MANCHESTER ELEMENTARY

2026-2027

Parent-Student Handbook

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Manchester Local Schools
2026-2027 Academic Calendar - Proposal 2

August 2026

Su	M	Tu	W	Th	F	S
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2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2026

Su	M	Tu	W	Th	F	S
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October 2026

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November 2026

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29	30					

December 2026

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27	28	29	30	31		

January 2027

Su	M	Tu	W	Th	F	S
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24	25	26	27	28	29	30
31						

February 2027

Su	M	Tu	W	Th	F	S
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28						

March 2027

Su	M	Tu	W	Th	F	S
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21	22	23	24	25	26	27
28	29	30	31			

April 2027

Su	M	Tu	W	Th	F	S
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11	12	13	14	15	16	17
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May 2027

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30	31					

June 2027

Su	M	Tu	W	Th	F	S
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July 2027

Su	M	Tu	W	Th	F	S
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- Open House
- District In-Services
- First and Last Day of School for Students
- Student Days
- End of Grading Period
- Report Cards
- Parent Teacher Conference* *Early Dismissal for Students
- NO SCHOOL (for Staff or Students – in lieu of PTCs)
- Holidays
- Early Release (Scheduled)
- Make-Up Days Students ___ Staff ___

Days per Month	Staff	Students
August	11	8
September	21	21
October	21	20
November	16	15
December	14	14
January	19	18
February	19	18
March	21	19
April	22	21
May	+18	18
TOTAL	182	172

WELCOME

Welcome to Manchester Elementary School! This handbook is for your use to make you and your parents* aware of the rules, policies, and information necessary for a successful year. We urge you and your parents to read this book carefully and keep it handy for reference. Please contact your building principal if you have any questions. We value your input and know that by working together, (students, parents, school staff, and community), our school district will improve in its quality of education and you will be proud to say, “I am from the Manchester Local School District.” Have a great year!

* In this handbook any reference to parent or parents is meant to include the court appointed guardian.

ARRIVAL AND DISMISSAL

Students may arrive at 7:00 AM
Classes begin at 7:40 AM
Dismissal - 2:20 (Busers)
2:27 Walkers & Pick-ups: These students will be released by intercom after buses leave the parking lot. All Parents/Guardians cannot be at the entrance of the school doors during bus dismissal as it is a safety issue. Please either stay in your vehicle or in the parking lot on the other side of the buses. Again, this is a safety plan to keep all students safe. Once all buses leave, parents and guardians may move towards the school entrance doors to pick up their children.

EDUCATIONAL PHILOSOPHY

We believe in the following educational philosophy for Manchester Elementary:

Vision Statement

The Manchester Local School District is dedicated to providing students sound educational opportunities supported by a community inspired to help them reach their potential.

Belief Statements

We believe that:

- All children can learn.
- The instructional program must be challenging and provide appropriate opportunities for all students.
- Technology is an integral part of an instructional program.
- School employees are accountable for the work they do and for the things over which they have control.
- Our schools must provide a caring, friendly, and safe climate for learning.
- Our schools are an integral part of and belong to our community.
- Public education is vital to community development and well-being.
- Our school facilities and equipment must be able to support quality education.
- High expectations of individual behavior and achievement will encourage each student and district employee to realize his/her potential.
- Learning brings joy and is a lifetime pursuit for students and employees.

Parameters

- The educational needs of our students will be our highest priority.
- The physical and emotional health, safety, and welfare of our students will not be jeopardized.
- We will not allow the lack of funds to impede the pursuit of quality education.
- We will communicate openly, honestly, and in a timely manner to foster trust and understanding.
- No significant change in operation will be implemented unless mandated by law without student, employee, and community involvement in the planning process.
- In order to ensure efficient and effective use of resources and maximum educational value, we will not institute or continue programs without cost/benefit analysis.

ENROLLMENT/WITHDRAWAL PROCEDURES

ENROLLMENT

1. Students are considered enrolled in school on the first day of the school year, if they were enrolled in this district the last day of the prior year.
2. In order to keep school records correct, please notify **IN WRITING** any change in student's address, phone number, parent's work number and emergency phone number.
3. In the event of a change in custody, a copy of the Court Orders pertaining to the child's custody will be given to school officials.
4. Parents wishing to enroll a student for the first time should report to the school office. We will need a copy of the student's birth certificate, papers showing proof of custody and residency. A copy of the student's social security card is also required. If entering from another school district, please present any official records from the elementary or secondary school he/she most recently attended including an I.E.P. if applicable. In the absence of these, within a twenty-four hour period, the school will request an official transcript from that past school. If records are not received within 14 days of the date of request, then the school shall notify the proper law enforcement agency pursuant to the Missing Child Act.
5. Students wishing admission from a non-charter or home school will be required to take an exam to be administered by district personnel to determine placement.
6. Each year the school will require parents to update student information online, which includes an updated **EMERGENCY MEDICAL AUTHORIZATION FORM**. This authorizes emergency treatment for students should they become ill or injured while under school authority. This can be very important if parents cannot be reached immediately. Any existing physical conditions should be noted on this form.
7. Manchester Local School District complies with the Ohio Department of Education's Plan and State and Federal laws for the education of homeless students. Please refer to MLSD Board of Education Policy: 5111.01 or to Mr. Roberts for questions.

WITHDRAWAL

1. The office should be notified as far in advance as possible if a student plans to transfer.
2. The student should obtain the appropriate forms from the office and have them completed by the teacher(s).
3. All books and other property must be returned, all fees paid, and forms completed and returned to the office. This will allow a student's records to be forwarded to the new school.

HOMELESS STUDENTS

Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the District. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in gifted and talented programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on lack of proof of residency. For additional information contact the liaison for Homeless Students at 937-549-4777 ext. 3108 (Tina Osman).

CHILDREN AND YOUTH IN FOSTER CARE

Students who meet the Federal definition of "in foster care", including those who are awaiting foster care placement, will be provided a free appropriate public education (FAPE) in the same manner as all other students of the District. For additional information see Policy 5111.03.

PRE-SCHOOL FEES

The Board hereby sets the 2026-2027 preschool fees that are required by the Ohio Department of Education to participate in the Early Childhood Education Entitlement State Funding. These fees will be set upon the approval of the 2026-2027 state budget. Please contact Mr. Nick Roberts or Mr. Tate Skinner for these amounts.

ATTENDANCE - ABSENCE

According to Ohio Law, pupils must attend all sessions of school unless there are necessary reasons for being absent. Unless there have been prior arrangements, **the parent must notify the school as early as possible on the day of student's absence.** If the school does not receive notification by 9:00 AM on the day of absence, then an attempt will be made to notify the parents.

