

ADMISSIONS

It is the policy of the Board of Education that each child who will be five years of age on or before September 30 will be eligible to enroll in Kindergarten. Each child who will be six years of age on or before September 30 and has successfully completed Kindergarten will be eligible to enroll in the first grade.

The Board of Education requires that each child who registers for entrance to school furnish the following:

- birth certificate
- immunization record
- social security number
- proof of custody as appropriate
- proof of residence in Marysville Exempted Village School District

Kindergarten students are to participate in the school district screening program.

IMMUNIZATIONS

In order to safeguard the school community from the spread of certain communicable diseases and in recognition that prevention is a means of combating the spread of disease, the Board requires all students to be immunized against poliomyelitis, rubeola, diphtheria, rubella (German measles), mumps, pertussis, and tetanus in accordance with state statutes, unless specifically exempt for medical or other reasons. Required immunizations prior to entering school:

- DPT- 4 doses required (should have 5)
- Polio- 3 doses required (should have 4)
- Measles/Mumps/Rubella – 2 doses required, both after child's 1st birthday & 28 days apart
- Hepatitis B Vaccine- 3 doses required for all students entering Kindergarten
- Varicella (Chicken Pox) Vaccine – incoming Kindergartners

*Children who do not have evidence of proper immunization will be excluded from school after fourteen (14) days.

ARRIVAL

Edgewood, Mill Valley, & Navin Elementary students walking to school or transported by their parents may not arrive at school before 8:40 a.m. The school day begins at 9:00 a.m. **Northwood & Raymond Elementary students day begins at 8:50 a.m. and students should not arrive before 8:35 a.m.**

Students arriving within 20 minutes before the start of the school day have sufficient time to be in their class and ready to begin the school day. Bus students are to go directly to their classroom upon arrival at school and remain in their classroom.

The schools are not responsible for the supervision of children before 8:40 am. (8:35 Northwood & Raymond elementaries)

DISMISSAL PROCEDURE (END OF SCHOOL DAY)

Dismissal times may vary in the elementary buildings due to bus schedules. Students who walk home or to a sitter's are expected to go directly to their destination. Please refer to "Bicycles" for rules regarding this mode of transportation. Adults who come into the building to pick up their children are asked to wait in the lobby or designated area and not go to the classrooms.

If you need to change the dismissal procedure for your child this will need to be put in writing and sent to the teacher and the office. If a note is not received the normal dismissal plan will be used.

***Our staff is not responsible for supervision of any student beyond dismissal time.**

NOTE: Students from Intermediate, Middle and High School should not be on school property at the end of the elementary school day, without prior permission for picking up an elementary student.

BIRTHDAYS

Students are welcome to celebrate their birthday at school. If treats are being sent in please check with the teacher to confirm that no student has an allergy to what is being sent in. It is encouraged to try to provide healthy snacks for student treats. If a child is having a party outside of school, invitations may only be passed out at school if the entire class is being invited.

NEWSLETTER

Periodically (weekly/monthly) a school newsletter with information, activities, PTO activities and accomplishments of our students is sent home via hard copy or e-mail to each family. If your e-mail address changes please contact the office. Non-custodial parents may request a mailing of the newsletter if desired. Also, check out the Marysville Web site for more up to the minute information and school specific updates: www.marysville.k12.oh.us

ATTENDANCE/TARDINESS

Students are expected to attend classes' regularly and to be on time to develop habits of punctuality, self-discipline, and responsibility. Students must be in regular attendance if they are to derive benefits from our educationally sound activities.

Parents are asked to call the school their child attends Absence Reporting Line if their student will be absent from school. Please call before 9:00 a.m. on the day of the absence. The absence line is available 24 hours a day. When calling, parents are asked to give the student's name, grade, teacher and reason for the absence.

A written excuse signed by the parent/guardian is still required for each absence. This written excuse is required by Ohio law. The note must list the student's name, date of absence, reason for absence, and parent/guardian signature. Students are to give absence notes to the homeroom teacher. This note must accompany your child upon the first day he/she returns to school. Students have two days to present this note. If no note is received by the homeroom teacher with two school days after the return of the student to school, then the homeroom teacher will forward this information to the office.

If a student has 5 consecutive unexcused absences, 7 unexcused absences in one month, 12 unexcused absences in one school year, a complaint will be filed in juvenile court alleging the child is habitually truant or the school will take action according to the habitual truant intervention plan.

Students who are absent for UNEXCUSED reasons may not receive credit for any missed schoolwork. The following reasons for excused absence are established by state law and by regulations of the Ohio Department of Education.

1. Personal illness of the student (doctors excuse may be required by the school for every absence over **SIX** days during a calendar year.) Once a doctor note is required it is required for the remainder of that school year.

2. Illness in the home (student must be 14 years of age or older).

3. Quarantine of the home by local health officials.

4. Death of a relative (limited to three days unless reasonable cause can be shown for a longer absence.)

5. Observance of a religious holiday (consistent with the student's established creed or belief).

6. Work at home subject to the following restrictions:

- a. emergency situation
- b. student must be at least 14 years of age
- c. regular school attendance record
- d. good academic standing

7. Alternate learning experience approved in advance by the building principal at least two weeks (or ten school days) before the absence is incurred.

Tardy/Early Dismissal-Tardy (Elementary)

Edgewood, Mill Valley, & Navin students arriving at school after 9:00 a.m. and before 10:00 a.m. will be considered **TARDY. (after 8:50 and before 9:50 a.m. for Northwood & Raymond students.)**

For each five times that a student arrives late to school (without an authorized excuse) a day of unexcused absence will be added to the student's total number of absences.

Students arriving at school one hour after school begins or leaving one hour before the end of the

school day will be considered absent for one-half day.

Students leaving during the last hour of the school day will be considered **EARLY DISMISSAL-TARDY.**

When Your Child is Going to be Absent from School...

Ohio law ("Missing Children's Act") requires schools to contact parents when a student is absent from school. The intent of the law is to notify parents as soon as possible that their child is not in school in case of kidnapping, truancy or other dangerous situations a child may encounter on the way to school without the parent's knowledge.

YOU can help make the Ohio Law protect our students in a very simple way. If your child is going to be absent from school on any day, the following is necessary:

1. Call the school attendance line:

Edgewood - 645-3417
Mill Valley - 645-3447
Navin - 578-0205
Northwood - 644-8107
Raymond - 645-3422

2. A written note by the parent/guardian **MUST ACCOMPANY** your child upon the **FIRST DAY** he/she **RETURNS TO SCHOOL.** This note must be submitted to the office.

Truancy Mediation

When a child has five unexcused absences, the Marysville Schools may make a referral to Conflict Resolution Associates for family mediation to discuss reasons for the child's truancy. Report of mediation would be made to Marysville Schools that includes the family's commitment to make specific changes to return the child to school on a consistent basis.

Students truant from school or class will not receive credit for schoolwork missed. Students suspected of being truant from school will be referred to school officials.

Students may also be referred to Conflict Resolution Associates for court mediation for any of the following reasons:

1. An accumulation of five consecutive unexcused absences, 7 unexcused absences in a month or 12 unexcused absences in one school year.
2. An overall attendance rate below 90%.
3. Any incident of truancy.

Incidents of truancy may involve the purposeful act of not attending classes and/or leaving school property without permission.

Excessive absenteeism may also lead to a home visit by the Attendance Officer, legal action, and discipline, including suspension/expulsion.

Please remember that a tardy may be considered an UNEXCUSED ABSENCE.

Family Vacation Policy

Any absence from school due to vacation is an UNEXCUSED absence. Schoolwork missed during a vacation absence may be made up if written notice has been given to, and approved by, the building principal two weeks PRIOR to the start of the vacation. Individual teachers will give students the work missed and determine the time limit for makeup work. If there is no two week written notice and approval of the vacation absence by the building principal, the student will receive no credit (zeros) for the work missed during the vacation absence. Alternative learning experiences must be approved by the building principal at least two weeks before the absence is occurred. This experience is at the discretion of the administrator.

