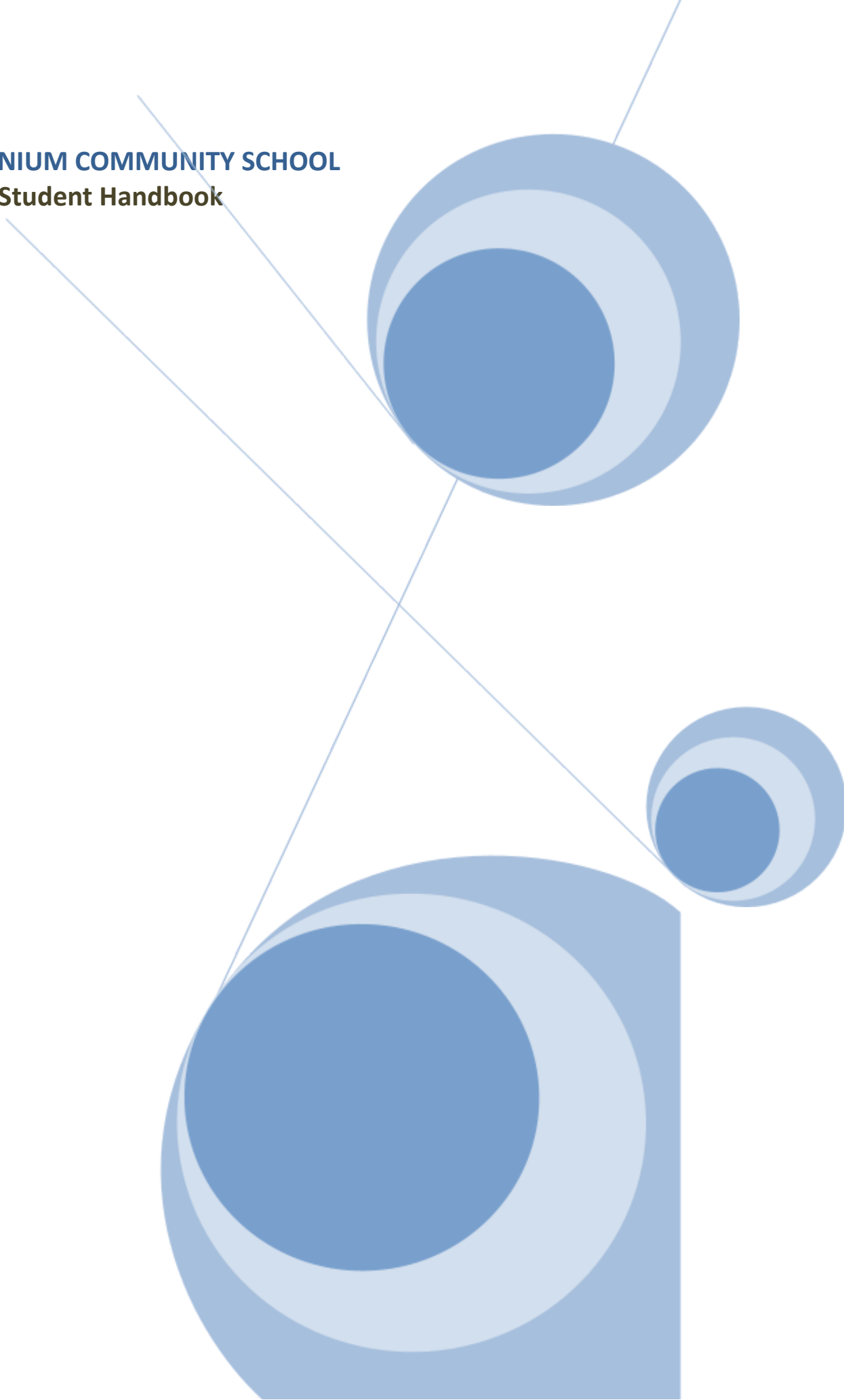


MILLENNIUM COMMUNITY SCHOOL
Parent/Student Handbook



Our Mission:

As a public school, Millennium Community School fosters life-long learning through academic excellence for all students by providing high quality teaching, a committed staff, and proven results.

THE MILLENNIUM COMMUNITY SCHOOL

BOARD OF DIRECTORS

Mr. Kevin Harris, Jr.
President

Mrs. Manika Williams
Secretary

Ms. Tonya Sapp
Treasurer

Mr. Tim Davis
Board Member

DISTRICT ADMINISTRATORS

Mr. Tijuana Russell, Sr.
Superintendent/Director
&
Academic Architect
Grades 6-8

Mrs. Dawnyelle Gillison
Academic Architect
Grades K-1

Ms. Nicole Anloague
Academic Architect
Grades 2-5

Mr. Cecil Brown
Dean of Students

What is the Millennium Community School Board of Directors?

The Board of Directors is the governing authority of the school which oversees all matters of policy and procedures.

When do they meet and who can attend the meetings?

The Board meets every third Tuesday of the month at 6:30 pm. All meetings are open to the public; parents and staff are encouraged to attend.

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WELCOME TO MILLENNIUM

Dear Families,

Thank you for entrusting Millennium Community School with your child's education. Students will be exposed to a variety of experiences that we hope will enrich their learning throughout the school year and develop stellar students. We encourage you to contact your child's teacher with any questions.

The entire staff at Millennium is looking forward to a productive and enthusiastic relationship with you and your child. It is because of your support of our program that we are able to serve our families in the Columbus area, and we are looking forward to continuing our service into the foreseeable future.

Our facility consists of three academic communities: grades K-1, grades 2-5 and grades 4-8. Each community functions as an independent academic entity, with an administrator called an Academic Architect to guide curricular, disciplinary and overall student achievement.

Our approach has the following attributes:

- Creating cultural and enriching experiences for our students
- A data driven environment to measure and increase students' academic performance
- The celebration of every success, recognizing student and school-wide accomplishments each month
- Monitoring discipline and quickly resolving matters not conducive to the learning environment
- Building an organization with improved processes to achieve effectiveness and efficiencies throughout

"The Millennium Way" requires all of us to become better, and constantly move toward becoming the best. In order for our students to be successful, our expectations are extremely high and our results will be extraordinary.

Sincerely,

The Staff of Millennium Community School

Mission Statement

The Millennium Community School is committed to achieving excellence by promoting high standards of academic, social and emotional growth.

School Pledge

Each morning at the Millennium Community School, students start their academic day with reciting positive affirmations. Below are the recited affirmations:

Education is our number one priority.
I will be better today than yesterday.
I will think. I will listen. I will learn.
I will do all I can to be the genius I am.
I was born with everything I need to be the smartest in the world.
Everyday my actions and work will prove it!
Everyday my actions and work will prove it!
Today I will try and try! I will never give up!
I will persevere to the very end.
I will be great!
I know it! I know it! Therefore, I will.
When I get to the top of the mountain, I will help someone else make the climb to be as great as I am and will be!

Excuses and Self Confidence

Excuses are tools of incompetence that build monuments of nothingness;
And, those who specialize in their use seldom accomplish anything.
I will not make excuses. I can do anything I put my mind to.
No matter what other people say I cannot do...I know I can.
I think positive and not negative.
I will never say I can't!
I can if I try!

DAILY SCHEDULE

The academic school day runs from 8:45 am to 3:25 p.m. A child is tardy after 9:05 am. Children are allowed to enter the building at 8:15 a.m. for breakfast. Students arriving before 8:15 must remain outside until 8:15 a.m. Students eat breakfast from 8:15 a.m. to 9:00 a.m. **Students arriving to school after 9:00 a.m. are not permitted to eat breakfast. This does not include students who ride a school bus that arrives after 9:00 a.m.**

- Due to Covid 19 we have adjusted our school year schedule, and have opted to use a hybrid schedule so that we can keep our families as safe as possible. Our students have been broken down into two groups that will occupy the school days on different days during the school week:
- Group A will be in the school building Monday & Tuesday and will follow the in-school schedule below. On Wednesday, Thursday & Friday they will follow our online schedule.
- Group B will be in the school building Thursday & Friday and will follow the in-school schedule. On Monday, Tuesday & Wednesday they will follow our online schedule.
- The Millennium Community School will also provide for those families that decide that their children will not attend school in person. These students will just follow the online schedule every day.
- Once it is determined by the family how a child will attend school (Hybrid, Online, or once we are allowed to open full time) the child must stick with that method for the whole quarter.

Example of a Kindergarten In-School Schedule

8:15 to 8:35	Breakfast
8:45 to 9:05	Attendance, Seatwork & Restroom
9:05 to 9:30	Morning Circle Time
9:30 to 11:05	Literacy Instruction
11:05 to 11:55	Lunch/Recess
11:55 to 12:05	Read Aloud
12:05 to 12:45	Science/Social Studies
12:45 to 1:35	Specials
1:35 to 2:15	Writing Instruction
2:15 to 3:15	Math
3:15 to 3:25	Snack/Pack Up/Dismissal

<u>Lunch Times</u>	<u>Grade Level</u>	<u>Recess Times</u>
11:00 to 11:20	Kindergarten	11:20 to 11:50
11:25 to 11:45	First Grade	11:45 to 12:15
11:55 to 12:15	Second/Third Grade	12:15 to 12:45
12:25 to 12:45	Fourth/Fifth Grade	12:45 to 1:15
1:00 to 1:20	Middle School	none

K-1 Daily Online Learning Schedule

Group A - Monday and Tuesday - Group B - Thursday and Friday

*8:30 - 9:00 Attendance is taken in teacher's zoom

*9:00-10:00 ELA/Reading/Writing

*Break for 15 minutes

*10:15-11:00 Math

*Break 15 minutes

*11:15-12:00 Science/Social Studies

*12:00-1:00 Lunch

*1:00-3:30 Small Group/Interactive Programs

2-3 Daily Online Learning Schedule

Group A - Monday and Tuesday - Group B - Thursday and Friday

*8:30 - 9:00 Attendance is taken in teacher's zoom

*9:00-10:00 ELA/Reading/Writing

*Break for 15 minutes

*10:15-11:00 Math

*Break 15 minutes

*11:15-12:00 Science

*12:00-1:00 Lunch

*1:00-1:45 Social Studies

*1:45-3:30 Small Group/Intervention/Interactive Programs

4-5 Daily Online Learning Schedule

Group A - Monday and Tuesday - Group B - Thursday and Friday

*8:30 - 9:00 Attendance is taken in teacher's zoom

*9:00-10:00 ELA/Reading/Writing

*Break for 15 minutes

*10:15-11:00 Math

*Break 15 minutes

*11:15-12:00 Science

*12:00-1:00 Lunch

*1:00-1:45 Social Studies

*1:45-3:30 Small Group/Intervention/Interactive Programs

Recess Expectations

Goal: Students will Be Safe, Be Respectful, Be Responsible in all games and while using any equipment, during recess.

Rules:

The rules for recess and playground areas are as follows:

Students will Be Safe on the playground by:

- Use equipment appropriately
- Stay inside the fence
- Line up carefully & quickly

Students Will Be Respectful on playground by:

- Taking turns on the court, games and all playground equipment
- Practice good sportsmanship
- Follow the rules of the games
- hands & feet to self

Students will be responsible on playground

- Return / bring in equipment, coats, etc. in
- Line up quickly and quietly when the whistle is blown

Students who must use the restroom during recess must ask permission from the supervising staff and obtain a pass.

Note: We strongly recommend that you do not allow your child to use the playground equipment while waiting for school to begin or after school has ended. Millennium Community School staff will not be there to supervise students during those times.

ATTENDANCE

Attendance and participation in class, whether in school or online is an integral part of academic achievement and the learning process. Regular attendance develops patterns of behavior essential to professional and personal success in life. In order to emphasize the necessity of daily school attendance the School Attendance Law was created by the Ohio Department of Education. This law requires students to attend school a total of 920 hours each year. Therefore, it is the parent's responsibility to comply with this law to ensure that all school-age children are educated. Failure to adhere to this compulsory attendance policy will result in your child repeating a grade and/or result in you, the parent/guardian, being reported to the appropriate court authorities and social service agencies for noncompliance.

Additionally, all community schools are mandated under HB 364 attendance guidelines established by the Ohio Department of Education to follow the same school attendance provisions codified in the ORC Chapter 3301. As a result, the Millennium Community School Board of Directors adopted the policy below that has been in effect since August 14, 2006:

1. Students report daily at 8:15 am and are dismissed at 3:30 pm, in accordance with our school calendar and schedule (exceptions are early release days). After 9:05 am students are considered tardy and need to be signed in at the office.
2. The classroom teacher must record student absences and tardiness daily.
3. The parent(s)/guardian(s) must call the main office at **614-255-5585** to notify the school if a student is absent or tardy, and must submit a written notification regarding the reason(s) for absence or tardy upon the student's return to school.
4. Students who are tardy or leave prior to dismissal time will have their times recorded and time counted against the required 920 hours of instruction
5. Students without legitimate excuses who fail to participate in 105 cumulative hours (15 days) of consecutive learning **will be WITHDRAWN DUE TO TRUANCY** in accordance to HBC 364 and will not receive a passing grade nor be promoted to the next grade level. Each day that a student is absent or tardy, the parent/guardian will be informed via telephone through our School Reach program.
6. The Dean of Students will work with parents and guardians to ensure compulsory attendance by all students, including but not limited to, home visits, intervention programs, and/or referrals to appropriate agencies or courts.
7. No make-up work will be permitted for unexcused absences.