1. Following an absence, the student should present a note written by his/her parent/guardian to the teacher or the school secretary with the following information:
    a. date of absence
    b. reason for absence
    c. signature of parent EXAMPLE:
    "To whom it may concern: Joe Smith was at home on 9-27-2022. He had the flu. -Mr. John Smith "

2. Students will show the admission slip to their classroom teachers for their signatures and to receive missed assignments.
3. If there is not proper notification, the absence will be unexcused. Students should bring in their absence note, the day they return to school and no later than 3 days after returning. Any unexcused absence or suspension may result in the student receiving a "0" for class work missed. The student is responsible for any missed assignments, or activity of any nature that can be made up. We ask for the parent's cooperation to see that this is done within a three (3) day period following the absence.
4. The following will be considered reasons for excused absence:

a. Illness, injurious accident, contagious disease.
b. Serious illness or death in the immediate family.
c. **Emergency** medical or dental attention.
d. Authorized religious holidays.
e. Absences **approved in advance** by the school principal. **Up to 5 days can be approved for a family vacation.** Requests for approval must be submitted in writing at least 2 days prior to the first day of absence.

5. Any homework or tests assigned prior to the absence will be due or made up when the student returns to school.
6. Under provisions of the compulsory school attendance law, **the principal of a school may require a doctor's certificate for absences where illness of a student appears to be excessive. After a student has missed 5 days in a semester, a doctor's note shall be required in order to have an absence excused.**

7. In grades K-6, any student who is truant for more than 10% of the required attendance days of the current grade may be retained, unless the principal and the teachers of the failed subject areas agree that the student is academically prepared to be promoted to the next grade level. Academically prepared, as used in this policy, means that the principal, in consultation with the student's teacher(s) has reviewed the students work and records and has concluded that, in his/her judgment as a professional educator, the student is capable of progressing through and successfully completing work at the next grade level.
8. **Absences of one hour** to one-half day shall constitute one-half day absence. Absence of less than one hour will constitute a tardy. (A.M. or P.M.)
9. Students successfully completing an inpatient/outpatient drug/alcohol treatment program will not be penalized for days missed from school. These absences will be recognized as absence due to medical reasons.
10. If it is found that a student has lice or nits, one full excused day will be given to allow time for treatment. **Any days missed after that will be counted as unexcused.**

ORC has defined Habitual Truancy has the following:

Legal Definitions under ORC of Habitual Truancy

1. Absent 30 or more consecutive hours without a legitimate excuse;
2. Absent 42 or more hours in one month without a legitimate excuse; 3. Absent 72 hours or more hours in one year without a legitimate excuse.

Truancy Process

1st Notice - 24 Hours
If your child accumulates 24 or more hours of unexcused absences, then you will receive a 1st Notice from either Manchester Local School District or the truancy officer from the South Central Ohio Educational Service Center (SCOESC).

2nd Notice - 48 Hours
If your child accumulates 48 or more hours of unexcused absences, then you will receive a 2nd Notice from either Manchester Local School District or the truancy officer from the SCOESC that includes a contract in which you are made aware of the consequences of reaching 72 hours of unexcused absences.

3rd Notice - 72 Hours

If your child accumulates 72 or more hours of unexcused absences, then you will receive a 3rd Notice from either Manchester Local School District or the truancy officer from the SCOESC that indicates a charge of "Failure to Send" will be made against you in Adams County Court and (if your child is 13 years of age or older) a charge of Truancy will be made against your child as well.

As a reminder, you get 5 Parent Notes to use each semester. They must be submitted to the office by the end of the 2nd day the student has returned to school. Unused Parent Notes from the 1st semester will not rollover to the 2nd semester. In the event of doctor appointments, please submit a note from the doctor's office upon the student's return to school. All absences are unexcused until such a note is submitted that excuses the absence.

Please follow the attendance guidelines below to insure your child's attendance is reported appropriately.

When your son/daughter is absent, ***call the school*** in the morning and report the absence. Parents should call the office by 8:30 A.M. on any day their child misses school. When the child returns to school, they should bring a note and attach doctor verification whenever possible.

1. It is the decision of the school whether reasons for absences are excused or unexcused. If after two (2) days a note is not received from the parents or legal guardian the day(s) of absence will be unexcused. Students are expected to make-up any missed work whether or not the absence is excused or unexcused in a timely manner. The building administrator has the right to assign the student additional time beyond the school day to complete missed work. **Needed at home is an unexcused absence.**

TARDINESS

1. Excused tardies will be granted for the following reasons only: Illness or medical/dental emergencies accompanied with a note from the doctor or dentist. Only three excused tardies will be granted in a school year. All other tardiness is unexcused. Three unexcused tardies constitutes ½ day absence.
2. The classroom teacher will determine the validity of **tardiness to class** and will, if necessary, take disciplinary action. Cases of frequent tardiness will be referred to the building principal for disciplinary action.

LEAVING SCHOOL

Students reporting to school are to remain on the school grounds and within supervised areas for the rest of the day. Students are not permitted to leave for lunch. **All students must receive permission from the office and sign out before leaving school. A valid photo ID must be shown to an office employee in order to pick up a student.**

DAILY ARRIVAL

1. No student should be in the building before the designated time for that building unless:
   a. Such is requested by a teacher,
   b. He/she has been issued an early pass at the request of his/her parents
2. No student should be in the building one-half hour after dismissal unless:
   a. Such is requested by a teacher,
   b. The student is participating in a supervised activity

Compulsory Age

A child between six and eighteen years of age is "of compulsory school age" for the purpose of sections 3321.01 to 3321.13 of the Revised Code. A child under six years of age who has been enrolled in kindergarten also shall be considered "of compulsory school age" for the purpose of sections 3321.01 to 3321.13 of the Revised Code unless at any time the child's parent or guardian, at the parent's or guardian's discretion and in consultation with the child's teacher and principal, formally withdraws the child from kindergarten. The compulsory school age of a child shall not commence until the beginning of the term of such schools, or other time in the school year fixed by the rules of the board of the district in which the child resides.

TRANSPORTATION

BICYCLES

Bicycles may be ridden to school, but must be parked in a designated area until the end of the school day.

BUS TRANSPORTATION

The following requirements are in accordance with the rules for student transportation adopted by the State Board of Education in October, 1984:

1. All students riding buses will be considered under school jurisdiction, by law, from the time they board the bus in the morning until they are discharged from the bus in the evening. When possible, at transfers, students will remain on the bus under the jurisdiction of the driver. Any student having to transfer from one bus to another will be considered under school jurisdiction.
   If a student leaves school property, (crossing the street), for any reason other than injury, sickness, or other emergencies, he/she will be considered as breaking rules and board policies.
2. School bus drivers may, within the scope of their employment, use and apply such amount of force and restraint as is reasonable and necessary to quell disturbances threatening physical injury to others. Bus drivers may also obtain possession of weapons or other dangerous objects upon the person, or within the control of the student, for the purpose of self-defense or for the protection of persons or property.
3. Students riding the bus will be provided due process as defined in the Due Process section of this handbook.

BUS RULES

Following these rules results in safety for everyone*:*

1. Pupils shall be careful in approaching bus stops, walk on the left facing oncoming traffic and be sure that the road is clear both ways before crossing the highway.
2. Pupils shall be on time at the bus stop in order to permit the bus to follow the time schedule.
3. Pupils shall arrive at the bus stop before the bus is scheduled to arrive.
4. Pupils shall wait in a location designated by the driver.
5. Behavior at the school bus stop shall not threaten life, limb, or property of any individual.
6. Pupils must go directly to an available or assigned seat so the bus may safely resume motion.

