

MIFFLIN MIDDLE SCHOOL



Teri J. Coward-Burns
Principal

**STUDENT
HANDBOOK**

MIFFLIN MIDDLE SCHOOL

Student Handbook

BUILDING PHILOSOPHY & MISSION STATEMENT

The staff of Mifflin Middle School believes that each student deserves the individual attention and aid necessary to continue the learning process. We recognize that a child's education rests not only in the knowledge they acquire, but also in the character they develop.

All members of the Mifflin Middle School community strive to maintain high expectations. We...

- Respect people, their individual differences, and their property.
- Value the integration of the arts and academics.
- Create a safe and nurturing environment that encourages trust, cooperation and risk taking.
- Display positive attitudes.
- Work towards our common goals.
- Strive for success.
- Foster the development of responsible and ethical citizens.
- Resolve conflict in a peaceful manner.

Mifflin Middle School is a learner-centered institution. Our success depends as much on being able to provide a secure, emotionally supportive learning environment as it does on instructional theory and practice. We believe that encouraging our students to think critically and imaginatively will enable them to set goals and criteria for their own success.

FOREWORD

The purpose of this handbook is to help each student better understand the ideals, traditions, and regulations of the Mifflin Middle School. It is also designed to inform students of their rights, responsibilities and obligations to themselves and to their school. It includes some disciplinary actions that may be taken if a student chooses to follow a pattern of behavior different from the guidelines set forth in The Guide to Positive Student Behavior.

Students are entitled by law to receive due process when they are subjected to disciplinary action that will affect their records, reputations and future opportunities. A set of guidelines has been written to ensure that students receive due consideration of their rights. For a complete listing the student should read "The Guide to Positive Student Behavior." All school employees have the authority and responsibility to see that these guidelines are followed. Your years at the Middle

School will present you with many opportunities for friendship, service, leadership, achievement and for development of character. You will find this handbook to be a guide in following and maintaining the standards of our school. We hope these years will be some of the happiest and most rewarding of your lives.

MIFFLIN MIDDLE SCHOOL

MISSION

Each student is highly educated, prepared for leadership and service, and empowered for success as a citizen in a global community.



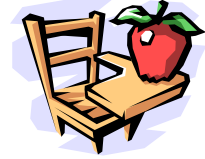
**MOTTO: “Everyone Achieves, NO Exceptions,
NO Excuses”**

COLORS: Green and White
MASCOT: Bulldog

Mifflin Middle School
Bell Schedule

7:15-7:30	Students may enter the building. All Teachers on Duty
7:30-7:50	Town Hall/Homeroom
7:53 – 8:38	1 st Period
8:41-9:26	2 nd Period
9:29-10:14	3 rd Period
10:17-11:02	4 th period 6 th grade lunch
11:05 – 11:50	5 th Period 7 th grade lunch
11:53 – 12:38	6 th Period 8 th grade lunch
12:41-1:26	7 th Period
1:29-2:14	8 th Period
2:15-2:30	Homeroom

Student Expectations



STUDENT DISCIPLINE POLICIES

1. PREAMBLE

The Columbus City Schools belong to and reflect the hopes and dreams of school district residents. Your main goal in school is education. Education is a tool, which helps you learn, and prepares you for the responsibilities of citizenship in a democratic society.

Consistent attendance is necessary for you to learn in school. To learn the most in any class requires being able to listen, recite, share, and concentrate without interference.

We believe all students can behave appropriately in our school. We will not tolerate any student who is attempting to prevent us from teaching or preventing any other student from learning. Compliance with the standards of conduct is mandatory.

However, when a student fails to meet expected standards of behavior, the student will be held accountable for his or her behavior. *The Columbus City Schools Guide to Positive Student Behavior* enables students, families, and staff to learn about expectations for positive behavior and the intervention and disciplinary actions that may be taken following misbehavior.

2. GUIDELINES FOR RESPONDING TO STUDENT CONDUCT PROBLEMS

Violation by a student of any one or more of the rules on school grounds or at school activities and events off school grounds may result in disciplinary action. Listings of some of the actions that may be employed are:

- | | | |
|---------------------------------|-------------------------------------|--|
| 1. Teacher-student conference | 4. Teacher-parent conference | 7. Detentions |
| 2. In-school restriction | 5. Administrator-student conference | 8. Exclusion from activities or programs |
| 3. Counselor-student conference | 6. Emergency removal from class | 9. Out-of-school suspension |
| | | 10. Expulsion from school |

Other options may be used if they are deemed more appropriate. The maturity of the student will be considered when dealing with disciplinary action.

3. DESCRIPTIONS OF DISRUPTIVE BEHAVIOR OF A POSITIVE LEARNING ENVIRONMENT See Guide to Positive Student Behavior.

4. ZERO TOLERANCE

The Columbus City Schools, as required under Ohio Law, uses a Zero Tolerance approach in regard to gang activity, possession of a weapon, and any violent and/or disruptive behavior in school, school grounds and busses that threatens the safety and order.

5. FIREARMS, KNIVES, AND OTHER DANGEROUS WEAPONS

Students behaving in a manner as described below will be suspended from school for ten school days and will be recommended to the Superintendent of Schools to be expelled from school for up to one calendar year. (See Guide to Positive Student Behavior)

5.1 FIREARMS

- A student shall not possess, transmit, use or conceal a firearm. A student committing this violation may be expelled for a period of up to one calendar year.

5.2 KNIVES

- A student shall not possess, transmit, use or conceal any type of knife. A knife includes, but is not limited to, any instrument having a sharp blade that could be considered a dangerous weapon, or object capable of inflicting bodily injury through slashing or poking.

5.3 DANGEROUS WEAPONS/OBJECTS

- A student shall not possess, transmit, or conceal a dangerous weapon or object including but not limited to a chain, club, metal knuckles, explosives, noxious irritation or poisonous gases, poison or firearm (not within the definition listed under Firearms) that could be considered a dangerous weapon, or object capable of inflicting bodily injury.

6. BOMB THREATS

- The making of a bomb threat to a school building or any premises where a school activity is occurring may result in the student being suspended from school for ten school days or may be recommended to the Superintendent of Schools to be expelled from school for up to one calendar year.