Below is a list of absences and tardies that will be coded as an excused absence or tardy only with supporting documentation.

1. Doctor/Dental Appointment. A written statement from the office must be submitted.
2. Religious Holidays

-
3. Personal illness of the student. A written statement from the parent can be submitted. After 3 consecutive days, a doctor's note must be submitted.
 4. Illness in the family necessitating the presence of the child/quarantine of the home. A written statement from a doctor must be submitted.
 5. Court-related matters. Court documentation must be submitted.
 6. Death in the family.

Below are the steps that will be followed for students who are considered truant or chronically tardy.

1. After **3** days of unexcused absences or tardies, the parent/guardian will be notified by mail, e-mail or phone concerning their student's attendance.
2. After **5** or more accumulative days of unexcused absences or tardies, the parent/guardian will be asked to meet with the Dean of Students and Superintendent to discuss their student's attendance.
 - a. If the Parent/Guardian fails to attend the meeting arranged by the Dean of Students, a visit will be made to the home concerning the student's attendance.
3. After **10** days of unexcused absences, Franklin County Children Services and the Juvenile Court will be informed of the student's truant attendance for further action.
4. After **15** days of unexcused absences, the student will be at risk to not receive a passing grade and will not be promoted to the next grade level.

Please understand that your student's education is our number one priority and the above stated attendance policy will be strictly followed. Thank you for familiarizing yourself with our attendance policy and adhering to it each day in order to ensure the continual educational success of your child.

DAILY PROCEDURES

Arrival

Students should arrive at school at 8:15 am and no earlier. Students will not be allowed into the building before 8:15 am. Upon arrival, students are to report to breakfast only because their homeroom teachers will be preparing for the day.

Students walking to school or being dropped off must enter the blue doors at the east end of the building. Students riding the bus must enter using the blue doors within the cafeteria.

Breakfast

Breakfast will be served between 8:15 am and 9:00 am. Students who walk to school or who arrive by car after 9:00 am will not be allowed to eat breakfast. Only students who arrive by bus after 9:00 am will be permitted to receive breakfast.

Parents escorting students to class and picking students up early

For the safety of all of our students, parents will not be allowed to walk students to class. Nor will they be able to go to the classroom unescorted to pick them up early. The Main office will either send someone to retrieve your student, or call the classroom and have them sent up front. Parents are to remain in the front office unless escorted by a staff person.

Announcements

Each school day begins with morning announcements. All students and staff participate. During this time, students recite the Pledge of Allegiance, the School Pledge, and "Excuses and Self-Confidence."

Lunch

Students will have a 20-minute lunch and K-5 will have a 30-minute recess period. Middle school will return to class immediately after lunch. A nutritious lunch, including milk, will be provided at school or students may bring a lunch from home. **FAST FOOD LUNCHESES ARE NOT PERMITTED TO BE DROPPED OFF TO CHILDREN IN THE CLASSROOM.** If you are providing your child with a fast food lunch, you must sign in at the office and drop the lunch off at the front desk.

****Important Notation:** Lunch for your child is free. **However, in order for your child to receive free lunch, a completed application must be on file in the front office.**

Dismissal and Pick-Up Times

Staff will escort students to their appropriate destinations for dismissal by 3:45 pm. Students must adhere to school-wide rules during dismissal time.

Students who **walk** to school will be dismissed at 3:45 pm from the blue doors at the east end of the building.

Students **being picked up by their parents** will be released from designated doors at the east end of the building at 3:45 pm.

Students who ride buses will be dismissed by bus number beginning at 3:45 pm.

Parents **ARE NOT** permitted to pick their child up in any place other than the designated areas at 3:45. Exceptions are made if the child has an appointment. However, documentation is required and parents must sign in at the office for early pick-up.

Parents are encouraged to allow your child the full benefit of our instructional program. Please refrain from interrupting classes during instructional hours 8:45 am- 3:45 pm.

EMERGENCY SCHOOL CLOSING

In case of severe weather (i.e., snowstorm, ice storm, etc.), the Director /Superintendent will notify local TV stations regarding the decision to close school or delay its opening. We will also generate a call to homes via our message center.

We will be closed due to inclement weather whenever Columbus Public Schools are closed or as Millennium Community School deems necessary.

Please make arrangements for your child if you are not home and school must be dismissed early due to an emergency.

CURRICULUM

Millennium Community School recognizes and adheres to the Common Core State Standards that were adopted by the Ohio Department of Education as well as 44 other states. Educational Standards help teachers ensure their students have the skills and knowledge they need to be successful by providing clear goals for student learning.

“The Common Core State Standards provide a consistent, clear understanding of what students are expected to learn, so teachers and parents know what they need to do to help create a successful student. The standards are designed to be robust and relevant to the real world, reflecting the knowledge and skills that our young people need for success in college and careers. With American students fully prepared for the future, our communities will be best positioned to compete successfully in the global economy.” (Common Core Mission Statement: www.corestandard.org)

The MCS teaching staff uses various professional development resources to implement effective instructional practices inside the classroom. Students are given short bi-weekly assessments to ensure they have mastered the information taught in class. Additionally, students are given larger quarterly assessments to collect data on academic progress and measure growth.

To ensure our students are prepared for state-mandated assessments, all teachers use state standards and benchmarks to guide instruction. During class, students are exposed to the vocabulary and/or mechanics that will appear on state assessments

Teachers submit weekly reports of completed lessons, and the explicit assumption is that all children have mastered all material in each and every completed lesson. The curriculum provides a clear standard against each teacher's measured performance. Should the performance fall below expectations, adjustments are made in teaching technique(s). The school employs a Director of Teaching and Learning, Academic Architects, Instructional Coaches and mentor teachers to assess, collect and analyze student data. The team also works to supervise teachers, provide evaluations and feedback, and report to the school's administration on student progress.

Behavioral Expectations

School had to develop SW- behavior expectations. In fact the 3rd meeting was about trimming down the M-7 so that we could meet the standards required in PBIS, but rather than tampering with the system that was in existence, we decided to use the M-7 as the character building portion of the school curriculum. We decided to also create expectations that could meet the guidelines as well as fit into the structure we had been working on for 9 years. Ms. P found a model and adopted it for the school and created the matrix. We shared it with teachers to get their thoughts as well as any feedback. After discussing it with the Teachers we added the Expectations to our Rocket Roll Call (monthly school celebrations), and put them up in the common areas as well as distributed it to all the teachers.

Location	Be Safe	Be Respectful	Be Responsible
Hallway	-Walk on the right side -Hands & feet to yourself -Face forward -Stay behind the person in front of you	-Voices off (level 0) -No gaps -Body off the walls	-Go straight to your destination -Stay with your class or have permission from an adult
Restroom	-Walk -Wash hands -Report problems to an adult	-Keep your eyes to yourself -Keep hands & feet to yourself -Voices off (level 0)	-Get permission to go -Do not take anything with you -Keep water in sink -One or two pumps of soap -One or two paper towels

Cafeteria	-Walk -Hands & feet to yourself -Stay in sit	-Raise your hand -Quiet voices (level 1)	-Throw trash in trash can -Focus on eating -Eat your own food
Playground	-Use equipment appropriately -Stay inside the fence -Line up carefully and quickly	-Take turns -Practice good sportsmanship -Follow the rules of the games -Hands & feet to self	-Return/ bring in equipment, coats, etc. in -Line up quickly and quietly when the whistle is blown
Office/Nurse	-Walk	-Quiet voices -Wait your turn -Follow directions carefully -Use please and thank you	-Have permission to be there
Assembly (Rocket Roll Call)	-Walk to assigned spot -Sit criss cross on your bottom -Hands & feet to yourself	-Participate appropriately -Clap appropriately -Listen attentively & actively	-Watch where you are walking -Follow directions
Bus	-Seat to seat, back to back -Quiet voices -Keep out of aisles -Remain seated	-Listen to the bus driver and aides -Follow directions -Hands & feet to yourself	-Take your seat quickly -Stay in assigned seat -Wait your turn -Know your bus stop

Teaching Expectation

At the Millennium Community School we have created a class that deals specifically with teaching the School Wide principles & expectations. Each class room has the M-7 class once a week. We call it the M-7 class and we reinforce this with our monthly Rocket Roll Call (The first friday of the month) where we review the principle of the month and the expectations. Each teacher fills out a rubric that helps the school identify the behaviors that best represent the principle of the month. We are working toward getting the teachers to use this day to go over the M-7 and work with the expectations that they need to reflect upon in their classroom. Within the beginning of the next school year we will require that teachers set within their schedule a time to over, model and discuss the expectations (3B’s) and the M-7.Each classroom has a Expectation Matrix in the classroom on display.

SCHOOL CULTURE AND CODE OF CONDUCT

The Millennium Community School has developed a culture based on the “Millennium Seven” (M-7):

Unity - to strive for and maintain unity and peace in the Millennium community for the success of all that dwells within its walls

Self Determination - We of the Millennium community choose to define ourselves and refuse to give that power to others, We name, claim and prove that we are Great at all we think, say and do.

Respect - I will practice my listening skills and learn to pay attention and honor the feelings, wishes, rights, and traditions of others. I will strive to treat others as I want to be treated, and see the Humanity that unites us all.

Gratitude - I will practice being thankful for what I have, and I will display appreciation for and return kindness to all.

Purpose - To make our collective calling to get the maximum benefit from the educational opportunities provided in my school community, to make myself a greater person, and raise myself to the highest academic standards possible.

Creativity - To always do as much as we can, in the way we can, in order to leave our school community more beautiful and beneficial than we inherited it. To use my imagination and original ideas to make my school, and eventually the world a better place.

Trust - To believe with all our heart in our school, our parents, our teachers, and our abilities to achieve all the goals that we set for our lives.

These principles are the cornerstone of our character building program. By having our staff & students focus on them in our curriculum, and in action we are able to foster a place that is conducive to the learning process. In addition we have school wide expectations that help instruct all members of our community on how to act in every area of our school. In each classroom and in all areas we have our school wide expectations visible. We call the expectation the 3b's and strive to make sure that not only do our staff and students know them but put them in practice

*Be Respectful

*Be Responsible

*Be Safe

The success of the Millennium Community School depends on the support of everyone involved in shaping our student's lives. By working together we can promote academic achievement, good character, and most importantly build great people who will be able to contribute to a better world.

SCHOOL CODE OF CONDUCT

Parent-Student-Teacher Agreement

The success of the Millennium Community School depends on the support of everyone involved in shaping our students' lives. By working together we (MCS administration staff, parents, and students) can promote academic achievement and good character and most importantly build great people who will be able to contribute to a better school culture and ultimately help build a better world.

Each student and his/her parent or guardian is asked to commit to working together as a team by demonstrating & teaching the 3Bs & the M-7. To help enforce this we have developed a Parent-Student-Teacher agreement, which is on the last page of this handbook. The agreement is also available in the school office, on our site, and will be distributed the first day of school.

At Millennium Community School, students will be encouraged to make appropriate choices regarding their personal behavior and conduct. Administration and staff will ensure order and support the development of good character and positive self-esteem at the school in the following ways below.

We Will Acknowledging Appropriate Conduct

Positive Interactions and Positive Feedback (using a PBIS model)

□ Special Attention:

In cases where a student exhibits chronic misbehavior, it is the responsibility of the teacher to first reteach the behavior, and then if the behavior continues then discuss the issue with the Academic Architect and/or Dean of Students. The Academic Architects, Dean of Students and teacher will ask other staff members to take time to greet and chat with the student; increasing the number of positive interactions will dramatically. This strategy may reduce the student's need to seek attention and recognition through misbehavior.

Each classroom at The Millennium Community School is encouraged to develop academic and behavior goals and use the school wide incentive program (Decision Dollars) to motivate the students toward those goals. Once class goals have been selected, teachers will help students understand how their objectives relate to the school wide goals. With teachers as leaders, students will decide how to achieve goals & earn school wide incentives, and classroom incentives when goals are reached.

Correcting Inappropriate Conduct:

Discipline will be developed in a positive manner and without the use of physical force, ridicule or sarcasm. One of the goals of the school is to foster and sustain strong habits

and self-discipline. The way we will develop this is by teaching the behaviors that we want to see, and then set clear expectations for our young people. In disciplining, teachers, faculty, and parents/guardians should always endeavor to be firm, just, consistent and impartial yet display compassion for the child.

At Millennium discipline issues are viewed as opportunities to re-teach behaviors that are based on the M-7 & guided by the 3-Bs. We believe that young people want to fulfil expectations, but may lack the skills, knowledge, and practice to put them in action. At experience. Children want to follow rules if adults clearly define the rules, keep the rules consistent, and then invite the children to assume responsibility for their personal behavior. Assuming responsibility for personal behavior includes understanding and accepting the responsibility and consequences for violating rules.

Consequences for Minor Misbehavior:

An example of actions that may be taken by teachers in response to minor misbehavior includes the following:

- Reminding student of expected behavior
- Reteaching the student the expected behavior
- If behavior continues imposing an in-class time-out (no more than 15 minutes)
- Imposing an out-of-class time-out (no more than 15 minutes)
- Contacting the students' parent or guardian
- Assigning the student a lunch detention

Helping Students with Chronic Misbehavior:

It is expected that all students at Millennium Community School practice what we call "The 3 B's" which are "Be Safe, Be responsible and Be Respectful", our teachers will teach our students how to meet these expectations. It is also understood, however, that a single set of procedures will not be effective in helping every student develop the skills and attitudes necessary for success. In such cases, teachers and faculty may adopt disciplinary procedures to meet individual situations while still adhering to the need to maintain a positive focus and emphasize calm and consistent consequences.