7. Pupils shall remain seated, keeping aisles and exits clear.
8. Pupils shall observe classroom conduct and obey the driver promptly and respectfully.
9. Pupils shall not use profane language.
10. Pupils shall refrain from eating and drinking on the bus, except as required for medical reasons.
11. Pupils shall not use or possess tobacco on the bus.
12. Pupils shall not have alcohol or drugs in their possession on the bus.
13. Pupils shall not throw or pass objects on, from, or onto the bus.
14. Pupils may carry on the bus only objects that can be held in their laps. (Special circumstances require prior permission from the bus driver.)
15. Pupils shall leave or board the bus at locations to which they have been assigned unless they have parental and administrative authorization to do otherwise. Due to the provision in the missing child law, we will no longer accept phone calls in lieu of notes for changes in transportation or pick up. Please send a note to school with your child if they are to ride the bus to a designation other than home. All notes will be sent to the office for the principal's approval.
16. Pupils shall not put their head, arms or hands out the bus windows.
17. Pupils shall not sell candy or trade anything on the bus.
18. Guidelines shall be formulated for the use and storage of equipment and other means of assistance required by preschool and special needs children.
19. Parents shall be responsible for any damage done to a bus by their child.
20. The superintendent or superintendent designees, or principals are authorized to suspend or remove pupils from school bus riding privileges.
21. Immediate removal of a pupil from transportation is authorized when the pupil's presence poses a danger to persons or property or a threat to the safe operation of the school bus.
22. Unauthorized persons shall not ride the bus. Unauthorized persons include: family members of school bus drivers who are not enrolled in any of the approved school programs, unless they are adults appointed as chaperones on non-routine trips; school employees on routine bus routes; and adults not enrolled in any of the approved programs, unless they are assigned by proper school officials as bus monitors.

Don't lose your riding privileges. Follow these rules.

MEDICAL

1. Students with signs of a communicable disease **(RED OR DRAINING EYES, FEVER, RASH, BOIL, IMPETIGO, RUNNING SORE, VOMITING, DIARRHEA, BAD COLD, SORE THROAT OR DEEP COUGH)** and communicable conditions (such as **SCABIES** or **HEAD LICE**) are not allowed to attend school until they meet one of the following criteria:
   a. Be free of disease symptoms, or in the case of lice, be free of live bugs, as determined by designated school personnel.
   b. Be non-contagious according to the Health Department guidelines.
   c. Have a doctor's written statement that they are non-contagious.
2. Medication schedules should be arranged so students take their medication at home. **When it is absolutely necessary for medication to be given at school, a "REQUEST TO ADMINISTER MEDICATION FORM." must be signed by the parent/guardian and the physician prescribing the drug. FORMS ARE AVAILABLE IN EACH SCHOOL OFFICE.** No non-prescription medication will be taken without the completion of the "**Request to Administer Medication Form**". *This includes the use of an inhaler.*
3. All medication will be kept in the clinic and will be taken only upon proper authorization. Any student who needs to carry an inhaler, EpiPen, or other emergency medication with him/her must have a doctor's statement to verify this.
4. Medications must be in the container in which it was dispensed by the prescribing physician or pharmacy, with the dispensing label legible and corresponding to the information on the
   "Request to Administer Medication Form".
5. Whenever possible, medication should be brought to school by the parent. If this is not feasible, the parent must contact the building principal to make other arrangements. To avoid the possibility of unsupervised use of medication or accidental poisoning, medication must not be sent to school with the student.
6. Medications by injection will be given only for certain emergency situations (i.e. bee stings). This medication should be in an auto injection device for safety in administration.
7. The parent/guardian must provide written permission annually to administer any medications (prescription or over-the-counter), which includes vital personal information concerning the student, such as address, birth date, emergency contacts, etc.

8. Students have the opportunity to enroll in the School Health-Based Center to receive medical and psychological treatment, as well as counseling services provided by Licensed Independent Social Workers.
9. Hearing and vision screenings shall be conducted as required by law. (R.C. 3313.64, 3313.641, 3313.672, 3313.673, 3321.01 et seq., 3321.05, 3323.01 R.C. 3324.10 and policy 5112). Results of these screenings, as well as other optional screenings (such as scoliosis and bmi) shall be recorded in ImpactSIIS. ImpactSIIS is an online statewide secure system that keeps track of childhood immunizations and other health information. This site is managed by the Ohio Department of Health. If you do not wish for your child's screening results to be included in the system, notify your school administrator. Your child's records are protected and can only be accessed by authorized users with restricted access such as health care providers, school nurses, or WIC staff.

EMERGENCY SITUATION AND EARLY SCHOOL CLOSINGS

1. Emergencies may arise during the school year because of weather conditions, furnace problems, etc., making it necessary to delay school opening or dismiss school before the regular time.
2. **SHOULD AN EMERGENCY ARISE, THE PRIMARY CONTACT NUMBER FOR EACH STUDENT WILL BE CALLED VIA THE DISTRICT'S AUTOMATED CALLING SYSTEM, PARENTS AND STUDENTS SHOULD FREQUENTLY REVIEW THE PROCEDURE YOU WISH FOR HIM/HER TO FOLLOW SHOULD ANY OF THE ABOVE OCCUR.**
3. You should arrange for your child to stay with friends, neighbors, or relatives in cases when you may not be at home.
4. Please inform the child's teacher of emergency instructions and any changes in phone numbers.

EMERGENCY PROCEDURES

The staff is prepared to take prudent action should any emergency arise during the school day. Fire, tornado, and other emergency evacuations are conducted periodically to give students an opportunity to practice procedures. In addition, evacuation procedures are posted in classrooms. Students are to follow the direction of the staff members. Students are not to leave the premises without procedural release.

FIRE, TORNADO, AND SAFETY DRILLS

The School complies with all fire safety laws and will conduct fire drills in accordance with State law. The School conducts tornado drills during the tornado season following procedures prescribed by the State. Teachers will provide specific instructions on how to proceed in the case of fire or tornado and will oversee the safe, prompt, and orderly evacuation of the building in such cases.

Safety drills will be conducted once per school year. Teachers will provide specific instruction on the appropriate procedures to follow in situations where students must be secured in their building rather than evacuated. These situations can include a terrorist threat, a person in possession of a deadly weapon on school property, or other acts of violence.

SCHOOL SECURITY PROCEDURES

A security procedures policy to protect our students and staff is the number one priority of the Manchester Local Schools.

- All exterior doors will remain locked at all times.
- All classroom doors will be locked at all times.
- All visitors to the schools are required to report in with the administrative/principal's office.
- The main entrance will have a passive security system. Each visitor must sign in, receive a visitor pass, and be escorted by an appropriate school employee.
- Video surveillance will be maintained in both buildings. These cameras will be monitored in each office.
- All long term volunteers must receive a BCI/FBI background check. Please see the section entitled *Volunteers In School* for more information.
- A valid photo ID must be shown to an office employee in order to pick up a student.