7. DUE PROCESS PROCEDURES

Principals and school administrators are permitted to discipline and use physical restraints to preserve the school environment when the student is subject to school authority. (ORC 3319.41)

1. The student must be informed beforehand of their specific misbehavior.
2. When discipline is administered the 190-discipline form will be read to the student.
3. The school must provide, upon request, to the pupil's parents/guardian a written explanation and its reasons and the name of the investigating school official.

4. Extensive discipline and/or restraint may be administered for the following:

- | | | |
|--------------------------------------|--|---|
| A. Fighting with another student | H. Tardiness to school | M. For protecting persons or property |
| B. Cutting classes | I. Hall misconduct | N. Truancy |
| C. Refusal to serve detention | J. To quell a disturbance | O. Violation of safety rules on school buses |
| D. Disrespect and insubordination | K. To obtain weapons or other dangerous objects on the person or in the control of the pupil | P. Flagrant or repeated violation of school rules |
| E. Leaving school without permission | L. For self defense | |
| F. Profane and obscene language | | |
| G. Tardiness to class | | |

8. LUNCH DETENTION

Detentions may be held every lunch hour by teams or grade level. The principal or teacher may assign a detention for violations of school or class rules. Detentions are to be served before a student may participate in any extracurricular activities. Detentions are to be served on the scheduled day and time. Any student who fails to serve his/her assigned detention may receive additional disciplinary consequences such as additional detentions, After School Detentions, or Suspension. It is Mifflin Middle's goal to make this detention time a positive learning experience for the student. In order to do so, students are expected to participate in detention behavior redirection activities.

9. AFTER SCHOOL DETENTION

Centralized detentions may be held every Monday, Tuesday, Wednesday, and Thursday after school. The principal or teacher may assign a detention for violations of school or class rules. It is the policy of the school that students and parents are notified of a detention through the discipline referral form or detention slip. A copy of this documentation will be given to the student at least one day before the assigned detention. This documentation is to be returned to the detention teacher after being signed by the parent. It is the student's responsibility to tell his/her parents about the detention and arrange for transportation home.

Detentions are to be served before a student may participate in any extracurricular activities. Detentions are to be served on the scheduled day and time. Any student who fails to report for his/her assigned detention may receive additional disciplinary consequences such as additional Suspension. It is the goal of Mifflin Middle School to make this detention time a positive learning experience for the student. In order to do so, students are expected to bring study supplies and/or acceptable reading material to the detention.

10. EMERGENCY REMOVAL

The Ohio General Assembly provided that the notice and hearing requirements can be temporarily waived in an emergency when the student's presence "poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process."

1. The notice and hearing requirements of Section 3313.66 Revised Code are not applicable in the case of normal disciplinary procedures in which a pupil is removed from a curricular or extracurricular activity for a period of less than 24 hours and is not subject to suspension or expulsion.
2. The superintendent's designated representative, principal, or assistant principal may remove the student from curricular or extracurricular activities or from the school premises.
3. A teacher may remove the pupil from curricular or extracurricular activities under his/her supervision but not from the school premises.
4. A hearing must be held same day of incident with student (notify parent):
 - a. Written notice of hearing must be given to pupil.
 - b. Hearing must be held in accordance with either suspension or expulsion procedures depending on probable action to be taken.

Those students receiving disciplinary consequences will not be allowed to attend any extracurricular activities that day and may be removed from some programs at the discretion of school administration.

11. SUSPENSION

According to the provisions of the law, the Superintendent or the principal or designated representative may suspend a student from school for serious misconduct, which affects the welfare of the school or for flagrant violation of school rules or repeated offenses of misconduct.

Suspensions may be for ten (10) days or less.

Major offenses, which may be reasons for suspension or expulsions, are listed in the Code of Conduct.

1. Students must be informed in writing of:
 - a. Intention to suspend
 - b. Specific charges against him/her
2. The student must have the opportunity for an informal hearing:
 - a. Student allowed to tell his/her side of the story
 - b. Review the charges
3. If possible, parent/guardian must be notified verbally of the suspension.

4. Parent/guardian must be notified in writing of their right to appeal to the Board of Education, or its designated representative, and the right to request that the hearing be in executive session.
5. Parent/guardian must be notified of the student's leaving school if the suspension starts before the end of the school day.
6. The suspension of a handicapped student for up to ten days per year does not constitute a change of educational placement. However, removal in excess of an aggregate of 10 days per year is a change of placement requiring the same procedures as an expulsion.

12. OUT-OF-SCHOOL SUSPENSION

While a student is under suspension, he/she is to remain at home. Suspended students may not be permitted to participate in extracurricular activities, be on any school property, or on any Columbus City Schools property.

13. SUSPENSION GRADE POLICY

A student may be afforded the opportunity to receive some or all of their class work assignments missed during suspension in order to keep current with the progress of his/ her class. It is the responsibility of the student to respectfully request the work from his/her teachers upon returning to school. The student will be given one day for each day suspended to complete and return work.

14. EXPULSION

1. Only the Superintendent or designated representative may expel a student.
2. The Superintendent or designated representative is required to give written notice of intended expulsion to parent/guardian/custodian/ student 18 years or older.
3. The Superintendent or designated representative arranges for a pre-expulsion hearing.
4. Written notice must be sent to the parent/guardian/ student 18 years or older in advance of the pre-expulsion hearing.

Notice shall include:

- a. Specific charges and specific evidence against the student.
 - b. Time and place of the hearing.
 - c. Right of student to appear before the superintendent, or her designated representative, to challenge the reason for intended expulsion.
5. If the student is expelled after the pre-expulsion hearing, the superintendent's designated representative shall, within 24 hours after the time of the pupil's expulsion, notify in writing the parent/ guardian/custodian or pupil 18 years or older and the Clerk of the Board of Education of such expulsion.

15. EXPULSION GRADE POLICY

Students expelled from school will not be permitted to make up work missed due to their expulsion from school. More specifically, all assignments that are collected during a student's expulsion and his/her semester examinations will be recorded as zeros.

