

**MARYSVILLE EXEMPTED VILLAGE SCHOOL DISTRICT**



**Early College  
High School**

**MARYSVILLE EARLY COLLEGE STEM HIGH SCHOOL**

*2018-2019*

**PARENT/STUDENT HANDBOOK**

**MARYSVILLE EARLY COLLEGE STEM HIGH SCHOOL**

**833 N. MAPLE STREET MARYSVILLE, OHIO 43040**

**MAIN OFFICE: 937· 578· 7300 FAX: 937· 578· 7313**

**ABSENCE REPORT LINE**

**937· 578· 7315**

**MARYSVILLE EXEMPTED VILLAGE SCHOOLS BOARD OF EDUCATION**

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**MARYSVILLE EARLY COLLEGE HIGH SCHOOL**

Ken Chaffin, Principal

Jodi Robertson, Assistant Principal

*“The future belongs to a different kind of person with a different kind of mind: artists, inventors, storytellers-creative and holistic “right-brain” thinkers whose abilities mark the fault line between who gets ahead and who doesn’t.” – Daniel Pink, A Whole New Mind*

Our students will be entering a different world than students just twenty years ago. While Daniel Pink and others have conducted worldwide research to support this, we need not look beyond our own backyard to confirm it. Our community is not immune to the integration of technology into our everyday lives, the shifting job opportunities that present themselves, and the speed at which change occurs. If the primary responsibility of schools is to prepare our students for the future, we must change along with society. Since change is the only constant, students must be prepared to thrive in a world of change. The future will belong to those who can think on their feet, those who can address and solve unforeseen and often unpredictable problems in creative ways, and those who do not give up in the face of adversity. American schools have long been a model for successfully providing opportunities to all our citizens, but the model of the past cannot be the model of the future.

### **A 21<sup>st</sup> CENTURY FOCUS**

At the Marysville Early College High School students will be prepared for the 21<sup>st</sup> century. Mastery of core subjects alongside 21<sup>st</sup> century themes is essential to student success. Throughout their coursework, students are pushed to higher levels of understanding through the lens of economic and entrepreneurial literacy and global awareness. What distinguishes our students is the preparation they receive for a complex, and changing world. Learning by doing develops skills such as critical thinking, problem solving, communication, and collaboration. Students learn to effectively and thoughtfully sift through the abundance of information available at their fingertips, as well as grow their ability to functionally use a wide variety of technological tools. Embedding our technology education into a rich, critical thinking curriculum prepares students to not only utilize current technology, but future technologies not yet invented. We endeavor to graduate self-directed students with the initiative to be leaders in their fields with a sense of civic responsibility; prepared to contribute to their community.

### **HABITS OF MIND**

Graduates of Marysville Early College High School will leave not with a set of problems they can solve, but with a set of skills that allow them to solve problems. In order to achieve this, the following habits of mind which will

allow them to become fluent problem-solvers are imbedded into our standards-based curriculum.

At The Marysville Early College High School, students will learn to be...

1. **Outside the box thinkers:** Students are presented problems with multiple and complex solutions, and encouraged to generate novel ways to solve them; transforming foundational, standards-based, knowledge into relevant, meaningful learning experiences. They will be resourceful, prize intellectual curiosity, and take risks in thought and activity.
  
2. **Resilient:** Students persevere in tasks through to completion, remaining focused, and looking for ways to reach a goal when stuck. They respond to adversity with resilience.
  
3. **Self-sufficient critical thinkers:** Students know how to learn; they seek and synthesize multiple perspectives, and develop the skill to use logic, critical analysis, and creativity to solve difficult problems.
  
4. **Flexible:** Students learn to address challenges head on through considering a variety of perspectives, generating possible alternatives, and weighing all their options. They will learn to adjust habits, ideas, or approaches in response to challenges and new situations.
  
5. **Collaborators and communicators:** Students strive for accurate communication in both written and oral form; to convey knowledge, ideas or emotions effectively and appropriately. They will be able to work and learn from others in reciprocal situations, to recognize and combine diverse strengths in pursuit of a common goal. They value collaboration, commitment and teamwork.
  
6. **Empathetic:** Students have the ability to listen to another person, understand their point of view, and empathize with them.

## **EMERGENCY CLOSINGS**

When it is necessary to close school due to bad weather, building breakdown or other reasons that delay or effect the closing of the building, information will be announced on the district website [www.marysville.k12.oh.us](http://www.marysville.k12.oh.us) and automated phone calls will also be made. Please make sure your contact information is correct with our guidance department.

## **GRADING POLICY**

GRADING SCALE		
LETTER GRADE	PERCENT RANGE	QUALITY POINT VALUE
A+	98-100	4.00
A	93-97.9	4.00
A-	90-92.9	4.00
B+	88-89.9	3.00
B	83-87.9	3.00
B-	80-82.9	3.00
C+	78-79.9	2.00
C	73-77.9	2.00
C-	70-72.9	2.00
D+	68-69.9	1.00
D	63-67.9	1.00
D-	60-62.9	1.00
F	0-59.9	0.00