WHAT A PARENT CAN DO IN AN EMERGENCY:

1. Keep school telephone lines open for emergency use. **DO NOT PHONE THE SCHOOL.**
2. Keep cars out of the area leaving streets clear for emergency vehicles - police, ambulance, and fire department.
3. Announcements will be made on local radio station **C-103**.
4. Announcements will be made on the MLSD website @ www.mlsd.us. and may be made on the Manchester Elementary Facebook Page.

VISITORS

1. Parents or other persons are encouraged to visit our schools. Visitors are required to report to the school's office and will be issued a "Visitor's Pass." If permission is granted by the principal, then they will then be escorted by a school employee to their desired location.
2. If your presence causes a disruption of normal school activities, you will be asked to leave. Refusal to do so may result in the filing of trespassing charges against you.
3. There should be no children or students visiting without prior approval by the building principal.

VOLUNTEERS IN SCHOOL

We believe that parent and community involvement is an important part of the educational program. Current research indicates that a strong relationship between parent and school generally results in higher achievement scores, improved student behavior, and reduced absenteeism. In accordance with Ohio Revised Code, volunteers shall be required to have a background check for participation in projects lasting an extended period of time. Manchester Local School District will reimburse/pay for the required criminal background check. Due to state and federal laws, no volunteers will be permitted in the office area. The district reserves the right to terminate volunteer services if actions are deemed detrimental to the student population.

Here are a few of the ways a parent/volunteer can help:

- Assist in the classroom
- Act as a resource person
- Help w/ special programs
- Help with field trips
- Serve on parent advisory councils
- Make learning centers
- Work with an individual child
- Read stories to children
- Help w/ fund-raising
- Speak to class on your specialty
- Make posters & displays
- Assist in the library

Each person seeking to volunteer must do the following:

- Complete the online application
- Be approved by the superintendent
- Undergo a background check in the MLSD Central Office
- Be voted upon by the MLSD Board of Education at the next meeting if approved by the superintendent

PUBLIC CONDUCT ON DISTRICT PROPERTY

All persons on District grounds are expected to abide by applicable laws, local ordinances, Board policies and building regulations.

No person on District property may assault, strike, threaten, menace or use improper, indecent or obscene language toward a teacher, instructor, or other employees of the schools or students at any time.

No person is permitted to bring deadly weapons or dangerous ordinances into a school safety zone.

No person may disrupt, disturb or interfere with the teaching of any class of students or any other activity conducted in a school building or upon the campus or grounds at any time.

No person is permitted to use tobacco on school property effective as of June 28th, 2018, Manchester Local School District is a 100% tobacco-free campus. This includes the areas around the school buildings, the Manchester Fieldhouse / Central Office, and all the athletic fields (football, baseball, softball, and youth). For purposes of this policy, "use of tobacco" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco, or tobacco substitutes, including cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and/or smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes and any other lighted smoking devices for burning tobacco or any other substances."

Whoever violates the above policy and building regulations will be asked to leave the property by whoever is in charge. Should that person refuse, law enforcement officials will be called. If the offender should be a student, the person in charge should report the student to the appropriate principal. The administration cooperates in any prosecution pursuant to the criminal laws of the state of Ohio and local ordinances.

No person is permitted to have pets on school property. This includes the areas around the school buildings, the Manchester Fieldhouse / Central Office, and all the athletic fields (football, baseball, softball, and youth).

STUDENT RULES AND REGULATIONS

The following is a list of rules of conduct, which will be enforced on school grounds during, before, and after school hours and at any time when the school is being used by any school group. Rules of conduct extend to any school activity, function, or event, and on school buses when students are being transported.

We ask the parents' cooperation and support in enforcing the rules of conduct. As parents may be held legally liable for vandalism, damage to school property, or injury to students or staff for which their child is responsible, we ask that parents discuss with the teacher and/or the administrator, problems a child displays before the problems become serious.

Students have the right to reasonable treatment from the school and its employees. The school, in turn, has the right to expect reasonable behavior from the student. Freedom carries with it responsibility for all concerned.

VIOLATION OF ANY ONE OR MORE OF THE FOLLOWING RULES OF CONDUCT MAY RESULT IN DISCIPLINARY ACTION INCLUDING SUSPENSION, EMERGENCY REMOVAL AND/OR EXPULSION.

Student Code of Conduct

Rule 1: Disruption of School

A student shall not through any means cause disruption of the classroom or normal school day.

Rule 2: Damage to Public or Private Property

A student shall not cause or attempt to cause damage to public or private property during the school day, or during a school function, or event.

Rule 3: Assaults

A student shall not inflict injury, cause another to inflict injury or behave in any way which could cause physical injury or mental anguish to another student, teacher, or other school personnel. This includes on school grounds before, during, or after school hours, as well as off school grounds at a school activity, function, or event, or while the student is being transported by school bus. The term assault means both physical and verbal. Verbal assault is defined as

"words or phrases which are vulgar, obscene, degrading, or threatening harm to staff or students." Be very careful in your choice of words. Off-hand comments may be considered inappropriate or verbal assaults. Threats or implied threats toward staff or other students are inappropriate and will not be tolerated. Also cyber bullying will not be tolerated.

Rule 4: Dangerous Weapons and Instruments

A student shall not knowingly possess, handle, or transmit any objects that can reasonably be considered weapons, or other dangerous objects of no reasonable use to the student at school. This includes firearms and knives. Any student who is determined to have brought to school a firearm as defined in Section 921 of Title 18 and policy 5772 (Weapons), United States Code, shall be expelled for not less than one year, subject to reduction of this term by the superintendent in determining the terms of expulsion on a case-by-case basis. The superintendent shall consider all of the relevant facts and circumstances, including applicable Ohio/Federal law.

Rule 5: Tobacco, Drugs, Alcohol,

A student shall not possess, transmit, conceal, consume, or show evidence of having consumed or used, or offer for sale any tobacco products (this includes e-cigarettes), alcoholic beverages, illegal drugs, prescription or non-prescription, look-alike drugs, narcotics, or any mind-altering substance while on school property or at any school activity. The use of illicit drugs and the unlawful possession and use of alcohol and tobacco products is wrong and harmful.
Included in this prohibition is the possession of any drug related paraphernalia. Medicine prescribed by a duly licensed physician shall not constitute a violation. Written consent of parent is necessary for possession of prescribed medication. Also, students are prohibited from using or possessing any substance containing betel nut in any area of the district at any time. (See medication section.)

Rule 6: Insubordination

A student shall comply with the directions of teachers, student teachers, school aides, bus drivers, principals, or other authorized school personnel.
Repeated violations of any minor rule, classroom procedure, directive or discipline procedure shall also constitute insubordination (failure to follow requests/directions of school officials, disruption of class, etc.)