16. DISCIPLINE HOTLINE

For questions regarding district discipline policies and/or procedures, call the "DISCIPLINE HOTLINE" at 614-365-HELP or feel free call the school office at 614-365-5474.

17. COLUMBUS CITY SCHOOLS DRUG AND ALCOHOL POLICY

NOTE: The use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful.

USE OF DRUGS: The school has a "Drug Free" zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation, as pursuant to federal law. This means that any activity such as: attempt to sell, the sale, use, or distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs; which includes nonalcoholic beers and wines, steroids, and the like, is prohibited. This prohibition also applies to any type of drug-related paraphernalia.

The student/s involved could be suspended or expelled and the law enforcement officials may be contacted. Many drug abuse offenses are felonies.

18. SEARCH AND SEIZURE

Search of a student and his/her possessions, including book bags, purses, backpacks etc. may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others. All searches may be conducted with or without a student's consent.

Students are provided lockers, desks and other equipment in which to store materials. All students within the Columbus Public School system have previously been given notice about their rights to privacy / property in "The Guide to Positive Student Behavior." These rights are described under the "Rights and Responsibilities of Students and Parents" section of the guide:

"Lockers are the property of the school system. They are on temporary loan to the student and are subject to examination by school personnel at any time..."

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held, turned over to the police or destroyed as pursuant to district policy and state law. The School reserves the right not to return items that have been confiscated.

19. ANTI-HARASSMENT POLICY

The Columbus City Schools does not tolerate harassment because of sex, race, color, national origin, religion, age, disability or sexual orientation in any form or fashion. This policy is applicable in all district programs and activities.

We at Mifflin Middle School believe that every individual deserves to come to school without fear of demeaning remarks or actions. The harassment of other students or members of the staff, or any other individuals is not permitted. This includes any speech or action that creates a hostile, intimidating, or offensive environment. Listed below is some conduct constituting harassment.

20. SEXUAL HARASSMENT

A. Verbal

The making of written or oral innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other person associated with the District.

B. Nonverbal

Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow student, staff member, or other person associated with the District.

C. Physical Contact

Threatening of causing unwanted touching, contact, or attempts at same, including patting, pinching, pushing the body, or coerced sexual intercourse, with a fellow student, staff member, or other person associated with the District.

21. GENDER/ETHNIC/RELIGIOUS/ DISABILITY HARASSMENT

A. Verbal

1. Written or oral innuendos, comments, jokes, insults, threats or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc. toward a fellow student, staff member, or other person associated with the District.

2. Conducting a "campaign of silence" toward a fellow student, staff member, or other person associated with the District by refusing to have any form of social interaction with the person.

B. Nonverbal

Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the District.

C. Physical

Any intimidating or disparaging action such as hitting, hissing, or spitting on a fellow student, staff member, or other person associated with the District.

22. INVESTIGATING HARASSMENT

A student who believes that he/she is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the District should immediately take the following steps:

1. If the alleged harasser is a student, staff member, or other person associated with the District other than the student's principal, the student should, as soon as possible after the incident, contact his/her principal.
2. If the alleged harasser is the student's Principal, the affected student should, as soon as possible after the incident, contact the office of the Student Pupil Services at 614-365-5763.

Given the nature of harassing behavior, the school recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges.

Some forms of sexual harassment of a student by an adult or another student may be considered a form of child abuse, which will require the student-abuser to be reported to the proper authorities.

ATTENDANCE & TARDIES

1. ATTENDANCE PROCEDURES



The State of Ohio requires children between the ages of six and eighteen to attend a public, private or parochial school. We wish to promote a good school attendance. There is a close relationship between your success in school and your attendance. Each student's attendance record will be given individual attention. Any student whose absenteeism becomes excessive may be counseled. A student with excessive absences may be required to bring a doctor's excuse for each further absence. A note from the parent does not automatically excuse a student from school. Excused absences must be in line with the state law on attendance in public schools.

It is possible for a student to be truant even though the parents give their permission for such absences.

2. ABSENCE PROCEDURE

When it is necessary that a student be absent, the parents are required to call the school by 9:00 a.m. or it will be marked as unexcused. The Middle School Attendance Officer can be reached at the main office at 614-365-5474. Parents who do not call the school may be notified by phone call or post card/letter of their child's absence.

3. EXCUSED ABSENCE

A student who is absent from school must present to the school office a written note from his/her parent(s) or guardian to cover the period to time during which the absence has taken place. The written note must be presented on the day of the student's return to school.

An excused absence will be given only for one of the following reasons:

- Personal illness
- Illness of death in the immediate family
- Religious holiday
- Superintendent closes school due to inclement weather

4. EARLY DISMISSAL

When a student has a medical or other legitimate appointment during the school day, he/she is to bring a written note signed by a parent indicating the reason for the early dismissal and dismissal time. The parent/guardian must come to the office to sign out the student. The student will remain in class until sent for by the office once the parent has arrived. Reason for excused early dismissal:

Doctors or
dentist
appointment

Illness in the
family

Death of a
relative

Arrangemen
ts approved
by the
principal

Note: In order to sign a student out of school you must be on Infinite Campus. You must show I.D. as well when signing a student out of school.

Note: All other absence shall be listed and recorded as unexcused.

UNEXCUSED ABSENCES

If the absence is not listed under excused absences, then the office must approve it before it can be excused. The following are some examples of non-excused absences:

1. Personal reasons at home without phone call from parent.
2. Staying home to do schoolwork.
3. Remaining out of school because student or parents feel it is all right to do so.
4. Going out of town without prior arrangements made in the main office. (Note for extended absence must be

- | | | |
|--|--|--|
| <p>approved before leaving.)</p> <p>5. Getting to bed late because of an extracurricular activity. Example: sports activity or</p> | <p>school play (school attendance comes before an extracurricular activity).</p> <p>6. Missing the bus. (Transportation is</p> | <p>available to all students that require it under law or district policy.)</p> <p>7. Oversleeping.</p> <p>8. Working at home</p> |
|--|--|--|

MAKE-UP WORK

The school will honor requests for assignments to be done at home for students who are home sick for a period of 2 days or more. Students have one day to make-up work for every day absent. Should the student neglect to do the assignments, no credit will be given for the assignments and a score of “0” will be assigned in its place.