WEIGHTED GRADING SCALE (AP/Dual Enrollment)		
LETTER GRADE	PERCENT RANGE	QUALITY POINT VALUE
A+	98-100	5.00
A	93-97.9	5.00
A-	90-92.9	5.00
B+	88-89.9	3.75
B	83-87.9	3.75
B-	80-82.9	3.75
C+	78-79.9	2.50
C	73-77.9	2.50
C-	70-72.9	2.50
D+	68-69.9	1.25
D	63-67.9	1.25
D-	60-62.9	1.25
F	0-59.9	0.00

## GRADUATION REQUIREMENTS

GRADUATION REQUIREMENTS CLASS OF 2018 and Beyond	
CORE ACADEMIC AREAS	Units
ENGLISH	4
MATHEMATICS: must include Algebra 2 or an equivalent unless an exemption is granted	4

<b>SOCIAL STUDIES:</b> must include ½ unit American History and ½ unit of American Government	3
<b>SCIENCE:</b> must include 1 unit of Physical Science, 1 unit of Life Science, and 1 unit of advanced science (chemistry, physics or other physical science, advanced biology, astronomy, geology, or other earth or space science)	3
<b>HEALTH</b>	0.5
<b>PHYSICAL EDUCATION:</b> PE exemption is also available.	0.5
<b>OTHER REQUIREMENTS</b>	
<b>ECONOMICS AND FINANCIAL LITERACY</b> and <b>FINE ARTS</b> (All students must receive instruction in economics and financial literacy during Grades 9-12 and must complete at least two semesters of fine arts)	NA
<b>ELECTIVES:</b> Any credits attained in core areas above the graduation requirement or courses offered in the following departments: Technology; Business; Career Technology; Fine Arts, Foreign Language, and Wellness.	6
<b>TOTAL CREDITS REQUIRED TO GRADUATE</b>	<b>21</b>

### Mastery Learning

Mastery Learning will be used to grade each student. Mastery learning is based on the philosophy that all students can master a course if provided the time, feedback, and support they need to learn and demonstrate that learning. All people learn at different paces and in different styles, and often require more than one attempt to find success. Based on this philosophy, mastery learning gives students access to not only specific content and skills they must master, but multiple opportunities to learn and demonstrate their mastery.

**Standards** are Specific content and skills a student must master in order to successfully earn a credit in the subject area. Each subject has a different number of standards and students must master at least 80% of the

standards to earn credit and advance to the next level. Students who do not earn a 80% or better in a course will be required to repeat that course.

**Grading Structure**

At the beginning of each unit, students will be given a rubric that describes how a student can demonstrate mastery and mastery with honors on each standard.

Two sources of grade information:

- Schoology - houses all evidence of learning on daily/weekly basis that is used to determine mastery on each standard. (For example, homework, formative assessments, tests, projects, papers, etc.)
- PowerSchool - houses final marks in each standard.

Reporting Mastery on standards through PowerSchool

**H** - Mastery with honors

**M** - Mastery of standard

**NY** - Not yet mastered the standard

**NA** - Not attempted (Student did not submit work for standard

**Final Grade Calculation**

To earn a B - Students must master 80-89% of the standards

- Ex: Student 1 demonstrates mastery on 8/10 standards which is an 80% or a B in the final GPA.

To earn an A - Students must master 90-99% of the standards

- Ex: Student 2 demonstrates mastery or honors on 9/10 standards which is a 90% or an A in the final GPA.

To earn an A with Honors - Students must master 100% of the standards and earn Honors credit in 50% of the standards.

- Ex: Student 3 mastered all standards and received honors in 5/10, or 50%, of the standards.

	Standard 1	Standard 2	Standard 3	Standard 4	Standard 5	Standard 6	Standard 7	Standard 8	Standard 9	Standard 10	Honors	Final Grade
Student 1	M	M	M	NY	M	M	M	NY	M	M	N	B
Student 2	M	M	H	M	M	NY	M	H	M	M	N	A
Student 3	M	H	M	M	H	H	H	M	M	H	Y	A Honors
Student 4	NY	NY	M	M	NY	NY	M	NY	M	M	N	NY

**VISITORS**

For security reasons, all visitors to the building during the school day are required to enter the building by the entrance designated as the main entrance and sign in at the reception area. Visitors will be issued a visitor pass, which is to be displayed at all times during their stay in the building. Visitors are permitted only for the purpose of conducting official school business, must remain in the area of the building where that business is being conducted, and must leave the premises when the business has been completed.

**Immunizations**

Ohio Law requires that students enrolled in school meet minimum requirements of immunizations. The Immunization Summary for School Attendance for Ohio can be found on our web site, at the Board Office and in the clinic. As of the Fall of 2016, all Seniors, are now required to have:

Two (2) Doses of meningococcal (serogroup A, C, W, and Y) vaccine administered prior to entry.

If you have any questions call the clinic at (937)578-6209 to speak with the nurse. If your student is not in compliance with the immunization schedule and has not provided written verification that he/she has received them the student will be excluded from attending Marysville High School.

### **Immunization Exemptions:**

Exemptions include students who present a written statement that immunization is objectionable for religious reason or other reasons of "good cause". A documented history of measles, mumps and/or varicella disease may be substituted for vaccinations.

