



# Welcome to MMS

## Student Handbook, Grading Procedures & Sign-off Page 2018-2019

**MMS Students & Parents:**

On behalf of the entire staff at Minerva Middle School, I would like to welcome you to the 2018-2019 school year. For the sixth grade class of 2025, we are excited for you to join the MMS community. Our 7th grade class of 2024 and eighth grade class of 2023 look to continue the tremendous academic and social progress they have demonstrated thus far at MMS.

Throughout the first days of school, we will be reviewing the MMS handbook with the student population. The handbook is a collection of procedures, guidelines, and other important material about Minerva Middle School. Parents are encouraged to review the handbook as well. The handbook is located in the front of this planner and at our website at: <http://www.mlsd.sparcc.org/mms/home>.

Please sign and return this form to the student's homeroom teacher by Wednesday, August 29th. Feel free to contact me should you have any questions or concerns. The MMS office phone number is (330) 868-4497, or you can reach me by email at [cassidys@minerva.sparcc.org](mailto:cassidys@minerva.sparcc.org).

**Thanks and go Lions!!**

**Scott Cassidy  
Principal  
Minerva Middle School**

Signing this paper indicates that both a parent or guardian and middle school student have reviewed the MMS handbook and are aware of the procedures and regulations at MMS.

Parent or Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# MINERVA MIDDLE SCHOOL STUDENT HANDBOOK 2018-2019

## MINERVA MIDDLE SCHOOL MISSION STATEMENT

Our belief is that all students of the 21<sup>st</sup> century must have a vision **for** their futures and prepare accordingly for one of three pursuits: further education, acquisition of a trade skill, or service in the military.

Our desire is to **provide inspiring and rigorous learning environments that require students to think creatively and solve complex problems.** We recognize the necessity for all MMS graduates to seek and find meaningful roles within the stories that are their lives. They can accomplish this by using our three core values as guidance: **Compassion, Responsibility, and Respect.**

Our pledge is to lead our diverse student body to paths of productivity through engaging and relevant learning experiences. We will foster the belief that life will be most fulfilling when enriched by education and **committed to improving the quality of life for others.**

**Compassion:** *“Showing concern and thoughtfulness for others”*

**Responsibility:** *“Being accountable for our own actions and learning”*

**Respect:** *“To understand and value the academic and social culture at MMS”*

***“EVERY CHILD, EVERY MINUTE, EVERY DAY.”***

### CENTRAL OFFICE PERSONNEL

SUPERINTENDENT:	GARY CHADDOCK	330-868-4332
DISTRICT TREASURER:	LARRY POTTORF	330-868-4942
CURRICULUM DIRECTOR:	REBECCA MILLER	330-868-5855
SPC. EDUCATION DIRECTOR:	ANDREW BURMAN	330-868-6533
SUPT. SECRETARY:	TERI HOLLAR	330-868-4332
DISTRICT SCHOOL PSYCHOLOGIST:	AIMEE DAVIS	330-868-4011
ATHLETIC DIRECTOR/FACILITIES:	ANDREW MANGUN	330-868-6705

### MIDDLE SCHOOL PERSONNEL

PRINCIPAL:	SCOTT CASSIDY	330-868-4497
ATHLETIC DIRECTOR/FACILITIES:	ANDREW MANGUN	330-868-6705
GUIDANCE COUNSELOR:	LANCE WILLISON	330-868-4497
DEAN OF STUDENTS:	MIKE WALLER	330-868-4497
MIDDLE SCHOOL SECRETARY:	ASHLEY LUTZ	330-868-4497

## **INTRODUCTION**

This handbook contains the rules and regulations governing Minerva Middle School Students. Handbook rules/regulations apply whenever student behavior is associated with school or school related activities and/or misconduct which occur off school property to the extent that (1) the misconduct is connected to activities or incidents which have occurred on property owned or controlled by the Board of Education, and (2) misconduct by a pupil that, regardless of where it occurs, is directed at a district official or employee, or property of such official or employee. O.R.C. 3313.661 (A) All students, regardless of age, are expected to behave within the guidelines that follow.

## **ATTENDANCE**

Attendance is “State Mandated” and a basic and integral part of education. All students are expected to be in all classes on his or her schedule. Attendance is the responsibility of the students and parents. The school’s responsibility is to provide instruction. Frequent absences of students from the learning experiences during the year disrupt the continuity of the instructional process. The benefit of regular classroom instruction is lost and cannot be entirely regained, even by making up work. Many students who miss school frequently experience great difficulty in achieving the maximum benefits of schooling.