SIGNING IN VISITORS TO SCHOOL PICKING UP YOUR CHILD

According to Ohio Revised Code 3313.20, all visitors to any school **must first** stop at the office and sign in. Please do not report directly to the classroom, lunchroom, or playground during school hours. This is done for the safety of all students. If you need to pick up your child, come to the office and sign your child out from there. The office personnel will get your child for you. Parents also need to sign their child in from any appointment or due to any reason for being late to school.

Leaving School for Appointments (Early Dismissal)

Adults picking up students are to report to the office. Do not go to the classrooms. Students leaving MUST be signed out by the adult picking them up. Children will be released only to the custodial parent or guardian or to an adult designated by the custodial parent or guardian.

The office staff will call the student to the office. No student will be released to an adult at the classroom. If someone other than the parent or guardian will pick up the child, the parent or guardian MUST send a note to the office in advance. Please remember that if the student's leave is less than one hour, it is considered a TARDY. If the leave is more than one hour, it is considered a HALF-DAY ABSENCE.

PARENT VISITATION

Parents are welcome to visit our school for special programs and class observation. Plans should be made by contacting the school office.

Students are not permitted to invite friends or relatives to school during the school day.

Adults guests, including parents are not permitted on the school playground during the school day.

Make-up Work

The school is obligated to provide make-up work for excused absences. Students or their parents are responsible for requesting make up work immediately upon the student's return to school. If dates of absence are known in advance, the teacher should be notified and planned assignments may be given.

In requesting homework for absent students, please request when reporting absence for the day.

If the request is made to prior to 9:30 am -- Homework will be available at the close of the school day. This is necessary to give the teachers time to prepare the homework assignments without interfering with class teaching time.

LOCKERS AND OTHER SCHOOL PROPERTY SEARCH AND SEIZURE

Search of School Property

The following rules apply to the search of school property assigned to a specific student (e.g., desk, locker, etc.) and the seizure of items in his/her possession or on his/her person:

1. Desks and/or lockers assigned to a specific student remain the property of the school district. Random, unannounced searches of desks and/or lockers and their contents may be conducted.
2. General housekeeping inspection of school property may be conducted with prior notice.
3. Searches of desks or other storage spaces and their contents may be conducted when school authorities have reasonable suspicion to believe that the area being searched contains evidence of a crime or violation of school rules.
4. Items, the possession of which constitutes a crime or violation of school rules, or any other possessions reasonably determined to be a threat to the safety or security of others may be seized by school authorities at any time.

1. The Board reserves the right to conduct canine searches.

Searches of a Student's Person or Personal Property by School Personnel

Principals and their designees are permitted to search the person and/or personal property (e.g., purse, knapsack, gym bag, etc.) of a student when there is reasonable cause/suspicion to believe that evidence will be obtained indicating the student has violated either the law or school rules/policies/regulations. Ordinarily, search of student's personal property will be for a specifically identified item(s) and will be conducted when possible in the student's presence and with the student's knowledge.

CAMERAS (Surveillance)

Cameras have been placed throughout areas of the building. All cameras are operable.

BICYCLES

During nice weather, many students enjoy riding their bicycles to school. Parents are expected to discuss safe riding practices with their children. Kindergarten and first grade students are not permitted to ride bicycles to school. Students in grades 2 through 6 riding bicycles to school must follow these rules:

- a. Parental permission form must be completed by parent and returned
- b. Only one person on a bike
- c. Walk bikes on school grounds
- d. Park in designated area
- e. Follow safety rules
- f. Obey any safety patrol on the way to and from school.
- g. The school will not be responsible for damaged or stolen bikes while on school property.

PERSONAL ITEMS

Students are discouraged from bringing personal items (toys, balls, games, etc.) to school. Such items can become lost or damaged. The school cannot assume responsibility for losses or damages.

SKATEBOARDS, SCOOTERS, SKATES, STREET SHOES WITH WHEELS AND ROLLERBLADES ARE NOT PERMITTED.

Students should not bring radios, walkmans, tape recorders, electronic games, cell phones, pagers, remote control cars, or miniature TVs without prior teacher or school approval.

CELL PHONES

Cell phones are to remain off and out of view prior to entering the building. In effect, cell phones should not be seen, heard, or used on the bus or during the school day. Also, cell phones should not be used to take any type of photography or video at any time.

DISRUPTIVE/DANGEROUS ITEMS

Students are not to bring any item to school that is disruptive to the educational process and/or is considered potentially dangerous. Prohibited items include, but are not limited to, the following: tools, mace, pepper spray, laser pointers, chains, electronic games, radios, tape recorders, pagers, cellular phones, water guns, balloons, rubber bands, firecrackers, shaving cream, and trading cards. Students found in possession of these items may have the item confiscated, as well as face possible disciplinary consequences. CD players may not be worn or listened to in the building.

BUS CONDUCT

The following regulations pertain to school bus conduct and are intended to ensure the safety and welfare of the students, the bus driver and other drivers on the road and to ensure safety and proper maintenance of school busses.

Students should:

1. Be careful in approaching bus stops; walk on the left, facing oncoming traffic and be sure that the road is clear both ways before crossing the highway.
2. Arrive at the bus stop before the bus is scheduled to arrive to permit the bus to follow the time schedule.
3. Wait in a location clear of traffic and away from the bus stop.
4. Not engage in behavior at the bus stop that threatens life, limb or property of any individual.
5. Go directly to assigned seat, if any, or first available seat so the bus may safely resume motion. Bus drivers have the right to assign a student to a seat in the bus and to expect reasonable conduct similar to conduct expected in the classroom.
6. Reach assigned seat in the bus without disturbing or crowding other students and remain seated while the bus is moving, keeping aisles and exits clear.
7. Obey the driver promptly and respectfully and recognize that he/she has an important responsibility and that it is everyone's duty to help ensure safety.
8. Keep the bus clean and sanitary; refrain from chewing gum or consuming candy, food or drinks on the bus at any time.
9. Not use, possess, or transfer tobacco, alcohol, or drugs on the bus except for prescription medication required for a student, but only if prior approval for

the prescription drug has been obtained in accordance with Board policy.

10. Not use, possess, or transfer firearms, ammunition, weapons, explosives, or other dangerous materials or objects on the bus.

11. Not bring animals on the bus, except those intended for special needs assistance, in accordance with a student's written IEP or 504 plan.

12. Keep head, hands, and all objects inside the bus at all times and not throw or pass objects on, from or into the bus.

13. Carry on the bus only objects that can be held in their laps. Equipment such as music instruments, athletic uniforms, etc. which cannot be held by students in their seats, shall be stored in the rear of the bus. When it is necessary to transport such equipment concurrently with students, space shall be provided to comply with this rule without having students stand on the bus. Equipment required in the assistance of preschool and special needs children shall be safely and properly secured. A clear aisle to the exit door must be maintained at all times.

14. Not engage in loud talking or laughing; unnecessary confusion diverts the driver's attention and might result in a serious accident.

15. Be courteous to fellow students and to the bus driver.

16. Treat bus equipment as one would treat valuable furniture in his/her home (damage to the school bus is strictly forbidden).

17. While waiting to exit the bus, remain seated until the bus stops, and wait for the signal from the bus driver. Always cross in front of the bus.

18. Leave or board the bus only at locations to which the student has been assigned unless the student has parental and administrative permission to do otherwise.

19. All policies of Marysville Exempted Village Schools regarding student conduct, substance abuse, etc. apply to students riding buses.