## **ADMINISTRATION OF MEDICATION**

If at all possible, all medications necessary for a student's well-being should be administered by the parent at home. If this is not possible, medications may be administered at school subject to the following restrictions:

1. Students may not carry prescription medications on their person nor may they take such medications without supervision.
2. The designated office personnel will supervise the secure and proper storage and dispensation of medications.
3. Written permission must be received from the parent or guardian of the student requesting that the school comply with the physician's order. Medication must be received in the container in which it was dispensed by the physician or pharmacist.
3. The designated office personnel must receive from the parent/guardian a statement, which complies with O.R.C. 3313.712 and is signed by the physician who prescribes the medication. These forms are available in the office.
4. Over the counter (OTC) medication (e.g. aspirin, Tylenol, etc.): Students may carry OTC medication on their person and take as needed subject to the following restrictions:
  - a. they may only carry a one-day supply, in the original container
  - b. they must carry a note from parent/guardian granting permission to possess and take said OTC medication

## **ILLNESS**

### **To Stay or To Go: Guidelines for How Long to Keep a Sick Child Home from School**

It is sometimes difficult to decide when and how long to keep an ill child home from school. The following are guidelines for some of the more common childhood illnesses and our usual recommendations. It is always a good idea to contact your physician for specific diagnosis and treatment. Please keep these guidelines available for future reference.

**COMMON COLD:** Symptoms of a cold include irritated throat, watery discharge from the nose and eyes, sneezing, chills, and generalized body discomfort. Your child should remain home only if symptoms are serious enough to interfere with his / her ability to learn. Medical care should be obtained if symptoms persist beyond 7-10 days, fever develops, or discharge becomes yellow or green.

**FEVER:** If your child's temperature is 100 degrees Fahrenheit or greater (or 1 or 2 degrees above the child's normal temperature) s/he should remain home until s/he has been without fever for 24 hours. Remember, fever is a symptom indicating the presence of illness.

**FLU:** Symptoms of the flu include abrupt onset of fever, chills, headache, and sore muscles. Runny nose, sore throat, and cough are common. Your child should remain home from school until symptoms diminish and the child is without fever for 24 hours.

**HEAD LICE:** Lice are small wingless insects that lay eggs called nits. Nits firmly attach to the hair shafts near the scalp. They are small white specks and are commonly found at the nape of the neck and behind the ears. Following lice infestation, your child may return to school after receiving treatment with a pediculicide shampoo, all nits have been removed, and s/he has been cleared by the school nurse.

**PINK EYE:** Redness and swelling of the membranes of the eye along with burning or itching and matter coming from one or both eyes is present. Your child should remain home from school until receiving 24 hours of antibiotic therapy and discharge from the eyes has stopped.

**VOMITING AND DIARRHEA DUE TO INTESTINAL VIRAL INFECTIONS:** Stomach ache, cramping, nausea, vomiting, and diarrhea are often present, along with possible fever, headache, and body aches. Your child should be without vomiting, diarrhea, or fever for 24 hours before returning to school.

## **FEES**

Fees may be charged for lab equipment, workbooks, supplies, participation, and other items. Fees should be paid in the office when students receive their schedules, or as soon as possible at the beginning of the school year. Fees accumulate throughout a student's K-12 school career (unpaid fees incurred in elementary and middle school carry over to high school). Transcripts (grades and credits) will not be issued or sent for students who owe fees or replacement charges, nor will they receive their diploma during graduation ceremonies. **Students may not be permitted to attend prom, senior trip, or graduation and graduation practice until all fees are paid in full.** Replacement charges will be assessed to students for lost/damaged textbooks and board-owned materials, uniforms, and/or equipment.

There is a participation fee for all athletic participation and also for all non-service oriented clubs and activities. **PARTICIPATION FEES MUST BE PAID BEFORE THE FIRST OFFICIAL ACTIVITY OR CONTEST**

## **Schedule Change Guidelines 2018-2019**

Each spring a series of scheduling activities takes place to assist each student in selecting appropriate courses for the following school year. Extensive time is spent reviewing pathway options with students. Recommendations by teachers and individual counseling appointments are available. The final step verifies the students' selections and offers them an opportunity to correct or change selections. As a result of this detailed program, students have the best chance of developing a sound educational plan and an appropriate schedule for the following year.

### **REASONS THAT JUSTIFY CHANGES IN YOUR SCHEDULE**

1. Semester imbalances
2. Replacement of summer school course(s) successfully completed
3. Schedule adjustments for Credit Flexibility options approved by the administration
4. Appropriate educational adjustments for students on an IEP



5. Inappropriate course level as dictated by the prerequisite
6. Requests that appear on the verification form or original schedule form but do not appear on printed schedules
7. *Level change*
  - Once a student, parent, and teacher recognize that the level of difficulty is such that the student is not successful, a level change should occur immediately. **If the teacher and parent/student are not in agreement that a level change is necessary, the situation will be resolved by an administrator. If a level change is completed, the grades from the original class will follow the new course and be averaged at the end of the term.**

**WARNING:** Dropping a course may endanger your grade placement or graduation status.

**WARNING:** Dropping a course may endanger your athletic eligibility. During the nine-week grading period preceding athletic participation, the student must be passing (5) equivalencies as defined by the Ohio Athletic Association. Classes repeated for a higher grade (unless repeating a failed course) do not count as one of the 5 equivalencies needed for athletic eligibility. Parents and students are responsible for monitoring the necessary athletic eligibility requirements. This applies to club sports as well. If you have any questions, contact the athletic office or coach for clarification.

