



Mesopotamia Elementary School

2021-2022

Student/Parent Handbook

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4466 Kinsman Rd
PO Box 229
Mesopotamia, OH 44439
440-693-4125

www.bloomfieldlocalschools.org

Welcome to Mesopotamia Elementary! Our staff is excited to work to create the best possible learning environment for each of our students. We look forward to building lasting relationships with the entire school community. We believe that school plays an important role in the social, emotional and academic development of each child. For us to achieve this goal, it is imperative that the school and family work cooperatively as a team with a common focus – your child. Please review this information within this handbook to familiarize yourself with our policies.

Together, we can make a positive difference for the children in our community. We look forward to having a fun-filled school year! Please do not hesitate to contact us if there are any questions/concerns.

Joanna Lukz - Principal

Stacy King – Secretary

School Hours

Preschool 9:30am- 1:30pm

K-5th grades 8:30am- 3:30pm

Office Hours 8:00am-4:00pm

Bloomfield Middle/High School & Board Office

2077 Park Road West

North Bloomfield, OH 44450

440-685-4711

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SCHOOL INFORMATION

Mespo Elementary is a PBIS school.

Mission:

Mesopotamia Elementary School will provide a safe, positive learning environment where all students are guaranteed a quality education and a community atmosphere that fosters trust and mutual respect, so they become life-long learners.



Learning Objectives

1. Create a safe, positive learning atmosphere through teaching and modeling positive behaviors.
2. Foster and maintain mutual respect among staff, students and school community.

RESPECT: 4R's				
Bloomfield-Mespo Local School District	RESPECT FOR SELF	RESPECT FOR OTHERS (students and all adults)	RESPECT FOR PROPERTY	RESPECT FOR LEARNING

The purpose of school-wide PBIS is to establish a climate in which appropriate behavior is the norm.

Emergency Medical Form

Each student is required to have an emergency medical form on file in the school office.

Please notify the office and teacher in writing of any changes of the following information.

These records could be vital in case of emergency.

- Phone
- Address
- Marital status of parent/guardian (including name changes)
- Change of custody/court paperwork, denial of visitation or school records requests
- Alternate person to be called in an emergency
- Military Status – required by Ohio Department of Education
- Medical Information

SCHOOL CLOSING & EMERGENCY DRILLS



Announcements of school cancellations due to the weather are made over the radio and television stations. **Please do not call your school.** Check with the one of the following radio or television stations during inclement weather:

Channels 21, 27, or 33 local Youngstown stations.

The school system will also use the **OneCallNow™** system to notify families of school closings. **Please be sure to have a working answering machine on your home line to ensure you receive these and other important notifications.**



EMERGENCY DRILLS

Fire drills shall be scheduled by the building administrator each month during the school year. Rules for fire evacuation are posted in each classroom and include directions on the exits and alternative exits to use and the outdoor areas to proceed to upon leaving the building from the particular room. No person is to remain in the building during fire drills.

Tornado drills are held at various times during the school year. Students shall report to assigned areas as indicated in their classroom and remain there until an "all clear" is given by district personnel.

The principal/designee shall also conduct a minimum of one (3) safety drill each school year.

SCHOOL HOURS/CAR RIDER INFORMATION

DAILY TIME SCHEDULE (K-5)

School Opens: 8:30AM

Classes Start: 8:45AM

Dismissal Time: 3:15PM

Our student interactions model respect. Staff will greet and dismiss students with kind words.

Buses unload at the East entrance of the building at 8:30AM. If a student must be in the building due to temporary extenuating circumstances before 8:30AM, arrangements **must** be made through the office since classroom supervision is not available. **Students are not to be in the building or dropped off prior to 8:30AM.**

For Parents Who Transport Students:

- Students may arrive at the school at 8:30AM. As stated above, we do not have staff before that time and are unable to monitor early arriving students. Please keep in mind that students arriving after 8:45AM will be considered late/tardy.
- Parents will enter the East parking lot and pull up to the overhang/side door.
- As you approach the building, school personnel will direct you to the drop-off point.
- School personnel will help students by opening the car doors and assisting children into the building.
- After you have dropped your child off, you will proceed to the exit.
- Dismissal will work in the same way.
- All other school business, such as late arrivals (after 8:45AM), parent meetings, picking students up for appointments, etc. will be conducted through the front door. The public entrance, which is at the front of the building, should be used for all school business.
- Visitor parking is on the East side of the building.
- All visitors are expected to check in at the office.

ATTENDANCE



ATTENDANCE POLICY, HB410, AND PROCEDURES (Board Policy #5200)

Under Ohio State Law, the parent(s) or guardian(s) of minor students are responsible for insuring that their children are present in school and, when they are not in attendance, for notifying the school immediately as to the reason for absence.