Riding to school is a privilege and convenience. Failure of a student to follow these regulations or any policy of the District regarding student conduct may result in his/her forfeiting the privilege of transportation by school bus for up to the balance of the current school year. A student who is to be suspended under these regulations will be provided with notice of the intended suspension from school bus riding and an opportunity to appear before the superintendent or other district personnel before the suspension is imposed.

Bus Stop Behavior

1. The school is responsible for supervision of students only while they are on school property and

during school hours. Once they leave school property this becomes the responsibility of the parents. The school will cooperate with parents in stressing the rules of safety to and from school.

2. While misbehavior that occurs off school property is generally a parent or police matter, the District will take appropriate disciplinary action for violations of the Code of Conduct occurring at a bus stop either immediately before pick up or immediately after drop off, if the misconduct is connected to activities or incidents that have occurred on school property.

PHYSICAL EDUCATION (Shoes)

Clean tennis shoes with no scuff bottoms and closed backs are required. No heel cleats, metal hooks, buckles or other trim on shoes that would cause injury are permitted. Shoes with wheels are also prohibited.

FIELD TRIPS

The following policies shall govern all school trips:

1. Permission slips (with emergency telephone numbers) signed by parents must be collected by the teacher and taken on the trips.

2. All school rules, including the Code of Conduct, apply to field trips and must be followed.

3. Faculty members are in charge of all students.

4. Students who misbehave may be denied the privilege of future trips, and/or other appropriate disciplinary action may be taken.

5. At times it may be necessary to charge a fee for the trip.

6. All students are expected to ride busses to and from school field trips. In the event a child needs to be transported other than by bus, **only a child's parents or legal guardian may transport their child to and from a school related event.** A note stating this must be provided to the child's teacher prior to the event.

CANCELLATION/DELAY OF SCHOOL

When it becomes necessary to close or delay school due to weather conditions, the closing or delay will be announced over the following radio/TV stations beginning early in the morning.

WTVN	610 AM Columbus
WNCI	97.9 FM Columbus
WBNS	1460AM/97.1FM Columbus
WUCO	1270 AM Marysville
WCOL	92.3 FM Columbus
WMNI	920 AM Columbus
WSNY	94.7 FM Columbus
WDIF	94.3 FM Marion
WCMH	TV-4 Columbus
WSYX	TV-6 Columbus
WBNS	TV-10 Columbus

DO NOT CALL THE SCHOOL or the school personnel at home as the telephones are necessary in completing closing arrangements. Please listen to one of the stations listed or check the district website.

For DELAYS, please use the following guidelines:

ELEMENTARY One-hour delay – Edgewood, Mill Valley, & Navin doors open at 9:40, classes begin at 10:00. **Northwood doors open at 9:25**, classes begin at 9:45, Raymond doors open at 9:35, classes begin at 9:50.

Busses will pick up one hour later than usual.

ELEMENTARY Two-hour delay – Edgewood, Mill Valley, & Navin doors open at 10:40, classes begin at 11:00. **Northwood doors open at 10:25**, classes begin at 10:45, Raymond doors open at 10:35, classes begin at 10:50.

Busses will pick up two hours later than usual.

Note: Students walking to school should not report until later as indicated by the time delay above. NO SUPERVISION IS AVAILABLE BEFORE THE DESIGNATED TIMES.

If the weather and road conditions do not improve during the first hour delay, an additional hour delay or cancellation may be necessary. Stay tuned to the radio and television stations listed for changes as they are announced.

School Closing During a Regular Day

- Be sure your child knows what he/she is to do and where he/she is to go (home, neighbor, sitter, etc.)
- The telephone will not be available for student use until all buses have departed from the school. We need the telephone for emergencies.
- On early closing schedule the elementary students will be dismissed approximately 1 to 1 1/2 hours after the high school and middle school. This is to accommodate bus routes. Do not pick up your child until after the announced time, as classes do continue until dismissal. Intermediate - TBA
- Early dismissals will be announced on radio and television stations listed above. Please do not call the school.

CHANGE OF ADDRESS/TELEPHONE (EMERGENCY INFORMATION)

It is essential that every parent maintain an up to date address and telephone number on record for their child in the school office. Notify the school immediately if you have a change of address or telephone number, employment, marital status, sitter, or emergency contacts during the school year.

CUSTODY

Parents have an obligation to inform the school anytime the custody of a child changes. School officials will need to see a complete copy of court orders pertaining to a child's custody.

EMERGENCY INFORMATION

Parents are responsible for completing an Emergency Medical Form on an annual basis. It is also the parent's responsibility to keep all information current. This form is sent home with each student on the first day of school. Parents need to be aware of the fact that our local Emergency Squad will only transport to Memorial Hospital. Transfers may be made to other hospitals from there, if necessary.

In case of emergency each student is required to have on file at the school office the following information:

- Parent(s) or guardian(s) name(s)
- Complete and up-to-date address(es)
- Home phone and parent(s) work phone
- Emergency phone number and address of two (2) friends or relatives. Your child will be released only to the persons listed.
- Physician's and dentist's name and phone
- Custody papers (if applicable)

GENERAL PLAYGROUND RULES

- **Fighting at school or on grounds at any time will not be tolerated and can result in suspension from school.**
- Stay on designated playground area.
- Hard balls, baseballs, and super balls are not permitted at school.
- Student must have a note to stay in for recess.
- Capture games are not permitted.
- Rocks, stones, sticks, ice, or snowballs are not to be thrown.
- Balls are not to be kicked on the blacktop.
- Use equipment the way it was intended.
- No food, gum, or drinks are permitted on the playground.
- Once children are outside, they are not to go back into the building unless permission has been granted from the teacher on duty.
- Students should line up quickly and quietly by class when the bell rings or whistle blows.
- Only equipment provided by the school is permitted on the playground.
- Adults guests, including parents are not permitted on the school playground during the school day.

DRESS CODE

Student dress is to be appropriate to the school setting as determined by the school administrators. Student dress is defined as what is worn (clothing, make-up, tattoos, body piercing), and how it may be perceived by students, staff, and administration. Student dress should be safe, healthy, and not be a distraction. It should also not be offensive, intimidating, or worn in an unduly revealing manner. Student dress associated with alcoholic beverages, tobacco products, or drugs will not be permitted. In addition, no article of clothing nor tattoos shall contain obscene, profane, or sex-related words, messages, symbols, or pictures. Styles of hair, make-up, or clothing that might cause a distraction will not be permitted.

More specifically, in regard to student dress:

- Shoes are to be worn at all times.
- SKIRTS, DRESSES, SHORTS SHOULD BE APPROPRAITE LENGTH (NO SHORT SHORTS) (Fingertip length, no more than three inches above the knee)
- No open midriff, sun suits, halter tops, tank tops, or sleeveless shirts etc. are permitted.
- Sagging pants or shorts are not permitted.
- All hats and sunglasses are to be removed upon entering the building.
- Bandannas, scarves, and headbands (not an inclusive list), are prohibited.
- Students should refrain from drawing on themselves and putting stickers and/or decals on their faces.
- Exceptionally “baggy” clothing will not be permitted.
- Any type of garment which contains many pockets and/or large pockets may not be worn.
- Shoes that provide protection and safety for the feet must be worn at all times. It is strongly encouraged for elementary students not to wear open toed shoes/flip flops that can cause accidents. Tennis shoes are a safer shoe for outdoor play.

The principal reserves the right to make judgment as to what is appropriate.

TEXTBOOKS/LIBRARY BOOKS/ EQUIP

Students shall be responsible for their textbooks. Lost textbooks, including literature books or textbooks excessively damaged beyond normal usage shall be the responsibility of the individual students. Replacement costs and/or fees will be assessed accordingly.

Library books borrowed by the individual shall be the student’s responsibility.