Definitions of Severe Misbehavior:

Most misbehavior will be handled with a discussion, reteaching of the appropriate behavior or the use of mild consequences. However, serious misbehavior will hold equally serious consequences that may include suspension or expulsion, depending on the seriousness of the infraction and the student's history. Such behavior is defined as belonging to at least one of the following categories:

Insubordinate Behavior: The direct refusal to comply with a reasonable staff directive within a specified period of time.

Inappropriate Touching: Uninvited contact such as touching, hugging, patting, pinching or fighting. Any unwelcome sexual physical conduct and offensive touching

Physically Dangerous Behavior: Fighting, assault, spitting and/or physical intimidation

Profanity/Verbal Abuse: Profanity or obscene language in either written or oral format and/or the use of obscene gestures or signs directed toward staff, students or visitors

Coercion: Forcing another student to do something by force or intimidation.

Threats: Actions or statements that are perceived as intimidating to staff, students or visitors.

Repeated offenses: Student misbehavior that repeatedly takes place after previous disciplinary actions have been attempted.

Vandalism: Defacing or destructing school property or the personal property of staff members and/or other students.

Illegal behavior: If a staff member is aware that a student has been or is engaged in illegal activity, the staff member will refer the case to the Academic Architect's office. The Academic Architect will notify the student's parent(s) or guardian(s) and make the decision whether to contact the appropriate law enforcement authorities.

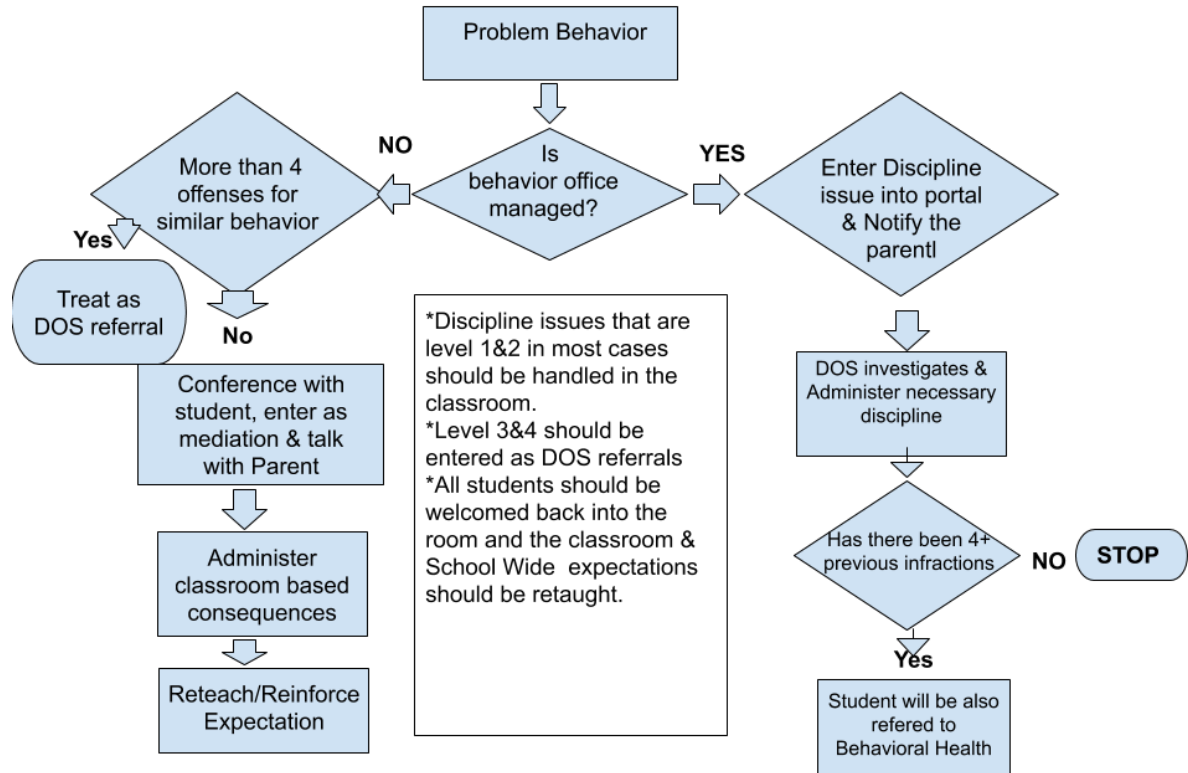
Harassment: Unwanted/unwarranted gestures that are consistent, especially when the receiving party has asked (or not) for the behavior to stop or discontinue.

Bullying and Intimidation: Written, verbal or emotional threats via pushing, shoving, email, or written threats. This behavior could result in the perpetrator being suspended with a pending expulsion if the said behavior does not completely cease.

MILLENNIUM COMMUNITY SCHOOL BEHAVIOR MANAGEMENT OFFENSES, PROCEDURES AND CONSEQUENCES

We are committed to achieving excellence by promoting high standards of academic, social and emotional growth.

MCS Discipline Procedure Flowchart



Severe Behavior Procedures:

The following outlines specific procedures that will be followed in the event when severe misbehavior occurs. The discipline system is progressive which means that the consequences increase for repeated infractions.

Level One Offenses:

- Being a distraction to the learning process
- Bus infraction: does not sit in seat
- Bus infraction: inappropriate behavior
- Drinking, eating, chewing gum in the classroom
- Excessive talking during instruction
- Failure to complete required assignments

- Getting out of seat without permission
- Gross insubordination
- Improper hallway behavior
- Lack of classroom preparation
- Non-compliance with direction given by staff
- Possession of electronic devices
- Talking back to staff members
- Two tardies to class in one week
- Uniform non-compliance
- Any other behavior deemed a Level 1 Offense by administration

Level One Offense Procedures:

Before any write-ups & disciplinary action is taken (unless the behavior is severe) minor behaviors should be looked at as an opportunity to re-teach and enforce the classroom expectation.

Step 1. Students receive a warning and the offense is entered into the portal so the tracking of these offenses can begin. Teacher calls the parent and an automatic call is generated to the parent by the portal and a write-up of the event is sent home or emailed to the parent.

Step 2. The student receives 1-3 days of suspension and parent meeting is required for the child to return, an automatic call is generated to the parent by portal, teacher also contacts parent, and write-up is generated and sent home to parent.

Step 3. The infraction is brought to the attention of the DOS and the student is removed from class. The student receives an OSS (out of school suspension) for 6-10 days. A call is made home by the DOS and a meeting is arranged to discuss the next step for the student. If these infractions continue, students will not be able to return to school until a meeting is held with parents/guardians. During the meeting an agreement is signed by the student and the parent that they will comply with the rules of MCS, and they are made aware of the consequences of the next level of the process. Parent receives a printout of the infraction.

Step 4. The infraction is brought to the attention of the DOS, the student is removed from class and parent is contacted and informed that the student will be removed from school until an expulsion hearing is arranged. The parent is given a date for the hearing and child will be expelled from MCS.

Level Two Offenses:

- Bus infraction: dangerous behavior at the bus stop
- Cheating
- Improper indoor recess behavior
- Improper use of equipment

- In an area without permission or pass
- Infraction after processing
- Leaving the classroom without permission
- Leaving recess area w/o permission or pass
- Lying
- Excessive Level One behavior
- Inappropriate language toward staff
- Refusal to give name
- Forgery
- Major classroom disruption
- Negative report form a substitute teacher
- Saying or writing inappropriate language
- Any other behavior deemed a Level 2 Offense by administration

Level Two Offense Procedures:

Before any write-ups & disciplinary action is taken (unless the behavior is severe) minor behaviors should be looked at as an opportunity to re-teach and enforce the classroom expectation.

Step 1. The student receives 1-3 days of suspension and can only return with a parent meeting, an automatic call is generated to the parent by portal, and teacher also contacts parent/guardian, and write-up is generated and sent home to parent.

Step 2. The infraction is brought to the attention of the DOS and the student is removed from class. The student receives an OSS (out of school suspension) for 6-10 days. A call is made home by the DOS and a meeting is arranged to discuss the next step for the student. If these infractions continue, the student will not be able to return to school until a meeting is held with parents. During the meeting an agreement is signed by the student and the parent that they will comply with the rules of MCS, and they are made aware of the consequences of the next level of the process. Parent receives a printout of the infraction.

Step 3. The infraction is brought to the attention of the DOS, the student is removed from class and the parent is contacted and informed that the student will be removed from school until an expulsion hearing is arranged. The parent is given a date for the hearing and the child will be expelled from MCS.

Level Three Offenses:

- Bullying, Harassment or Intimidation of others
- Bus infraction: dangerous behavior on bus
- Threatening other students physically or verbally
- Not following processing procedures
- Throwing objects
- Explosive behavior

- Extortion
- Gambling
- Inappropriate touching: private area
- Inappropriate touching: pushing/shoving
- Misbehavior during emergency safety drills
- Spitting with intent or making contact
- Stealing
- Trespassing
- Throwing objects with intent to harm
- Any other behavior deemed a Level 3 Offense by administration

Level Three Offense Procedures:

Step 1. The infraction is brought to the attention of the DOS and the student is removed from class. The student receives an OSS (out of school suspension) for 6-10 days. A call is made home by the DOS and a meeting is arranged to discuss the next step for the student if these infractions continue, the student will not be able to return to school until a meeting is held with parents/Guardians. During the meeting an agreement is signed by the student and the parent that they will comply with the rules of MCS, and they are made aware of the consequences of the next level of the process. Parent receives a printout of the infraction.

Step 2. The infraction is brought to the attention of the DOS, the student is removed from class and parent/guardian is contacted and informed that the student will be removed from school until an expulsion hearing is arranged. The parent is given a date for the hearing and child will be expelled from MCS.

Level Four Offenses:

- Any sexual orientated advancements
- Arson
- Bomb threats
- Bringing a weapon (gun, knife, etc.) to school or on the bus.
- Bringing illegal drugs or alcohol to school
- Assault on school employee
- Fighting
- Possession of a weapon
- Smoking on the bus
- Threatening school employee
- Cyber Bullying/Harassment/Intimidation
- Gang activity
- Improperly administering or distributing legal drugs
- Inciting panic
- Possessing a toy weapon at any time
- Possessing drug/alcohol paraphernalia
- Vandalism

Any other behavior deemed a Level 4 Offense by administration

Level Four Offense Procedures:

Step 1. The infraction is brought to the attention of the DOS, the student is removed from class and parent/guardian is contacted and informed that the student will be removed from school until an expulsion hearing is arranged. The parent is given a date for the hearing and the child will be expelled from MCS.

Millennium Middle School Student Expectations

I will **everyday**.....

1. Arrive to school and class on time
2. Listen to my teacher(s) while they are speaking
3. Complete all homework **assignments on time**
4. **Ask for help!** And not wait until I have a D or F to fix the problem)
5. Be in uniform daily (no exceptions)
6. Sit at my desk and not in the teachers chair
7. Clean up the areas around me after each class (no exceptions)
8. Walk on the right side of the hallway, not in the middle
9. Talk if I need to **quietly** during transition to other classes (only during these times)

I am expected **each day**.....

1. To behave with respect
2. Be constructive and positive with my language
3. Walk in the hallway
4. Be responsible & respectful when engaging with fellow student, be aware of how we touch and interact with others
5. Use the restroom in the morning before Homeroom, during lunch and at the end of the day
6. To have a hall pass if I need to leave the room
7. To do my best
8. To become a positive leader for others
9. Participate in my own educational process

I will **also**....

1. Have my cell phone put up during school hours

2. Put away IPODs or MP3 players during school hours

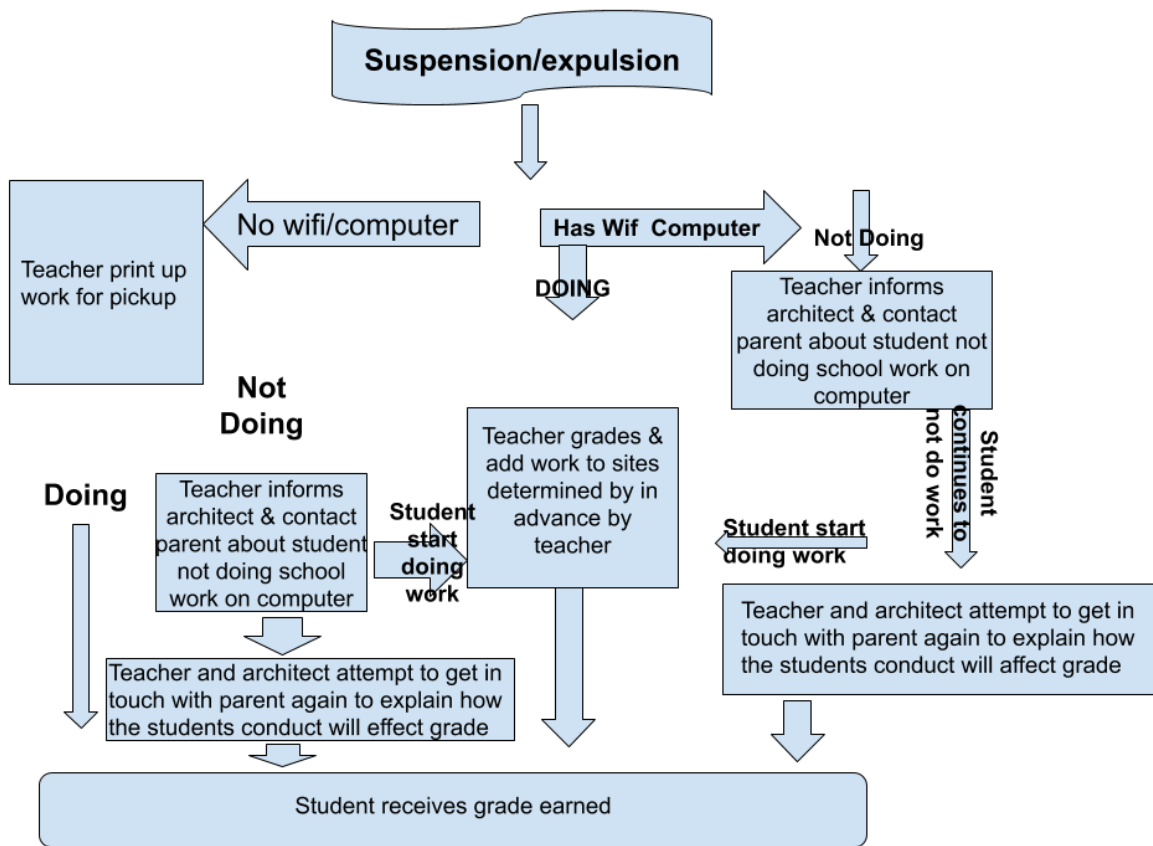
I will have the **opportunity to**.....