Rule 7: Stealing

A student shall not steal, or attempt to steal, public property or equipment of the school district or the personal property of another student, teacher, visitor, other person or employee of the school district. The school assumes no responsibility for items lost, stolen or damaged at school. Items brought from home should be clearly labeled with the student's name. No trading, selling, or borrowing of personal items shall be permitted.

Rule 8: Unauthorized Fire and Related Offenses

A student shall not set, or attempt to set, any fire on school property, including the use of fireworks. Making false fire alarms or bomb threats is a violation of this code and could lead to expulsion and referral to local police or fire department.

Rule 9: Loitering

A student shall not be on school property or at a school sponsored activity without a specific school-related reason or purpose. After hours use of playgrounds and ball diamonds will be permitted only when children are accompanied by an adult during such use. After hours use will be at the person's own risk.

Rule 10: Gambling

A student shall not be involved in the act of gambling while on school premises, or at school sponsored activities.

Rule 11: Forgery and Plagiarism

A student shall not falsify in writing the name of another person or falsify times, dates, grades, addresses, or any other data on school forms or correspondence directed to the school. A student shall not intentionally represent another person's words, thoughts, or ideas as his/her own.

Rule 12: Appropriate Attire

A student shall not dress in a fashion that (a) interferes with the student's health, safety, and welfare, or that of other students, or (b) causes disruption of the educational process. This may include clothing, hair styles (ex: neon or bright colored hair, etc.), colors or accessories.

Cleanliness is encouraged for reasons of good health. This includes a clean body, clean hair, and clean clothes.

For health and safety reasons, shoes must be worn at all times. Shoes with wheels may not be worn. It is highly suggested that sandals not be worn at any time. This is being implemented to decrease the number of injuries caused by this type of footwear. Students may not wear body piercing jewelry other than on the ears. Students may be asked to bring special clothing for school projects. Students may be required to wear tennis shoes and appropriate clothing in physical education classes.

Clothing, particular fashions, and/or appearance which might be disruptive within the school environment are prohibited.

Variance in the dress code may be permitted by the building administrator due to weather conditions. (c) Questions concerning specific types of dress and/or appearance should be directed to the building administrator. **Students are permitted to wear shorts April 1st through October 31st.**

Rule 13: Cheating / Lying

A) **Cheating.** Whether you give or receive information during an examination, or on certain assignments, the offense is the same. Disciplinary actions will be taken at the discretion of the teacher or administrator.

B) **Lying.** No student shall knowingly give false information to a staff member or administrator. Disciplinary actions will be taken at the discretion of a teacher or administrator.

Rule 14: Sexual Harassment

Sexual harassment is defined as “unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature.” No student, male or female, should be subjected to unwelcome sexual overtures of any type. Examples of such behavior include display of sexually suggestive objects or pictures, degrading verbal comments about the individual, and/or offensive physical contact.

Rule 15: Excessive Public Display of Affection

Students will use discretion and restraint in showing affection toward other members of the student body while present on school grounds.

Rule 16: Hazing

Acts of hazing shall be prohibited. Hazing is defined as an act of participation in an act or acts that injure, degrades, disgraces, or tends to injure, degrade or disgrace any student or a member of the school staff.

Rule 17: Computer Access

ACCEPTABLE USE and CODE OF CONDUCT

Students will be provided opportunities to have hands-on experience with a wide range of educational technology. The amount of time will be dependent upon the amount of equipment available and the age of the students. As with any resources, care must be taken to ensure that school equipment is properly maintained. Parents of students who cause damage to any school equipment through misuse or intentional acts will be held responsible for repair or replacement of the equipment.

Only students who have been authorized by the District and who are under direct supervision of designated District employees are permitted to use the MLSD Network telecommunications services (Internet, E-mail). Each year, prior to such authorization, the student and the student's parent must sign and return the Parental Consent/Student Agreement Form, agreeing to the restrictions and guidelines in the MLSD Acceptable Use and Code of Conduct Policy (Student Conduct Policy 5500):

Restrictions and guidelines include, but are not limited to:

1) An absolute prohibition on any kind of fraudulent use, including disregards for the legal protection of copyright and license.
2) An acknowledgment that the student is responsible for any and all misuse under his or her user identification and the necessity not to share this user identification with other persons.
3) An absolute prohibition on malicious use of any kind.
4) A respect for the privacy of all users.
5) A respect for the integrity of the system including no installation or deletion of software from any school computer without specific permission from the Computer Site Coordinator or Library Media Specialist.

Rule 18: Mobile Devices

All mobile devices including cell phones, iPads, iPods, tablets, smart watches, etc. will not be permitted to be used during regular school hours unless given prior permission by the principal. Teachers and administrators have the right to confiscate these items if students have them out during school hours. If confiscated and the 1st Offense, the teacher or administrator will notify the parent, and the parent must come to the school to retrieve the item(s). For the 2nd Offense and thereafter, the student is subject to disciplinary actions.

Rule 19: Sexting

The taking, disseminating, transferring or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, emailing, or sexting, etc.) may constitute a crime under state and/or federal law. Any person taking, disseminating, or sharing obscene, pornographic, lewd or otherwise illegal images or photographs may be punished under this Code of Conduct and will be reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest, criminal prosecution, and lifetime inclusion on sexual offender registries.

***A meeting may be scheduled at any time between the parent/guardian and a court appointed mediator in an attempt to resolve any continuous inappropriate behavioral issues.**

HAZING AND BULLYING

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

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

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

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

Administrators, teachers and all other District employees are particularly alert to possible conditions, circumstances or events which might include hazing and/or bullying. If hazing and/or bullying or planned hazing and/or bullying is discovered, involved students

are informed by the discovering District employee of the prohibition contained in this policy and are required to end all hazing and/or bullying activities immediately. All hazing and/or bullying incidents are reported immediately to the Superintendent and the appropriate discipline is administered.

The Superintendent/designee must provide the Board President with a semiannual written report of all reported incidents of bullying and post the report on the District's website.

The administration provides training on the District's hazing and bullying policy to District employees and volunteers who have direct contact with students. Additional training is provided to elementary employees in violence and substance abuse prevention and positive youth development.

District employees, students and volunteers are provided with qualified civil immunity for damages arising from reporting an incident of hazing and/or bullying. Administrators, teachers, other employees and students who fail to abide by this policy may be subject to disciplinary action and may be liable for civil and criminal penalties in compliance with State law.

No one shall retaliate against an employee or student because he/she files a grievance or assists or participates in an investigation, proceeding or hearing regarding the charge of hazing and/or bullying of an individual.

DISCIPLINARY SANCTIONS

All warnings are considered to have been given when the policies, rules and/or regulations are first explained to the student and/or when the student is given a copy of the student handbook.

1. Friday Night School Detention is a disciplinary sanction that is used at the discretion of the building administrator. **Friday Night School Detention is used as an alternative to afterschool detention, out-of-school and in-school suspensions/detentions.** Students are required to bring books (and any other necessary materials) and spend the afternoon studying. An Adult Supervisor is present in the room at all times.
2. An attempt will be made to contact the parent within twenty-four hours of stated suspension.