Other equipment in the building and school itself should be treated with respect. Our school home needs all of our help to stay as clean as possible. Marking on walls, doors, or other surfaces will not be tolerated.

LIABILITY OF PARENTS FOR STUDENT MISCONDUCT

Under Ohio law, parents having custody of a minor under the age of 18 are liable for the student’s willful damage to school or private property or the theft of such property. The Board of Education, or any other owner of property, can bring a civil action against the parents to recover compensatory damages up to \$10,000.00 and costs of the suit.

In addition, under Ohio law parents having custody of a minor under the age of 18 are liable for the student’s willful and malicious assaults on another person by means of force likely to produce great bodily harm. The person assaulted can bring a civil action against the parents to recover compensatory damages up to \$10,000.00 and costs of the suit.

EMERGENCY DRILLS

During the school year emergency and safety drills are practiced periodically including: fire, tornado and student safety drills. Students should know exit routes and tornado drill locations. Fire and tornado exit routes are posted in each classroom. During drills students are to move quietly to the proper location and follow the directions of the supervising staff member.

FEES AND REPORT CARDS

There is a school-wide fee assessed for each student to cover the use of materials in the classroom.

Fee notices are sent home annually. The board reserves the right to withhold grade cards and progress reports for any students owing fees. Unpaid fees will be carried from one year to the next and grade cards will not be issued. If

families are experiencing financial difficulty, please notify the school so payment plans can be worked out. Students and parents should also recognize that damaged or lost school property has to be returned, replaced, or paid for as do school fees.

IMPORTANT: Student fees must be paid before any picture package may be purchased. Payment plans are available. Contact the office for assistance.

EZpay System

You can access the online payment system by visiting our district website at www.marysville.k12.oh.us. Choose the SPS EZpay logo to be transferred to the payment site. Complete the registration page, and add your child's last name and ID number (you may enter up to five children). Once you have registered and created a password, you will not need the student ID number again. Payments may take up to 24 hours to post your child's account. There will be a convenience fee charged to your credit/debit card each time this service is used. The convenience fee will be 3% of the total transaction. This service can be used for the payment of all fees and lunches.

STUDENT INTERROGATION

Interrogations by Police/Department of Job and Family Services/County Children Services Board – The Board of Education is committed to protecting the students from individuals not associated with the school system, but also recognizes its responsibility to cooperate with law enforcement agencies and the Department of Social Services/County Children Services Board. The following steps will be taken:

1. Except as specified below or where a school administrator has made an independent determination that reasonable grounds exist for conducting an interrogation without parental consent, law enforcement agencies and /or Children Services will not be permitted to interview students without the express permission of the student's parent or legal guardian.
2. If possible, the student's parent or legal guardian should be notified before the student is questioned by police, so that the parent/legal guardian may be present if they so desire.
3. Whenever possible, police officers and/or Children Services should contact and/or

question students out of school. When it is absolutely necessary for an officer or Children's Services official to make a school contact with a student, the school authorities will bring the student to a private room and the contact will be made out of the sight of others as much as possible.

4. The school principal must be notified before a student may be questioned in school or taken from a classroom.
5. A school official will request to be present when an interrogation takes place within the school.
6. Students shall not be permitted to leave the school with an officer or Children's Services official unless the official presents the Principal with a Court Order granting the official custody or specifically granting the Children's Services permission to remove the student.
7. Law enforcement officers, Children Services or others shall not be permitted to interrupt normal school activities during the course of their investigations.
8. Police/Children's Services may interview minor students without prior parental permission if they are investigating allegations of child abuse involving the parent/guardian, at the discretion of the principal.

EQUAL EDUCATIONAL OPPORTUNITY

The Board of Education declares it to be the policy of this District to provide equal opportunity for all students to achieve their maximum potential through the classroom and extracurricular programs offered in this district regardless of race, color, creed, handicap, religion, sex, ancestry, national origin, place of residence, or social or economic background.

(Policy: JB; Adoption date: July 31, 1995)

GRADING POLICY

The following is the grading scale and system for Marysville School beginning with the 2010-11 school year:

Reading, Writing, Math

- A (90-100) – Excellent
- B (80-89) – Good
- C (70-79) – Average
- D (60-69) – Below Average
- F Below 60 Failing

All Others

- O - Outstanding
- S - Satisfactory
- W - Weak
- U - Unsatisfactory

HEAD LICE (PEDICULOSIS)

Occasionally we have reports of head lice. The only way to eliminate this nuisance is for you to check regularly and treat when necessary. Parents are the most important means of controlling this health problem. The child will be excused for one day for treatment, but for repeated incidents absence from school will be unexcused.

If your child has had lice, you must have clearance from our school office/nurse stating that your child has been diagnosed nit - free before they will be permitted to return to class. Parents must bring their child to the school office/nurse and wait with them while they are checked to be sure that he/she is cleared to attend class. Call your school office to see where the school nurse is that day.

CHECK DAILY If upon examination of your child's head you find suspicious evidence of pediculosis, the school suggests a safe and easy method to follow for getting rid of head lice.

- Secure appropriate products for treatment, which are available wherever pharmaceuticals are sold.
- Shampoo as directed.
- Comb with a fine toothed comb.
- Follow label directions regarding further treatment.
- Remove all nits, as our school has a no-nit policy.
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INSURANCE (STUDENT PLAN)

School insurance is available to all students. Information will be sent home with each child at the beginning of the school year. Forms are available throughout the year in the school office. Purchase of the insurance coverage is at parent option and expense.

LATCHKEY

The Marysville Exempted Village Schools Latchkey Program serves families by providing quality programming for elementary school children before and after school hours. Our program offers the opportunity for children to enjoy a safe, supervised, child-oriented experience. For Kindergarten students Latchkey is available before and after school on the days they attend full day Kindergarten at the building of attendance. Kindergarten students may attend the all day Latchkey at Navin Elementary on the alternate days, with transportation provided by parents. If interested in this program contact the Latchkey supervisor at 642-8478. The phone numbers for each building Latchkey are:

- Edgewood: 243-4273
- Raymond: 243-3927
- Mill Valley: 243-1969
- Navin: 243-0224
- Northwood: 243-0207
- Extended Day Program – 243-3872

LUNCHES

Students are required to eat either a lunch from our cafeteria or bring a packed lunch from home. Milk may be purchased for a packed lunch. On special occasions, parents may sign out students and take them to lunch. Beverages in glass containers and carbonated beverages (pop) are not permitted. Please contact the food service office (642-2031) if your child has any food allergies or other dietary concerns.

Lunch and milk prices will be announced each year. **May 1 of each school year will be the last day for students to charge.** Parents and students may pay for meals, snacks, etc. in advance. (Lunch accounts paid in August will have the convenience fee waived if paying through EZ Pay.) Each student has his/her own **STUDENT MEAL ACCOUNT**, complete with a personal identification number, which students enter on a numeric keypad at the cash register station located in the school cafeteria. Your student's meal account operates as a **Debit System**, meaning money should be placed on your student's meal account **prior** to the days your child needs to purchase lunch. If your child forgets their packed lunch or lunch money, you will know that they have the ability to pay for lunch in the cafeteria if money has been deposited in their account. To ensure your child's **STUDENT MEAL ACCOUNT** is properly credited, envelopes will be sent home

with the student and the following information needs to be included on the envelope. Student name and ID number, student's grade, homeroom teacher, and amount enclosed. Cash or checks made payable to the student's building cafeteria will be accepted.

Free and reduced price lunches are available to students who qualify and meet the eligibility guidelines.

Menus are printed and distributed or may be viewed on the website – www.marysville.k12.oh.us/site/district.foodservice. Please refer to the Marysville Food Service Parent

Handbook on the Marysville web page for the full version. Copies are available in the school office upon request.