To assist Minerva Middle School in addressing truancy cases during the school year, the administration has updated its truancy protocol. Complaints alleging Habitual Truancy and Chronic Truancy will be filed with the Juvenile Court.

Habitual Truancy includes 60 or more hours absent in a school year, 45 hours per month, or 32 consecutive hours. One school day is equal to 6.5 hours of academic instruction. Chronic Truancy includes 72 unexcused hours or more per year. Excused absences, tardies, and missed periods do not count toward truancy. A juvenile’s first adjudication for Habitual Truancy is an unruly offense. Chronic Truancy and subsequent adjudications for Habitual Truancy are delinquency offenses.

Minerva’s school board policy states that parent(s)/guardian(s) CAN PROVIDE A WRITTEN EXCUSE FOR UP TO 10 DAYS (65 hours) OF ABSENCE. After a student has accumulated 10 days of absences, every absence after the 10th must be medically related. Failure to produce a medical excuse will result in an absence recorded as without excuse.

Parent(s)/guardian(s) should notify the school Attendance Officer at 330-868-4497 between 7:00 and 9:30 A.M. if their child is absent that day. The principal or his designee is also required to attempt to notify a student’s parents, custodial parent, guardian, legal custodian, or other person responsible for him/her when the student is absent from school on the day the student is absent.

## ATTENDANCE PROCEDURES

Ohio School Law Guide 3313.609 Grade promotion and retention policy states:  
“Truant” means absent without excuse.

“Academically prepared” means whatever educational standard the board of education of each city, exempted village, local, and joint vocational school district establishes as necessary for the promotion of a student to the next grade level pursuant to the policy adopted under division (B) of this section.

1. (B) The board of education of each city, exempted village, local, and joint vocational school district shall adopt a grade promotion and retention policy for students. The policy shall prohibit the promotion of a student to the next grade level if the student has been truant for more than ten per cent of the required attendance days of the current school year and has failed two or more of the required curriculum subject areas in the current grade unless the student’s principal and the teachers of any failed subject areas agree that the student is academically prepared to be promoted to the next grade level.
2. Excused absences are to accommodate:
  - A. Personal illness. Excused absence is granted upon receipt of a physician’s certificate for every day missed.
  - B. Quarantine of the home. The absence of a child from school under this condition is limited to the length of quarantine as fixed by the proper health officials.
  - C. Death of a family member/relative. The absence arising from this condition is limited to a period of three days (unless death is out of state with proof of death (i.e. Obituary).
  - D. Observance of religious holidays. Any child of any religious faith will be excused if his absence was for the purpose of observing a religious holiday consistent with his creed or belief.
  - E. Emergency or set of circumstances which in the judgement of the attendance officer, assistant principal constitutes a good and sufficient cause for absence from school.
  - F. Prior approved vacations.

The Attendance Officer will complete a form indicating the dates of student absences and a warning letter will be mailed home by the Assistant Principal with copies issued to appropriate staff members. CHRONIC ILLNESS AND OTHER EXTENUATING CIRCUMSTANCES MAY BE CONSIDERED BY THE ATTENDANCE TEAM (TEACHER, ATTENDANCE OFFICER, COUNSELOR, ASSISTANT PRINCIPAL, PRINCIPAL) IN EXTENDING THE LIMIT OF ALLOWED ABSENCES.

3. With the accumulation of 10 absences during a semester (class), the student, teacher, parent, counselor or attendance team may request an attendance review.
4. A student must be in class at least  $\frac{1}{2}$  of the period to get credit for that class.
5. Excused, unexcused and out-of-school suspensions will be evaluated by administration to determine differentiation for daily absence. School sponsored or sanctioned activities for which the student has been properly pre-excused are exempted from, and will not pertain to this policy. Students/parents will have five (5) school days after absence to verify it as an official excused absence; if it isn’t verified within those five (5) school days, it will stand as an unexcused-absence.

6. The Attendance Officer, Assistant Principal and Principal will have the authority to grant extensions under certain circumstances. Factors to be considered when making such a decision might include doctor's verification, past absences, personal knowledge of absence, legal absences, etc.
7. It is extremely important that students realize that the 10 days of absences per school year built into the attendance policy are not to be considered as authorized days for absences but are for illness and emergencies.