3. Disciplinary sanctions for violation of Rule 5 (Tobacco, Drugs, and Alcohol) may be reduced if the student receives professional assistance. Professional assistance may include, but not be limited to, an alcohol/drug education program; assessment with follow through based on the assessment findings; counseling; outpatient treatment; or inpatient treatment. If a student possesses, transmits, conceals, consumes, or shows evidence of having consumed or used, or offer for sale any e-cigarette or 'Vape' product then MLSD will provide the INDEPTH Program (Intervention for Nicotine Dependence: Education, Prevention, Tobacco, and Health) which would mandate 4 days of In-School Suspension for the student in lieu of an out of school suspension and/or recommendation for expulsion for the 1st offense only. This online 4 session program provides insight on the harmful effects of tobacco and vaping, plus provides strategies for replacing tobacco with healthier habits.
4. If a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, the Superintendent, or other administrators, may remove the student from the premises. If either a suspension or expulsion is contemplated, a due process hearing is held within three school days after the removal is ordered.
5. In an emergency removal, a student can be kept from class until the matter of the alleged misconduct is disposed of either by reinstatement, suspension, or expulsion.

Formal Discipline

Formal discipline involves removal of the student from school. It includes emergency removal for up to three (3) school days, suspension for up to ten (10) school days, expulsion for up to eighty (80) school days or the number of days remaining in a semester, whichever is greater, and permanent exclusion. Expulsions may carry over into the next school year. Any student who is expelled from school for more than twenty (20) days or for any period of time if the expulsion will extend into the following semester or school year will be provided with information about services or programs offered by public and private agencies that work toward improving those aspects of the student's attitude and behavior that contributed to the incident that gave rise to the student's expulsion. The Superintendent at his/her discretion may require/allow a student to perform community service in conjunction with or in place of an expulsion. The Superintendent may impose a community service requirement beyond the end of the school year in lieu of applying the expulsion to the following school year. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspension, expulsion, and permanent exclusion may be appealed.

Students being considered for suspension are entitled to an informal meeting with the building administrator prior to removal. Also, students being considered for expulsion are entitled to an informal meeting with the Superintendent or designee prior to removal. During the informal meeting, the student will be notified of the charges and given the opportunity to respond.

Students involved in co-curricular and extra-curricular activities such as band and athletics can lose their eligibility for violation of the School rules.

If a student commits a crime while under the School's jurisdiction, s/he may be subject to school disciplinary action as well as action through local law enforcement.

DUE PROCESS

1. Due process rights are defined as "all rights which are of such fundamental importance as to require compliance with due process standards of fairness and justice".
2. Procedural due process is defined as "reasonable notice of charges, the opportunity to be heard in response to charges, and the right to present one's side of the story (one's defense) in response to charges".
3. The forms of disciplining where due process is considered include suspension and expulsion.
4. Refer to MLSD Policy 5611 for further clarification.

DUE PROCESS SAFEGUARDS

1. The rules and regulations, which prescribe student behavior, disciplinary sanctions and due process procedures, are approved by the Board of Education and published in the Student Handbook.
2. The Student Handbook is distributed to all students and the section "Student Rules and Regulations" is posted within the school(s) at appropriate public places. Such is considered due notice to students and parents of the kinds of behavior which would warrant disciplinary action.
3. Students facing disciplinary action will be given written or oral explanations of the charges against them. Said explanation will include the evidence against the student and the specific rule or regulation from the Student Conduct Code which allegedly has been violated.
4. Students facing disciplinary action will then be given the opportunity to present their side of the story (one's defense).

5. If the student admits guilt and/or if the evidence against the student is conclusive and overwhelming, disciplinary sanctions may be administered.
    a. When a student vehemently denies the charges against him/her and/or when the disciplinary sanction may be expulsion or suspension of ten days or more, a conference (including the student, parent, and school officials) should be made available, at the student's request, before disciplinary sanctions are imposed.
    b. Where a student's presence creates a danger or threat to persons or property, he/she may be immediately removed from school, with written or oral explanations of the charges to follow as soon as possible.
    c. Students facing expulsion or suspensions may appeal an adverse ruling by school officials to the superintendent or his designee, and therefore, to the Board of Education, based upon the prior facts of the case.

EDUCATIONAL TRIPS/FIELD TRIPS

1. Educational trips are a learning experience. In order to participate in an educational trip the students will need to provide two things:
   a. Written permission from the parent. This permission notification will be made for each student to accompany him/her on the trip.
   b. An emergency medical form. This should be on file in the office. A copy will be made for each student to accompany him/her on the trip.
2. Students will abide by all rules of conduct and sit in assigned seats while on educational/field trips. Students must ride the bus to the destination of the field trip. Students have the opportunity to ride home (from the field trip) with their parents or guardian. However, the proper form (extenuating permission form) must be filled out and signed by the principal, parent/guardian and student before the field trip occurs. If permission is granted, students will only be able to ride home with their own parent or guardian.
3. Students will be denied participation in a field trip for the following. If the student is in K-3rd and accumulates 4 days of OSS, 5 days of ISS or 6 days of bus suspensions in one 9 weeks grading period, then the student may not go on any trips for the remainder of the school year. If the student is in 4th-6th and accumulates 3 days of OSS, 4 days of ISS or 5 days of bus suspensions in one 9 weeks grading period, then the student may not go on any trips for the remainder of the school year.

ANNOUNCEMENTS

Where possible, the public address system will be used to communicate announcements to the student body only at the beginning and the end of the school day. Where a P.A. is not present, announcements will be distributed in written form and read to the students by the teacher. If a student wishes to have an announcement made regarding a school activity, it must be initialed by the teacher/sponsor and the administrator. Students are responsible for listening to the announcements.

SCHOOL DANCES

1. School rules will be enforced for everyone at school dances.
2. Once a student enters a school dance, he/she may not leave the building. Anyone leaving may not return to the dance.
3. An administrator or club advisor will be present to assure that all students abide by the regulations.

PARTIES

Permission to have parties is granted by the administration and is to be secured in advance of the time of the proposed party. There will be a maximum of four parties (including any holiday or birthday) per year. Birthdays should be celebrated during a milk break or recess.

BUILDING USE

Groups using a building other than school hours must use only the section of the building reserved. Users are responsible for any furniture or equipment in rooms used and must restore to proper place any moved items. Outside groups must complete a building use form. This form may be obtained in the central office.

School Elevators

Elevators are available for students needing assistance due to disability, illness, or injury. In cases of illness or injury, specifically, a doctor's note is required and should include the length of time the student will need access to the elevator. If a student has a doctor's note, this note must be on file in their respective school office. The responsible school administrator will notify their respective, appropriate staff, via email, which specific students have permission to ride the elevator.