The Board considers the following factors to be reasonable excuses for time missed at school:

- A. personal illness (a written physician's statement verifying the illness may be required)
- B. illness in the family necessitating the presence of the child
- C. quarantine of the home
- D. death in the family
- E. necessary work at home due to absence or incapacity of parent(s)/guardian(s)
- F. observation or celebration of a bona fide religious holiday
- G. out-of-state travel (up to a maximum twenty-four (24) hours per school year that the student's school is open for instruction) to participate in a District-approved enrichment or extracurricular activity
- H. such good cause as may be acceptable to the Superintendent
- I. medically necessary leave for a pregnant student in accordance with Policy 5751
- J. service as a precinct officer at a primary, special or general election in accordance with the program set forth in Policy 5725

Any classroom assignment missed due to the absence shall be completed by the student.

Excessive Absences

When a student of compulsory school age is absent from school with or without legitimate excuse for thirty-eight (38) or more hours in one school month, or sixty-five (65) or more hours in a school year, the attendance officer shall notify the child's parent or guardian of the child's absences, in writing. At the same time written notice is given, any appropriate intervention action listed herein may be taken.

Habitual Truant

A student will be considered habitually truant if the student is absent without a legitimate excuse for thirty (30) or more consecutive hours, for forty-two (42) or more hours in one (1) school month, or for seventy-two (72) or more hours in one (1) school year.

TARDY AND PARTIAL DAY ABSENCE

- TARDY/LATE - To school (1 hour 8:46 – 9:45AM)
- PARTIAL UN/EXCUSED – Students arriving any time after 9:45AM are considered a partial day unexcused unless accompanied by a medical excuse from a doctor.
- Preschool students will be considered tardy/late after 9:45AM up until 10:30AM. Then they will be considered a partial day unexcused unless accompanied by a medical excuse from a doctor.
- **Removing a student after a field trip or school function will count as a partial day unexcused absence unless for medical reasons.**

Parents are expected to call the school at **440-693-4125** between 8AM and 9AM when a student will be absent. If no call is received, the school will attempt to phone the parent/guardian at home. If there is no communication with the school or the child does not have a doctor's excuse upon returning to school, the absence(s) will automatically be counted as unexcused.



DOCTOR'S APPOINTMENTS

These appointments should be arranged outside of school hours if at all possible. However, they are for the purpose of maintaining good health and will be considered necessary if they cannot be arranged outside of school hours.

EARLY RELEASE/TEACHER INSERVICE

One time per month the students will be dismissed approximately at 1:45 p.m. to provide in-service training for the teachers. A calendar will be sent home with the dates for the year as soon as possible in the fall.

CAFETERIA GUIDELINES

Students eating in the school cafeteria are expected to display good manners and respect at all times. PBIS encourages students to follow directions, keep others safe by not sharing food, cleaning up their own space and listening to staff. Students are encouraged to be kind to others, take turns talking and listening in conversations while using an appropriate voice.

LUNCH COSTS

Lunch for students: **\$2.50**



Breakfast for students: **\$1.00**

Extras:

Milk (additional): \$0.50	Potatoes: \$0.80	Dessert: \$0.60
Main Dish: \$1.75	Vegetables: \$ 0.80	Fruit: \$0.50
Sandwich: \$1.75	Breadsticks: \$0.30	Cookie/Muffin: \$0.40
Salad: \$0.90	Bread & Butter: \$0.20	

FREE/REDUCED LUNCH

Forms will be sent home at the beginning of the school year. Families applying for free or reduced lunches must complete the form(s) required by the State of Ohio for each student in your household and returned to school for the food service supervisor's approval. Forms may also be requested throughout the year as circumstances change.

Reduced Lunch: \$1.00

Reduced Breakfast: \$0.50

MONEY BROUGHT OR SENT TO SCHOOL

Children may bring money for lunch or other purposes specified by the school. EACH CHILD IS RESPONSIBLE FOR HIS/HER OWN PROPERTY.

When bringing money to school for educational purposes, please send a note stating the purpose.

When sending checks please make them payable to the BLOOMFIELD-MESPO LOCAL SCHOOLS unless otherwise notified. It is, also, most helpful to the homeroom teachers if SEPARATE CHECKS are sent for each child when there is more than one child in the school.

Clinic

The clinic is a place where the Nurse will help students to feel safe and supported.



ADMINISTERING MEDICINES TO STUDENTS

BLOOMFIELD-MESPO Board of Education policy states that all medication for students to be administered by a parent at home.

Please contact the nurse and fill out proper forms if your child has prescription medication that needs to be administered during the school day.