1. Participate and have fun at the New S.P.O.T.
2. Join a club (GPA /Behavior will determine members)
3. Participate in athletics if my (GPA/Behavior are acceptable)

Out of school Suspension Homework Procedures

The following procedure for homework is to be followed for students that have been suspended or expelled from The Millennium Community School.

1. When a student is sent to the Dean of Students for discipline that results in suspension, the Dean will communicate this fact to the appropriate Architect so that the student can receive school assignments for the time that he/she will be out of the building. When a student is given an out of school suspension, the student should be provided with a chromebook for the period of the suspension. This is done to ensure that our students do not fall behind in their course work as well as keeping with the school's mission i.e. "To foster life-long learning through academic excellence...." We also believe that it is the school's duty to provide class work when a child has been suspended from our building. It is the responsibility of the parent or guardian to obtain the student's assignments, or to make sure that student is completing assignments in the online learning program.
 - a. If the suspension is for less than five days in duration, the student and his parent/guardian shall make arrangements to obtain assignments, or if they have wifi obtain a chromebook. The teacher must inform the architect or the designated building administrator in writing that the work has or has not been completed.
 - b. If suspension is for more than five days in duration, the student and his/her parent/guardian shall be provided a copy of the Out-of- School Suspension Assignment Form to assist them in tracking their assignments if they do not have an internet connection, if internet connection is available student can keep up through the online classroom. Educators will indicate whether the assignment is "Complete," "Partially Complete," or "Incomplete" and initial their determination.
2. All assignments are to be submitted to the appropriate teacher for their review within a reasonable period of time. Teachers have discretion as to how long to accept an assignment from a student.
3. Once the assignment has been completed, the teacher will inform the Architect or designated building administrator via email or submit the completed Out-of School Suspension Assignment Form, whichever is applicable, for determination as to whether the absence may be modified to "Out of School Suspension with Homework."



HARASSMENT, INTIMIDATION OR BULLYING POLICY

Statement of Prohibition

Millennium Community School strives for a school environment in which all individuals are treated with respect and dignity. Each individual has the right to be in an atmosphere which promotes equal opportunities and prohibits discriminatory practices and harassment based upon age, disability, national origin, race, religion, or gender.

Our school seeks and affirms each student's worth, dignity and self-esteem. Harassment, intimidation or bullying strikes at the base of these values and prevents students from reaching for excellence in every dimension of life. Students are entitled to receive their education free from humiliation, oppression, abuse and intimidation. Harassment, intimidation or bullying affects every student. It damages the learning atmosphere of the school, classroom and academic environment.

Definition of Harassment, Intimidation or Bullying Law

Harassment, intimidation or bullying, whether verbal, physical, or environmental, is unacceptable and will not be tolerated. Harassment, intimidation, or bullying behavior by any student/school personnel in the Millennium Community School family is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation, or bullying, in accordance with House Bill 276, means any intentional written, verbal, graphic or physical acts including electronically transmitted acts i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

5.1.2.1. Causing mental or physical harm to the other student/school personnel including placing an individual in reasonable fear of physical harm and/or damaging of students'/personal property; and,

5.1.2.2. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student/school personnel.

Harassment, intimidation or bullying is a situation in which one or more students single out a child/children and engage in demeaning acts to intentionally cause mental or physical harm. Verbal and physical aggression behaviors (i.e. punching, hitting, kicking, bumping, pushing, taunting, teasing, mocking, malicious gossip, racist slurs or names, writing insulting graffiti, sending hurtful notes about another student, or a student organizes a group to spread insults, sexual innuendos, etc.) will not be tolerated on school property or at school-sponsored events

Individuals Covered Under the Policy

This policy protects all staff and students in the school environment during a school-related event or when the staff or student leaves their home and/or upon returning to their home. The school will not tolerate, condone, or allow harassment, whether engaged in by fellow employees or other non-employees who conduct business with the school. The school encourages reporting of all incidents of harassment, regardless of who the offender may be.

PROCEDURES FOR REPORTING INCIDENTS

Millennium Community School encourages reporting of any incidents of harassment, intimidation or bullying regardless of who the offender may be.

Students are to report any incident of harassment, intimidation or bullying to their teacher, school director, or administrator **immediately**. Any school employee who is aware of any prohibited incident must report it **immediately** to the school director or other administrator designated by the director or superintendent.

Parents or guardians of any student involved in a prohibited incident will be notified and , to the extent permitted by section 3319.321 of the Revised Code and the "Family Educational Rights and Privacy Act of 1974,' 88 Stat.571,20 U.S.C. 1232q, as amended, have access to any written reports pertaining to the prohibited incident.

Reporting Procedures

Any prohibited incident will be reported immediately to the school director or other administrator designated by the director or superintendent.

Written documentation and/or reports of any prohibited incident will be required by the school director or other administrator designated by the director or superintendent.

Parents or guardians of any student involved in a prohibited incident will be notified and have access to any written reports pertaining to the prohibited incident.

Investigating Procedures

Any prohibited incident will be investigated by the school director or other administrator designated by the director or superintendent.

A copy of the investigated results of the prohibited incident will be submitted to the superintendent for his/her review.

Victim Strategy Procedures

Any additional harassment, intimidation or bullying that is enacted toward the student because he/she has filed a report will be protected from retaliation.

Any student who continues to cause harm will be given a disciplinary measure with an out-of-school suspension (amount of days will be determined), until the matter is resolved by the school director or superintendent. *(A disciplinary procedure for any student guilty of harassment, intimidation or bullying, shall not infringe on any student's rights under the first amendment to the Constitution of the United States.)*

Reporting Procedures to the Board of Directors

Written summary reports of incidents will be submitted to the Millennium Community School Board President and members of the board on a monthly basis (during regular board meetings) by the superintendent or his/her designee.

A written semi-annual summary of all incidents will be submitted to the Millennium Community School Board President and members of the board by the superintendent or his/her designee. The written summary will be posted on the school's website and accessible to the public.

The school's harassment, intimidation or bullying policy shall appear in the student/parent handbook and in any publications that set forth the comprehensive rules, procedures, and standards of conduct for schools and students in the Millennium Community School district. Information regarding the policy shall be incorporated into employee training materials. Any employee of the Millennium Community School district or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with the policy adopted pursuant to this section if that person reports an incident of harassment, intimidation or bullying promptly in good faith and in compliance with the procedures as specified in the policy.

Training, Workshops, Program and Preventive Initiatives

Millennium Community School district will provide its employees (who have direct contact with students), training, workshops, programs, and other preventive initiatives on harassment, intimidation or bullying at least four (4) times a year. The superintendent must approve or authorize all employee training.

All employees (who have direct contact with students) will be required to attend at least two (2) initiatives per year. Additional training or preventive measures will be provided during the regular monthly employee meetings.

Any employee who does not attend the necessary training will be required to meet with the superintendent.

Any employee who attends a training, workshop or preventive initiative outside of the work environment on harassment, intimidation or bullying must provide documentation. All employees who attend in-school training, workshops or preventive initiatives will be required to complete a sign-in sheet. All training documentation will become a permanent record of the employee's file.

Students and parents will receive information throughout the school year (open enrollments, parent orientations, PTA meetings, parent counseling sessions, etc.) and students will be regularly educated in the classrooms, during assembly meetings, counseling sessions, and school-sponsored events on the harassment, intimidation or bullying policy.

INJURED STUDENT POLICY

The Millennium Community School is concerned about the safety, health and welfare of all students. Therefore, the school has established a policy that governs and mandates procedures for a student who injures another student, or a student who destroys school property, but is not limited, to the following:

- While a student is traveling to school
- While a student is riding the bus
- While a student has exited the bus and is walking home
- While a student is attending a school-related event on campus or visiting another campus
- While a student is on the school campus

The parent/guardian shall be held responsible for any injuries or medical bills sustained by any student offender(s) or any student(s) involved in the offense of a student or staff. If the school is sued for any action of the student offender(s), the parent/guardian shall be held liable for up to ten thousand dollars (\$10,000.00) unless the action is gang related.

In such a case, the parent/guardian shall be held liable for the actual amount. Please see the relevant Ohio Revised Code below:

3109.10 Liability of parents for willful and malicious assaults by their children.

"As used in this section, "parent" has the same meaning as in section 3109.09 of the Revised Code. Any person is entitled to maintain an action to recover compensatory damages in a civil action, in an amount not to exceed ten thousand dollars and costs of suit in a court of competent jurisdiction, from the parent of a child under the age of eighteen if the child willfully and maliciously assaults the person by a means or force likely to produce great bodily harm. A finding of willful and malicious assault by a means or force likely to produce great bodily harm is not dependent upon a prior finding that the child is a delinquent child. Any action brought pursuant to this section shall be commenced and heard as in other civil actions for damages. The monetary limitation upon compensatory damages set forth in this section does not apply to a civil action brought pursuant to section 2307.70 of the Revised Code."

Effective Date: 10-29-1996

<http://codes.ohio.gov/orc/3109.10>

Vandalism, Destruction of Property, Desecration or Ethnic Intimidation Policy

It is the goal of the Millennium Community School to provide a safe, secure and beautiful facility/campus for teaching and learning. Research shows that students succeed better in an environment where they feel safe and the facility is well maintained. Therefore, the school has established a new policy that governs and mandates procedures for maintaining a beautiful

facility/campus. This policy also includes a student who destroys school property, intimidates, but is not limited, to the following:

- Who ethnically intimidates a student of another race, creed or color
- Who damages, vandalizes or desecrates any aspect of this campus, facility, buses or vehicles owned by staff or visitors
- Who damages, vandalizes or desecrates any aspect of a visiting campus, facility, buses or vehicles, owned by visitors or otherwise, while on a school-related trip
- While riding the bus to and from school

The parent/guardian shall be held responsible for any damages, court costs not to exceed fifteen thousand dollars (\$15,000.00). The provisions of this law are delineated below:

2307.70 Civil action for damages for vandalism, desecration or ethnic intimidation.

(A) Any person who suffers injury or loss to person or property as a result of an act committed in violation of section 2909.05, 2927.11, or 2927.12 of the Revised Code has a civil action against the offender and may recover in that action full compensatory damages, including, but not limited to, damages for emotional distress, and may recover punitive or exemplary damages, court costs, other reasonable expenses incurred in maintaining that action, and the reasonable attorney's fees incurred in maintaining that action.

(B)(1) Any person who suffers injury or loss to person or property as a result of an act committed in violation of section 2909.05, 2927.11, or 2927.12 of the Revised Code by a minor child has a civil action against the parent of the minor child and may recover in that action compensatory damages not to exceed fifteen thousand dollars, court costs, other reasonable expenses incurred in maintaining that action, and reasonable attorney's fees incurred in maintaining that action. A parent and the parent's minor child are jointly and severally liable as specified in this division for the injury or loss to person or property caused by the minor child's act committed in violation of section 2909.05, 2927.11, or 2927.12 of the Revised Code.

If a person recovers compensatory damages from a parent of a minor child pursuant to this division, that recovery does not preclude the person from maintaining a civil action against the minor child pursuant to division (A) of this section.

(2) As used in division (8) of this section:

(a) "Minor child" means a person who is under eighteen years of age and who is not married at the time of the commission of an act in violation of section 2909.05, 2927.11, or 2927.12 of the Revised Code that gives rise to a civil action under division (8) of this section.

(b) "Parent" has the same meaning as in section 3109.09 of the Revised Code.

(C) The monetary limitation upon compensatory damages set forth in section 3109.09 or 3109.10 of the Revised Code does not apply to a civil action brought pursuant to division (A) or (8) of this section.

(D) A civil action may be maintained under division (A) or (8) of this section whether or not the person who committed an act in violation of section 2909.05, 2927.11, or 2927.12 of the Revised Code has been charged by an indictment, information, or complaint with a violation of any of those sections, has been convicted of or pleaded guilty to a violation of any of those sections, has been charged by a complaint with being a delinquent child for committing an act that is a violation of any of those sections, or has been adjudicated a delinquent child for having committed an act of that nature.