ABSENCE AND EXTRACURRICULAR ACTIVITIES

Any absence from school excludes that student from attendance at or participation in all school activities for that day including all practices. A student who is absent for a day or more is not permitted to participate in school extracurricular activities for that day/evening. Example: A student who arrives at school at 9:11 a.m. is 1/2 day absent and is not permitted to practice or perform that day. The same is true for a student who leaves school before 12:08 p.m. The principal may permit attendance or participation if approved prior to the absence or for just cause. (See #4: Early Dismissal)

EXCUSED TARDINESS

Tardiness to school is excused for the following reasons:

1. Bus arrives late to the school.
2. Doctor’s appointment with note or appointment card from the doctor.
3. Personal illness (with note).
4. Other reasons approved by the principal. A note or phone call must be received the day of the tardiness in order for it to be excused.

UNEXCUSED TARDINESS

Promptness is expected in order to maximize the learning opportunities here at Mifflin Middle School. A student late to school will be considered unexcused if the school has had no contact from the parents. Car problems are not considered excused tardiness due to the fact that bus transportation is provided. If a student does not ride a bus to school, he/she does so under the responsibility to be at school on time. This is a policy of the Board of Education.

Continued and repeated unexcused tardiness during a quarter will be considered a violation of the school attendance provisions and thereby subject to disciplinary action.

COMING TO SCHOOL LATE OR LEAVING EARLY? OHIO LAW NOW SAYS THAT'S THE SAME AS SKIPPING SCHOOL

Ohio Law (HB 410) recently changed how **Columbus City Schools** must track missed class time.

No longer are absences tracked only by number of days your child has missed. Lost time is now

counted by how many **hours** your child is out of class, both excused and unexcused.

EXCESSIVE ABSENCES

Students are expected to be in class the entire school day. Miss too much time - even if it's for doctor's appointments

or family vacations - and the new law will now require the District to send families an official written notice

that your child has "excessive absences."

You'll receive an excessive absence warning letter in the mail when your child is:

- **Absent 38 hours or more in one school month with or without legitimate excuse.**
- **Absent 65 hours or more in one school year with or without legitimate excuse.**

We need your help to make sure that your student arrives on time and is regularly attending school through the end

of the school day. Try to avoid appointments, trips, or delays that might keep your child out of class, even if it's only

for a brief period of time. Lost time adds up.

HABITUAL TRUANT

If your child is excessively absent without a legitimate excuse, the new law labels him/her as "habitually truant." This happens after your child is:

- Absent 30 hours or more consecutive hours without legitimate excuse.
- Absent 42 or more hours in one school month without legitimate excuse.
- Absent 72 hours or more in one school year without legitimate excuse.

IN TEAM · Intervention Teams

When a student reaches this high level of unexcused missed class time, Ohio

Law requires the District to set up an Intervention Team to determine why the child is habitually truant and what

supports are needed to keep them in school.

You as the parent or guardian - or someone representing your family - must be part of this Intervention

Team and contribute to developing and following the plan established.

Other supportive options may include counseling, parent education, mediation, and/or juvenile justice intervention

programs. A complaint for truancy may be filed, if applicable.

Columbus City Schools looks forward to partnering together with students, families, and our community partners to identify and work through any attendance barriers.

If you have questions, please talk with your child's principal or call our Office of **Customer Relations** at **614.365.8888**.

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Regular attendance in school is critical to student learning and success.

STUDENT DRESS CODE

The Columbus Board of Education has reaffirmed its commitment to ensure a positive climate for learning in all our schools in class, on campus and at school events. The Board of Education believes that appropriate dress and grooming contribute to a productive learning environment. Students are

responsible for following the dress code. Parents are responsible for ensuring students are dressed appropriately for school.

These guidelines are intended to prevent disruption of the classroom atmosphere, enhance classroom decorum, eliminate disturbances and minimize distractions of other students so as not to interfere with the educational process. These guidelines are also intended to help protect the health and welfare of the individual student. School building principals shall have the authority to further define dress code requirements for their individual school buildings, such is the case here at MIMS, in order to maintain the principles of this policy and consistent with the unique circumstances of their individual schools or grade levels.

BOYS

Boys will be required to wear a baby blue, navy blue, or white collared shirt. The shirts may either be a polo or Oxford style either long or short sleeved. Boys will also be required to wear khaki, navy blue, or black pants with a belt. During the months of August through October, boys may wear walking shorts in either khaki or black with a belt. During the colder months, students will be permitted to wear either a navy blue, grey, black or white sweater or sweater vest.

GIRLS

Girls will be required to wear a baby blue, navy blue, or white collared shirt. The shirts may either be a polo or Oxford style either long or short sleeved. Girls will also be required to wear khaki, navy blue or black pants or skirts. The skirt length must be knee length. During the months of August through October girls may wear walking shorts in either khaki or black. During the colder month's students, will be permitted to wear either a navy blue, grey, black or white sweater or sweater vest.

No students will be permitted to wear jeans, sweat pants, cargo pants or shorts, elastic bottom, hooded sweatshirts, or leggings/jeggings. Students will also not be permitted to wear outer wear jackets during the school day. This includes jogging suit jackets and sports jackets.

All clothing shall be within the bounds of decency and good taste as appropriate for school. Clothing shall be sufficient to conceal undergarments at all times. Any clothing, as determined by the administration that creates a disruption to the educational environment at Mifflin Middle School is unacceptable.

PLEASE VISIT SCHOOL WEBSITE FOR MORE DETAILS REGARDING DRESS CODE

ELECTRONIC COMMUNICATION DEVICES

The district prohibits the use of electronic communications devices, including but not limited to cellular phones and associated cameras, and pagers/beepers, at all school and school sponsored or school-related activities on or off school property, during the instructional school day.

Should a student be observed using an electronic communications device, or if a device rings or beeps during the instructional day, disciplinary action will be taken including but not be limited to confiscation of the device, loss of the privilege of carrying the device permanently or for a limited

period and other options for student discipline as reasonable under the circumstances.