When students require a prescription medication during school hours, designated personnel may administer medication under the following conditions:

- The building administrator has received a written request signed by the parent or guardian that the prescription drug be administered to the student.
- The administrator receives the completed form "Physician's Request for the administration of Medication by School Personnel." This form may be obtained in the building Principal's office.
- Parent or guardian shall submit a revised statement signed by the physician in the event any of the information originally provided by the physician changes.
- The parent or guardian shall deliver the medication to school and be received by the designated employee in a container in which it was dispensed by the prescribing physician or licensed pharmacist.
- The Board of Education authorizes the Building Administrator or designee (school nurse, school secretary) to administer medication when all of the above conditions are met.
- The parent/guardian will retrieve any unused medicine from the office. **Medicine will not be transported to or from school by students.**
- **Any over the counter medications must be properly labeled and have both the physician's orders and signature as well as the parent's/guardian's signature**

ALLERGIES AND BEE STINGS

Parents are responsible for informing the school of the child's allergies, especially allergy to bee stings. In the case of a bee sting allergy, the parent is responsible for providing the school with the necessary bee sting medication kits and the doctor's statement about how the medication is to be administered. **Students are not permitted to carry medications, such as EpiPens, to and from school. If there is a need for an EpiPen on the bus as well at school, please be sure to provide one for the school and the bus. Please call the office for more specific details.**

Illnesses

In order to keep your child and other children in the building as healthy and ready to learn as possible, we ask that you PLEASE KEEP YOUR CHILD HOME IF THEY ARE ILL!

The following symptoms /conditions may indicate the start of a communicable disease. In order to prevent spreading the germs of a contagious disease, please follow these simple guidelines:

PLEASE KEEP YOUR CHILD HOME from school if he/she has any of the following symptoms:

- Temperature of 100 degrees or higher in the last 24 hours. Please do not send children back to school until they have been fever free for 24 hours without fever reducing medications such as Tylenol or Motrin.
- Vomiting or Diarrhea in the last 24 hours.
- Severe cough.
- Undetermined rash.
- Conjunctivitis/pink eye- redness or itching of eyes and usually yellow/green crust on lids, especially in the morning. May return 24 hours after treatment with antibiotics. **Must have a Doctor's excuse.**
- Impetigo-24 hours after treatment has begun; draining sores must be covered. **Must have a Doctor's excuse.**
- Strep throat- may return 24 hours after treatment with prescription medicine and NO FEVER. **Must have a Doctor's excuse.**
- Ringworm- may return 24 hours after treatment by a doctor and must be covered with bandage. Excluded from all contact sports until sores are gone. **Must have a Doctor's excuse.**
- Scabies- after treatment with prescription medicine. **Must have a Doctor's excuse.**

Influenza/FLU- influenza is an airborne transmitted viral disease characterized by:

- Fever of 101-104 degrees for several days
- Muscle aches and weakness; may last 2-3 weeks
- Extreme fatigue
- Headache
- Respiratory symptoms similar to the common cold (cough, congestion, sneeze)
- Nausea, vomiting, and diarrhea
- Incubation is short, usually 1-3 days from contact. Your child may be communicable for 7 days, adults for 3-5 days.

Whenever your child sees the doctor, please provide the school with a doctor's excuse for the absences. Feel free to call the clinic if you have questions or concerns about your child's health.

INSURANCE

The school assumes no responsibility for covering students with insurance either during the regular school day or at extra-school functions. Information is available to students and parents at the beginning of the school year as to how they may purchase such insurance coverage.

Academics

Students learn best when support is given to encourage them. Our PBIS program support students to be responsible and give their best in everything they do.

REPORT CARDS

Your child will receive a report of progress (report card) at the end of each nine week grading period. If for some reason your child fails to bring home his/her report card, please contact the school.

INTERIM REPORTS

An Interim Report for students in grades 3-5, will be sent home in the middle of the 2nd, 3rd, & 4th nine week grading periods. These reports are intended to update the parent on the progress of the students.

GRADING SCALE (Grades 3-5)

Grades are placed on the report cards According to the following scales:

A 92-100%

B 83- 91%

C 74- 82%

D 66- 73%

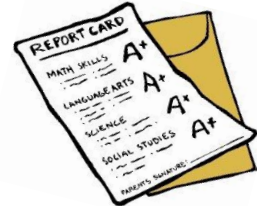
F 0- 65%

O = Outstanding

S = Satisfactory

N = Needs Improvement

U = Unsatisfactory



Subscript grades may be used when a child has been moved down from the regular grade level program, or the grade level program has been significantly modified to meet the child's reading ability.

HONOR ROLL (Grades 3-5)

To earn a place on the Honor Roll, a student must achieve all A's and B's, and nothing less than an S (Satisfactory). A grade of "NI" (Needs Improvement) or "U" (Unsatisfactory) disqualifies a student from the Honor Roll. To earn a place on the Superior Honor Roll, a student must achieve all A's and nothing less than an "S" (Satisfactory).