(E) No record of conviction, unless obtained by confession in open court, or delinquent child, adjudication shall be used as evidence in a civil action brought pursuant to division (A) or (8) of this section.

Effective Date: 09-20-1999

<http://codes.ohio.gov/orc/2307.70>

HOMEWORK PHILOSOPHY AND GUIDELINES

Philosophy

Millennium Community School advocates, encourages, and promotes the philosophy of homework as a vital component of educational development. It is expected that the following goals will be met through consistent and well-designed homework:

Students will develop a greater sense of responsibility and self-direction.

Students will acquire organizational skills.

Students will improve independent study skills.

Students will cultivate time management skills.

Students will develop skill-building, discipline and self-learning techniques.

Students will obtain critical and divergent thinking skills that will evolve throughout a lifetime of learning.

Guidelines

Each teacher will effectively communicate his/her homework policy to students and parents. Parents and students should anticipate homework each weekday evening to reinforce those skills learned in the classroom, to compensate for skill deficiencies, or to further challenge accelerated students. Students in third through fifth grade may have homework to complete during the weekend.

Homework will be planned and assigned for instructional purposes related to classroom and benchmark objectives. Clear instructions will be provided. Projects will have an established timeline for progression and completion. Throughout the school year, the quantity of homework may vary depending on the maturity and ability of students as well as the school calendar. Research indicates that in grades Kindergarten through 6 grades, twenty minutes of reading, at minimum, is appropriate and effective for student learning.

Take a few minutes to make your child a better student for a lifetime!!

Why Can't I Skip My Twenty Minutes of Reading Tonight?

Let's figure it out-mathematically!

Student A reads 20 minutes, five evenings every week.

Student B reads only 4 minutes a night...**or not at all!**

Step 1: Multiply minutes a night x5 each week.

Student A reads 20 minutes x5 times a week =100 minutes a week

Student B reads 4 minutes x5 times a week = 20 minutes a week

Step 2: Multiply minutes a week x 4 each month
Student A reads 400 minutes a month
Student B reads 80 minutes a month

Step 3: Multiply minutes a week x9 each month
Student A reads 3600 minutes a month
Student B reads 720 minutes a month

Student A practices reading the equivalent of ten whole school days a year. Student B gets the equivalent of only two school days of reading practice.

SPECIAL EDUCATION GUIDELINES/PROCEDURES

Compliance with Federal and State Special Education and Disability Laws

The Millennium Community School District and Sponsor acknowledge and understand that it is subject to all federal and state laws prohibiting discrimination on the basis of disability, including the Individuals with Disabilities Education Act of 1997 (IDEA); 2004 Reauthorization of IDEA (IDEIA); No Child Left Behind (NCLB); (Title I), Section 504 Rehabilitation Act of 1973 (Section 504); and, the Americans with Disabilities Act of 1990 (ADA). Millennium Community School (MCS) will be accountable to the Board of Directors for purposes of assuring compliance with federal and state special education and disability laws.

Responsibility for Special Education Services

The District acknowledges and understands that the Superintendent and Director of Special Education or designee is responsible for assuring that all special education students attending the Millennium Community School receive a free appropriate public education (FAPE) under the IDEA and No Child Left Behind (NCLB).

Service Delivery

The District will use the combination model (a combination of the [insurance and contract] models) for special education service deliver. Specifically, the District will be responsible for providing special education instructions according to the individualized education programs (IEP's) for each student with a disability enrolled at MCS. The District will deliver special education instructions, primarily within the regular classroom, and will provide resource room "pull-out" services as required by student IEP's. Within this framework, the District will provide teacher training on the school's curriculum and implementation of the curriculum that includes instructional strategies that meet the needs of all students (IEP, 504, etc.).

Related Services

The District will provide all related services required by the IEP's, including initial and re-evaluations, occupational therapy, physical therapy, speech therapy, paraprofessional services, school psychology services and school nurse as required by student IEP's. The District will be responsible for selecting related services providers who will be assigned to MCS.

Special Education Teacher Qualifications

The District acknowledges and understands that it is not exempt from special education credentialing requirements under the IDEA and NCLB. MCSD will hire individuals that apply through the Superintendent, Director of Special Education, and/or the Human Resource Department who meet the federal definition of highly qualified. (See Highly Qualified Teacher Tool Kit ODE document.)

Special Education Records Requests

When a student on an IEP, developed by a school district or public agency, enrolls at MCS, the school will immediately notify the Director of Special Education. The Director of Special Education will request MCS to obtain the IEP and other relevant records from the student's previous school or agency. In accordance with IDEA, and the school district guidelines, after a child has enrolled in MCS and was receiving special education services elsewhere, and the child's IEP is unavailable, interim services will be provided for the child. Such interim services will continue to be provided until the child's records are received from the sending school district or public agency.

If the child's records from the sending school district or public agency have not been received within thirty (30) days from the date of enrollment, the child will be placed in School-Wide Academic Progress Monitoring for the purpose of determining academic needs. This will be done with the full involvement of the child's parent or caregiver.

Pre-referral Intervention

The District acknowledges and understands that pre-referral interventions are based on general education and is the responsibility of regular educators. Data will be gathered through the Response to Intervention process to be used when students are referred for a suspected disability. Based on a review of the data collected, a determination will be made concerning implementing the referral process.

Response to Intervention (School-wide)

The school will initiate a **Three-Tiered Response to Intervention (RtI)** model as its school-wide intervention process. Curriculum-based assessments will be conducted and documented consistently on an on-going schedule for all students. The school will develop procedures and initiate training on RtI for all teachers.

Student Support Team (SST)

The integrated Student Support Team ensures the implementation of RTI. Members include the child's parent/caregiver, Principal, the Director of Special Education, regular education teachers, special education teachers, and other educational specialists as necessary.

Assessment and Re-Evaluation Procedures

The District will be responsible for carrying out all initial and re-evaluations in accordance with Rule 3301-51-06. A qualified team, including, but not limited to, the parent, regular education teacher, special education teacher, psychologist, Director of Special Education and other educational personnel as needed, will conduct initial evaluations for students suspected of a disability in accordance with Rule 3301-51-06(B) and re-evaluations to determine continued eligibility in accordance with Rule 3301-51-06(G).

Culturally Responsive Practices

The District will identify and use culturally responsive assessments and provide culturally responsive training for its staff. This will ensure that students are not misidentified or over identified in special education categories. The school will develop internal tools to use in conjunction with the guidance document developed by the Ohio Department of Education, to monitor disproportionate representation, in special education, as required by federal law. (Section 618 (d) of 20 U. S. G. 1400 – the Individuals with Disabilities Education Improvement Act of 2004) § 618 (d) Disproportionally.

Procedural Safeguards

The Director of Special Education or designee will follow all required timelines and documentation for obtaining written parental consent [Rule 3301-51-05(E)(1)/Form PR-05]; and, be responsible for sending out prior written notice to parents [Rule 3301-51-05(C)(I)/Form PR-01]. Included with the prior written notice and consent for evaluation forms, will be a copy of the procedural safeguards notice [Rule 3301-51-05(D)(1)(a)].

Additional forms to be sent, should include a parent invitation to all required meetings [Rule 3301-51-05(B)/Form PR-02] and referral for evaluation form to gather date and history of child in accordance with Rule 3301-51-06(A)(1)/Form PR-04. The Special Education Director or designee will be responsible for scheduling and facilitating eligibility determination (Evaluation Team Report) meetings in accordance with Rule 3301-51-06(E)(F).

Multi-factored Evaluation

If the parent requests a multi-factored evaluation, the process will be implemented and completed within 60 days from the date of consent. The referral and assessment process will be initiated, so as to allow the completion of the IEP within 30 school days of the determination that the child needs special education and/or related services in accordance with Rule 3301-51-07(D)(2)(a).

If the student's information is received from the sending school prior to initiating an evaluation, a meeting will be held to review the services specified on the existing IEP. After a review of the information by the IEP team, a determination will be made concerning the implementation of the

existing IEP, or whether changes should be made based on new information provided in the IEP meeting.

IEP Development and Review Meetings

The Director of Special Education or designee will coordinate with school staff regarding the scheduling and facilitation of IEP meetings. The school will coordinate with the Special Education office to ensure that an appropriately constituted IEP team is assembled for each IEP meeting. IEP team members will include, but are not limited to, the parents of the child, the regular education teacher of the child, a special education teacher, the Principal, Director of Special Education and other educational specialists, as needed in accordance with Rule 3301-51-07(E)(1).

IEP Team Responsibilities

The child's IEP team will make all placement decisions, including any decision to exit the child from special education. The IEP team will also make the decision to implement the current IEP or if changes should be made based on new information (i.e., test results, alternative educational settings, etc.). The Director of Special Education or designee will schedule and facilitate IEP meetings. In addition, the Special Education Director or designee will communicate with the child's previous school district if and when additional information is needed.

Least Restrictive Environment

The District will educate its special education students to the maximum extent appropriate in age-appropriate classrooms with access to and progress in the general curriculum, unless the nature and severity of the disability does not allow the student to be satisfactorily educated in the regular classroom, even with the use of supplementary aids, related services and instructional/curricular support [Rule 3301-51 -09(A)].

DISCIPLINE PROCEDURES FOR SPECIAL EDUCATION STUDENTS

A Change of Placement

The District will implement discipline procedures in accordance with Rule 3301-51-05 (K) (1) (a) (i) (ii) and IDEA-Reauthorized Statute (July 1, 2005), 615 (k) (1)(A). The removal of a child with a disability for more than ten (10) consecutive days or for a series of removals that constitute a pattern of removals, because they cumulate to more than ten (10) school days and due to factors such as the length of each removal, the total cumulative amount of time, the child is removed during the current school year and the proximity of removal to another placement.

School personnel may consider any unique circumstances on a case-by-case basis when determining, whether to order a change of placement for a child with a disability who violates a **Code of Student Conduct**.

Manifestation Determination

Within ten (10) school days of any decision to change the placement of a child with a disability, because of a violation of a code of student conduct, a manifestation determination review (meeting) shall be conducted. MCS, the parent/caregiver and relevant members (as determined by the parent and MCS), shall review all relevant information in the student's file (including the IEP, any teachers observation and any relevant information provided by the parent), to determine if the conduct was caused by or had a direct and substantial relationship to the child's disability or the direct result of MCS's failure to implement the IEP. [Rule 3301-51-05(K)(7) and IDEA- Reauthorized Statute on Discipline]. If the school, the parent/caregiver, and relevant members of the IEP team make the determination that the conduct was a manifestation and is related to the child's disability, the IEP team shall conduct a functional behavior assessment and implement a behavioral intervention plan for such child, provided that the school has not conducted such an assessment prior to such an determination before the behavior that resulted in a change in placement described in IDEA Reauthorized Statute, Section 616 (k)(l)(C) or (G).

Resolving Disputes Regarding Identification, Evaluation, or Placement of Child with a Disability or the Provisions of FAPE

Millennium Community School shall afford parents the opportunity to resolve disputes regarding identification, evaluation, or educational placement of a child with a disability; or the provisions of a free appropriate public education (FAPE) in accordance with Rule 3301-51-08(A).

Millennium Community School shall provide parents an opportunity to have an impartial due process hearing. An impartial due process hearing may be requested at any time the MCS proposes to initiate or change the identification, evaluation, or educational placement of the child with a disability or the provisions of FAPE to the child [Rule 3301-51-08(B)(l)(a)]; or refuses to initiate or change the identification, evaluation, or educational placement of the child with a disability or the provision of FAPE to the child [Rule 3301-51-08(B)(l)(b)]. When an impartial due process hearing is initiated, it must be requested in writing to the Superintendent of MCS. If the parent is requesting the hearing, the notice shall be provided by the parent of the child with a disability or the attorney representing the child [Rule 3301-51-08(C)(1)].

Confidentiality and Special Education Records

Pursuant to the IDEA, the NCLB, the federal Family Educational Rights and Privacy Act and the Ohio Public Records Law and MCS will establish written policies and procedures to ensure protection of the confidentiality of personally identifiable information in regards to special education records, during all stages of their collection, storage, disclosure and destruction [Rule 3301-51-04(A)]. MCS administrators will timely notify the Special Education Director when a parent or student requests access to, or requests copies of, the student's special education records, so all locations and formats for storage of the requested records within the District, can be fully identified for proper production to the parent or student.

Section 504 Eligibility, Services, Technical Assistance and Training

Individuals with a qualified disability, solely by reason of his/her disability, cannot be excluded from the participation in, being denied benefits of, or be subjected to discrimination under any program or activity in the MCS. MCS will be responsible for determining student eligibility for Section 504 services, and will convene a team when necessary, when a student has been determined to be ineligible for services under the IDEA. MCS will develop a written 504 plan for each eligible student. MCS will also be responsible for delivering 504 services and for holding manifestation determination reviews in connection with student discipline proceedings.

MILLENNIUM COMMUNITY SCHOOL SPECIAL EVENTS AND EXTRACURRICULAR ACTIVITIES

Millennium Community School strives to create an environment that is well rounded and inclusive of activities that will promote social skills and enhance community awareness. We have established a social calendar that enlists staff commitment, student participation, and parental and community involvement. Some of our special events are as follows:

The SPOT (Supporting Positive Outcomes Together)

This is a high-quality school-wide morning assembly. Its goal is to nurture a positive school philosophy that stresses self-respect, respect of others, and the pursuit of all forms of excellence. It also nurtures the development of intrapersonal intelligence, and establishes daily expectations for students and staff.