BEHAVIOR IN COMMONS: Students should follow all procedures and rules within the commons (cafeteria) as outlined below:

1. Students should sit immediately at tables upon entering the commons.
2. Students must remain seated unless given permission by a staff member to do otherwise.
3. Supervisors will establish procedures for table clean-up by students.
4. Students will be dismissed by tables after their table has been properly cleaned.
5. Students should not bring any belongings to the commons except lunchboxes (coats if outdoor recess).
6. Students should not ask nor receive money from other students without first bringing these types of inquiries to the attention of lunchroom staff for approval.
7. Students should not leave the commons with any food or beverage

MEDICATIONS

PRESCRIPTION (BOARD POLICY)

A student bringing prescription medicine to school must have a completed "Administration of Medication Request" form (Form MEVS H-s) on file in the school office. This form must be completed by both the physician who prescribes the medication and the parent or guardian of the student prior to school personnel being permitted to administer medication. The form indicates the name of the student, name of the medication, dosage, possible side effects, expiration date of the physician's order, etc. A copy of the complete board of education policy on prescription medication is available in the main office of all the elementary schools.

Parents are to personally deliver all prescription medication to the main office at the school. Medication is to be in the original prescription container with the student's name, date, medication name, and dosage on the container label. It is the responsibility of the parent to refill all prescriptions as needed. If a student requires the same medication at home, most pharmacies will provide an extra pill bottle with a duplicate label. School personnel are not responsible for monitoring the supply of medication on hand in the school office for individual students.

School personnel will properly destroy prescription medication left over at the school following the completion of the school year if not picked up by the parent by June 15th. Leftover medication will not be sent home with the student.

NON – PRESCRIPTION (BOARD POLICY)

Dispensing of non-prescription medication is discouraged at school. This type of medication should generally be given at home under parent supervision.

If a parent feels that it is necessary for a child to have non-prescription medication at school, he/she should first understand that school personnel will not dispense this medication. Secondly, that any child who has non-prescription medication should not have more than the dosage for one day and the non-prescription medication should be stored in the original marked container. Also, the child is to carry the medication on his/her person and to have a note from the parent explaining the medication and its use. Medication should be in safe containers; that is, no glass, sharp objects, or such things that could be dangerous to themselves or others. Upon arrival at school the child is to give the note explaining the medication and show the medication to the principal or principal's designee.

Illegal drugs or medication are not permitted on school property.

MEDICINE – PROCEDURES

ASTHMA INHALERS

Students are authorized to possess and use a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, or before exercise to prevent the onset of asthmatic symptoms, at school or at any school sponsored activity only if a self-medication authorization form (Form MEVS H-3) is on file in the school office. This form includes all the information listed above in the prescription medication form, plus information specific to the self-administration of asthma inhalers (see board policy for details).

EMERGENCY MEDICATIONS

Some students have medical conditions that may require immediate administration of emergency medication. Examples include bee sting allergy and diabetes. A student may carry such emergency medication only if the required information is on file (Form MEVS H-2) in the school office from the physician and parent. Information regarding special circumstances for administration of the prescription medication must be noted by the physician under “special storage conditions” on the physician’s portion of the medication form. This is for the safety of the students and so that school staff will be aware of possible life-threatening situations.

NON – PRESCRIPTION (BOARD POLICY)

Students should not, under any circumstances, provide any type of supplements to other students. These supplements include, but are not limited to, vitamins and diet supplements. A student in possession of supplements should have a note confirming parental approval.

PARENT CONFERENCES

You are encouraged at any time to schedule a conference to discuss your child’s progress. This means of communication is perhaps one of the best for the child, parents, and the school personnel. Pre-planned conference sessions are scheduled for the school year as noted on the school calendar.

PICTURES

Student school pictures are taken in September. Whether you wish to purchase school pictures is your choice. All students will be photographed for the school records. A yearbook is available for students to purchase, with orders and payments taken at a later date in the year with delivery of the yearbook before the end of the school year.

PARENT-TEACHER ORGANIZATION (PTO)

MEVSD elementary schools extend an invitation to each family to join the PTO organization. Please check notices sent home with your child concerning the various activities PTO will be conducting throughout the school year.

Some PTO sponsored activities include fundraisers, Open House, Book Fairs, volunteer programs, and other service type projects.

PROGRESS REPORTS/REPORT CARDS

Progress reports are issued to all students at the mid-point of each nine-week grading period—approximately four and one half weeks after the beginning of each grading period. These reports are designed to inform students and their parents as to whether work has been satisfactory or unsatisfactory.

Progress Report/Grade Cards ENVELOPES are to be signed by parents to indicate that they have been reviewed. Students must return envelopes to the homeroom teacher.

Report cards are issued following the completion of each nine-week grading period. Please carefully review your child’s progress and sign and return. Contact the school if you have questions regarding grades.

Student fees must be paid before the final report cards will be given.

Parents are encouraged to call the school to set up conferences with teachers to discuss a student’s schoolwork at any time during the school year.

PROMOTIONS AND RETENTIONS

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

It shall be the policy of the Board that each child be moved forward in a continuous pattern of achievement and growth that is in harmony with his/her own development. Such pattern should coincide with the system of grade levels established by the Board and the instructional objectives established for each.

A student will be moved to the succeeding grade level when he/she has:

- a. Completed the course requirements at the presently assigned grade.
- b. In the opinion of his/her teachers, achieved the instructional objectives set for the present grade.
- c. Demonstrated sufficient proficiency to permit him/her to move ahead to the education program of the next grade.
- d. Demonstrated the degree of social, emotional and physical maturation necessary for a successful learning experience in the next grade.

Procedures for promotion and retention of students:

- a. Every effort will be made early in the school term to identify students who are having difficulty with class work. Assistance by the classroom teacher and parent and school supportive services (e.g., guidance counselors, remedial reading teachers, tutors, school psychologist, etc.) will be provided. Every effort will be made to re-mediate the student's difficulties before s/he is retained.
- b. In the event that improved performance is not shown after the above actions, the parents will be notified of the situation and of the possibility of retention of a student at grade level.
- c. In making the decision of whether to retain a student, the recommendation of the classroom teacher will be considered.
- d. In the event a student is to be retained, a letter indicating such retention will be sent to the parents by the building principal. Failure in reading and/or math shall be the basis but not the sole criteria for retention. A conference will be scheduled in which the principal will make recommendations including the possibility of remedial instruction (including Summer school) or tutoring to attempt to help the student. Placement of a student into the next grade may involve extenuating circumstances and is made upon the recommendation of the building principal.
- e. The building principal will have the final responsibility for recommending to the Superintendent whether to promote or retain each student.

RECESS POLICIES

Weather permitting; students are given outside recesses each day. Decisions to have outside recess during cold weather depend upon the temperature and the wind chill factor. Shorter outside recess times are scheduled on very cold days. Students should always dress for outside

recess. All students must be on the playground during recess. Only students with WRITTEN EXCUSES will be allowed to remain in the building during scheduled outside breaks.

Students will have supervised free time indoors on days when bad weather prevents outside activities.

K-6 PLAYGROUND ACCEPTABLE TEMPERATURE

Children should be properly clothed for daily outside play. Children are sent outside for recess when the temperature is 20 degrees Fahrenheit or above, the wind chill is 20 degrees Fahrenheit or above, and playground conditions permit safe play.

We encourage all students to go outside for recess on outside recess days. We understand that children with asthma or those returning after a serious illness may need to occasionally stay in.

If your child needs to stay inside, please send a note from home. If the need to stay in is longer than two days, you will need to provide us with a doctor's note specifying the reason.

ADULTS ENTERING THE BUILDING

Regular School Day

All persons entering the building or on school grounds are required by law to report to the office indicating their presence. We ask that you do not disturb classes and interrupt the education of the children. We do encourage visitation by parents. As a courtesy we ask that you notify the teacher in advance of your plan to visit. Please report to the office prior to visitation of a classroom. Students are not to bring friends or visiting relatives to school.