HOMEWORK (AG #2330)

All homework assignments should have a specific purpose related to the learning objectives of a program or course and be appropriate to the grade level and the abilities of the students involved. Students who have an excused absence are permitted to make-up or turn in homework upon their return to school. A student will be given the number of days they were absent to make up missed work, and it is their responsibility for getting missed assignments.

Students who miss five homework assignments will receive after school detention.

Parental support is needed for students to be successful with homework assignments.

CHEATING

Cheating is a serious compromise of a student's integrity, and will not be tolerated. If cheating is discovered, the student's work will be confiscated and a failing grade may be recorded for the work. Parents will be notified. A second offense in any course will result in disciplinary action, which may include suspension from school. Plagiarism is copying someone else's words and using them as your own. Any acts of plagiarism intentional or accidental will be considered as cheating.

PARENT CONFERENCES

Parent/teacher communication is vital to the success of our students. Formal conferences will be scheduled during the first and third quarters of the school year. Parent/teacher communication is not limited to formal conferences. Parents are encouraged to contact teachers if they or their children have any needs.

SCHOOL PROGRAMS



Children who are participating in any program throughout the school year are expected to be at the program on time to take his or her part. Family vacations, student illness, religious reasons, and emergencies are reasons for not attending programs. It is the parents' responsibility to inform the instructor as to why the student did not participate and his/her grade in music will reflect the absence if an appropriate reason is not given.

ASSEMBLIES

- Students will display courtesy toward all people presenting programs.

(Applause will be appropriate and appreciative. There will be no booing, stamping of feet, whistling, screaming, or any other disrespectful behavior.)

- Students will enter the gymnasium and walk to their seats by designated routes.
- Students will sit properly.
- Students exhibiting inappropriate behavior will be removed from the assembly. If removed, discipline measures according to the handbook will be applied.
- Students will leave the gym appropriately, leaving one class at a time under the teacher's or monitor's directions.

ACADEMIC TIME

Academic time will be protected at Mespo. Limits will be placed upon how much time children are out of the classroom for special events including assemblies and field trips. These events will have academic purpose and will be approved by the building administrator.

TEXTBOOKS

Textbooks will be supplied by the school. Students are expected to care for them as if they were their own. Any textbook that is lost or damaged during the school year will have to be replaced or rebound and may necessitate a fine to the student.

INVITATIONS TO BIRTHDAY PARTIES

To avoid hurt feelings, Mespo Elementary does not permit students to issue invitations to personal birthday parties unless the invitation is extended to the class as a whole or to ALL of the boys or to ALL of the girls.

TREATS

Some parents may want to honor their child's birthday by sending a treat for the entire class. THE TREAT SHOULD BE SIMPLE (CUPCAKES, COOKIES, SMALL CANDY BAR, ETC.) Time away from academics will be limited. A note should be sent in advance to the teacher.

PICTURES

The school selects a photographer to take student pictures. Parents will be advised of picture dates and pricing prior to picture day.

GUIDANCE

The guidance counselor is here to support students and families and will be available if students are in need of help. Please call the office if you have specific concerns that our guidance counselor can assist you with.

LIBRARY

Any student who checks out materials is responsible for returning such materials on time and for seeing that the materials are kept in good condition. Fees will be charged for late returns and lost books. Report cards will be held if fees are not paid. Students who do not follow LIBRARY procedures will be denied access to LIBRARY privileges.

COMPUTER USE

The computers are intended for student research and word processing. Students must have an acceptable use policy on file with the school office in order to use the computers. Students will not be able to use these computers for pleasure, games, chat rooms, or for sending/receiving e-mail.

PHYSICAL EDUCATION

Respect and being kind is the expectations while transiting and in PE class. Respecting personal space of others, being mindful of your surroundings, and playing safely are the expectations of this class.

Students MAY NOT be excused from physical education unless an injury or illness is a factor. If a doctor's excuse prohibits specific physical activity, the teacher may give alternate assignments.

Students are expected to wear proper attire to school or bring the appropriate things necessary on gym days. A letter with your child's gym days will be sent home to help with this issue.

STANDARDS FOR OHIO EDUCATORS

The State Board of Education adopted a Licensure Code of Profession Conduct for Ohio Educators on March 11, 2008. The professional conduct of every educator affects the attitudes towards their profession.

The Licensure Code of Professional Conduct for Educators serves as the basis for decisions on issues pertaining to licensure that are consistent with applicable law, and provide a guide for conduct in similar situations that have profession implications for all individuals licensed by the State Board of Education.