SCHOOL-SPONSORED ASSEMBLIES

1. School-sponsored assemblies are a part of the curriculum, and as such, are designed to be educational, as well as entertaining experiences. They provide one of the few opportunities in school to learn about formal audience behavior. Regardless of the type of program, courtesy demands that the student body be respectful and appreciative. During live entertainment, the performers are very conscious of their audience. Talking, whispering, whistling, stamping feet, and booing are discourteous. Yelling is appropriate only at pep assemblies.

2. Remember the following points:
   a Do not take books or coats to the assembly unless instructed otherwise.
   b Proceed to the assembly area quietly and promptly. Find your seat quickly.

SCHOOL FUNDRAISING

In order to avoid competition or duplication with other school groups, fund-raising projects shall require the approval of the principal and clearance from the business office. Applications for such projects shall be made on forms available from the office of the building principal.

PERSONAL AND SCHOOL PROPERTY

LOCKERS

School lockers, where provided, are the property of the school and may be inspected any time by school and/or police officials. Assignments are made to students with the following conditions:

1. Each student will be assigned their own locker.
2. Periodic inspections of the lockers may be made by school personnel.
3. A student may use only the locker assigned to him/her.
4. A student should keep the locker locked at all times for the protection of his/her personal property. Use of locks in the elementary buildings is at the discretion of the administrator.
5. All personal items and books, when not in use, are to be kept in one's assigned locker.
6. A student should not tamper with other lockers and locks or give one's combination to another person.
7. The school administration and/or teachers are not responsible for items lost or stolen from one's locker.
8. Each student is personally responsible for any item he/she brings to school, or is issued by the school.

RESPECT FOR PROPERTY OF OTHERS

1. Walk on walkways in route to and from school, not on the property of others. Take pride in being an outstanding citizen.
2. If damaging or defacing of any property is deliberate, or caused by carelessness or rowdiness, the student is obligated to make restitution. Other sanctions (penalties) may be imposed, if necessary, in correcting the student's behavior.

PERSONAL PROPERTY TO BE LEFT AT HOME

Personal property, such as toys, trading cards, entertainment devices, etc. should be brought to school only if they are to be used in a specific class/project. Advance permission must be obtained from the teacher and principal. The District is not responsible for students' missing or stolen personal property.

LOST AND FOUND

All articles you find should be taken to the school office. Students who have lost articles should inquire about them in the office. Items are disposed of after a short period of time. The school assumes no responsibility for items lost, stolen, or damaged at school.

PETS AND ANIMALS

1. Pets or other animals may be brought to school only for a specific class project. Permission must be granted in advance by the teacher and the administrator.
2. The animal should be housed in a container that will be healthy for the animal and safe for any person near it.
3. The animal is to be taken directly to the room where it will be used/displayed and remain there until taken home.
4. If transporting an animal on the school bus, permission must also be granted by the bus driver.

LOST OR DAMAGED SCHOOL PROPERTY

1. The school furnishes textbooks, computers and other materials to the students as needed. They are to be kept clean and handled carefully.
2. All textbooks and computers shall be rated when they are distributed to students.
3. Students losing or damaging books or computers or other materials shall be charged a replacement rate according to the condition and age of the book or the condition of the computer and/or the part(s) needing replaced.

GENERAL INFORMATION

STUDENT FEES

1. Fees may be charged to cover the cost of instructional supplies over and above funds provided by the Board of Education. Fees are charged for workbooks in some subjects. Every effort is made to hold extra fees to a minimum. The teacher will inform students of fee charges at the beginning of the school year.
2. Policy 6152 provides that grades and credits may be withheld for non-payment of fees approved by the Board of Education.

Teacher and Paraprofessional License Request

At the start of the school year, the Superintendent shall notify parents/guardians of each student enrolled in the District that they may request information about the professional qualifications of each classroom teacher or paraprofessional who provides instruction to the student. Upon request of the parent/guardian, the District will provide information about each teacher or paraprofessional assigned to provide instruction to their student(s).

PARENT - TEACHER CONFERENCE

Teachers welcome parents to call the office to arrange a time to discuss their child's progress. Teachers have assigned time during the day for conferences. We prefer that parents come only at an assigned time to prevent disruption of the teacher's instructional duties with his/her class. Also, days are set in the school calendar as specific conference days. If the parent teacher conference does not provide satisfactory results, please contact the building principal.

PUBLIC COMPLAINTS ABOUT DISTRICT PERSONNEL

Complaints about personnel are investigated fully and fairly. Before any such complaint is investigated, it may be asked for the complaint to be submitted in writing and signed. Anonymous complaints may be disregarded. Refer to MLSD Policy File: Policy 9130

CAFETERIA

CHILD NUTRITION BREAKFAST AND LUNCH PROGRAM

This school district participates in "offer vs. serve" federal and state breakfast and lunch programs. This program entitles the food service department to purchase government commodities at a reduced cost and receive money reimbursement on all student meals served. This enables the meal prices to stay lower than commercial rates.

In order to file for reimbursement, all students must be assigned individual student numbers to track who and how many have eaten per day.

OFFER VS. SERVE BREAKFAST:

What a Student Must Be Offered:

The first requirement for a reimbursable breakfast is that all four food items must be offered (made available) to all students. The four items that must be offered consist of:

- One serving of fluid milk
- One serving of vegetable/fruit, or full-strength fruit juice or vegetable juice, and either
- Two servings of bread/bread alternate

  OR
- Two servings of meat/meat alternate

  OR
- One serving of meat/meat alternate and one serving of bread/bread alternate

The second requirement is that the serving size of those four required food items must equal the minimum quantities specified in the School Breakfast Meal Pattern Requirement.

What a Student Must Take:

For breakfast to be reimbursable under offer vs. serve, a student must take full portions of at least three of the four food items offered. Breakfast must be priced as a unit and the same price charged whether 3 or 4 items are taken. One item must be a fruit or vegetable.

OFFER VS. SERVE LUNCH:

What a Student Must Be Offered:

The first requirement for a reimbursable lunch under offer vs. serve is that all five food items must be offered (made available) to all students. The five items that must be offered consist of:

- One serving of meat/meat alternate in the adjusted quantity and portion size by age or grade as specified in Appendix A.

- Two or more servings of vegetables or fruits or a combination of both to total the minimum quantity and portion size by age or grade as specified in Appendix A.
- One serving of bread/bread alternate in the adjusted quantity and portion size by age or grade as specified in Appendix A.
- One serving of fluid milk in the adjusted quantity and portion size by age or grade as specified in Appendix A.

The second requirement is that the serving size of each of the five food items must equal the minimum quantities specified in Appendix A, School Lunch Patterns for Various Age/Grade Groups. Two separate vegetable/fruit items **must** be offered. The combined serving size of the two-vegetable/fruit items **must** total the required minimum quantity by age/grade group for the vegetable/fruit component.

The third requirement is that the lunch must be priced as a unit and students may take 3, 4, or all 5 items for the same price. One item must be a fruit or a vegetable.

What a Student Must Take:

For a lunch to be reimbursable, a student must take the full portions of **no fewer than three** of the **five** food items offered.