Close of School Day

Parents or persons picking up students should make arrangements in advance to meet the children at one of the designated pick up points. Do not pick up students before dismissal time, or pick up students from their classroom. Students should understand the rules of dismissal for their school and they should not leave the school except the way in which their parents have directed them with school approval. If a student has questions about how they are to go home, they should check with their teacher or the office staff. Any variation from the child's usual dismissal arrangements should be verified by a note from the parent.

Strangers

Parents are expected to warn their children about talking to strangers and reporting strangers to parents or teachers. In addition, parents are encouraged to watch for and report strangers loitering around the school or between school and home.

STUDENT RECORDS

The Marysville School District notifies parents and students of the following rights regarding student records:

- A. The right of the parent or eligible student to inspect and review the student's education records.
- B. The intent of the Marysville School District is to limit the disclosure of information contained in student education records except:
 - by the prior written consent of the student's parent of the eligible student.
 - as directory information.*
 - under certain limited circumstances, as permitted by law.

**Directory Information Includes:*

- Student's name
- Student's address
- Student's extracurricular participation
- Student's achievement awards or honors
- Student's weight & height, if a member of an athletic team.

NURSE

School nurses are available in each of the buildings in the Marysville School system. The nurses coordinate the screenings within the buildings and provide needed in-services. All the nurses are on call as needed throughout the District.

Health Screenings

The school district provides screening in four categories: dental, scoliosis, vision, and hearing. Dental screening is done in second grade and scoliosis screening is done in middle school. Vision screenings in grades K-1-3-5-7-9 and hearing screening in grades K-1-3-5-9 are mandated by the State.

Screenings can be provided at times other than those listed above, if requested. Questions about the screening procedures should be directed to the school nurse. Parents who wish to have their children excluded from screenings may do so by notifying the school principal.

TRADING

Students should not trade any personal belongings with other students. This also is in regard to exchanging money for personal belongings as in renting, buying or selling.

STUDENT CONDUCT CODE

Part I – Rights and Responsibilities

The Marysville Board of Education shall, in compliance with State Law, provide for the educational opportunity of all residents between the ages of five and twenty-one living within the school district. All students have equal access to all educational resources necessary to receive an education. This includes the opportunity to participate in curricular, as well as co-curricular, activities.

In the process of pursuing their education, students have the responsibility not to interfere with the rights of others who are also pursuing the same educational opportunities. By accepting the right to participate in school programs on or off school property, the students shall also accept the responsibility to conduct themselves according to the rules, regulations, and provisions governing the operation of these programs.

Students of the District must conform with school regulations and accept directions from authorized school personnel. The Board has "zero tolerance" of violent, disruptive, or inappropriate behavior by its students. In addition, the Board will not tolerate excessive truancy.

Students attend Marysville School under the direction of state law. A student will not act in a manner which may cause injury to, or the loss or damage to the property of, other students or school district officials or employees, whether on or off school property. Students shall comply with all state laws and municipal ordinances with regard to their conduct toward the person or property of school officials, employees, or other students.

HAZING AND BULLYING –

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

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

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

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

Administrators, teachers and all other District employees are particularly alert to possible conditions, circumstances, or events that might include hazing and/or bullying. If hazing and/or bullying or planned hazing and/or bullying is discovered, involved students are informed by the discovering District employee of the prohibition contained in this policy and are required to end all hazing and/or bullying activities immediately. All hazing and/or bullying incidents are reported immediately to the Superintendent and appropriate discipline is administered.

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

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

and substance abuse prevention and positive youth development.

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

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

Part II – Code of Conduct: Students who violate any of the rules of conduct will find themselves subject to disciplinary action, which may include, but will not be limited to emergency removal from class, detention, suspension, Saturday School and/or expulsion. Examples given in the various rules are not intended to be exhaustive.

The Code of Conduct applies to student conduct on school property and conduct occurring off school property that is connected to activities or incidents that have occurred on school property. Additionally, disciplinary action may be taken against a student for misconduct directed at school officials or employees, or their property, regardless of where the conduct occurs.

Rule 1 – Disruption of School

A Student shall not by use of violence, force, coercion, harassment, or threat, cause disruption of or obstruction to the educational process; including all curricular and extra-curricular activities. Some examples of disruption would include unusual dress and appearance, setting unauthorized fires, making bomb threats, strikes or walkouts, setting off fire alarms, use of fireworks, continually or intentionally causing a disturbance, fighting, or gambling, etc.

Rule 2 – Dangerous Weapons or Instruments

A student shall not possess, handle, transmit, or conceal any weapon or instrument capable of harming another person, or an item that can be

intended as a weapon capable of doing harm, such as guns, rifles, knives, ice picks, switch blades, brass knuckles, explosive devices, laser pens/pointers etc. Included in this prohibition would be the use of chemicals and gasses, pepper spray, mace, smoke bombs, matches, lighters, or other incendiary devices, etc. Students shall not possess any object which may be “indistinguishable” from a firearm or weapon. (See Pg. 17 – One Year Expulsion)

Rule 3 – Assault / Harassment (Physical and/or Menacing)

A Student shall not act or behave in such a way as could cause physical injury, or the threat of physical injury, to another person. A student shall not engage or participate in the **harassment** in any form (racial, physical, psychological, sexual, verbal, non-verbal) of another individual or individuals.

Rule 4 – Damage or Destruction of School and/or Private Property

A student shall not cause or attempt to cause damage to school property, including trees, landscaping, fences, athletic facilities, desks, lighting fixtures, heating and air conditioning fixtures, instructional materials, etc. Also, a student shall not cause or attempt to cause damage to private property on school premises during the school day, or during a school activity, function, or event off of school grounds at any time. Students shall not delete computer files without permission or knowingly introduce a computer virus into any computer/system.

Rule 5 – Insubordination

A student shall comply with the direction of teachers, student teachers, substitute teachers, teacher aides, administrators, or other authorized school personnel during any period of time when the student is under the authority of the school personnel. Failure to comply with directives, or discipline procedures, shall constitute insubordination.

Rule 6 – Profanity/Abusive Language

A student shall not use profane, abusive, or obscene language, either written or verbal in communicating with any faculty member, any other authorized school personnel, visitor, or other student. Included in this prohibition would be the use of obscene gestures, signs, pictures, or publications.

Rule 7 – Truancy and Tardiness

Truancy is declared when a student is absent from school or class or any portion thereof without school authorization and parental consent. Excuses from school must meet the State and Board of Education conditions as outlined in the student handbook, and the Ohio Revised Code. Repeated violations of tardiness shall be considered a violation of Rule 7. (See also Board of Education Attendance Policy)

Rule 8– Theft/Academic Misconduct/Forgery

A student shall not take or attempt to take the property or equipment of the school district or the personal property of another student, teacher, visitor, or employee of the school district, or transmit any unauthorized academic information, while in the control and custody of the school or at a school related activity. Students shall not engage in copyright infringement or unauthorized copying. Students are prohibited from “hacking” into any unauthorized computers, sites, or information. Students may not sign another person’s name on any document having to do with school related matters, nor add their own name inappropriately to any school document.

Rule 9 – School Bus Rules

Students are to abide by the rules and regulations established for the use of bus transportation. These rules apply to regularly scheduled bus runs, extra-curricular activities, and field trips. School bus transportation will not be provided for students who violate the school bus rules.

Rule 10 - Hazing

No student shall plan, encourage, or engage in any hazing. Hazing is defined as doing an act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent, or assumption of the risk by any individual subjected to hazing does not lessen the prohibition contained in this rule.

Rule 11 – Repeated Violations of Directions, Policies, Rules, Etc.