### **How does the Ohio High School Athletic Association Calculate Athletic Eligibility?**

- A year-long course with a value of 1 academic credit = 1 OHSAA equivalency per 9 weeks.
- A semester course worth ½ academic credit = 1 OHSAA equivalency per 9 weeks.
- A blocked class worth 2 academic credits = 2 OHSAA equivalencies per 9 weeks.
- A semester course (Phys. Ed) valued at ¼ academic credit = ½ OHSAA equivalency per 9 weeks.
- A year-long class (9<sup>th</sup> grade Choir) valued at ½ academic credit = ½ OHSAA equivalency per 9 weeks.

If a student is taking all course work at the post-secondary institution under the College Credit Plus program, the calculation of equivalency has changed. Please note that in accordance with Bylaw 4-4-1, all courses taken in College Credit Plus must count toward high school graduation. In addition, students electing to enroll in CCP must be certain that 1.) The faculty members at the post-secondary institution understand that they will need to provide grades or a progress report at the time when the high school's grading period is over, and 2.) The student-athlete is taking enough course work at the post-secondary institution exclusively or between the post-secondary institution and the high school combined to be equivalent to five one-credit courses. Calculating equivalency of credits in the post-secondary institution is conducted in the same manner as in the high school, based on the Carnegie unit. College courses for which three or more semester hours of credit are earned shall be awarded one Carnegie unit. Fractional Carnegie units will be awarded proportionately

**An athlete must pass (5) OHSAA Equivalencies during the nine-week grading period preceding/during athletic participation.**

## **PROCEDURES FOR ADDING AND DROPPING CLASSES**

### **Schedule Change Timelines**

#### **Add:**

- **Schedule Change forms to add and delete classes will be available in the Guidance office each semester.** Completed schedule change forms for 1<sup>st</sup> semester and yearlong classes must be submitted to the

Guidance Office by the end of the 10<sup>th</sup> school day. Completed schedule change forms for classes beginning 2<sup>nd</sup> semester must be submitted to the Guidance Office by the end of the 10<sup>th</sup> day of 2<sup>nd</sup> semester. **If you are dropping a class, you must have that teacher sign off that you discussed it with them. Their signature verifies that discussion.**

- No classes will be overloaded to accommodate a schedule change.

**Withdrawal: (FULL-YEAR CLASS) - Deadline dates are as follows:**

- By the last day of the 1<sup>st</sup> 9 weeks                      Notation of the course will be expunged from the transcript
- After the 1<sup>st</sup> 9 weeks                                      WD) will be awarded on the student's final transcript
- After 2<sup>nd</sup> 9 weeks                                      (WF) will be awarded as student's final grade.

**Withdrawal: (SEMESTER CLASS) - Deadline dates are as follows:**

**1<sup>st</sup> Semester**

- First 10 days of 1<sup>st</sup> semester                      Notation of the course will be expunged from the transcript
- By interim of 1<sup>st</sup> 9 weeks                              (WD) will be awarded on the student's final transcript
- After 1<sup>st</sup> 9 weeks interim                              (WF) will be awarded as student's final grade

**2<sup>nd</sup> Semester**

- First 10 days of 2<sup>nd</sup> semester                      Notation of the course will be expunged from the transcript
- By interim of 3<sup>rd</sup> 9 weeks                              (WD) will be awarded on the student's final transcript
- After 3<sup>rd</sup> 9 weeks interim                              (WF) will be awarded as student's final grade

**ACCELERATED LEARNING & EDUCATIONAL OPTIONS  
(I.E. CREDIT FLEXIBILITY)**

The Marysville Board of Education recognizes that an effective educational program is one that provides opportunities for students to customize aspects of their learning around their respective needs and interests. Credit Flexibility is one method to motivate and increase student learning by allowing access to more resources, customization around individual student needs and the use of multiple measures of learning.

Credit Flexibility shifts the focus from "seat time" to performance. Students can earn units of high school credit based on an individually approved Credit Flexibility plan. The intent of Credit Flexibility is to meet increased expectations for high school graduation in response to globalization, technology and demographics, and to meet the demand for college and career readiness skills.

Marysville Early College High School offers Credit Flexibility opportunities to students in grades 8-12 in all classes. To successfully earn credit, mastery of content and certain abilities and skills must be demonstrated through a formal examination, a culminating project, and/or a presentation.

There are three modes of credit flexibility

1. Test Out
2. Independent Study
3. Virtual Learning

**ATHLETIC ELIGIBILITY**

If you are a student athlete, you must remain eligible in accordance with the Ohio High School Athletic Association

(OHSAA) bylaws. To be athletically eligible, students must be passing five, one credit courses or the equivalent per grading period with the high school and college courses combined. Most College Credit Plus courses taken during a semester will equal one Carnegie unit, allowing students to earn more than the required five for athletic eligibility. Please check with your counselor to ensure that the course work you are taking is compliant the OHSAA.

#### **DUAL ENROLLMENT AND COLLEGE CREDIT PLUS**

Dual Enrollment enables a student to earn high school and college credit concurrently. Ohio's new College Credit Plus can help you earn college and high school credits at the same time by taking college courses from colleges and/or universities. The purpose of this program is to promote rigorous academic pursuits and to provide a wide variety of options to college-ready students. Taking a College Credit Plus course from a public college or university is free, which means no cost for tuition, books, or fees. If you choose to attend a private college or university, you may have limited costs.