### **ATTENDANCE AT ACTIVITIES**

(activities refers to athletic contests, concerts, programs, etc.)

1. Any student under suspension or expulsion will not be permitted to attend school related activities nor be on school property during the time of suspension or expulsion.
2. If a student or student/athlete is going to be absent for any period of time on a game day or major production (i.e. concert, play, musical) day, he/she must have administrative approval at the building level. Failure to secure this approval will disallow the student's participation for that day's event.

### **RETURN TO SCHOOL FOLLOWING ABSENCE**

Upon the student's return to school following an absence, for every day of an excused absence, the student will have one day for make-up. Parents/guardians are asked to send a note with their child explaining the reason of the absence. If a parent/guardian calls his/her child off from school when absent, a note does not need to be sent. **IMPORTANT NOTICE!!!!!! When a student does not bring in a note from the parent/guardian or is not called off, the absence will be unexcused. All class work for the unexcused day(s) will result in F(s).**

### **PRE-EXCUSES**

Pre-excuses may be issued by the office in cases where the student knows in advance that he/she will be absent from school. If a student has been issued an EXCUSED pre-excuse, it is his/her responsibility to arrange for make-up work. This work will be evaluated by the teacher. Pre-excuses may be approved by the office for necessary activities which cannot be done at another time, such as a dentist appointment and driving examinations or permits.

If a student has been issued an UNEXCUSED pre-excused, the work cannot be made up and will be evaluated as failing. Any work due or done on the day of an unexcused absence will receive no credit.

### **DOCTOR APPOINTMENTS**

Students should obtain a pre-excuse for medical or dental appointments by presenting a written request from a parent or guardian to the office. If possible, appointments should be made after school hours. Students must sign out in the office before leaving and sign in upon returning to school. The physician's certificate of appointment verification should be returned to the attendance office upon returning to school.

### **ILLNESS DURING SCHOOL**

If a student becomes so ill during the school day that he/she must go home, the student should get permission from the classroom teacher to report to the office. Students will be permitted to

go home ill only after his/her parent or guardian provides permission and any necessary transportation. The student must sign out before leaving the school.

### **FAMILY VACATIONS**

Family vacations should be planned so as not to affect the education of the children. However, we know that working parents do not always have complete freedom in choosing the dates for their vacations. If the family **MUST** take a vacation during scheduled school time, to be pre-excused the student is expected to: (1) provide parental notification in writing at least three days in advance of the absence, (2) must get administrative approval and then obtain assignments which will be missed during the absence, (3) all work assigned will be due the day the student returns to school.

Arrangement must be made prior to the vacation. Family vacations are excused absences, if you follow the three simple rules above.

### **HUNTING EXCUSES**

Students will not be excused for hunting.

### **EXAMINATION EXCUSES**

In the event of an extenuating circumstance, final exams can be taken when the student returns. This must be cleared by the teacher and principal.

### **TARDINESS**

Students who arrive at school after 7:49 A.M. must report to the office for a Tardy Admit.

A student is allowed 12 total tardies in one school year.

Although it is encouraged that the late admittance be excused by a parent, each tardy still counts toward the student-record, whether it is excused or unexcused, unless it is a medically excused absence with a doctor's note.

After the 5th and 10th tardy a reminder letter will be sent. For record keeping purposes the office will ask that the letter be signed by a parent and returned to the office. On the 13th & 14th tardy, a detention will be assigned. After the 15th & 16th tardy, two detentions will be assigned for each tardy, and after the 17th and for each one thereafter 17, a major detention will be assigned. First period teachers can apply their own discipline to unexcused tardies to school.

### **LEAVING THE BUILDING**

Any time a student leaves the school building during the school day for any reason, he/she must be approved in the office (administration and/or secretaries) and then sign out. No parent or student can approve leaving the building without the approval of the school office. If the student returns to school the same day (i.e. following a dental appointment), he/she must sign in at the office.

## **SAFE SCHOOL HELP LINE**

Our schools need your help. If you become aware of or witness any illegal activity that threatens our schools, you may call anonymously: text or call 844-SAFEREOH

## **DISCIPLINE**

Our goal at Minerva Middle School is to provide a learning environment where students are safe from both physical and social harassment. Student behavior will be the determining factor in teacher and administration action. Many discipline decisions are affected by student behavior patterns. It is our belief that all students act reasonably from their perspective. Therefore, we work to change student perspectives, which in turn may change student behavior.