A student shall comply with directions of teachers, counselors, teacher aides, administration, or other authorized school personnel during any period of time when the student is under the authority of school personnel.

Rule 12 – Use or Possession of Tobacco

A student shall not use or possess tobacco in any form, including but not limited to cigarettes, clove cigarettes, chewing tobacco, snuff, or any other form of tobacco. Students found in violation of this policy may have charges filed against them through the local law enforcement.

Rule 13 – Use or Possession of Narcotics, Drugs, & Alcohol

A student shall not possess, use, handle, transmit, conceal, sell, attempt to sell, or display evidence of having used mind altering chemicals (alcohol or other drugs, including but not limited to: prescribed, across the counter, mind altering inhalants or illegal) or possess instruments for administering drugs on school property, or at school-sponsored events off school grounds or during travel on school provided transportation. Possession of prescription and over-the-counter drugs is permitted only by prior approval in accordance with Board policy. A violation of this rule shall result in disciplinary action, which could include emergency removal, suspension, assignment to an insight group, or expulsion. This statement also applies to:

- Across the counter medication or chemicals in an amount in excess of that recommended for one school day (or if on a school trip, the amount needed by that individual for the duration of that trip)
- Mind altering inhalants
- Counterfeit controlled substance, also known as look alike drugs

“Counterfeit” or “look-alike” drugs are:

1. Any drug that bears, or whole container or label bears, a trademark, trade name or other identifying mark used without authorization of the owner of rights of such trademark, trade name or identifying mark (O.R.C. Sect. 2925.02(P))
2. Any unmarked or unlabeled substance that is represented to be a controlled substance, manufactured, processed, packed or distributed.
3. Any substance that is represented to be a controlled substance but is not a controlled substance or is a different controlled substance.
4. Any substance other than a controlled substance that a reasonable person would

believe to be a controlled substance because of its similarity in shape, size and color, or its markings, labeling, packing, distribution, or the price for which it is sold or offered for sale.

Rule 14 – Failure to Abide

A student will obey other rules that may be established from time to time by the Board, Superintendent or Principal.

HARASSMENT

Non-Harassment

The Marysville Exempted Village School District is committed to providing an environment that is free from unlawful harassment. Therefore, harassment of any kind will not be tolerated. This includes harassment based on race, color, national origin, citizenship, religion, sex, economic status, age, disability, sexual orientation or military status.

Such behavior is offensive, lowers morale and interferes with the overall objectives of the School District and will not be tolerated.

Sexual Harassment

Sexual harassment is deliberate or repeated behavior of a sexual nature that is unwelcome. It can include verbal, non-verbal and/or physical behaviors. All persons associated with the Marysville Exempted Village School District are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Sexual harassment, occurring inside or outside of District buildings, on other District-owned property or at school-sponsored social functions/activities is illegal and unacceptable and will not be tolerated.

CONFLICT RESOLUTION

Conflicts can be caused by inappropriate behavior or simply by a disagreement about facts or feelings. While we must accept conflict as a natural and inevitable part of living, we need not accept violence as a response to conflict. Conflicts can be solved peacefully without fighting, name-calling or hurting the feelings of others.

A school environment conducive for all students to learn must be free of all forms of violent and disruptive behavior, including physical and verbal abuse, sexual harassment and all forms of discrimination. Creating safe environments for students and staff requires schools, students, parents and communities to work together using prevention strategies.

SUCCESSFUL WAYS TO DEAL WITH CONFLICT AT SCHOOL

1. Calm down before reacting or retaliating – temporarily remove yourself from the problem so you can think clearly.
2. Regroup – state the problem – be specific at what’s bothering you. Don’t listen to hearsay.
3. Get advice – preferably from a parent or other adult.
4. Get a game plan – and consider all the consequences.
5. Handle the problem privately, not publicly.

POSSIBLE STEPS FOR HANDLING CONFLICT

1. Let the person be aware of your feelings but do this in an appropriate manner. Be assertive when necessary – but don’t lower your standard of behavior.
2. If conflict continues then let a staff member be aware. Do this privately and appropriately.
3. Get a game plan with the staff member – feel free to offer constructive solutions in an appropriate manner – and continue to report the conflict if it should continue.
4. See a counselor and/or administrator if the problem continues.

STUDENT DISCIPLINE SUSPENSION FROM EXTRA- CURRICULAR ACTIVITIES...

The Superintendent, building administrators, or other persons employed by the Board to supervise or coach a student activity program, may prohibit a student from participating in any particular or all extracurricular activities of the District for offenses or violations of the student code of conduct for a period not to exceed the remainder of the school year in which the offense or violation of the student code of conduct took place.

IN-SCHOOL SUSPENSION... A student may be required to serve an in-school suspension. When all of such a suspension is to be served in a school setting, this is to be considered an in-school suspension.

OUT OF SCHOOL SUSPENSION... The Superintendent, principal, assistant principal or any other certificated administrator, may suspend a student from school for disciplinary reasons outlined in the student code of conduct. No period of suspension will be for more than 10 school days. Suspension may extend beyond the current school year, if at the time a suspension is imposed; fewer than 10 days remain in the school year. The Superintendent may apply any or all of the period of the suspension to the following year.

The Superintendent may require a student to perform community service in conjunction with or in place of a suspension. The Board may adopt guidelines to permit the Superintendent to impose a community service requirement beyond the end of the school year in lieu of applying the suspension into the following school year. The guidelines listed below will be followed for all out-of-school suspensions:

1. The student will be informed in writing of the potential suspension and the reasons for the proposed action.
2. The student will be provided an opportunity for an informal hearing to challenge the reason for the intended suspension and explain his/her actions.
3. An attempt will be made to notify the parent(s) or guardian by telephone if a suspension is issued.
4. Within 24 hours, a letter will be sent to the parent(s) or guardian stating the specific reason(s) for the suspension and including notice of their right to appeal such action.
5. Notice of this suspension will be sent to the Superintendent, the Treasurer, and the student’s school record (not for inclusion in the permanent record).
6. In the event of inclement weather the suspension will be carried to the next day school is in session.

If the offense is one for which the Board may seek permanent exclusion, then the notice will contain that information.

If a student disappears or leaves school property without permission immediately upon violation (or suspected violation) of a provision of the student code of conduct or prior to an administrator conducting of an informal hearing as specified above, and the student fails to return to school on the following school day, the principal, assistant principal, Superintendent, or any other certificated administrator, may send the student and his/her parent(s) or guardian notice of the suspension, and offer to provide the student and/or his/her parent(s) or guardian an informal hearing upon request to discuss the reasons for the suspension and to allow the student to challenge the reasons and to explain his/her actions, any time prior to the end of the suspension period.

Permanent Exclusion – If the offense is one for which the Board may seek permanent exclusion, then the notice will contain that information.

Appeal Procedure

Should a student or a student's parent(s) or guardian(s) choose to appeal the suspension, he/she must do so within 72 hours of the notice of suspension. A suspension may be appealed to the Board of Education or its designee. The appeal must be in writing and filed with the treasurer. If a suspension is appealed to the Board or designee, the student/parent/guardian shall be granted a hearing before the Board or its designee in order to be heard against such suspension. The hearing may be held in executive session if it is held before the Board. The student/parent/guardian may be present in all such appeal proceedings. A verbatim record will be kept of the hearing.

Appeal to the Court

Under Ohio law, appeal of the Board's or its designee's decision may be made to the Court of Common Pleas.

*Please note: Suspended students are encouraged to complete assignments in order to maintain their class skills. However, no credit will be given for these assignments.