The Licensure Code of Professional Conduct for Educators can be viewed in its entirety on the Ohio Department of Education website.

SUBSTITUTE TEACHERS

When a substitute teacher is asked to assist our school because of the absence of a faculty member, he/she is considered, and should be treated, with the same respect and attention to direction as any faculty member. Substitute teachers have a difficult job, and to insure that we continue to offer our students the best education possible, we must expect substitutes to carry on with instruction in the classroom. We must depend upon and expect student cooperation in every possible way to guarantee that teaching and learning continue.

FUNDRAISING

We continue to reach out to our community stakeholders to build community engagement and involve them throughout our school year.

Each year, as a service to our school, the P.T.O. selects at least one major fund raising project. Through this effort, students have been provided materials that increase the value of our school's total educational process. The following guidelines have been established in regards to fundraising in the Mespo building:

- Although all families will be contacted, no one is obligated to purchase the product.
- The campaign will not be conducted on a door-to-door basis.
- The product will not be designed to compete with other community sales.
- The sale will be conducted in as brief a period of time as possible.
- The product will be "in good taste".
- All monies should accompany purchase unless otherwise stated.

SOLCITATION

Students are not to solicit money from any other student or school personnel unless a project has been approved by the principal.

LOST AND FOUND

The lost and found area is located in the office. Students may go to the lost and found area in the office with the permission of their teachers. Unclaimed items will be given to charity at the close of the school year.

VISITORS

Visitors are encouraged to be hospitable and respectful to staff and students. All will be greeted with respect and they are expected to reciprocate it.

The Bloomfield-Mespo Board encourages parents/guardians and other citizens of the district to visit and observe the work of the schools. If you plan to observe your child's class, prior notice to the office and classroom teacher should be given. Planned parent visitations may be scheduled one time each semester.

ALL VISITORS are expected to enter the school through the front entrance to check in with office personnel. At this time a visitor's pass will be given to the visitor if they are going to be in another part of the building. When there are special programs at the school, parents will be directed to the appropriate entrance.

Please remember that teachers have many other students for which they are responsible for in their classrooms. For this reason, parents are not permitted to drop in without an appointment.

ANIMALS AT SCHOOL

Students are not permitted to bring animals to school. The only exception to this rule is in the case of a student who must have a service animal because of a disability and will be in accordance with Board of Education Policy #8390 ANIMALS ON DISTRICT PROPERTY.

GUARDIANSHIP

Guidelines to be followed by the Bloomfield-Mespo Local schools when working with children of divorced parents:

- The custodial parent must provide proof of legal custody by submitting a copy of the divorce papers including visiting rights or non-visiting rights at the time of enrollment.
- The school will release students only to the custodial parent. No student will be released to anyone other than the custodial parent unless the custodial parent has given written authorization to do so.
- Either parent may have equal access to grades unless there is a court order to the contrary.
- Either parent may have access to the health records unless there is a court order to the contrary.
- Either parent is entitled to a parent conference unless there is a court order to the contrary.
- Either parent may visit the class by appointment to observe unless there is a court order to the contrary. Planned parent visitations may be scheduled one time each semester.

OPEN ENROLLMENT

Open enrollment students will be evaluated on a yearly basis by the superintendent in consultation with the school principal, according to administrative guideline #5113.

Conduct

Students are expected to follow the 4 R's:

RESPECT: 4R's			
RESPECT FOR SELF	RESPECT FOR OTHERS (students and all adults)	RESPECT FOR PROPERTY	RESPECT FOR LEARNING
Keep hands, feet, and objects to self	Sit safely with back to back; feet to floor Walking feet	Students will go to their assigned seat and remain in their seat until leaving	Listen to bus driver Appropriate voice

Bus Regulations

Student and Parents Responsibilities:

1. Parents and students must assume that school bus transportation is a privilege to the student, not a right.
2. Students will ride on assigned buses. **Students will only be permitted one drop-off point in the evenings. Parents may not request their children to be dropped off at various points**

throughout the district as this could cause confusion for the student and difficulty for the drivers.

3. Parents are responsible for the safety of students while going to and from pickup points and for meeting the bus on schedule.
4. Buses operate on a time schedule as outlined by the transportation administrator.
5. Parents will be responsible for any damage to a bus by their children.
6. Eating and littering are not permitted on buses.
7. Noise on a bus shall be kept to a minimum at all times to assure safety of operation.
8. Radios, iPods, MP3 players, and cell phones are not permitted on the bus.
9. Absolute quiet must be maintained at railroad crossings or other danger areas.
10. Nothing shall be thrown out of the bus, nor anything held so it extends out of the window.
11. All parts of students' bodies shall be kept inside the school bus at all times.