Ohio's new College Credit Plus can help you earn college and high school credits at the same time. If you are a student in grades 7-12 you can apply for College Credit Plus admission to a public or participating private college. The college will admit you based on your college-readiness in one or more subject areas. Your school counselor can help you understand your options, deadlines, and how to proceed. You may not participate in the College Credit Plus program beyond your anticipated high school graduation date.

**How Can College Credit Plus Benefit Me?** College Credit Plus provides more options for you to pursue rigorous academic coursework beyond the high school classroom. Under College Credit Plus, you can complete your freshman year of college or more, or explore college content that interests you. Earning college credits while you're in high school can reduce your time and costs of attending college after high school.

**Does College Credit Plus Differ from the Previous PSEO Program?** College Credit Plus is a student-directed program. Students and their families can explore courses offered at all Ohio public colleges and participating private colleges for possible participation in College Credit Plus. Unlike PSEO, College Credit Plus is open to students beginning in the seventh grade and districts are not permitted to restrict an otherwise qualified student's participation in any way. College Credit Plus (CCP) does not replace the requirements to earn a high school diploma. This includes earning 18 points or more on the graduation tests. Even if you are enrolled in college courses, you must take the end-of-course exams in English I, English II, Algebra I and Geometry. You do not have to take the end-of-course exams in Physical Science, American Government, and American History if you are enrolled in College Credit Plus courses that substitute. A CCP student's end-of-course grades in Physical Science, American Government, and American History will correspond with a point scale used for graduation requirements.

**How Do College Courses Earn Me High School Credit?** College Credit Plus allows high school students to earn college credit and apply that credit toward their high school graduation requirements. Successful completion of a three or more credit-hour college course will result in 1.0 Carnegie unit earned at the high school. A two credit-hour college course will earn students 2/3 of a high school credit and a one credit-hour college course will convert to 1/3 of a high school credit.

**How Are High School Graduation Requirements Affected?** High school graduation requirements will not be waived as a result of participation in College Credit Plus. You will not receive a diploma until after the course is successfully completed and the graduation requirement is met. However, you may participate in the graduation ceremony if proof is presented that you are progressing satisfactorily one week prior to graduation.

Where Can I Take College Classes? Some college courses under College Credit Plus may be offered at your high school. You may also travel to the college where you have been admitted or enroll in one or more online courses offered by that college.

My High School Has a Formal Arrangement With a Local College to Offer College Credit Plus. Are Those the Only Courses I Can Take? No. After you are admitted to a college, you can take any courses offered by that college that you are college-ready to take. Also, each Ohio high school has developed two sample pathways – one leading to 15 credits and another to 30 credits. These should be included in your high school's course offerings. However, students have no obligation to take courses identified on a pathway or to complete a pathway. Students can take courses offered in person or online by any public or participating private college in Ohio.

Will College Credit Plus Grades Appear on My High School Transcript? Yes. High school credit awarded for courses successfully completed under College Credit Plus will satisfy or exceed the graduation requirements and subject area requirements of the school district. Courses successfully completed under College Credit Plus must be listed by course title on the high school transcript. College Credit Plus courses will be computed into the GPA using the same scale as Advanced Placement and International Baccalaureate classes in your district.

How Does College Credit Plus Impact Athletic Eligibility? If you are a student athlete, you must remain eligible in accordance with the Ohio High School Athletic Association (OHSAA) bylaws. To be athletically eligible, students must be passing five, one credit courses or the equivalent per grading period with the high school and college courses combined. Most College Credit Plus courses taken during a semester will equal one Carnegie unit, allowing students to earn more than the required five for athletic eligibility. Please check with your counselor to ensure that the coursework you are taking is compliant with the OHSAA.

What Are My Academic and Social Responsibilities? You will be expected to follow the rules and regulations set by the college/university. You will also be expected to follow the rules and regulations set for high school students detailed in the student handbook. Once enrolled, you are eligible to receive advising from campus-based support services of that institution. Additionally, you will continue to have access to your school counselor and all other resources available to high school students. Participation in College Credit Plus does not guarantee you admission to college after high school. You should follow the regular undergraduate application process for whatever college you plan to attend after high school.

What Courses Are Available through College Credit Plus? Once you are admitted to a college for College Credit Plus, you may take any course in the college's course catalogue that is not remedial or religious, and that applies toward a degree or professional certificate, in a subject area in which you are college-ready.

Who Pays for College Admission, Textbooks, Fees, and Transportation? Students attending a public college will not be charged for tuition, books, or fees. Students attending a private college may be charged based on the particular private college and where the course is delivered, in accordance with law. Although the amount students can be charged may vary, in 2014 the maximum would have been up to \$153 per credit hour. Responsibility for transportation rests with the student. Students who qualify for the free and reduced lunch program may not have to pay any fees to a private college. Please talk with your counselor for details.

What If I Fail a Class? Classes failed or withdrawn with an "F" will receive an "F" on the high school and college transcripts and will be computed into the high school and college GPA. If you do not receive a passing grade, the district may, in some instances, seek reimbursement for the amount of state funds paid to the college on your behalf for that college course. The school district may withhold grades and credits received for high school courses taken until reimbursement has been made.

### **CCP Probation:**

A student will be placed on CCP probation when the student has earned lower than a cumulative 2.0 GPA in college courses and/or withdraws from two or more consecutive courses in the same term.