## **DISCIPLINE PROCEDURES**

### **MISCONDUCT**

Teacher's classroom management plans will be the first level of implementation of classroom discipline. The classroom teacher will follow their classroom management plan within the classroom. Teachers may, as prescribed by their plan, confer with students, call home, give detentions, change classroom arrangements or protocols, and refer to administration. The teacher will monitor his/her assigned detentions. The student will have 3 days to serve the detention, making any necessary transportation arrangements. If the student fails to serve the detention, a conduct form will be completed and sent to an administrator. If a particular behavior requires the immediate attention of the school administration or is too severe for a detention, a conduct form will be completed and sent to the office. The administrator will review the conduct, research the incident and call the student down for his/ her due process.

### **Plagiarism: The Theft of Ideas**

At Minerva Middle School, plagiarism is viewed as academic dishonesty. This view is very consistent with most institutions of higher education. We also understand that there are varying degrees of plagiarism and that the mechanics of properly giving credit to authors of ideas are learned skills and often confusing.

If an incident of plagiarism occurs, a teacher must begin by assessing whether the plagiarism is the result of ignorance or dishonesty. If the teacher believes dishonesty and theft of ideas has occurred, the situation will be referred to the Plagiarism Committee for final review. A copy of any plagiarized paper forwarded to the MMS Plagiarism Committee will begin the creation of the student's file, cataloguing the student's incidents of plagiarism at Minerva Middle School.

## **STUDENT DISCIPLINE PROCESS:**

- 1. Warnings**
- 2. Detentions: 15-35 minutes after school or during lunch with a teacher or in the office**
- 3. Major Detention: 90 minute detention that will take place at Minerva High School**
- 4. In-school Suspension (ISS): A room to complete school work**
- 5. Out of School Suspension (OSS): not allowed on campus**
- 6. Expulsion: not allowed at school or on campus**

- **Teachers will:** have a classroom management system that is explained to all students, and can be different from teacher to teacher
- **Teachers may:** make verbal requests to any and all students, ask for a private conversation, assign detention, call a parent, call the office, send a student(s) to the office
- **Administration may:** have private conversations, give warnings, assign detentions, call parent(s), assign ISS, assign OSS, request expulsion hearing

**In- School Suspension (ISS) can be assigned a whole day or by period and all ISS rules must be followed. If a student cannot follow ISS rules, he/she may be sent home for the day. The following day, ISS may be required to be repeated. This will continue until the student can serve their full day.**

**Friday School: is a 2 hour after school detention, the student must bring something to read or work on, and failure to serve will result in OSS. Students do not get choice of when a Friday school is assigned.**

### **DETENTION SYSTEM**

A detention system is one of the many ways to educate students to respect the rights and responsibilities of others. Most students will have no difficulty following the rules and regulations of school. Others, due to different choices, will receive appropriate consequences according to particular offenses.

The following guidelines are suggested when assigning a student a “Detention”. Detentions are not restricted or limited to these offenses.

1. Public display of affection
  2. Classroom/ cafeteria/ hallway disturbances
  3. Dress code violations
  4. Littering
  5. Cell phones are only permitted for use in between classes so long as it does not cause tardiness. Cell phones are also permitted during lunch and lunch recess in the gym. The use of these devices during teacher instruction, **WITHOUT TEACHER PERMISSION, MAY result in a detention, ISS, and a parent phone call. In short, please refrain from using cell phones in class unless teacher approved.**
  6. Playing cards
  7. Bringing and/or eating food and/or drink in unauthorized areas.
  8. Any offense a teacher feels is unbecoming student behavior and/or expectations, causing a disturbance or interrupting day-to-day operations.
- Repeated disregard for any of the foregoing offenses will upgrade the offense to major misconduct.

### **RULES AND REGULATIONS GOVERNING ISS**

Failure to serve Detentions are forms of major misconduct will result in the

assignment of ISS.

- Tardy students will not be admitted and will be referred to the administration for further disciplinary action.
- Assignments from teachers for all classes, books, pencils and appropriate educational materials must be brought with the student. At a minimum students must bring something to read.
- Students will remain in their seats, working quietly on assignments for the duration of the assigned time.
- Students will not be permitted to sleep or have use of a cell phone.
- Behavioral problems of any kind may result in the student being sent home immediately and referred to the administration.