12. Students are to be waiting at the curbside of the road to board the bus when it stops in the morning.
13. Students must be at least ten feet from the road when waiting for the bus.
14. Students are to sit three to a seat and no standees shall be allowed as long as seats are available.
15. Seats may be assigned by driver to maintain order and for evacuation purposes. The driver has the authority to enforce the above regulations. The pupils shall conduct themselves on the school bus as they would in a classroom, except that reasonable visitation and conversation are permissible. Continued disorderly conduct or refusal to submit to the authority of the driver shall be sufficient reason for refusing transportation service to any pupil. When it becomes necessary to refuse transportation to a pupil due to misconduct, the school administration shall notify the parents of such refusal with a full explanation for this action. The bus driver then shall not permit the pupil to board the bus until the suspension has been served. It is the parents' responsibility to transport the student to school. Any days missed will be unexcused absences.
16. All school rules and regulations shall apply at bus stops and on the bus. The driver is instructed **NOT TO STOP AT A DRIVEWAY AND WAIT** for a student. As long as the bus is on time, students are expected to be at the road waiting for the bus each morning.
17. Students are expected to remain on the bus until 8:30AM.
18. In the afternoon students are to board their assigned bus on the East side of the building.

See Board of Education Policy 5610.04 for more information on SUSPENSION OF BUS RIDING/TRANSPORTATION PRIVILEGES

WALKERS

Elementary students are not permitted to walk to and from school without a parent or guardian.

BICYCLES

Students are not permitted to ride bikes to school.

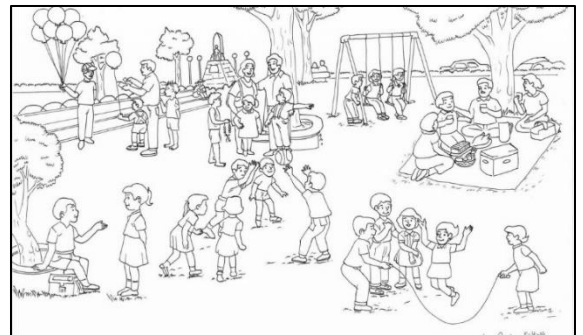
PLAYGROUND: Students are encouraged to play safe, use kind words and include others while playing.

- Playground equipment should be used in the manner for which it is intended; i.e., swings are for swinging, slides are for sliding, monkey bars are for climbing, etc. Playground safety rules are to be observed.
- Students taking out equipment are responsible for its return.
- Students will keep within the boundaries of the playground.
- Students are to line up immediately upon the teacher's signal.
- Gum and food are not permitted on the playground.
- There will be no rough housing tactics on the playground such as fighting, bullying, shoving, tackle football, throwing of rocks, etc.

DRESS CODE

Students are expected to have a respect for themselves and wear clean clothing that fits properly and to be worn according to the purpose for which it was designed. Any type of dress or grooming that distracts from the educational process or causes concern for health, safety or general well-being of the student will be considered improper .

- Shirts must cover shoulders.
- Exposure of any part of the torso is prohibited.
- Clothing that bears statements, slogans, images, or insignia that are indecent, obscene, profane, lewd or vulgar is not permitted.
- Footwear must be safe and fit appropriately (no flip flops).
- No visible body, facial or tongue piercing will be permitted with the exception of the ears.
- All undergarments should be concealed.
- Hats are not permitted during school hours (unless on "theme" days).
- Dresses, skirts, and shorts must be at an appropriate length.
- Apparel or jewelry that may pose a safety hazard.
- Tennis shoes are required for physical education class.
- Dress Code Guidelines: It must be understood that final interpretations of appropriate dress and grooming will reside with the building principal and/or designee.



Bullying (BOE Policy #5517)

Students are expected to respect: self, others, property and learning.

Harassment, intimidation, cyberbullying, or bullying of any student on school property, on a school bus, or at school sponsored events is strictly prohibited. Students found responsible for harassment, intimidation, cyberbullying, or bullying may be suspended.

Harassment, intimidation, cyberbullying, or bullying means an intentional written, verbal, electronic, or physical act that a student exhibits toward another particular student more than once and the behavior causes mental or physical harm, and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment.

Students are encouraged to promptly report incidents of harassing conduct to an administrator, teacher, or other school district official so that it may be investigated before the conduct becomes severe, persistent, or pervasive.

Cyberbullying (BOE Policy 5517.01)

Many students have access to social networks such as Facebook. While these networks can be a nice way for students to communicate, they can also be a place where bullying may occur. Please be advised that the school becomes involved on a disciplinary basis when the educational process is disrupted by inappropriate use of the above-mentioned networks, cell phones, email, or other technology.