Should a device be confiscated for violation of this policy, the student's parent or guardian may pick up the device from the school after showing proof of ownership such as a phone bill and following a conference with the building administrator. By this policy parents and/or guardians are on notice that confiscated devices that are not claimed by the end of the school year, shall be disposed of appropriately.

The district shall not assume responsibility for devices that are damaged, lost or stolen when brought to school or after being confiscated for violation of this policy.

BUS REGULATIONS

Bus transportation is available to all students in the Columbus City School District. The Board of Education expects the following of those students that ride its buses:

1. Restrict the use of Cell Phones during the duration of the bus ride.
2. Do nothing to disturb the bus driver.
3. Respect and obey the bus driver.
4. Be on time for your stop.
5. Help your driver to keep the bus clean.
6. No vulgar language, shoving, fighting, or hazing.
7. Remain in the seat you are assigned by your driver.
8. Stay in your seat until the bus comes to a complete stop.
9. Do not throw any objects of any kind while on the bus.
10. Keep your hands, head, etc. inside the bus windows.
11. Watch for traffic while entering and leaving the bus.
12. When crossing in front of the bus be five steps in front of the bus, never cross in back of the bus.
13. Be absolutely quiet at all railroad crossings.
14. No radios will be permitted on buses.
15. No musical instruments or boxes should be placed in front of the bus.
16. No eating or drinking on buses.
17. Learn how to get off the bus in case of any emergency, your bus driver will be glad to show you.

If a student's behavior on the bus does not conform to state and local school safety laws, that student may be denied the privileges of bus transportation. The Guide to Positive Student Behavior is also in effect while on the bus or waiting for the bus.

ASSEMBLIES (RECOGNITIONS)

Special programs are scheduled throughout the school year. Sometimes our students and/or teachers will put on a program such as a choral or band concert, drama play, or awards assembly. Sometimes we invite outside people such as guest speakers, students from another school, or entertainers, etc.

Assemblies are interesting, entertaining and usually offer a nice break in the regular schedule. Students are to follow the appropriate rules going to, during, and coming from all assemblies.

Students who cannot conduct themselves in a proper manner will be removed and will be referred to the Principal's Office for disciplinary action. Such penalties could include loss of

the privilege to attend future assemblies, and/or attend or participate in extra-curricular activities, as well as, detention, suspension, or expulsion.

CLASSROOM COURTESIES AND RESPONSIBILITIES

- All staff members are to be treated with courtesy and respect, and addressed as Dr., Mr., Mrs., Ms., and/or Miss. All instructions given by a staff member are to be followed as given.
- You are expected to be in your classroom on time. An excessive number of tardies will result in disciplinary action.
- You should bring proper materials to class: books, assignment book, homework, paper, pens, and notebooks. Students may not be allowed to leave class for these items.
- Upon entering the classroom, take your seat promptly and quietly.
- In asserting their right to equal educational opportunities, each student has the responsibility to act in such a way as not to interfere with the rights of others.
- During school announcement, students will be quiet at all times.
- Speaking out or expressing disapproval when another person is talking is both rude and unfair.
- The teacher--not the bell--will dismiss class and escort them. Do not be discourteous by getting up before you are dismissed.
- Students visiting a class should knock before entering a class & wait to be recognized by the teacher before making a request.
- In maintaining the students' rights to equal education opportunities, it is reasonable and necessary to maintain order in the educational institution. A student may forfeit his/her right to educational opportunities when his/her conduct is such that it disrupts the educational process and deprives others of their basic rights, or violates rules established for the maintenance of the educational environment.

CAFETERIA COURTESIES AND RESPONSIBILITIES

Mifflin Middle School students will:

- Behave in a polite and cooperative manner.
- Move orderly through the lunch line.
- Go through the lunch line one time. MAKE YOUR CHOICES WISELY!
- Be seated at assigned seats/tables.
- Remain seated at your seat/table except when excused. NO ROAMING THE CAFETERIA.
- Clean up around the table area before the teacher takes you back to class.
- Not throw food or objects.
- Not play table games without permission.
- Not yell, whistle, or make other loud noises.
- Not take food or drink from the cafeteria.
- Be required to stay in the cafeteria.

If a student chooses to break a rule, the student will be removed from the normal eating area. Severe disruptions and misbehavior will result in the use of any one of the following discipline measures: Detention, Suspension, or Recommendation for Expulsion.

LIBRARY USE

The library is a quiet place. The emphasis is on learning in the library. This is accomplished by quiet research, study or reading activities.

Students are expected to take care of books and supplies on loan to them. In the event of loss or damage the student will be responsible for repayment.

INSIDE / HALLWAY CONDUCT

When traveling in other common/public areas of the building, students should:

- Stay with their teacher escort.
- Maintain an appropriate foot speed for inside. Please do not run in the hall
- Follow instructions given by teacher/supervisor.
- Keep voice down to a moderate tone, so as to not disrupt the classrooms in session along the hallways.

LOCKERS

Students are not to keep any items in their lockers that they would not want to be inspected by a school official. Lockers should be kept locked. Students who occupy a locker will provide a combination for their locker. The student's combination for their locker will be on file with their home room teacher and a copy of the record will be kept in the office. Lockers should be kept neat and clean at all times. Valuables should not be kept in lockers. If valuables must be brought to school, they should be checked in at the office.

The school will not be held responsible for lost or stolen articles taken from lockers.

Students are allowed to go to their lockers only during the follow times unless approve by a teacher:

- Before School - get all supplies needed for their morning classes.
- Before Lunch - to leave books and supplies from morning scheduled classes.
- After Lunch - get all supplies needed for their afternoon classes.
- After School - to leave books and supplies from morning scheduled classes and gather supplies and materials for homework.

LEAVING SCHOOL GROUNDS WITHOUT PERMISSION

Students are not permitted to leave school property before the end of their regular school day unless they have an early dismissal approved prior to leaving.

Students are to remain within the specific boundaries as outlined in this handbook or in other school or activity rules. Students in violation will be considered truant and appropriate disciplinary action will be taken.



STUDY TIPS

Whether you are studying at school or at home, there are several things you can do that will help you use your time more efficiently and accomplish more work in a shorter period of time. A key

to better grades is good study habits. The following study tips may help you to use your time more effectively and improve your grades.