- Failure to serve Detention will likely result in an In-School Suspension (ISS). In-School Suspension may begin first period and lasts the entire day or be assigned by period.
- Failure to serve, a full day, or a disruption of ISS may result in Out-of-School Suspension (OSS) and a repeat of ISS.

### **OUT OF SCHOOL SUSPENSION**

1. The Superintendent, Middle School Principal, Assistant Middle School Principal and/or "other" administrators may suspend a student from school.
2. Suspension from school is not to exceed 10 school days per violation unless a recommendation for expulsion is made.
3. Prior to a suspension, the student will be given a written notice of intention to suspend and the reason.
4. Following the issuance of an intention to suspend, an informal hearing is held to discuss the merits of the reason. At this time the student has an opportunity to explain his/her actions or challenge the reason.
5. If the administrator finds the student is guilty of the charge, the student will be informed of the number of days of out of school suspension.
6. If the administrator is satisfied with the student's explanations or otherwise finds that the charge is inaccurate, the charge may be dismissed.
7. If suspension occurs, a written notice will be sent to the parent or guardian of the student. This notice must include the reason for the suspension, the right of the pupil or parent to appeal to the Board of Education or its designee, the right to be represented at the appeal and to request the hearing or appeal to be held in executive session.
8. All school work during the time of out of school suspension must be completed and turned in the first day the student returns to school. Failure to do so may result in an academic "F" for the assigned work. Also, the student is prohibited from any and all extracurricular activities and is not to be found on the school premises during the OSS suspension or expulsion. A parent conference may be requested before the suspended student may return to school.

### **EMERGENCY REMOVALS**

An emergency removal from the premises, whether from curricular or extracurricular activities, may occur if a pupil's presence poses a continuing danger to persons, property, or is deemed an ongoing threat or disruption of the established process. The parent/guardian will be notified to discuss further punishment.

## **EXPULSION**

1. The pupil and parent or representative have opportunity to appeal the action before the superintendent or his designee, to challenge his action, or to otherwise explain the student's actions. The superintendent cannot compel such a hearing in the event the student and parent choose not to have a hearing.
2. If an appeal hearing is requested, the superintendent will send a notice stating the time and place to appear.
3. The superintendent may grant an extension of time. If granted, he must notify all parties of the new time and place.
4. Within 24 hours of the expulsion, the superintendent will notify the parent or guardian of the student. The notice will include the reasons for the expulsion, the right of the student or parent to appeal to the Board of Education, the right to be represented at the appeal and to request the hearing be held in executive session. However, the board may act upon the expulsion only at a public meeting. The request for an appeal must be made within seven (7) days.
5. The student is prohibited from any and all extracurricular activities and is not to be found on the school premise.

## **DRESS CODE**

The dress code is designed by both the board of education and the administration to ensure the safety and to eliminate the academic disruption of the educational process.

The clothing that a student wears to school is an area of decision-making involving the student's parents and the student. Good judgment would indicate that see-through clothing, hats, gloves, bare feet, bare midriffs, soiled or torn clothing, clothing with offensive illustrations/graphics, slogans, racial or ethnic slurs, backpacks, sunglasses, and body piercings are not acceptable for school attire. No sagging pants, sleepwear, short skirts or shorts (*must be relaxed shoulder, extended fingertips*), low-cut shirts, spaghetti straps or sleeveless attire (*must cover the entire shoulder*). Jeans with small holes are permitted providing the holes are below the relaxed shoulder, extended fingertip length.

### **KEY POINTS FOR STUDENTS**

- Dresses, Skirts, Shorts must be fingertip in length.
- Holes in jeans and pants should be below fingertip in length.
- Shirts should cover the shoulder & bra straps. Shirts should not show cleavage.
- No hats or hoods up in the building or other concealment such as blankets
- No offensive or suggestive language and no drug, tobacco or alcohol references.
- Footwear is required at all times

*\*While the primary concerns/examples may be cited on the above list, the school reserves the responsibility and authority to make all final decisions related to dress code.*

## **TARDY TO CLASS**

After the opening week, tardy(s) to class may result in a detention, monitored by the assigning teacher or the extended school monitor.

### **MAJOR MISCONDUCT**

Teachers reporting a major misconduct violation may send the student to the office and notify the office of the misconduct. The teacher will fill out a conduct referral and send it to the office. An administrator will then give the student his/her due process. Upon deciding on a disciplinary action, the administrator will inform the teacher.