EMERGENCY REMOVAL OF STUDENT

If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process, the Superintendent, principal or assistant principal may remove the student from the premises. A teacher may remove the student from curricular or extracurricular activities under his/her supervision, but not from the premises. If a teacher makes an emergency removal, reason will be submitted to the principal in writing within one school day. No prior notice or hearing is required for any removal under this policy. In all cases of normal disciplinary procedures where a student is removed from a curricular activity for less than one school day and is not subject to further suspension or expulsion, the following due process requirements do not apply.

If either suspension or expulsion is contemplated a due process hearing will be held within three school days after the removal is ordered. Written notice of the hearing and the

reason for removal, and any intended disciplinary action will be given to the student as soon as practicable prior to the hearing. If the student is subject to out-of-school suspension, the student will have the opportunity to appear at an informal hearing before the principal, assistant principal, Superintendent or his/her designee and will have the right to challenge the reasons for the removal or otherwise explain his/her actions. The person who ordered or requested the removal will be present at the hearing. Within a school day of the decision to suspend, written notification will be given to a parent, guardian or custodian of the student and Treasurer of the Board. This notice will include the reasons for the suspension and the right of the student or parent to appeal to the Board or its designee, and the student's right to be represented in all appeal proceedings. If it is probable that the student may be subject to expulsion, the hearing will take place within three school days and will be held in accordance with the procedures outlined below.

If the Superintendent or principal reinstates a student prior to the hearing for emergency removal, the teacher may request, and will be given, written reasons for the reinstatement. The teacher cannot refuse to reinstate the student.

In an emergency removal, a student can be kept from class until the matter of the alleged misconduct is disposed of either by reinstatement, suspension or expulsion.

STUDENT EXPULSION...At times the behavior of a student can be considered so serious as to justify total removal from the educational program for a prolonged period of time. Actions meriting expulsion are outlined in the student code of conduct. Only the Superintendent may expel a student. Except as specified below, expulsion is the removal of a student for more than 10 days, but not more than 80 days duration, except when a student brings a knife or firearm to school property or to a school related activity. (See "One Year Expulsion, pg. 17) An expulsion can extend beyond the end of the school year, if there are fewer school days than expulsion days remaining in the school year. Under such circumstances, the Superintendent may apply

any remaining part or all of the period of the expulsion to the following school year.

The Superintendent may require a student to perform community service in conjunction with or in place of an expulsion. The Board may adopt guidelines to permit the Superintendent to impose a community service requirement beyond the end of the school year in lieu of applying the expulsion into the following school year.

The Superintendent shall initiate expulsion proceedings against a student who has committed an act that warrants expulsion under the student code of conduct even if the student has withdrawn from school for any reason after the incident that gives rise to the hearing but prior to the hearing or decision to impose the expulsion. If, following the hearing the student would have been expelled for a period of time had the student still been enrolled in the school, the expulsion shall be imposed for the same length of time as on a student who has not withdrawn from school.

The Superintendent will give the student and parent, guardian or custodian written notice of the intended expulsion, including reasons for the intended expulsion. The student and parent or representative have the opportunity to appear before the Superintendent or his/her designee to challenge the action or to otherwise explain the student's actions. The Superintendent's notice will state the time and place to appear which must not be less than three days nor later than five days after the notice is given.

Within 24 hours of the expulsion, the Superintendent will notify the parents, guardians or custodians of the student and Treasurer of the Board.

The notice will include the reasons for the expulsion and the right of the student, parent, guardian or custodian to appeal to the Board of Education or its designee; the right to be represented at the appeal and the right to request the hearing to be held in executive session if before the Board.

ONE-YEAR EXPULSION...Unless a student is permanently excluded from school, the Superintendent shall expel a student from school for a period of one year for bringing a firearm or knife to a school building or on to any other property owned, controlled or operated by the

Board, to an interscholastic competition, an extracurricular event, or to any other school program or activity that is not located in a school or on property that is owned or controlled by the District but in which the District is a participant. Any such expulsion shall extend, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place. The Superintendent may, in his/her sole judgment and discretion, reduce such expulsion to a period of less than one year, on a case-by-case basis, by taking into account the following circumstances.

1. Applicable state or federal laws relating to students with disabilities (i.e., the incident involves a student with a disability and the misconduct was a manifestation of the student's disability);
2. Extent of culpability of the student (i.e., the age of the student and its relevance to the misconduct and/or punishment; evidence regarding the probable danger posed to the health and safety of other pupils and/or of school employees by virtue of the offense, including the student's intent); and/or
3. Academic and behavioral history of the student (i.e., the prior disciplinary history of the student, including the student's response to the imposition of prior discipline and sanctions imposed for behavioral problems).

Firearm shall mean any weapon (including a starter gun) which is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer or any destructive device. "Destructive device" includes any explosive, incendiary or poisonous gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or device similar to any of the devices described above.

Knife shall mean a weapon or cutting instrument consisting of a blade fastened to a handle; a razor blade; or any similar device (including sharp, metal martial arts weapons such as ninja throwing stars) that is used for, or is readily capable of, causing death or serious bodily injury. Pocketknives with a blade of less than 2½ inches in length shall be permitted for

school purposes only with the prior approval of the student's parents and teacher.

Violent Conduct – If a student commits an act at school, on other school property, at an interscholastic competition, extracurricular event, or any other school program or activity and the act (a) would be a criminal offense if committed by an adult, and (b) results in serious physical harm to person(s) as defined in Revised Code Section 2901.01(A)(5), or to property as defined in Revised Code Section 2901.01(A)(6), the Superintendent may expel the student for a period of up to one year. The Superintendent may extend the expulsion as necessary into the next school year or reduce the expulsion on a case-by-case basis as described above. The student needs not be prosecuted or convicted of any criminal act to be expelled under this provision.

If a student is suspended, expelled, removed or permanently excluded from school for misconduct involving a weapon as defined in board policy, the Superintendent shall notify the registrar of motor vehicles and the county juvenile court within two weeks after the discipline is imposed.

Appeal Procedure – A student or a student's parent(s) or guardian(s) may appeal the expulsion to the Board of Education or its designee. The appeal must be filed in writing with the treasurer within 10 days of the notice of expulsion. If an expulsion is appealed to the Board or designee, the student/parent/guardian shall be granted a hearing before the Board or its designee in order to be heard against such expulsion. The hearing may be held in executive session if it is held before the Board. The student/parent/guardian may be present in all such appeal proceedings. A verbatim record will be kept of the hearing.

Appeal to the Court – Under State law the decision of the Board or its designee may be further appealed to the Court of Common Pleas.

Any student who is expelled from school for more than 20 days or into the following semester or school year will be provided information about services or programs offered by public and private agencies that will work toward improving those aspects of the pupil's

attitudes and behavior that contributed to the incident that gave rise to the pupil's expulsion.

Such information will include the names, addresses and phone numbers of the appropriate public and private agencies.

MARYSVILLE EXEMPTED VILLAGE SCHOOLS SUBSTANCE ABUSE POLICY STATEMENT

The use and abuse of mood altering chemicals in the Marysville community is a problem, as it is throughout the country. The Board of Education, administration and staff of the Marysville Exempted Village Schools recognize a shared responsibility with the entire community to address this issue.

The Board recognizes that chemical dependency is an illness which MUST be treated. Since abuse and dependency are detrimental to learning and development of those affected, the Board accepts responsibility to work with the home and community agencies to create a school environment free of chemical use.

The Board acknowledges a dual responsibility to discipline users and offer help to those students who need it.

CONCERNS AND QUESTIONS?

All concerns and questions need to be addressed. Please begin with the teacher and, if needed, proceed to the principal.

Dear Parent/Guardian:

We ask that you review the Student Handbook with your child. Please complete the information below when completing your review, and return this form to school with your child.

My child, _____ and I
Student's Name

have reviewed and understand the Student Handbook for the 2010-11
school year.

Student Signature _____

Parent/Guardian Signature _____