to school by the parent/guardian in the morning, arrangements are to be made by the parent/guardian to transport the child home in the afternoon.
5. If no bulletin is announced by the local radio stations, it is assumed that schools are to be open.
6. **DO NOT CALL RADIO STATIONS, THE COUNTY SUPERINTENDENT, LOCAL SUPERINTENDENT, OR SCHOOL PERSONNEL OR THE SCHOOL. THIS MERELY TIES UP TELEPHONE LINES. LISTEN FOR BULLETINS.**
7. If schools have already opened for the day and a weather emergency occurs during school hours, emergency closing of schools will be handled by local school officials.

## **NOTIFICATION OF NONDISCRIMINATION**

The Minford Local School District hereby gives notice that it does not discriminate on the basis of race, color, national origin, sex, and disability in the educational programs and activities operated by the district.

It is the policy of the Minford Local School District that educational programs are provided without regard to race, color, national origin, sex, and disability.

No student shall be denied admission to the Minford Local School District or to a particular course or instructional program, or otherwise discriminated against for reasons of race, color, national origin, sex and disability.

To carry out these policy statements, persons and offices as identified herein appointed and shall be responsible for compliance within designated areas:

Civil Rights Coordinator

Title IX (nondiscrimination on the basis of sex)

Title VI (nondiscrimination on the basis of race, color, or national origin)

Section 504 (nondiscrimination on the basis of disability)

Name: Mr. Ryan McGraw, Civil Rights Coordinator

Office: Minford Elementary School, Minford, Ohio

Phone: (740) 820-2287

## **APPLICATION OF PESTICIDES**

Any staff member or contractor who applies pesticides on District property shall meet the requirements of AG 8431A in addition to the requirements established by law.

Written notification shall be provided each year, prior to any pesticide application when school is in session, to those parent/guardians, adult students and employees requesting prior notification of scheduled pesticide applications:

- A. that a pesticide is to be applied;
- B. the type of pesticide and its potential side effects;
- C. the location of the application; and
- D. the date of the application.

The method and type of prior notification shall be determined by the district.

If circumstances arise that prevent prior notification from being provided, regarding such emergency application of pesticides to control organisms that pose an immediate health threat, the District shall provide notice as soon as possible. In addition to the information specified above, the notice shall provide the reasons why advance notice was not provided.

Minford Elementary/Middle School  
Parent School Compact

Dear Parent/Guardian,

Minford Elementary / Middle School receives funding from the Federal Program Title I, Part A and operates using a School-wide model and welcomes parent involvement. The parents, students and staff of Minford Elementary school will partner together to provide input into the compact and program. Parents are encouraged to participate in the annual Title I parent survey in the spring that is used as a tool to collect parent feedback.

**Minford Elementary/Middle School Agrees to**

1. Provide high-quality instruction in a supportive and effective learning environment.
2. Provide instruction that aligns to the academic standards.
3. Support a partnership among school, parents, and the community to improve student achievement.
4. Be available for parent-teacher conferences
5. Provide progress reports quarterly

**As a Parent, I agree to:**

1. Making sure my child attends school daily and on time (unless sick or excused absence).
2. Meet with teachers each year about my child's conduct and performance at school.
3. Provide a quiet place for my child to practice reading, writing, math or other assignments

**As a Student, I agree to:**

1. Work as hard as I can on and accept responsibility for my school assignments.
2. Attend school daily (unless sick or excused absence)
3. Abide by all discipline policies of our school
4. Ask my teacher questions when I do not understand something.
5. Complete and return assignments

School Representative \_\_\_\_\_

Parent \_\_\_\_\_

Student \_\_\_\_\_