A violation of any of the following rules will result in disciplinary action which could include corporal punishment, emergency removal from school, assignment to FRIDAY SCHOOL, ISS, OSS and/ or recommendation for expulsion.

1. Disruption on school property and/or of school setting
2. Damage to property
3. Profanity/obscene gestures toward another student
4. Theft
5. Possessing pornographic publication
6. Forging, altering, or misrepresenting a parent, school, or teacher document
7. Unauthorized use of property
8. Cheating and/or plagiarism on tests or classroom work
9. Refusing to serve teacher assigned detention
10. Truancy
11. Out of Area
12. Cutting Class
13. Habitual tardiness to class or school
14. Sexual/Racial/Ethnic Harassment/Bullying toward another student
15. Violation of computer user policy and/or damage to computers and /or software
16. Failure to sign in or out of school
17. Lying
18. Disruption at school events and/or activities
19. Fighting
20. Disrespect to staff member
21. Insubordination
22. Possession or use of fireworks, explosives or dangerous objects/ weapons/ look- alike weapons
23. Hazing any student or individual on school property or at school/setting events
24. Written or verbal threats to individuals (IN OR OUT OF SCHOOL) that can disrupt the school setting or climate.

#### **The following will likely result directly in an Out-of-School Suspension:**

1. Unauthorized or false fire alarm
2. Violation of Out-of-school suspension
3. Inciting or participating in an unauthorized assembly
4. Student demonstration, walk-out, sit-in
5. Direct insubordination/ threats to employee/ employee's family
6. Causing or inciting panic
7. Assault and/ or battery of any school employee
8. Unauthorized fire set on school grounds

9. Possession of, or use of firearms, knives, weapons
10. Sexual misconduct towards another student
11. No unsafe or inappropriate behavior committed on school property or at sanctioned events.

**TOBACCO, E-CIGARETTES, NARCOTICS, ALCOHOLIC BEVERAGES, DRUGS,  
ANABOLIC STEROIDS, AND LOOK ALIKE DRUGS**

The use of tobacco, e-cigarettes, alcoholic beverages, illicit drugs, and look-alike drugs is harmful. Students shall not possess, use, transmit, sell, conceal, or consume any alcoholic beverage, intoxicant or any NON prescribed drugs. This provision shall be applicable to any conduct on school grounds, at a school-sponsored activity, function or event; on a school bus or conveyance; or at any other time during the same calendar day when the student is or will be subject to the authority of the school. Moreover, the student shall not consume any alcoholic beverages or intoxicants or drugs of abuse at any time before the student arrives at school or at a school-sponsored or related event or activity. Examples of drugs of abuse include, but are not limited to, narcotic drugs, hallucinogenic drugs, generic drugs, amphetamines, steroids, barbiturates, marijuana, glue, cocaine, as well as look-alike, synthetics, or other substances that could modify behavior. Use of the drugs in accordance with medical prescription from a licensed physician shall not be considered a violation of this rule. However, all such drugs must be maintained in their original container.

Students shall not possess, use, transmit, sell, or conceal any drug, or any drug instrument or paraphernalia (for example: hypodermic needles, syringe, water pipe, roach clip.)

**ANY offense involving narcotics, alcoholic beverages, drugs or look-alike drugs:**

- **10 days OSS and Expulsion hearing w/ a referral to Quest Services in Minerva or mandatory off-site evaluation**
- **First offense involving tobacco, e-cigarette.....2 days OSS**
- **Second offense..... 5 days OSS AND Police Citation**

**SEXUAL/RACIAL/ETHNIC HARASSMENT**

Harassment is improper, immoral, illegal, and will not be tolerated within the school. The term “harassment” is intended to mean harassment in the broadest sense of the term in current popular and legal usage. Appropriate administrative action will be taken if/when this type of misbehavior occurs.

**SUSPENSIONS**

Ohio revised code 3313.661 permits suspensions and other disciplinary actions to be carried over into the next school year.

**BUS CONDUCT**

Students on a bus or other authorized Board of Education transportation vehicles are under the authority of and directly responsible to the bus/vehicle driver. The driver has the authority to enforce the established regulations for bus/vehicle conduct. Disorderly conduct or refusal to submit to the authority of the driver will be sufficient reason for refusing transportation service to any student.

A student may be suspended from school bus/vehicle riding privileges for all or part of a school year for any violation of established regulations for bus conduct and/or for conduct occurring on the bus/vehicle in violation of the Student Code of Conduct/Student Discipline Code. Students using Digital media will be restricted to age and content appropriate media.