MEAL PRICES FOR 2026-2027

Manchester Elementary participates in the Community Eligibility Option, which allows each student enrolled to receive a free breakfast and lunch. Extras are available for purchase upon request.

ADVANCE PAY AND CHARGING

"**Cashless Meal Service System**". Students may advance pay before lunch meal service time. Parents will fill out a form in the beginning of the school year to determine if the account money is to be spent on meals **only** or meals and a la carte items. For definition purposes, meals are the Type A complete lunch and a la carte items are incomplete meals and/or extra food items. **It is the responsibility of the parent/student** to keep adequate money in their account; however, parent/student will be advised when the account is depleted and the student is going into "emergency charge" limitation mode. There is a board policy for **no charging.** Because all concerned understand there are circumstances that happen in which it is necessary for a student to charge, students may charge up to $8.00. Complete and dated accountability of all items purchased is available for each student if needed. Students may see their account balance on a daily basis as they reach the cashier station.

SERVICE IMPROVEMENTS

All students, regardless of meal eligibility benefits, will pay for a la carte items.
Choices will be offered to students for “daily specials” entrees, fruits, and vegetables per day. Extra servings of a particular item (ex: pizza) should be available in addition to selected a la carte items.

MEAL ALTERNATES:

If desired, the student may bring lunch from home. Milk, juice, and other items can be purchased in the cafeteria to supplement the meal if desired.

If desired, a student may possess a water bottle at school per O.R.C. 3318.038. However, water bottles are not permitted in school computer labs, science labs, art classrooms, and libraries. These standards align with the Ohio Revised Code. Additionally, all water bottles must be clear (transparent/see-through/non-tint), plastic only (ex: no Stanley or metal water bottles per safety; no glass), all bottles must have a lid or closure, and be no more than 32 ounces. The water bottle can only contain regular water (no soda/pop, no coffee, no sports/energy drinks of any sort, no juice, etc.) Students misusing water bottles by not following the rules or creating distractions with the water bottles may be subject to disciplinary action and may lose their ‘water bottle’ privileges. Questions concerning water bottles should be directed to the building administrator. The school district is not responsible for missing or stolen property.

CLOSED CAMPUS

The Manchester Local Schools are closed campus facilities. Students may bring meals from home or purchase from the school food service cafeteria. **Students may not leave the school premises for meals or have food delivered from establishments or by a parent to the school unless pre-approved by administration.**

TELEPHONE

1. The school telephone(s) is a business phone and may be used by students only in emergency situations with permission by the secretary or principal.
2. The school telephone(s) is not to be used to call for forgotten items or to obtain “last minute” permission.
3. People needing to contact students or teachers during school time may leave a message with the secretary. Only in emergency circumstances will the student or teacher be called to the telephone.
4. The administration or office personnel have the right to monitor any incoming calls to students.

GRADING

1. Kindergarten Grading Scale:
   "S" = Met Grade Level Indicators (Satisfactory)
   "P" = Progressing
   "U" = Did Not Meet Grade Level Indicators (Unsatisfactory)
   Blank = Area Not Assessed

2. Grade Scale for Grades 1-6: Grades A, B, C, and D are passing. "A" indicates exceptionally fine work. "B" indicates better than average work. "C" indicates average work. "D" indicates poor work. "F" indicates failing work. ("I" indicates incomplete work. Arrangements must be made with the teacher for completing the work.) Due to school restructuring and the move to alternative assessments and non-graded elementaries, checklists may be used instead of letter grades.

   "A" = 90-100
   "B" = 80-89
   "C" = 70-79
   "D" = 60-69
   "F" = 59 & Below
   "I" = Becomes a letter grade when work is completed.

3. Standards-Based Report Card – Kindergarten will receive a Standards-Based Report Card at nine-week intervals. This report will provide parents with information of their child's learning and academic growth.
4. In grades 1-6, the grade given at the end of the year (yearly average) is the one entered on the student's permanent record. The final letter grade in grades 1-6 will be determined by averaging the nine (9) weeks' numerical averages.
5. Grade cards or progress reports are sent home four times per year.
6. Interim reports/grade sheets will be sent home or mailed to every student each grading period.
7. Letter grades of *"S,"* and *"U"* will be given for physical education, music, art, library/ keyboarding, health, and band for students in grades K-6.

PROMOTION AND RETENTION

Assessment for promotion shall be on an annual basis in accordance with the following:

The Board of Education recognizes the need for students to progress through school demonstrating the satisfactory completion of required work as preparation for the next higher grade.

Retention of students will be handled in the following manner:

If a student is failing and there is reason to believe he/she may be retained, the principal, upon notification from the teacher, will inform the parents of the problem no later than the end of the 3rd grading period.

ACCELERATION

The Board recognizes that all students learn and progress at different rates and that the time it takes to reach academic standards varies among students. The District uses acceleration strategies in four academic areas:

A. Whole-grade acceleration
B. Individual subject acceleration
C. Early admission to kindergarten
D. Early high school graduation

Please refer to MLSD Policy File:IKEB for further questions or clarification.

GUIDANCE SERVICES

The district's guidance services include educational guidance, testing programs, occupational, career, and higher education assistance and information, study helps, consultation services, personal developmental guidance as needed, in keeping with the principles of human dignity and equality. Guidance services are available to all students.

NON-DISCRIMINATION POLICY

Manchester Local School District Policy dictates that no student is to be discriminated against based on sex, race, color, religion, national origin, disability, or age in the educational programs, activities, admissions, or employment policies as required by Title IX of the Education Amendments of 1972, Title VI and VII of the Civil Rights Act of 1964, Sections 503 and 504 of the Rehabilitation Act of 1973, Executive Order 11246 and its amendments, and the Office of Civil Rights Guidelines for Vocational Education.

Any violation of the policy should be referred to the district Superintendent, Mr. Roberts, at Manchester Local Schools, 130 Wayne Frye Drive, Manchester, Ohio, 45144, phone 937-5494777.

Testing

3rd Grade ELA State Test - October 2026 (1st Administration)
3rd Grade ELA State Test - April and/or May 2027 (2nd Administration)
4th Grade ELA State Test - April and/or May 2027
5th Grade ELA State Test - April and/or May 2027
6th Grade ELA State Test - April and/or May 2027
3rd Grade Math State Test - April and/or May 2027
4th Grade Math State Test - April and/or May 2027
5th Grade Math State Test - April and/or May 2027
6th Grade Math State Test - April and/or May 2027
5th Grade Science State Test - April and/or May 2027

Results for the 3rd Grade ELA state test given in October usually arrive in the following December of the same year.

Results for the state tests given in April and May sometimes (but not always) arrive before the end of school in May of that same year.

Test results are given to students and parents in as timely a manner as possible.

General Disclaimer

Should the Ohio Revised Code, Ohio Department of Education, or the Manchester Local Board of Education adopt new law or administrative rules, the rules and regulations of the Manchester Elementary Handbook are secondary to the above-mentioned agencies. MLSD Policy is superior to the Student Handbook and any changes made in board policy will be followed if there is a conflict between the policy and the student handbook.