A student is placed on CCP Dismissal when the student has met the definition of CCP Probation for two consecutive college terms.

## **WITHDRAWAL FROM SCHOOL**

Should it be necessary for you to withdraw from Marysville High School, it will be required that you and/or your parent/guardian come in to the Guidance Office on your last day of school and start the withdrawal procedure by informing Guidance where you will be moving to and the name of the school you will be attending. You and your parent/guardian will be required to sign the withdrawal form. You will then be asked to clean out your locker, take the withdrawal form and your books around to each one of your teachers, librarian and At-Risk Coordinator for signatures, and return the withdrawal form to the Guidance Office. Your final step will be to take care of any obligations (fees) in the Library and the Main Office. Grades and/or credits cannot be forwarded to your new school until all obligations (fees/books) are fulfilled.

### **REQUESTING EDUCATIONAL RECORDS**

When requesting educational records (transcripts, Social Security forms filled out, grade report cards, etc.), please allow up to 72 hours for the request to be filled depending on the volume of business in the guidance office. A retrieval fee of \$5.00 will be assessed for requested transcripts older than five years.

# **STUDENTS**

## **114.01**

### **STUDENT CONDUCT CODE MARYSVILLE EXEMPTED VILLAGE SCHOOL DISTRICT**

#### **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 a right to avail themselves of all educational resources necessary to receive an education. This includes 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 may be subject to the provisions of the Code of Conduct while on school property (which includes while waiting at school designated bus stops), while attending school-related functions off school property, and while in route or traveling to and from school or a school-related function. In addition, misconduct which occurs on property adjacent to the school and immediately prior to or immediately following the school day will constitute a violation of the Code of Conduct.

Students attend Marysville Schools under the direction of state law and with the full benefits of constitutional protection for their rights as citizens. They therefore can act, speak, or behave as young citizens within a large scope of options. This code, published in conformity with O.R.C. 3313.661, specifies the school's expectations.

#### **PART II: CODE OF CONDUCT**

Students who violate any of the rules of conduct may find themselves subject to disciplinary action, which may include, but will not be limited to emergency removal from the class or the activity, detention, suspension, Extended School, filing of unruly charges in Union County Juvenile

Court, and/or expulsion.

Examples given in the various rules are not intended to be exhaustive.

#### Rule 1 - DISRUPTION OF SCHOOL

A student shall not by use of violence, force, coercion, harassment, threat, deception, or any other means, cause disruption of or obstruction to the educational process; including all curricular and extracurricular activities. Some examples of disruption may include unusual dress and appearance or dress code violation, excessive public display of affection, being in an unauthorized area, distribution of unauthorized or unapproved publications on school property, setting unauthorized fires, making bomb threats, strikes or walkouts, inappropriately setting off fire alarms, use of fireworks, continually or intentionally causing a disturbance, fighting, gambling, engaging in gang related activity (see 130.01), etc. (see also Code of Conduct on next page)

#### Rule 2 - DANGEROUS WEAPONS OR INSTRUMENTS

A student shall not possess, handle, transmit, or conceal any weapon or instrument capable of harming another person, such as guns, rifles, knives, ice picks, switch blades, brass knuckles, explosive devices, laser pointers, etc., or any instrument other than a weapon that a reasonable person would believe to be a weapon because of its similarity in shape, size, color, markings, labeling, or packaging. Included in this prohibition would be the use of chemicals and gasses, Mace, smoke bombs, matches, lighters, and other incendiary devices, etc.

#### Rule 3 - a) HARRASSMENT or b) SEXUAL HARASSMENT

A student shall not engage or participate in the harassment in any form (physical, psychological, racial, religious, sexual, verbal, and non-verbal) of another individual or individuals. Please see section 118.01 and 119.01 for definitions of types of harassment.

A student shall not harass, intimidate, disparage, incite, provoke, stalk, bully/cyber bully, or threaten any individual on school premises or otherwise disrupt the school environment. For this purpose, harassment or intimidation includes but is not limited to: inappropriate contact, unauthorized touching, slurs, profanity, written information, text messages, instant messaging, social networking sites, photos, videos, denigrating remarks or actions, obscene gestures, the wearing or display of insignia sign buttons, clothing, or apparel, or other verbal or physical conduct including, those based on race, color, national origin, ancestry, citizenship, religion, handicap, age, gender, or sexual orientation that have the purpose or effect of (1) causing or intending to cause any other student or school employee to be reasonably placed in fear of his or her personal safety, (2) causing or intending to cause a hostile, intimidating, or offensive environment for any other student or school employee, (3) causing or intending to cause material disruption of the educational process, (4) unreasonably interfering with a student's curricular, co-

Curricular, or extracurricular performance, or (5) otherwise unreasonably having a negative impact on a student's educational opportunities. A student who believes he/she has been a victim of harassment should report and file a complaint in the Principal or Guidance Counselor's office. In addition to disciplinary action issued by school officials, violations may be reported to the appropriate law enforcement agency. If the investigation finds an instance of harassment, intimidation, and/or bullying/cyber-bullying by an electronic act or otherwise, has occurred, it will result in prompt and appropriate remedial and/or disciplinary actions. This may include suspension or up to expulsion for students. Retaliation may result in disciplinary action as indicated above. Deliberately making false reports about harassment, intimidation, bullying and/or other

aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and may result in disciplinary action as indicated above (see also 118.01 and 119.01).