- Before you start to work, know what you are going to do.
- Find a good place to study. A place where you can be alone and have it quiet is best for studying.
- Have your materials such as books, pencils, pens and a dictionary handy so you will not interrupt your study.
- Try studying your most difficult subject or longest assignment first.
- Try to work out a schedule for studying, as it helps to have a regular time for each task.
- Keep an active mind while you study. Keep asking yourself questions. Try explaining what you have learned to someone else.
- Think and concentrate. Take time to go over your assignments to make sure you have them correct and complete.

HOMEWORK

Homework is an essential element in a student's education. Thus, meaningful homework will be assigned to pupils for the following reasons: to complete unfinished work, to strengthen specific skills, to enrich specific subject areas. While it is the responsibility of the student to complete all homework assignments to the best of his/her ability and turn it in to the teacher, it is encouraged that parents familiarize themselves with the homework policies of their child's teachers. Assistance is available to students with homework questions and problems immediately after school upon request.

WEB SITE

For up to date information for supplies lists, student information, project and activities visit our website at: <http://www.columbus.k12.oh.us/mifflin>.

REPORT CARDS/ MIDTERM REPORTS

Report cards are issued at the end of each nine-week grading period-online. Generally, report cards are issued around the weeks of, and at the end of the school year.

BOE Policy on Grades -

[http://www.ccsok.us/Downloads/5171%201%20\(Grades\)%20042220142.pd](http://www.ccsok.us/Downloads/5171%201%20(Grades)%20042220142.pd)

GRADING

Grades are assigned to help students and their parents assess the students' progress in school. Grades are awarded on the following scales:

- A. A 90%-100% Superior Grade Points 4
- B. B 80%-89% Above average Grade Points 3
- C. C 70%-79% Average Grade Points 2
- D. D 60%-69% Below average Grade Points 1
- E. F 0%-59% Failing Grade Points 0

GRADE POINT AVERAGE

Each letter grade issued is assigned a point value: A=4; B=3; C=2; D=1; and F=0. To calculate a Grade Point Average (G.P.A.), you must assign the appropriate quality point value for each course, add all of the quality points together, and then divide the total by the number of courses taken.

HONOR ROLL

The honor roll is tabulated at the conclusion of each nine-week grading period. The following three types of honors are awarded to students using the following classifications:

High Honors 3.75 or Higher

Honors 3.50 to 3.74

Merit 3.0 to 3.49

CHEATING/PLAGIARIZING

Cheating is defined as knowingly copying another person's work and presenting it as your own. Plagiarizing is defined as knowingly using copyrighted material without identifying its source.

Any use of an electronic communications device during testing will be considered cheating and will be addressed accordingly.

Students who are guilty of either of these offenses will receive a zero on their particular quiz, test, project, paper, etc. They are also subject to disciplinary action including detention, suspension, or expulsion.

RETENTION

A student who fails two or more classes in any year will not be promoted, but may be placed in the next grade at the discretion of the teachers and principal if certain conditions are met (i.e. Summer School, Summer Bridge).

Columbus City Schools
Bylaws & Policies

5410 - PROMOTION, PLACEMENT, AND RETENTION

The Board of Education recognizes that the personal, social, physical, and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth.

Columbus City Schools advocates policies and programs that promote effective curriculum and instruction essential to improving student achievement. Best practices are characterized by:

- A. a clear academic focus with well-defined high standards, expectations, and a challenging curriculum;
- B. a safe and orderly environment;
- C. small class size in the early grades to maximize opportunities for flexibility in instruction and individual student attention;
- D. a strong, comprehensive team of teachers, administrators, support staff, and parents;
- E. instructional strategies in a variety of settings that maximize time focused on learning and academic achievement;
- F. system-wide frequent monitoring of individual student performance based on benchmark assessments;
- G. early interventions that provide immediate assistance to students;
- H. staff development that supports all aspects of instruction; and
- I. adequate resources from both the District and the community.

It is the Board's intent that each student be moved forward in a continuous pattern of achievement and growth that is in harmony with his/her own development.

Such pattern should coincide with the system of grade levels established by this Board and the instructional objectives established for each.

The promotion and retention provisions of this policy shall be in compliance with the terms of Ohio's Third Grade Reading Guarantee (Policy 2623.02).

Promotion:

A student will be promoted to the succeeding grade level when s/he has:

- A. completed the course and State-mandated requirements at the presently assigned grade;
- B. in the opinion of the professional staff, achieved the instructional objectives set for the present grade;
- C. demonstrated sufficient proficiency to permit him/her to move ahead in the educational program of the next grade;

- D. demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade.

Retention:

In grades K-8, a student will be retained if s/he:

- A. has been truant more than ten percent (10%) of the required attendance days; and
- B. has failed two (2) or more required curriculum subjects, unless it is determined that the student is academically prepared to be promoted to the next grade level by the Principal and the teacher(s) of the subjects failed.

In grades 9-12, a student will not receive credit in a course if s/he has been truant more than ten percent (10%) of the required attendance days, unless the Principal and the teacher agree that the student is academically prepared to receive credit. Each year, students must earn at least five (5) credits, four (4) of which must be in the required curriculum, to be promoted to the next grade level. Of the four (4) required, one (1) must be in mathematics and one (1) in English at each grade level.

A student may be retained at his/her current grade level when s/he has, in the opinion of the professional staff, failed to achieve the instructional objectives set forth at the current grade level that are requisite for success at the succeeding grade level.

Building principals shall identify and report any student to be retained within two (2) weeks after the close of the academic year. Any student who successfully completes an approved remediation program prior to the beginning of the next school year in order to comply with the above requirements may then be promoted to the next grade level. Such promotion shall be processed at the building level provided they occur no later than the second full week of the subsequent school year.

Any student transferring to the District in grades 9-12 who does not provide an official transcript at the time of enrollment shall be classified as "Not Determined" (ND). The Superintendent shall develop guidelines regarding the placement of such students.