Purpose:

To create a climate of unity and leadership toward a common cause established by Millennium Community Schools for the betterment of each student. While further creating a culture of similar ideas that are aimed at reminding each student to be a leader both in school and in our community.

Movement:

Each student will learn to practice the leadership styles represented by the S.P.O.T. through daily use and support by both teachers and architects. Our goal is to as a community put in place a leadership component for each month during our weekly meetings as a school student body.

Millennium 7 Leadership Qualities:

- A. Unity- working as a team
- B. Respect-being aware of and responsible for those around me
- C. Purpose- knowing why I do what I do, and working hard to succeed
- D. Trust-believing that we are on the right path, and that we will be
- E. Creativity-finding exciting ways to solve tough problems
- F. Self Determination-ability to control our destiny and our actions

-
- G. Gratitude-being thankful for what others have done for us

Implementation of Millennium 7 Leadership Qualities and color code:

- A. Unity (August/September/Red)
- B. Respect (October/Orange)
- C. Purpose (November/Yellow)
- D. Trust (December/January/Green)
- E. Creativity (February/Blue)
- F. Self Determination (March/Purple)
- G. Gratitude (April/May/Black)

Practice schedule:

Monday - Friday

8:45-9:00

In addition:

- A. Each grade level will learn a new chant that distinguishes them from other grade levels
- B. Each grade level will learn to recite their chant collectively and with power
- C. All students will recite: Rockets! One team...one fight!
- D. All student will recite our motto: Education is our number one priority

Closing:

- A. Students will receive a positive word or phrase from a school leader as reminder of what it means to be a leader at Millennium Community Schools:

Black History Month

Millennium Community School celebrates Black History Month in February. A program is scheduled each year and is normally off school grounds during evening hours. The program strives to increase and heighten students' awareness of African-American pioneers.

Annual Cookout

The Annual Cookout is held during the last week of school to celebrate the year's accomplishments with parents and families.

Holiday and Birthday Parties

Holiday and Birthday Parties are held by each individual teacher at their discretion. Parties are held at the close of the school day for no more than 30 minutes. Parent participation is encouraged.

Graduation Ceremonies

Graduating ceremonies for K, 5th and 8th graders are held at the end of the school year (off school grounds). The ceremonies are formal with caps and gowns.

Fifth and Eighth Grade Formals

The 5th and 8th grade formals are held at the end of the school year to honor and recognize students for their success. The formals are held during the evening hours and the event provides students with a traditional sense of elegance. Parent chaperones are "a must" to ensure that the evening event is conducted in safe manner.

Field Trips

When students are traveling away from school, they are subject to the same rules and regulations as in school. Teacher discretion is paramount in deciding student eligibility to participate based on classroom behavior.

Signed permission slips must be on file with teachers for every field trip. All students MUST ride on the bus with their teacher to and from the destination unless a release form has been completed prior to leaving school grounds. Parents who volunteer must complete necessary volunteer forms to ensure compliance with state and federal laws, and student safety.

Talent Show

The Talent Show is sponsored by the MCS Student Council. The Talent Show is normally held in the spring. The event encourages students to discover and display their individual talents. The Talent Show boosts self-esteem and self-confidence.

Skating Parties

Skating Parties are normally held three times a year, and they help establish positive interaction and social attitudes among the student body. Students may purchase tickets through the school office or at the skating rink door.

Disclaimer

All celebrations and events are subject to change and/or cancellation due to funding, availability of dates, space, participation and administrative discretion.

Athletic Eligibility Requirements

Minimum Standards Based Requirement

- A. Measured only using the four core classes (Math, ELA, Science and Social Studies)
- B. Minimum 2.0 will be required combining the four core classes

Weekly Check

- A. Each athlete must maintain an average of a 2 based upon the standards based report card system, through-out the entire season.
- B. Architect will obtain grades and determine eligibility for the following week of practice or game.

Responsibility

- A. Teachers will provide for each athlete
 - 1. Weekly tutoring
 - 2. Parental contact (both behavior and academics)
 - 3. Differentiated instruction
- B. Students will...
 - 1. Take ownership for their education
 - 2. Ask for help when needed
 - 3. Lead by positive example
 - 4. Seek an update daily from their teachers
 - 5. Attend a daily or weekly study table

Consequence

- A. Students that become disruptive, disrespectful or any conduct unbecoming a student athlete will be suspended from one game or practice. (To be determined by the Architect and Dean of Discipline)
- B. Sitting on the bench or running laps will not qualify as a consequence
- C. Student athletes will need to go home in the event of a suspension from a game or practice for failure to behave during school hours or fall below the 2 average based upon the standards based report card system.
- D. In the event a 2 average is not attained during the initial selection process, students that try out will not be eligible to participate.

Athletic Policy

The following will be based on Standards Based Report Card System

- a. Student must maintain a 2 based upon on the Student Based Report Card
- b. There will be no probationary period, which means if a student athlete tries out and fails to have a 2 based upon the data from the previous quarter will not be permitted to try out.
- c. Weekly updates will be provided for the student athlete to ensure they are meeting the basic academic requirement

Study Table expectations

- a. Study tables will be available after school each day via the coaching staff
- b. Sign in sheet will be provided for students during entrance to study tables
- c. Student athlete must work on classwork only

Monetary contribution

- a. There will be no refunds in the event a student athlete is suspended from a game or practice

Athletic Director/Coach

- a. Will reinforce all positive behavior and academic aptitude
- b. Support Architect and Dean of Discipline decisions
- c. Hold study tables daily

Millennium Computer Lab Policy

Purpose:

Millennium Community School uses Learning Technology as one way of enhancing our mission to teach the skills, knowledge and behaviors students will need as responsible citizens in the global community. Students learn collaboration, communication, creativity and critical thinking in a variety of ways throughout the school day including their technology “specials” time each week.

Guidelines:

CARE

- The consumption of foods and beverages, including bottled water, is prohibited.
- If any computer equipment malfunctions, users should not attempt to repair it. Please notify a Technology Department immediately.

SCHOOL DEVICES

- Devices may not be used to cheat on assignments, quizzes, or tests or for non-instructional purposes (such as making personal phone calls and text messaging).
- Students may not use devices to record, transmit, or post photographic images or video of a person or persons on campus during school hours or during school activities, unless otherwise allowed by a teacher.
- Devices may only be used to access computer files on internet sites which are relevant to the classroom curriculum.
- The school's network filters will be applied to a device's connection to the internet and any attempt to bypass the network filters is prohibited.
- The computer lab is not responsible if any files are lost, stolen, or deleted. Users are encouraged to save their files in their Google Drive or by using FLASH memory sticks. Users are prohibited from installing software on any computer in the computer lab. If additional software is needed on the computers, please inform the Technology Department.
- Only academic applications are supported on lab machines.
- All computer lab users must show respect for the lab facility and other users when printing, especially from the Internet. Printing is limited to what is deemed necessary for class assignments by the computer lab staff.

PERSONAL DEVICES

- Each teacher has the discretion to allow and regulate the use of personal devices in the classroom and on specific projects.
- It is the responsibility of every user to ensure that the computer lab equipment is not being abused, damaged, or used in a manner other than what it is intended for. All abuse will be immediately reported to the Architects, Dean of Students, or Technology Teacher.
- Students are permitted to bring personal earbuds (small headphone ear inserts) to the technology lab, but must be used with school devices.
- Each user is responsible for reporting any missing device or damage to a device at the beginning of their use of that device. All users should use it responsibly and appropriately. Millennium Community School takes no responsibility for stolen, lost, or damaged personal devices, while school employees will help students identify how to keep personal devices secure, students will have the final responsibility for securing their personal devices.

TRANSPORTATION

Student Transportation & Pick-Up Authorization Form

Before any individual can pick up a student, the school requires that the parent or guardian authorizing this action sign a form. This activity is to ensure the safety and protection of your child. This form is at the end of this book and is also available in the School Office.

After School Student Transportation or Walker Pick-Up

Millennium Community School students who ride a school bus, are picked-up, attend latchkey or walk home are assigned to certain locations in the building. Each classroom will have a roster of their students noting if they are walkers, pick-up, latchkey, or bus riders. The following are guidelines for each dismissal situation.

1. **WALKERS** - Students who walk home will be escorted to the designated exit doors upon dismissal notice. At no time should a student walk to the exit doors unescorted. Students are to exit through the designated doors and leave the school premises immediately. Students are not permitted to loiter in the school or on school premises. Students will be directed off the school premises by school security personnel.
2. **STUDENTS WHO ARE PICKED UP** - Assigned school personnel will escort students who are picked up to their designated area. When the designated person arrives on the school premises, they will be directed by the school personnel to the pick-up area. The person picking up the student(s) will give the student's name, and the assigned school personnel will retrieve the student from the pick-up area and escort them safely to the appropriate vehicle. **The pick-up person will need to show a valid I.D. to match the name listed on the authorized pick-up form.** The school security will then direct the person to the area to exit the school premises.

NOTE: FOR SAFETY REASONS, WE ARE REQUESTING THAT PERSONS ENTERING THE PARKING LOT AREA DRIVE IN A SAFE AND COURTEOUS MANNER, AND OBEY THE DIRECTIONS OF THE SECURITY STAFF. ALL PARKING ON SCHOOL PREMISES WILL BE DIRECTED BY SCHOOL PERSONNEL TO ENSURE THAT ALL OF OUR STUDENTS ARE SAFE AND PROTECTED. ENTRANCE DOORS ARE LOCKED FROM 3:15 PM TO 4:00 PM. ENTRY INTO THE SCHOOL BUILDING IS PROHIBITED AT THIS TIME.

3. **BUS TRANSPORTATION** - Students who ride a school bus must have their transportation request approved and assigned by their district of residence. The district of residence will provide Millennium Community School with a list of students they transport, noting their route numbers, pick-up times, and location of pick-up and drop-off. Upon dismissal, bus riders will be escorted to their assigned bus pick-up area. When the bus route number is announced, designated school employees will escort students to their appropriate bus. The designated employees will remain stationed at the bus until all students board the appropriate bus, and are sitting in their assigned bus departure seats.

If a student changes residence, a transportation change of address form must be submitted, and contact to the district of residence should be made as soon as possible. The district of residence will then notify Millennium Community School of the new routing information. Please note that students will not be permitted to ride any bus other than their assigned bus. Additionally, parents/guardians will not be permitted to take their child from the bus line. Staff will direct parent(s)/guardian(s) to the office and the office staff will have the parent/guardian sign the student out. The office will contact the bus security personnel and have the student escorted to the office to meet their parent/guardian.

4. **LATCHKEY** - Students who attend latchkey will be called for dismissal and will be escorted by assigned school personnel to the latchkey area. Students will then be under the care and direction of the latchkey staff. Students should not leave the latchkey area unless escorted and/or directed by the latchkey staff.

Emergency Changes in Transportation

If your child must change their regular mode of transportation you are required to send a written notice to your child's teacher. We are no longer able to take alternative transportation requests over the phone. If a written request is not submitted, the student will be placed on their assigned bus. **There will be no exceptions to this policy!** Should there be an emergency that affects the regularly scheduled means of transportation, Millennium Community School will accommodate requests on a case-by-case basis.

STATE GUIDELINES FOR PROVIDING BUS TRANSPORTATION FOR STUDENTS

Section 3327.01 of the Ohio Revised Code (ORC) requires the student's district of residence to provide school bus transportation – to and from school – to which they are assigned. However, should the transporting of such students require more than thirty minutes of travel time, the district of residence is not required to provide transportation. Section 3327.02 outlines the review, appeals process and informs parents/guardians of their right to request and receive payment in lieu of transportation.

BUS RULES & INFRACTIONS

First Referral

Parent Meeting with Academic Architect or Dean of Students before the student will be permitted back on the bus.

Second Referral

Five (5) day bus suspension

Third Referral

Ten (10) day bus suspension

Fourth Referral

Automatic Bus Expulsion for the year

Fighting, spitting, hitting or destroying bus property will result in an automatic seven (7) day suspension for first time offenders and will progress according to Millennium Community School policy.

You have the right to appeal the decision to suspend to the Superintendent. Such an appeal must be submitted in writing to the Dean of Students within five (5) school days from the date of the notification of the decision to suspend. At this time, the student will be removed from the bus until such hearing takes place.

Notations

Riding the bus is a privilege and not a guaranteed right of the school district. Therefore, students who violate bus riding privileges may have their privileges revoked based on the following infractions: insubordination, misbehavior, unsafe behavior, disrespect, unruly behavior, destruction of school property, profanity, threatening, intimidation, harassment, etc. These privileges begin, but are not limited to, the following:

- When a student departs from his/her home to the bus stop
- When a student is standing and waiting at the bus stop
- When a student boards the bus at the bus stop
- When a student arrives at school and exits the bus
- When a student boards the bus and rides home
- As the student enters his/her home
- When a student travels to and from a school-related event

DRESS CODE

The Millennium Community School enforces a student school uniform policy. At Millennium, we believe that appropriate clothing supports a positive learning environment. The school uniform consists of:

A light blue shirt with a collar. Shirts can be long- or short-sleeved and are to be worn buttoned and tucked in at all times. Tank tops and halter-tops are not permitted.

Navy blue bottoms (**boys:** pants, shorts **girls:** pants, shorts, skirts, skorts, jumpers). Jeans or form fitting pants of any kind are not permitted, neither are sweat pants, or athletic pants of any kind.