#### Rule 4 - DAMAGE OR DESTRUCTION OF SCHOOL AND/OR PRIVATE PROPERTY

A student shall not cause or attempt 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 profanity, 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). Once a student arrives at school, s/he may not leave school property prior to the end of the designated school day without parental permission.

Rule 8 – THEFT/FORGERY

A student shall not take or attempt to take into his/her possession the public 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, nor alter any school document without prior permission.

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, extracurricular activities, and field trips. School bus transportation will be denied for up to one school year for students who violate school bus rules.

Rule 10 - VIOLATIONS OF DIRECTIONS, POLICIES, RULES, ETC.

A student shall comply with directions of teachers, counselors, teacher aides, administration, or other authorized school personnel including all provisions of the computer network usage policy (found in this handbook), during any period of time when the student is under the authority of school personnel. Students are to remain in appropriate/assigned areas of the building at all times.

Rule 11- USE OR POSSESSION OF TOBACCO, VAPE PENS, E-CIGARETTES

Students will not be permitted to use or possess, or display evidence of having used tobacco, e-cigarettes, vape pens, as well as products associated with those items in any form (including, but not limited to, cigarettes, cigars, clove cigarettes, chewing tobacco, snuff, any other form of tobacco, betel nut, nicotine oil or fillers), in school buildings, on school grounds, at any school-related activity, or off of school property if the use is connected to activities or incidents that have occurred on property owned or controlled by the district. The prohibition includes using or possessing matches or lighters.

Rule 12 - USE/POSSESSION OR SALE/DISTRIBUTION OF NARCOTICS, ILLICIT DRUGS, MIND-ALTERING INHALANTS, DRUG PARAPHERNALIA, EXCESS AMOUNTS OF ACROSS THE COUNTER DRUGS, MEDICATION PRESCRIBED FOR ANOTHER INDIVIDUAL, OR ALCOHOL

A student shall not possess, use, handle, transmit, conceal, sell, distribute, aid and abet, or display evidence of having used, (or attempt to possess, use, handle, transmit, conceal, sell, distribute, aid and abet, 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 district property, at school supervised/sponsored activity off school property, or during travel on school provided transportation, except as prescribed by a physician. A violation of this rule may result in disciplinary action, which could include: emergency removal, suspension, and assignment to an educational group of at least six (6) hours, assessment, 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 substances, also known as look-alike drugs.

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

1. Any drug that bears, or whose container or label bears, a trademark, trade name or other identifying mark used without authorization of the owner of rights to such trademark, trade name or identifying mark: (O.R.C., Sect. 2925.01(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; or
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 13 – INAPPROPRIATE DRESS

Students shall refrain from dressing or appearing in a fashion that: (a) interferes with the student’s health or welfare or that of others; or (b) causes disruption or directly interferes with the educational process. (See also 129.01 Dress and Code of Conduct Rule 1)

Rule 14 – EXTORTION

A student shall not obtain or attempt to obtain another person's property, either by implied or expressed threat.

Rule 15 – TRESPASSING OR LOITERING

A student shall not be present in a school building or on school grounds at unauthorized times when his/her presence may cause disruption of an activity, function, or the educational process.

Rule 16 – FALSE IDENTIFICATION

A student shall not use or attempt to use false identification to mislead school personnel.

Rule 17 – BREAKING AND ENTERING

A student shall not break and enter, or attempt to break and enter, school or private property either on school grounds or at any school activity, function or event off school grounds.

Rule 18 – CHEATING/PLAGIARISM A student shall not engage in cheating or plagiarism The Definition of Plagiarism

The *Modern Language Association Manual*, a guide used by many disciplines in documenting resources for papers, defines plagiarism as "the use of another person's ideas or expressions in your writing without acknowledging the source. "Plagiarism includes: taking someone else's assignment or portion of an assignment and submitting it as one's own, submitting material written by someone else or rephrasing the ideas of another without giving the author's name or source, presenting the work of tutors, parents, siblings, or friends as one's own, submitting purchased papers as one's own, submitting papers from the Internet written by someone else as one's own, knowingly permitting one's own work to be submitted by another student as if it were the student's own."

Your responsibility as a student: cite and document your sources. If you have information that comes from somewhere other than your own head, *you must cite the source, regardless of whether you summarize, paraphrase or quote directly*

**Consequences of Plagiarism**

If you are suspected of stealing another's ideas, your teacher will attempt to determine if you did so because of misunderstanding, carelessness, or mean-spiritedness. Generally, if you submit someone else's work as your own, you will not receive any credit for that work because it is not yours.

However, if in conversation, it is clear to your teacher that your actions were the result of a misunderstanding, you will be allowed to complete a module on understanding plagiarism before you can resubmit the work in question.

In a second case of plagiarism parents will be informed before work can be resubmitted.

If a third instance occurs, no credit will be given for the assignment.

Rule 19 – COMPUTER, NETWORK, AND INTERNET USAGE

A student shall not violate the Board's Internet/Network Acceptable Use Policy. Failure to comply with the policy may result in loss of computer/network/Internet privileges and/or other disciplinary action.