Should an error occur in the retention or promotion of any student for reasons including, but not limited to, procedural errors or misinterpretation of a student's transcript, the building administrator shall request a correction to the appropriate grade placement on a form developed by the Superintendent. The principal shall sign the required form once completed. A copy of the completed form shall be placed in the student's cumulative folder.

A student may be placed at the next grade level when retention would no longer benefit the student.

The Superintendent shall develop administrative guidelines for promotion, placement, and retention of students that:

- A. require the recommendation of the relevant staff members for promotion, placement, or retention;
- B. require that parents are informed in advance of the possibility of retention of a student at a grade level;

- C. assure that efforts will be made to remediate the student's difficulties before s/he is retained;
- D. assign to the principal the responsibility for determining the promotion, placement, or retention of each student;
- E. provide parents the opportunity to request the promotion, placement, or retention of their child;
- F. provide parents the opportunity to appeal the decision about their child's promotion, placement, or retention.

Definitions

Truant - a truant is any student who is absent from school or class without expressed knowledge and permission from a parent/guardian or school official.

Unexcused absence – an unexcused absence is any absence that is not preceded by notification and/or followed by a note from a parent, guardian, or physician in a case of personal illness, family emergency, or other situations as defined by the Ohio Revised Code and/or District procedures.

Academically Prepared - academically prepared means meeting the following Columbus City Schools educational standards:

- A. individual school requirements
- B. District grade-level benchmarks
- C. State student learner competencies

Required Curriculum – In grades 9-12, required curriculum means the core courses that include English, mathematics, science, social studies, health, and physical education. One (1) technology course and one (1) academic elective course will be considered to be part of the core required curriculum.

R.C. 3313.608, 3313.608(D), 3313.609, 3313.647, 3324.10

A.C. 3301-35-02(B)(5)

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Effective 7/1/15
Effective 11/17/15
Revised 9/6/16

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ATHLETICS & CLUBS



ACTIVITIES AND ATHLETICS

The school sponsors a wide variety of extracurricular activities and a competitive 7th and 8th grade athletic programs. While membership in some of these organizations and teams is competitive, and thus limited, the opportunity to try-out for any and all organizations is offered to all students without regard to sex, race, or religion. Information concerning each of these activities is available from the advisor and/or the coach or Athletic Director.

ATHLETIC ELIGIBILITY

7th and 8th grade students who intend to participate in the athletic program must meet standards established by the Ohio High School Athletic Association.

1. Scholarship

Students must receive a 70% or above passing grade in their core classes (2.0 GPA).

2. Residency

Your eligibility is determined by the school district of residency of your parents or legal guardian.

3. Current Physical

STUDENT ATTENDANCE AT SCHOOL EVENTS

The school encourages students to attend as many school events held after school as possible, without interfering with their schoolwork and home activities. Enthusiastic spectators help build school spirit and encourage those students who are participating in the event.

However, in order to ensure that students attending evening events, as non-participants, are properly safe guarded, it is strongly advised that a parent or adult chaperon accompany students when they attend the event. The school will not be able to supervise unaccompanied students, nor will it be responsible for students who arrive without an adult chaperon.

The school will continue to provide adequate supervision for all students who are participants in a school activity.

SOCIAL FUNCTIONS

The principal must approve all social functions. Student groups wishing to sponsor a dance, party or other function must gain written permission from the office.

Publicity is not to be distributed until written approval is secured.

Any group sponsoring a dance must arrange for at least four faculty members to chaperon and be in attendance throughout the dance.

No school-sponsored dance will be "open to the public." Middle School dances are restricted to Mifflin Middle School students. Regular Middle School dances will NOT be formal events. No formal attire (tuxedos or gowns) or limousines are permitted.

All school rules apply during all school-sponsored social functions.

NONSCHOOL-SPONSORED CLUBS AND ACTIVITIES

Non-school-sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The application for permission can be obtained from the Principal. The application must verify that the activity is being initiated by students, attendance is voluntary, no school staff person is actively involved in the event, the event will not interfere with school activities and non-school persons do not play a regular role in the event. School rules will still apply regarding behavior and equal opportunity to participate.

Membership in any fraternity, sorority, or any other secret society as defined by law is not permitted. All groups must comply with school rules and must provide equal opportunity to participate.

No non-district sponsored organization may use the name of the school or school mascot.

SAFETY & HEALTH

SAFE SCHOOL HELPLINE



The number one way to avoid a tragedy is "Awareness." If you have information about students or a situation that could be harmful to the students at Mifflin Middle School, please call the Safe School Hotline at 1-800-4-1-VOICE (6423) and dial extension 359 to leave the information in a message. They will not ask your name.

The life you might be saving could be your friends or your own.

FIRE DRILLS

Fire drills will be held at least once monthly. At the sound of the fire alarm ALL QUIET! NO TALKING PERMITTED. Students and all staff members will exit the building quickly and orderly. Cards are posted in each room with instructions to follow for the fire alarm. Become familiar with where each of your classes are to go when the fire alarm sounds.

- The following rules apply: Leave your room or area walking in an orderly manner. Leave all books and supplies in the room.
- Stay with your group or class until you receive the all clear to return to your class.
- Rapid dismissal drills will be held in cold or inclement weather.
- When the all clear is given, return quietly to your room, staying with your class or group.

SEVERE WEATHER/TORNADO DRILL

At the sound of the signal, QUIET IS IN ORDER, MOVE QUICKLY to your assigned area, be seated, and assume the safe position. There is to be NO TALKING in your safe area. Listen for instructions at the end of the drill or ALL CLEAR. Proceed quietly back to your room, staying with your group.

INTRUDER DRILLS

Periodically throughout the school year Mifflin Middle School will practice intruder drills. As it is with any emergency drills, we hope that it will not be necessary. However, at Mifflin MS we will continue to be proactive. During an "Intruder Drill" the students are expected to:

1. GET INTO A CLASSROOM
2. GET QUIET
3. TURN OUT THE LIGHTS
4. STAY OUT OF SIGHT.

Listen for instructions at the end of the drill or ALL CLEAR. Proceed quietly back and resume your classes.