- Cold weather attire comprising navy blue sweaters (no hoods), cardigans, or vests. Light blue, navy blue or white long sleeve thermals may be worn under a light blue shirt during inclement weather. **“Hoodies” are not permitted to be worn during the school day.** ALL black shoes (at least 75% black) that allow your child to run and play safely during recess and in physical education class. Any footwear that exposes the feet and/or are slippery such as thongs, sandals, high heels (over1” high), wedges, etc. should not be worn



A Black belt.

Socks/Hosiery that must be white, black or navy blue.

Accessories that are limited to one watch and small post (stud-style) earrings. Girl’s hair accessories (beads, ballies, headbands, barrettes, ribbon) should be clear, white, light blue or navy blue. Hair color must stay within the normal/natural range of colors (blond, brown black, red (natural)) and should not be styled in a manner that draws excessive attention.

Dress Code Infractions

Hats, bandanas, skull caps, etc., of any type are not to be worn in the building or at school-related events.

Pictures, patches, or wording on clothing is not permitted.

As a general rule of thumb, your student's clothing should cover the shoulders to the knees; girls’ attire can be no higher than two (2) inches above the knees. **Any exposed skin between shoulders and knees will not be tolerated for any reason.** There can be no sagging or any display of underwear exposed on campus, on the bus, at the bus stop or a school-related event.

All students are expected to report to school or to our online course in uniform.

THE PARENT/GUARDIAN OF ANY STUDENT WHO DOES NOT ADHERE TO THE DRESS CODE POLICY WILL BE NOTIFIED, AND STUDENT WILL RECEIVE AN INFRACTION AND MAY BE SUBJECT TO SUSPENSION OR EXPULSION IF THIS IS AN ONGOING ISSUE WITH STUDENT.

Dress Down Days

Any clothing that distracts from the learning environment is unacceptable. Clothing should be related to the theme of the dress down day. Example: Green day – a green shirt or something with green in it. The same rules apply for the length of shorts, skirts, and jumpers. Inappropriate wording, pictures and sagging are not permitted. Dress Down Days are a privilege. Please note that misbehavior may result in the loss of the dress down privilege.

Personal Hygiene

The personal hygiene and grooming of each student at Millennium Community School should be in conjunction with the standards that are set by the uniform dress code. All students must be clean and neat when in school or at school-related events.

HEALTH REQUIREMENTS, SERVICES, AND MEDICATION

Medication Dispensing Guidelines

The dispensing of prescribed medication for a student is permitted only when prescribed by a physician. Students who must receive prescribed medication during school hours must have a completed Prescribed Medication Authorization (PMA) form on file each school year. Parents/guardians may pick up a PMA form from the school office. The child's parents/guardians and physician must complete the PMA form. All completed PMA forms must be returned to the school records clerk immediately. Designated school personnel will dispense medication based on the following procedures:

1. Medication must be prescribed by a physician.
2. A completed Prescribed Medication Authorization (PMA) form must be on file.
3. All medication containers must be clearly marked and compared with the information contained on the PMA form.
4. All dispensing of medication will be recorded in the daily medical dispensing log notebook.
5. Parents are responsible for refilling or keeping an adequate supply of the prescribed medication on school premises for their child.
6. Parents must notify the school records clerk when their child is no longer required to receive prescribed medication during school hours.
7. All empty containers will be sent home with the students.

PLEASE NOTE: THE MILLENNIUM COMMUNITY SCHOOL CANNOT DISPENSE ANY MEDICATION THAT IS NOT PRESCRIBED BY A PHYSICIAN, AND THERE MUST BE A PRESCRIBED MEDICATION

AUTHORIZATION FORM ON FILE. FURTHER, WE CANNOT DISPENSE ANY OVER THE COUNTER MEDICATION TO YOUR CHILD.

Emergency Medication Procedures

Each parent/guardian is required to complete an emergency medical card for their child in the event of an emergency. Please provide the names and contact information of at least two (2) persons (other than parents/guardians) who can be contacted, and who will be permitted to pick up your child in case of an emergency. Emergency contact information cards may be obtained from the school office. Please notify the school records clerk immediately to report any changes in the emergency medical information.

Student Health Information:

During each school year, Millennium Community students in grades Kindergarten, 1st, 3rd and 5th grade will receive vision and hearing screenings. A certified health official will conduct the required vision and hearing screenings. If your child's vision and hearing screenings are not within normal range, you will receive written notification and any recommendations from the School Nurse's Office. All findings will be placed in your child's cumulative file. All students must have a medical and dental examination before they start school. Students are also required to have completed the minimum immunization requirements as defined by the State of Ohio. The minimum complete immunizations are as follows:

Immunization Requirements in the State of Ohio

DOSE	VACCINE	IMPORTANT NOTES
4	DPT - Diphtheria Pertussis (whooping cough), Tetanus	Those who receive 4 doses before their 4 th birthday must receive 1 more dose at Kindergarten
3	Polio	Those who receive 3 doses before their 4 th birthday must receive 1 more dose at Kindergarten
2	Measles	Must be administered on or after 1 st birthday. Written statement claiming history is acceptable. Should be closely questioned, as many rash illnesses are assumed to be measles when they are not. 2 nd dose must be 28 days from the first.
2	Rubella	Must be administered on or after 1 st birthday. History of disease is NOT acceptable.
2	Mumps	Must be administered on or after 1 st birthday. Written statement of history is acceptable, but also should be closely questioned. 2 nd dose must be at least 28 days from the first.
3	Hepatitis B	2 nd dose must be at least 28 days from the 1 st dose, the 3 rd dose must be at least 2 months from the 2 nd and at least 4 months from the 1 st .
1	Varicella (Chicken Pox)	Kindergarten only for 2006-2007 (2007-2008 will be K-I) 1 dose must be administered on or after the first birthday.

Note:

Parents may request in writing a medical or religious exemption from immunization requirements (form available in the office). The Superintendent will then seek to obtain the consent from a Health Department official to recognize the requested exemption.

GENERAL INFORMATION

Pagers and Cellular Phones

Students are not permitted to carry pagers and/or cellular phones at the Millennium Community School. If students bring these items to school, a Millennium Community School staff member will confiscate them. The staff member will turn the item into the office. The pager and/or cell phone will not be released to the student. To retrieve the device, a parent, guardian or caregiver must come to the school. The parent, guardian or caregiver must also describe the item. Upon description match, the device will be released.

Communication

Frequent and effective communication is vital to the academic success of students. The school will communicate by a variety of means including, but not limited to:

Monthly Newsletters	Conferences
Phone Calls	Letters
Emails	Assignment Calendars

If there are any questions or concerns, parents are encouraged to e-mail or leave a message for the teacher, who will in turn get back to you within 24 hours. Phone calls to classrooms are not permitted during instructional times. Please refer to the daily schedule for the best time to reach the teacher by phone.

Public Records Policy

Any individual requesting a copy or viewing of a public document must submit a signed written request. Requests will be forwarded and completed by the supervisor of that department. All copy requests will be honored within 3 business days (72 hours); all viewing requests will be honored within 2 business days (48 hours).

Lost and Found

Lost and found items will be located in the cafeteria. Please check this area several times before giving up on a lost item. Any item that remains unclaimed will be donated to charity. Charity drops are made twice a month.

Parent/Teacher Conferences

Parent/Teacher conferences are held two (2) times a year. During these established times, parents, guardians and/or caregivers are encouraged to schedule a conference. Informal conferences, which must be scheduled, can be held before or after school, or during the teacher's classroom special period. Please call, email or write your child's teacher to schedule an appointment.

Personal Items

The school will not accept responsibility for students' lost, stolen or destroyed personal items. Students are encouraged not to bring specific items to school, such as basketballs, which are not necessary for education. More specifically, electronic games, toys, walkman, CD/DVD players, MP3 players, cassette/voice recorders, computer tablets/notebooks, iPods, etc. are not permitted. The school is not responsible for lost, stolen or destroyed personal items. Any item, brought to school deemed inappropriate will be confiscated and held in the main office, until the parent/guardian or caregiver retrieves them.

School Telephones:

School telephones are for staff use only. Students will only be allowed to use the phone during emergency situations. All important messages will be forwarded to students and/or staff members upon request. When calling for a teacher, leave a message and the teacher will call you back within 24 hours. If leaving a message for a student, please call between the hours 10:30 am - 2:00 pm. It is impossible for us to guarantee a message to your child after 3:00 pm.

Videotaping and Still Camera Photography:

The Millennium Community School will not videotape or provide photos of students without the expressed or written consent of the parent or guardian. Parents or guardians must complete the back portion of the emergency card, either giving consent to photograph or not to photograph their child. Emergency cards may be obtained from the office staff. At no time, will parents or guardians be permitted to videotape or photograph students without prior approval from the Superintendent. All security cameras are closed circuit cameras.

STUDENT COUNCIL**What does MCS Student Council Promote?**

We, the students of the Millennium Community School Student Council, in order to form a more perfect union, will establish good school relations; promote school spirit, scholarships, and traditions.

Goals:

- To promote good school relationships between individual students, faculty, school and community
- To promote and maintain good school spirit
- To promote and assist in school activities
- To uphold school traditions
- To provide a training ground for developing leadership

Who can be a member?

Every student wishing to run for Homeroom Representative must speak to the class explaining why they wish to serve them. Every Homeroom will elect 2 students by secret ballot. The Student Council Executive Board will consist of:

1. Two representatives from each homeroom in 3rd, 4th, 5th, 6th, 7th and 8th Grade.
2. One representative and an alternate from Kindergarten, 1st and 2nd Grade.

Organization:

Each student council member is expected to do his/her best academically and to maintain a high standard of conduct. Negative reports in either area may result in removal. The Director, Dean of Students and/or school advisors will make final decisions on any removals.

Officers:

MCS Student Council Executive Board will be formed by the following members:

1. Two (2) Presidents: 1 Elementary and 1 Middle School
2. Two (2) Vice-Presidents: 1 Elementary and 1 Middle School
3. Two (2) Secretaries: 1 Elementary and 1 Middle School
4. Two (2) Treasurers: 1 Elementary and 1 Middle School

All 5th and 8th grade students are eligible to run for all offices. All 4th, 6th and 7th grade students are eligible to run for the offices of Secretary or Treasurer only. Student Council officers will be elected by secret ballot. Elections will be conducted in all grade levels.

Duties and Responsibilities of Council Members:**Representatives shall:**

1. Attend all student council meetings.
2. Present a student council report to their homeroom class after each meeting.
3. Bring council, suggestions and concerns to their homeroom.

The President shall:

1. Preside over student council.
2. Be the leading member of the Executive Board.
3. Appoint committees.

The Vice-President shall:

1. Perform the duties of the President during his/her absent.
2. Maintain a roll call.
3. Serve as a member of the Executive Board.

The Secretary shall:

1. Take minutes of all council meetings.
2. Keep a written copy of all council meetings.
3. Submit information to the School Principal.
4. Write all correspondence for the student council.
5. Serve a member of the Executive Board.

The Treasurer shall:

1. Work with the advisor to maintain records of receipts and expenditures of the student council.
2. Manage the school store with supervision.
3. Make a financial report at every council meeting.
4. Serve as a member of the Executive Board.

The Executive Board shall:

1. Work with the advisor to create the agenda for all of the meetings.
2. Maintain a student council office.
3. Keep the student council bulletin board up-to-date.
4. Serve as the voice of the council when it is not in session.

All members shall serve the term of one (1) school year.

Elections:

Students interested in running for office must complete nomination sheets. President(s) and Vice-President(s) must receive 4 teacher recommendations.

The Secretary and Treasurer must receive 2 teacher recommendations. Two weeks before the first election, students may start campaigning:

Posters can be hung in classrooms, hallways, and lunchrooms. All posters must be taken down within 1 week after the election.

Pamphlets may be distributed.

Speeches will be made to 2nd, 3rd, 4th, 5th and Middle School classes, by students running for offices.

Swearing In:

The advisor will swear-in the Executive Board members.

The President will swear-in the remainder council representatives.

Terms of participation and procedures are subject to change.

VISITORS' POLICY:

Millennium Community School has an open door policy. Therefore, you are able and encouraged to visit your child's classroom at appropriate times to observe. If you wish to talk with the teacher, you will need to **set an appointment**

Please sign in at the office and obtain a visitors badge

Provide proper ID for a photocopy

Please place the badge in a place, where all staff members will be able to identify you as a visitor. This eliminates the staff from having to ask you to report to the office to sign in. For security purposes, all visitors in the building not wearing a nametag, will be required to return to the office to obtain one

When your visit is complete, please return to the office to sign-out and pick-up your ID or copy

VOLUNTEER GUIDELINES

The Millennium Community School is pleased to welcome volunteers and value your willingness and commitment to the success of our students and school. All volunteers, be it parents, grandparents, family members or interested community persons have something unique to contribute.

As you enter the building, please sign in as a visitor. You will also be expected to:

1. Complete a volunteer packet.
2. A current background check must be on file to work with our children.
3. Provide proper ID for photocopy.
4. Be mindful that the staff is ultimately responsible for all students and activities taking place.
5. Unless a conversation has taken place before your arrival, please wait to take direction from the staff member on what is needed.
6. Please respect the confidentiality of all our students. You are not permitted to talk with other parents in regards to any child other than your own.
7. Please dress in an appropriate manner.
8. Smoking is not permitted on school grounds.
9. Distribution of any literature of any kind is not permitted.
10. An authorized Millennium Community School staff person handles all disciplinary matters. At no time, should any volunteer use physical force when dealing with a student. All concerns relating to discipline must be forwarded to the school administration.
11. Volunteers are prohibited from transporting students to and from school related activities.