### **RIDING THE BUS IS A PRIVILEGE THAT CAN BE TAKEN AWAY.**

1st offense- warning

2nd offense- 1 to 3 days denial of transportation (or appropriate school consequence)

3rd offense- 5 to 10 days denial of transportation (or appropriate school consequence)

4th offense- denial of transportation (for grading period)

5th offense- denial of transportation for semester

6th offense- denial of transportation rest of school year

### **LOCKERS**

The lockers are the property of the school and are provided to the students as a convenience. **Lockers are subject to search at any time, and anything illicit and/or illegal may be confiscated.** Students are responsible for the lockers assigned to them. Lockers should be locked at all times and should not be set or fixed so anyone can open them. Every student is assigned a locker which is not to be shared with other students. Students are responsible for any articles taken from their lockers and for damages to the lockers. DO NOT put any kind of pictures or stickers on the lockers. Students not wishing to maintain a locker under the above conditions, please inform the office in writing and a locker will not be issued. School administrators have the right to search lockers at any time.

### **VISITORS**

All visitors must register at the main office before visiting a student, teacher, or any other school personnel. Those persons who fail to abide by these policies will be asked to leave the building and/or be charged with trespassing. Students desiring to bring a guest to visit classes must make prior arrangements with the principal or assistant principal and gain prior permission of the classroom teachers. Visitors whose purpose is that of a social call (girlfriend, boyfriend) will not be permitted in the building.

### **LEGAL NAME**

Students must use their legal names (name on birth certificate) for official school records.

### **ASSEMBLIES**

Assemblies are planned for the benefit of Minerva Middle School students. Each student will have an assigned seat in the gym, and attendance will be taken by homeroom teachers. Absence from an assembly will be considered the same as skipping a class.

### **GRADING PROCEDURES**

Grades will be distributed on a nine (9) week basis. Additionally, progress reports will be sent to parents at other times to signal unsatisfactory work. Credit will be awarded at the end of a course for a final grade of D- or better. Values listed are the minimal numerical scores for the corresponding grades.

A+=100,	A=95,	A-=92	B+=89,	B=86,	B-=83
C+=80,	C=77,	C-=74	D+=71,	D=68,	D-=65
F=64 and below.					

To be placed on the Honor Roll, a student must have a 3.33 average or better for the nine week period.

### **DROP/ADD/WITHDRAW POLICY**

Once the school year has started, there will be NO dropping of courses without administrative approval.

### **CONFERENCE REQUESTS**

A student wishing to have a conference with the principal, assistant principal, or guidance counselors must fill out a Request for Conference form, list the periods when the student has study hall, and return the form to the home room teacher who will send all request forms to the office. Students will be notified when they will have their conference. If an emergency arises and there is a need to see a counselor, the student will report to the main office for permission. Students may go to the guidance office without having an appointment if it is before home room in the morning or after 2:33 p.m.

### **FEES**

All students will be required to pay school fees per year at the beginning of each of their school years. Grades will be withheld and students may not receive a report card until paid.

**MINERVA MIDDLE SCHOOL STUDENT FEES 2018-19 is: \$30.00 (all students)**

### **FUNDRAISING**

All matters of fund raising or collection of money for ANY reason, whether for charity or other causes, must be cleared through the principal and superintendent before any contractual agreement or promise of any kind is made by any group or club. Students must obtain permission from the principal before selling anything for outside groups (i.e. Boy Scouts, Girl Scouts, etc.).

### **PERMISSION SLIPS**

Permission slips are required to be signed by parents for students leaving the school building or grounds as a part of class or club activities. The teacher or advisor will provide the slips and will collect the signed slips before students are permitted to engage in field trips, student council exchange, and other activities which take the student out of town whether during school hours or as a part of evening programs. Some activities such as Band, Choir, or Athletic Programs require only one permission slip signed for the season.

*Emergency Medical Forms are required for all students of Minerva Middle School.*

### **FIRE DRILL AND TORNADO DRILL PROCEDURES**

State law requires periodic fire and tornado drills. When fire drills occur students are to follow the instructions or their teachers, move quietly and quickly to the exit, walk a proper distance away from the building and remain together so the teacher can take attendance. Tornado drill procedures are posted in each room. Follow instructions of teachers and move quietly to assigned areas. Students should take these drills seriously. Expulsion will be requested for any student found guilty of putting hands on or knowingly setting off a false fire alarm.