SEARCH AND SEIZURE

(Board Policy #5771)

School authorities are authorized to search a student of his/her property (including vehicles, purses, knapsacks, gym bags, etc.) with or without the student's consent; whenever the School authorities reasonable suspect that a search will lead to the discovery of evidence of a violation of law or school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age. General housekeeping inspection of school property may be conducted with reasonable notice. Student lockers are the property of the School District and students have no reasonable expectation of privacy in their contents or in the contents of any other District property including desks or other containers. School authorities may conduct random searches of the lockers and their contents at any time without announcement. Unannounced and random canine searches may also be conducted.

PERSONAL BELONGINGS

Technology Devices: Personal Communication Device (PCD) are to stay in his/her book bags and if a student is caught with his/her devices they will be confiscated. The students' phones or other devices will be brought to the office and their parents will be called. (See Board Policy 5136).

Items Not Permitted: Students are not permitted to bring toys, gaming devices or other personal items to school unless given permission by their teacher to do so. Students are responsible for the care of their own personal property. Valuables should not be brought to school. This would include such items as: collections, extra money, jewelry 10 and items of sentimental value. The school will not be responsible for personal items. Students are not permitted to bring any item that is too large to put in their book bags. Students are not permitted to bring any items which could be considered a weapon or weapon look alike.

OFF-LIMIT AREAS

All students are reminded to behave and be respectful of property of the school.

The faculty work room, office, kitchen, teacher desks, staff restroom, school storage areas and any other area to which a student is not assigned at a given time are considered off-limits, and corrective action will be taken should a student breach these off-limit areas.

SCHOOL DISCIPLINE

PBIS strives to be consistent, reasonable, fair, age appropriate, and matched to the severity of the student's misbehavior. Consequences that are paired with meaningful interventions, instruction and guidance (corrective feedback and re-teaching) offer students an opportunity to connect their misconduct with new learning, participate in contributing back to the school community, and are more likely to result in getting the student re-engaged in learning. Our school focuses on positive expectations. When students are not able to make good choices, consequences will be embedded with best practices to support the child's wellness.

POINTS TO KEEP IN MIND WITH REGARDS TO MISCONDUCT:

1. Every attempt shall be made to be as fair as possible as well as firm as possible.
2. Proper behavior is something we all must learn. It is perhaps the most important.
3. You may have the right to decide not to learn in a Democracy, however, you have no right to interfere with the education of others in anyway.
4. The administration and teachers do not punish students when they show improper conduct. They only take corrective action hoping that it will not happen again.
5. A constant effort will be made to keep a few students from giving the entire student body and Bloomfield-Mespo Schools a poor reputation.
6. Please note that this Policy is in compliance with Ohio Law 3313.661.
7. All possible conduct could not possibly be listed. In other cases of misconduct the corrective action taken will relate as closely as possible to the offense.
8. Rules and regulations defining every type of pupil behavior is neither practical nor possible. Students at Bloomfield-Mespo Schools are expected to behave and obey school rules, regulations, and procedures, and to practice good citizenship at all times.
9. In order to provide an efficient school, a certain level of student discipline is necessary. In providing this environment, we feel that the following rules and regulations can act as positive guides.
10. The violations involve corrective action for one year at a time.
11. Parents are to be notified whenever possible of serious or repetitive infractions.
12. Flagrant disregard for any or all school rules may result in an out-of-school suspension of not less than one, nor more than 10 days and may be followed with a recommendation for expulsion.