PARENT TEACHER ASSOCIATION

The Parent Teacher Association (PTA) is a school organization, comprised of parents, teachers, administrators and volunteers. The PTA objective is to provide support to the scholastic and extracurricular programs for our school, through fundraising and volunteer assistance. The PTA is a major mechanism, by which parents can become involved and contribute to the continuing excellence of the school, as well as voice their suggestions and concerns.

What are the goals and objectives of the Parent Teacher Association?

Providing a better education for our children requires a close working relationship among parents, administrators, teachers, students, and the community. Our goals and objectives include, but are not limited to:

- Expand parental and teacher involvement
- Build greater parental trust and support for school personnel
- Communicate effectively with parents, administrators, teachers, students, and community members
- Ensure high academic standards amongst the students
- Raise money for school improvements, special purchase items, classroom supplies, and student events

Who can join the Parent Teacher Association?

Millennium Community School's Parent Teacher Association is open to parents/guardians, school staff and any individual(s) who wishes to join. We invite all parents to become involved with their child's classroom, and school activities that are offered at MCS. Administrators, teachers and community members are also encouraged to join. A membership fee is required to join the PTA.

When are the Parent Teacher Association meetings held?

PTA meetings are held on the 1st Tuesday of each month at 6:00 pm.

PTA programs and functions are discussed and planned, during the first half-hour of each meeting. The second half-hour is devoted to sharing ideas, concerns and issues regarding the education of our children. PTA meeting announcements include an agenda and are distributed before the meeting date. Meeting minutes are available for your review on the PTA website at www.2kparents.org. You may contact us to get more information about the PTA at moreinfo@2kparents.org or call the school's Parent Liaison who works with all members. For upcoming meeting dates you may contact our Parent Liaison.

PROMOTION AND RETENTION

Promotion

Student promotion to the next grade level is determined on an individual student basis. Students are promoted when they have achieved the skills and knowledge necessary to be successful with the content in the next higher grade level. Promotion for a student is based upon the following criteria.

1. A student receiving passing grades (“D” or above) in the core courses of math, science, language arts, and social studies will be promoted to the next grade level.
2. No student should be retained more than twice during their time spent in grades kindergarten through eighth grade.
3. A student with failing grades in the core courses at the end of the school year may be assigned to the next higher grade after an evaluation by the teacher and with the discretion and approval of the principal.

Third Grade Reading Guarantee Promotion Policy

2015-16 School Year

Students who have been retained in the third grade as a result of The Third Grade Reading Guarantee will immediately be promoted to the fourth grade upon meeting the following requirement:

1. Demonstrating reading competency on an alternative reading assessment approved by ODE. Alternative ODE reading assessments will be administered during the summer and throughout the school year.

Students who have been retained in the third grade once by The Third Grade Reading Guarantee will be promoted to the fourth grade even if they have not shown reading competency by the end of the school year.

1. Students promoted to the fourth grade in this way will receive “intensive remediation services” in reading.

Retention

Student retention is determined on an individual student basis. Students are retained when they have not mastered the skills and knowledge necessary to be successful with the content in the next higher grade level. Retention for a student is based upon the following criteria.

1. A student who receives failing, incomplete, or less than satisfactory marks in two or more of the core subjects will be retained in their current grade level for the subsequent school year.

2. A student who is truant for more than 10% of the required attendance days of the current school year and has failed two or more of the required curriculum subject areas in the current grade is retained unless the students' principal and teachers of the failed subject areas agree that the student is academically prepared to be promoted to the next grade level.

When grade level retention is considered the following procedural guidelines will need to be met.

1. The teacher will confer with the parent by the end of the second quarter about the reasons the grade retention is being considered. At this time a specific academic intervention plan will be developed and implemented to address the student's individual needs. This conference must have documented notes.
2. The parents, teacher, principal, and other appropriate staff will confer about the student's educational needs by the end of the third quarter. At this time the intervention plan created the prior month will be discussed as well as other relevant information. This second conference must have documented notes.
3. The parents, teacher, principal and other appropriate staff will confer prior to the school year ending about the student's progress. At this final meeting the parent will be presented with a retention form. The parent will then have to complete the retention form and return it to Millennium Community School. In the instance of retention, an academic plan will be prepared that includes the following:
 - a. A summary of the school's interventions during the current year done to meet the student's academic needs.
 - b. The interventions to be implemented during the next school year to meet the student's academic needs.

If a principal approves the grade level retention of a student and the parents do not concur, a letter stating the principal's recommendation and rationale will be placed in the student's permanent file and the student will not be retained.

Third Grade Reading Guarantee Retention Policy

2014-15 School Year

Students who do not reach the designated OAA cut score for Reading (392) **will be retained** in third grade reading **except** for the following students:

- **Limited English proficient students** who have been enrolled in U.S. schools for less than two full school years, and have had less than two years of instruction in an English as a Second Language program.
- **Special education students** whose IEPs specifically exempt them from retention under the Third Grade Guarantee.

- **Students who demonstrate reading competency** on an alternative reading assessment approved by ODE.
- **Any student who has received “intensive remediation services”** for two years and was previously retained in kindergarten through Grade 3. A student that advances because of this exception must continue to receive “intensive remediation services” in the fourth grade, or whatever reading interventions are required by the student’s IEP or 504 plan.

Students who have been retained in the third grade as a result of the Third Grade Reading Guarantee will:

- a. Receive instruction on a 4th grade level in any subject in which they show competency.
- b. Receive “intensive remediation services” in reading.
- c. Will be placed with a teacher that meets the necessary instructional qualifications laid out by ODE.

Re-enrollment:

If re-enrollment forms for the next school year are not received from a parent/guardian by designated date, it will be assumed that the child will not return and the available space will be filled by another student.

NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS

All information collected will be held in strict confidence and released to others only with parent permission or as allowed by law. For example, the school district will send records by request to another school district, or other educational agency, in which a student intends to enroll.

The parents may have a copy of those records upon request.

The school will keep a record of all persons who reviews confidential records. The school will also maintain a list of those employees who may have access to records. The school district or other educational agency will inform parents when personally identifiable information collected, maintained, or used is no longer needed to provide educational services to the child. All personally identifiable data will be kept for at least five years or longer if required for audit purposes, or otherwise required by law.

What are your rights as a parent?

Parents and students have rights in this process. Parents have the right to:

- Review their child's records
- Refuse permission to release information (except as required by law, or permitted by law to be releases), and

Request that information they believe to be inaccurate, misleading, or in violation of their child's privacy or other rights be changed. The district has a process to resolve disagreements about information collected.

The school district has appointed one person to make sure that information about students is kept confidential. Contact your school district board of education office for this person's name. The school district's policies and procedures for special education are available. Contact the school district's superintendent.

Admissions

It is our policy to accept students in grades K-8. These students can be residents from anywhere in Ohio. Parents are required to fill out the necessary forms and provide important documentation pertaining to students' and parents' identity in order to be accepted to the school. These documents must be provided in a timely manner.

The enrollment period for the upcoming school year begins in January of the current school year. There is a limited number of spaces available for each grade. A lottery or random process will used if the number of pre-enrolling students is greater than the seats available to attend. Students who are not immediately placed at Millennium through the lottery process may be placed on a waiting list.

New Student Enrollment : --> [Click here to Download Enrollment Application](#)

We're happy you've chosen Millennium Community School for your child's educational experience. To register your child, just follow these steps.

1. Verify whether or not school bus transportation is available from your resident community. Contact the your resident school districts transportation department:

Resident School District Transportation Depts	
Columbus Public	614-365-5074
Groveport-Madison	614-836-4962
Whitehall	614-417-5140
Reynoldsburg	614-501-1041

2. Gather the following documents*
 1. Your child's original birth certificate (photocopies are not accepted)
 2. Your child's immunization records
 3. If applicable, your custody papers.

-
4. Proof of residency (lease, title, or affidavit of residency; phone bills and utility bills are not accepted.)
 3. Register on site at the school, 10:00 a.m. to 2:00 p.m., Monday through Friday (school offices are closed during the month of July).

*These documents MUST be received within 14 days of enrollment.

4. Each new student that enters Millennium Community School above kindergarten will take a placement test. The student's performance on the test will be used to appropriately place the student in the proper grade (not necessarily the grade the student records may state). New students' grade placement is based on the results of a standardized reading assessment. If a student is reading below grade level, then the student will be placed in the previous grade. This is done to give the student time to improve their reading skills, and to prevent them from falling further behind. In the case of a student with an IEP, the student in question will be placed in the next grade level only if he/she has been retained twice before in their academic career.

For directions or to make an appointment, please [contact the school office](#) for more information.

Re-enrollment

During the enrollment period, parents of attending students will be asked to provide notice of intent of whether or not their student will continue to attend Millennium Community School for the upcoming school year. If no notice is received from the parent by June 30 of the current school year, it will be assumed that the child will not return and that position may be filled by another student.

School Forms

The Family Education Rights and Privacy Act of 1974 (FERPA)

The Family Education Rights Act of 1974, also known as FERPA, was established to protect the privacy of students' education records. Under the Act, the Millennium Community School cannot make public any student's record without the consent of the parent(s)/guardian(s). However, "Directory Information (defined below) allows Millennium Community School to release information about a student unless the student's parent(s)/guardian(s) notifies us in writing that they do not wish to have their child's information released.

It is the practice of Millennium Community School, **NOT** to release any personal student information or Directory Information to the public, unless so directed by the parent(s)/guardian(s). Directory Information is intended solely for school use by the Millennium Community School and staff, and will not be distributed to any person(s) or organization(s).

***Directory Information is defined by FERPA as: The student's name, address and telephone number; student's date and place of birth; student's course of study; student's participation in recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degree and awards received; and most recent school attended.**

The Millennium Community School request all parent(s)/guardian(s) to complete the below acknowledgement and consent form, and should be returned to the Parent Liaison/Parent Liaison Assistant, no later than September 31st of each school year.

If the form is not completed and returned as requested, The Millennium Community School will assume that the parent(s)/guardian(s) does wish to have their child's Directory Information released to the public.

I hereby request, Millennium Community School and their representatives do not make available, my students' Directory Information to any person(s) or organization(s), unless prior written consent is given.

Parent(s)/Guardian(s) Name (please print): _____

Parent(s)/Guardian(s) Signature: _____

Date of Signature: _____

AFTER SCHOOL STUDENT TRANSPORTATION OR WALKER/PICK-UP FORM

To help ensure the safety of your child, please complete the following information:

ASSIGNED PERSONS WHO ARE AUTHORIZED TO PICK UP YOUR CHILD

Name: _____

Relation: _____ Phone: _____

Name: _____

Relation: _____ Phone: _____

Name: _____

Relation: _____ Phone: _____

DAYCARE PROVIDER

Name: _____

Address: _____

Contact Person: _____ Phone: _____

WALKER/PICK-UP:

My child is a walker/pick-up student and I understand that I will send written notification to the Millennium Community School, should I wish to change my child's dismissal procedure.

Yes: ____

Not Applicable: ____

Parent(s)/Guardian(s) Signature: _____

SCHOOL BUS RIDER

School District Transporting Student: _____

Route	Morning	Route #:	Afternoon
#: _____		_____	

SCHOOL-PARENT-STUDENT-TEACHER CONTRACT OF AGREEMENT
2015-2016 Academic School Year

Your signature in the appropriate area below signifies your commitment to help fulfill the Millennium Community School's mission to provide a disciplined, nurturing and safe environment that is conducive to academic success.

Please return this signed agreement to your child's teacher.

Parent

As a parent(s)/guardian(s) of _____ I/we pledge to:

- Ensure that my child is well rested and at school by 8:30 am each day
- Maintain high expectations for my child and the school
- Demonstrate consistent interest in my child's progress at school
- Support school goals by providing a consistent place and time for homework and verifying completion
- Adhere to the provisions outlined in the Parent and Student Handbook
- Attend a scheduled parent/teacher conferences
- Volunteer for school activities whenever possible
- Ensure that my child adheres to the dress code
- I/we also understand that my child must follow the rules set forth at the Millennium Community School to ensure the safety, interest and rights of all are protected. To further strengthen this quality, I/we will model the appropriate behavior at home
- I/we understand that if my child follows these rules, he/she will be able to engage in various privileges and will be able to continue to be educated at Millennium Community School
- Failure to follow the rules may result in the loss of various privileges, suspension and/or expulsion from Millennium Community School

Student

As a student at the Millennium Community School, I pledge to:

- Attend school regularly and on time
- Work towards success in school by having high expectations for myself
- Complete and return assignments and homework on time
- Follow the dress code
- Accept responsibility for all actions
- Follow school rules for conduct to ensure the safety
- If I follow these rules, I will be able to engage in various privileges and will be able to continue to be educated at Millennium Community School. Failure to follow the rules may result in the loss of various privileges, suspension and/or expulsion from Millennium Community School.

Teacher

As a teacher at the Millennium Community School, I pledge to:

- Help each student reach his/her fullest potential
- Communicate and work with families on a consistent basis to support student learning
- Provide high quality instruction in a supportive learning environment
- Treat students, parents and co-workers with dignity and respect
- Communicate classroom rules and consequences to parents and students

Administrator

As an Administrator I pledge to:

Create an environment that encourages and welcomes parental involvement, and positive communication between teacher, parent, and student.

Provide an educational environment that enhances learning and provides teacher accountability. WE promise to support each other and carry out the terms of this agreement

Parent: _____ Student: _____

Teacher: _____ Administrator: _____