### **EMERGENCY SCHOOL CLOSINGS**

Please keep each school updated with your current home phone number. Each school closing and other important information is relayed through our "all call" system. Radio stations WHBC, WFAH, K105, WDPN/AM, WKL/FM, WRQK, WAKR, WONF, WKNX, WNIR will carry this information. DO NOT call the school or any of the administrators.

### **LOST BOOKS AND SUPPLIES**

Lost and found items will be turned in at the office. If a student loses a book or supplies, he/she must pay for the items and then be issued a replacement. Textbooks are the property of the Minerva Board of Education. Each student is responsible for his/her textbooks. Board of Education policy states that all students must have covers on their books. STUDENTS ARE URGED NOT TO LEAVE BOOKS OR OTHER ITEMS CARELESSLY AROUND THE BUILDING. STUDENT HANDBOOKS WILL COST A STUDENT \$5.00 IF LOST.

### **MEDICATION**

Any student taking any form of medication during the school day must obtain the proper forms in the office to be signed by a parent/guardian and/or Doctor.

### **INTERSCHOLASTIC EXTRACURRICULAR ELIGIBILITY**

1. In the immediately preceding grading period, a student must receive a passing grade in a minimum of (5) one credit courses or the equivalent, which count towards graduation.
2. Those grades referenced in (A,1) must , when combined, be a total grade point average of a 1.5 on a (4) point scale.
3. A student enrolled in the first grading period after advancement from the eighth grade must have passed 75% of those subjects carried the preceding grading period in which the student was enrolled.
4. Those grades must, when combined, be a total grade point average of at least 1.5 on a (4) point scale.

The superintendent may allow a student who is being educated at home to participate in one or more of the District's co-curricular or extracurricular activities providing s/he meets the eligibility criteria established for an activity.

### **ABSENCE OF ATHLETE FROM SCHOOL**

1. If a student athlete is going to be absent for any period of time during the school day while his/her sport is in season, he/she must have administrative approval at the building level. Failure to secure this approval will disallow the student's participation for that day.
2. In the event of a Saturday contest, the athlete must be in attendance all day Friday, unless he/she has administrative approval.
3. When school is closed due to inclement weather, attendance at athletic practice is the judgment of the head coach.
4. Athletes who are under suspension or expulsion from school may not participate for the duration of the suspension or expulsion. This applies to practices, games, or any other team activity.

### **3313.661 Policy regarding suspension, expulsion, removal, and permanent exclusion**

(A) The board of education of each city, exempted village, and local school district shall adopt a policy regarding suspension, expulsion, removal, and permanent exclusion that specifies the types of misconduct for which a pupil may be suspended, expelled, or removed. The types of misconduct may include misconduct by a pupil that occurs off of property owned or controlled by the district but that is connected to activities or incidents that have occurred on property owned or controlled by that district and misconduct by a pupil that, regardless of where it occurs, is directed at a district official or employee, or the property of such official or employee.

#### **POLICY PROHIBITING HARASSMENT, INTIMIDATION, BULLYING**

The Board of Education will not tolerate any known harassment, intimidation, or bullying of any student on school property or at a school-sponsored activity.

Harassment, intimidation, or bullying is defined as an intentional, written, verbal, electronic, or physical act that a student has exhibited toward another particular student more than once and the behavior both (1) causes mental or physical harm to the other student and (2) is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s); or violence within a dating relationship.

Any student who believes he or she has been a victim of harassment, intimidation, or bullying as defined above should report the incident(s) to the building principal or teacher. If a report is made to a teacher, the teacher shall promptly notify the building principal. A reporting form can be found at Form 5517.01 F1. A report may also be made by a teacher, parent, student, or other individual.

#### **CYBERBULLYING**

The Board of Education will not tolerate any known harassment, intimidation, or bullying of any student on school property or at a school-sponsored activity.

Taken from the Anti-bullying Policies: Promoting a Positive School Climate (PowerPoint) website:

<http://www.ode.state.oh.us/GD/Templates/Pages/ODE/ODEDetail.aspx?page=3&TopicRelationID=986&ContentID=29246&Content=64104>.

Electronically transmitted acts i.e., Internet, cell phone, personal digital assistance (PDA) or wireless handheld device that a student has exhibited toward another particular student more than once **and** the behavior both: Causes **mental or physical harm** to the other student/school personnel; **and** is **sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment** for the other student/school personnel.