INJURY/ILLNESS

The clinic is maintained for students who might be injured or become ill during the school day. If a student is injured or becomes ill they should report to their teacher and then to the office. Students are not to leave school because of illness without permission from the office. Students are not to stay in the restroom if ill. They are to report directly to the office. Students are not to call home if they are ill. The nurse or school official will contact the parent or guardian

EMERGENCY MEDICAL FORMS

State Law, (O.R.C. 3313.712), requires that a parent or guardian complete an "Emergency Medical Authorization" each year for their children enrolled at school. These forms will be maintained in the office and will accompany the student on all field trips sanctioned by the school. The purpose of this form is to make it possible for the parent/guardian to authorize emergency medical treatment for children who become ill or injured at school or its trips or activities. If in the opinion of the school officials an accident or illness is serious, the paramedic team will be called to examine the student. In all cases, every effort will be made to reach the student's parent or guardian.

DISPENSING OF MEDICATION TO STUDENTS

The Columbus Public Schools Board of Education will permit the distribution or dispensing of medical supplies or medication by approved personnel who are employees of the Board of Education. The school's nurse shall be responsible for the general management of medication and health programs. The nurse shall be the only person to give injections or supervise self-administered injections.

The following procedures shall be used in the administration of the policy:

1. Prescription medication will be the only medicine dispensed to students.

2. Written orders from a physician must be issued to the school stating:
 - a. Diagnosis
 - b. Name of medication and dosage
 - c. Time the medication is to be administered
 - d. Date medication is to begin and end
 - e. And adverse reactions that should be reported to the physician
 - f. Special instructions for the administration of the drug, including storage, sterile conditions, etc.
3. Written permission from the parent and/or guardian must accompany physician orders and medication.
4. Medication is not to be taken without the above information.
5. Non-prescription medication will not be given without physician's orders.
6. Medication must be sent to school in a container appropriately labeled by a pharmacist or physician. Medication is not to be sent in tissue, plastic wrap, etc.
7. Parents will furnish all medication.
8. The student is to bring the medication, physician orders and parent permission slip to the principal's office.
9. The school nurse will check the authenticity of medication. If further clarification is needed, the parents will be contacted.
10. All medication will remain in a locked cabinet either in the office or in the clinic area as indicated.
- 11 It is the student's responsibility to report to the appropriate area when medication is due to be given.
12. An adult must dispense all medication.

IMMUNIZATIONS

Each student should have immunizations required by law or have an authorized waiver. If a student does not have the necessary shots or waivers, the Principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the school nurse.

IMMUNIZATION REQUIREMENTS

Unless given a waiver, students must meet the following requirements:

Diphtheria: Four or more doses of DTP or DT (pediatric) vaccine or any combination thereof, is the minimum acceptable. Three Td diphtheria-tetanus toxoids, adult type is the minimum acceptable for children age seven and up.

Measles: Single dose of live measles virus vaccine or vaccine combination on or after 1st birthday and as additional dose of the MMR vaccine given at least thirty days from the first for all students entering the 7th grade.

Rubella: Same as measles.

Mumps: Same as measles.

Polio: Three oral or inactivated plus one oral vaccine booster.

Tetanus: Three Td (see Diphtheria).

CONTROL OF CASUAL CONTACT COMMUNICABLE DISEASES AND PESTS

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to communicable disease or highly transient pests, such as lice.

Specific diseases include diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will be only for the contagious period as specified in the School's administrative guidelines.

CONTROL OF NON-CASUAL CONTACT COMMUNICABLE DISEASES

In the case of non-casual-contact, communicable disease, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to insure that the rights of the person affected and those in contact with that person are respected. The School will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

Non-casual contact communicable diseases include sexually transmitted diseases, AIDS, ARC-AIDS Related Complex, HIV (Human-immunodeficiency), Hepatitis B, and other diseases that may be specified by the State Board of Health.

As required by federal law, parents will be requested to have their child's blood checked for HIV and HBV when the child has bled at school and students or staff members have been exposed to the blood. The law does not require parents or guardians to grant permission for the examination of their child's blood, but it does require the District to request that consent. Any testing is subject to laws protecting confidentiality.

NOTIFICATION TO PARENTS ON BLOOD-BORNE PATHOGENS

The District is subject to Federal and State regulations to restrict the spread of hepatitis B virus (HBV) and human immune deficiency virus (HIV) in the workplace. These regulations are designed to protect employees of the District who are, or could be, exposed to blood or other contaminated bodily fluids while performing their job duties.

Because of the very serious consequences of contracting HBV or HIV, the Arts Impact Middle School is committed to taking the necessary precautions to protect both students and staff from its spread in the school environment.

SALES

Students are not permitted to sell items of any kind in the school buildings without permission from the principal.

TELEPHONES

The office telephone is for business and emergency calls. Students will not be called out of class to answer the telephone; however, emergency messages may be delivered. The district prohibits the use of electronic communications devices such as cellular phones, etc. during the instructional school day. (See: **2. ELECTRONIC COMMUNICATION DEVICES**)

EDUCATIONAL TRIPS

Educational trips may be arranged throughout the school year to support classroom instruction and expand educational experiences for students. While students are on an Educational Trip they are expected to follow all school rules. No student will be permitted to participate in an Educational Trip unless all prerequisite requirements are met for each trip (i.e. emergency card in the office, parent permission form, money for the activities, etc.).

HALL ESCORT

Students are to be escorted throughout the building at all times. If a student needs to go to the nurse, office, restroom, etc. The classroom teacher will signal for an escort to take the student to that location by placing a hall escort sign on their door.

RESTROOMS

Permission to leave class or school activity to use the restroom will be granted on a limited basis. **In an effort to meet all student needs, it is beneficial that any student who needs to use the restroom frequently because of a medical problem should supply a copy of the medical records stating the condition to the school nurse.**

LOST AND FOUND

You need to be responsible for your own personal belongings. Make sure that all of your personal items are well marked with your name. Avoid bringing a lot of money or valuables to school with you. Found items will be kept for limited time in the Main Office

Mifflin MS SCHOOL OFFICE HOURS

Our school's Main Office is open from 7: 15 A.M. to 2:30 P.M. each school day.

I have read the Mifflin Middle School Student Handbook.

Student's Signature

Date

Parent's Signature

Date

Please return to school by October 1st