Nature of Misconduct	1 st Offense	2 nd Offense	Every Offense Thereafter
Disturbance of substitute teacher's room	1 detention	2 detentions	1 day OSS
Class disturbance (same teacher)	1 detention	2 detentions	1 day OSS
Rowdyism	2 detentions	3 detentions	1 day OSS
Profanity or obscene gesture	3 detentions	5 detentions	1 day OSS
Passing or writing of obscene material	3 detentions <small>**Notify Parents on all offenses</small>	5 detentions	1 day OSS
Refusal to follow a reasonable request	1 detention	2 detentions	1 day OSS
Gambling	3 detentions	1 day OSS	3 days OSS
Assembly disturbance	3 detentions	Loss of assembly privileges	
Illegal use or possession of tobacco, e-cigarettes/vaporizers, drugs, drug paraphernalia, look alike drugs, or alcoholic beverages	10 days OSS, intervention program, possible referral to law authorities	Expulsion, possible referral to law authorities	
Selling or distribution of drugs, drug paraphernalia, look alike drugs, or alcoholic beverages	EXPULSION, notify law authorities		
Fighting/provoking a fight	3 days OSS	5 days OSS	10 days OSS expulsion
Persistent disobedience	3 days OSS	5 days OSS	10 days OSS expulsion
Public display of affection	Warning	3 detentions	2 days OSS
Leaving school grounds (and returning)	1 day OSS	2 day OSS	3 days OSS
Student in unauthorized or "off limits" school area without permission, or trespassing	1 day OSS	3 days OSS	5 days OSS
Threatening	3 days OSS	5 days OSS	Expulsion
Arson, bomb threat, improper 911 call	10 days OSS Possible expulsion <small>**Notify law authorities on all offenses</small>	Expulsion	
Setting off fire alarm	3 days OSS <small>**Notify law authorities on all offenses</small>	10 days OSS	Expulsion
Sexual Harassment	Subject to administrative discretion-consequences could involve detention, suspension, or expulsion.		
Possession of a firearm	Expulsion for 1 calendar year, notify law authorities		
Possession of a knife other dangerous weapon	3 day OSS	5 days OSS	Expulsion
Failure to care for school supplies/equipment, etc	Damaged property must be paid for		
Possession or use of firecrackers or other explosive devices such as smoke bombs, etc	10 days OSS possible expulsion, possible referral to law authorities, all offenses	Expulsion	
Damage to property/Vandalism	3 days OSS • Possible referral to law authorities all offenses • Parents will reimburse damages to the district for all offenses.	10 days OSS	Expulsion
Theft, extortion, or removal without permission	3 days OSS possible referral to law authorities, all offenses	5 days OSS	10 days OSS
Cafeteria disturbance	1 day OSS	3 days OSS	5 days OSS

Failure to serve administratively assigned detention	1 additional detention	1 day OSS	2 days OSS
Violation of dress code	Warning	1 detention	2 detentions
Hazing/bullying/cyberbullying	Subject to administrative discretion-consequences could involve detention, suspension, or expulsion		
Assault and/or battery of a school employee	EXPULSION, possible referral to law authorities		
Serious disturbance of detention hall	2 days OSS	10 days OSS	Expulsion
Violation of OSS by coming on school grounds	5 days OSS	10 days OSS	Expulsion
Forging	3 detentions	1 day OSS	3 days OSS
Student assaulting student (verbal)	3 detentions	1 day OSS	3 days OSS
Leaving class unexcused	1 detention	2 detentions	3 detentions
Sleeping in class	Warning Parents notified	Warning Parents notified	1 detention
Cheating/plagiarism	Parent notified No credit for work	2 days OSS No credit for work	5 days OSS No credit for work
Unprepared for class	Warning Parents notified	Warning Parents notified	1 detention
Student battery of a student (possible referral to law authorities)	3 days OSS	5 days OSS	10 days OSS Expulsion
Disrespect, insubordination	1 day OSS	3 days OSS	5 days OSS
Bus misconduct	Administrative discretion, possible suspension from the bus for all offenses. All school rules apply to student bus travel.		
Use/possession of tobacco	3 days OSS	5 days OSS	10 days OSS Possible expulsion
Missing/late homework assignments x 3 in grades 3 rd -5 th , x 5 in grades PS-2 nd	1 detention	2 detentions	3 detentions

Please Note: While parent input is valued, it cannot be part of corrective action applied by school officials.

Bloomfield-Mespo Local School District

ANNUAL NOTICE TO PARENTS

For information regarding the following titles, please refer to the Bloomfield-Mespo Local School District's website www.bloomfieldmesposchools.org (Under the District Tab-Board Policy)

Civil Rights Compliance Officers (PO 2260 – Nondiscrimination and Access to Equal Education Opportunity)

Accessibility of District Facilities (PO 9160 – Public Attendance at School Events)

Parents' Right to Know (PO 2261.02 – Title 1 – Parents' Right to Know)

Highly Qualified Teachers (PO 2261.02 – Title 1 – Parents' Right to Know)

Highly Qualified Paraprofessionals (PO 2261.02 – Title 1 – Parents' Right to Know)

Title 1 Program (PO 2261 – Title Services)

Annual Review of Assessment Results (PO 2623 – Student Assessment and Academic Intervention Services)

Homeless Students (PO 5111.01 – Homeless Students)

Bullying Statement (PO 5517.01 – Bullying and Other Forms of Aggressive Behavior) – also available via the 'Bullying Information' link of the district website

Directory Information (PO 8330 – Student Records)

Access to Information – College Recruiters

Protection of Pupil Rights Amendment (PPRA)

Notification of Rights under FERPA for Elementary and Secondary Schools

Special Education – Child Find

Special Education – IDEA-A

PBIS–HB 318 revised Ohio Revised Code 3319.46. Requires each school district to implement a PBIS framework for all of schools in the district.

Restraint & Seclusion Parental Notification

Monitoring and Complaint Procedures

Annual Report Card – available via the 'Report Card' link on the district website or Ohio Department of Education's Website (reportcard.education.ohio.gov)