Rule 20 – GAMBLING

A student shall not engage in games of chance or other forms of gambling for money or valuables. (See also Code of Conduct on next page)

Rule 21 – MISCONDUCT AGAINST A SCHOOL OFFICIAL OR EMPLOYEE OR THE PROPERTY OF SUCH A PERSON REGARDLESS OF WHERE IT OCCURS:

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. Examples of misconduct include but are not limited to vandalization, destruction of property, harassment (of any type), and assault (verbal or physical).

Rule 22 – MISCONDUCT BY A PUPIL THAT OCCURS OFF OF SCHOOL PROPERTY BUT IS CONNECTED TO ACTIVITIES OR INCIDENTS THAT OCCURRED ON PROPERTY OWNED OR CONTROLLED BY THE DISTRICT:

Rule 23 – General Misconduct:

General misconduct is considered as anything, which disrupts the educational environment and is not listed elsewhere in the Student Code of Conduct. This includes, but is not limited to, being in an unauthorized area, out of assigned area without a pass, loitering in the restroom and/or hall, running, boisterousness, horseplay, public display of affection, and extreme loudness.

Students are expected to comply with reasonable requests made by staff in all non-instructional areas, as willingly and as quickly as they are expected to do in the classroom. Students should understand that the authority of school district personnel does not end at the classroom door, but extends to every inch of the building and grounds. Students are expected to cooperate with all school personnel and/or volunteers.

Rule 24 – a. Assault b. Fighting c. Instigation d. Physical Aggression e. Threatening Behavior

A student shall not cause physical injury, menace, intimidate, or behave in such a way as to attempt, threaten, or cause physical injury to other students, school employees, or other persons while under the jurisdiction of the school and/or on school property. A student shall not engage in



inappropriate contact or unauthorized touching. A student shall not assemble to observe nor encourage an assault or fight, nor inhibit school personnel from intervening when a fight or assault occurs. It should also be noted that any individual whose deliberate behavior directly leads to a fight between parties might be considered a participant.

Misconduct is defined as any violation of the Student Discipline Code.

## **ATTENDANCE PROCEDURE**

Students are expected to attend school 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 focused activities.

Continuity in the learning process is seriously disrupted by excessive absence. Students who have good attendance generally achieve higher grades, enjoy school more and are better prepared for college and/or careers.

Due to Ohio Revised Code, school district's must track student attendance in hours/minutes.

### **Excused Absences**

The following reasons for excused absence are established by State law and by regulations of the Ohio Department of Education and are adhered to by the Marysville Exempted Village School District (MEVSD):

1. Personal illness of the student (see medical absences for more information)
2. Illness in the home necessitating the presence of the child
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. College visitation
7. Absence due to a student being homeless
8. Alternate Learning Experiences: ALE's must be approved by the building principal(s) at least two weeks (or ten school days) before the absence occurs

### **Medical Absences**

The most common reason for absence is personal illness. The following are MEVSD policies governing the excuse of absence for medical reasons.

1. Parent Excused:
  - a. Parents may excuse an absence due to a child's personal illness. A parent or guardian may excuse up to 6 instances for K-12 students. Doctor excused absences, administrative excused absences, and other forms of excused absence do not count toward this total. When the 6 parent excused absence limit is reached for personal illness, the building administration has the discretion to require supporting medical documentation to excuse absences beyond that limit. If required, you will be notified by your child's school office via mail and or phone. If medical documentation is required and not provided, absences will be marked as unexcused for the remainder of the school year if a parent excused absence occurs.
2. Doctor Excused
  - a. Please submit doctor's notes to the school office upon the return of your child to school.

### **Unexcused Absences, Intervention Plan and Habitual Truancy**

Absences not covered under the excused absence policy are marked unexcused. The accumulation of multiple unexcused absences may result in the following actions in alignment with district policy and Ohio Revised Code.

Marysville Schools strive to reduce truancy through cooperation with parents, diligence in investigating the causes of absence and use of strict guidelines in regards to unexcused absence.

When building administration determines that a student has been habitually truant and that the parent, guardian or other person having care of a child has failed to ensure the child's attendance at school, State law authorizes Marysville Schools to require the parent to attend an educational program. The school must investigate any case of supposed truancy within the district and must warn the child, if found truant, and the child's parent in writing of the legal consequences of being a "habitual" truant.

A "habitual truant" is any child of compulsory school age who is absent without a legitimate excuse for 30 or more consecutive hours, 42 or more hours in one month, or 72 or more hours in a school year. The parent is required to have the child attend school immediately after notification.

Regarding "habitual truants," the school must take as an intervention strategy any appropriate action contained in Board policy and or allowable by State law. School administration will use a continuum of strategies to reduce student absence including, but limited to:

1. Notification of student absence standing to parent or guardian
2. Provide a truancy intervention plan which meets requirements according to State law for any student who is a habitual truant;
3. Provide counseling via a school guidance counselor for a habitual truant;
4. Request or require a parent or guardian of a habitual truant to attend parental involvement programs;
5. Request or require a parent of a habitual truant to attend truancy prevention mediation programs;
6. Notification to the registrar of motor vehicles;
7. Taking legal action.

### **Truancy Intervention Plan**

When a student's absences meet the threshold for habitual truancy, the following will occur

- Within 7 days of the triggering absence:
  - Building Administrator selects members of the absence intervention team;
  - School makes 3 meaningful attempts to secure the participation of the student's parent/guardian on the absence intervention team;
  - If the student's parent/guardian is unresponsive, the district investigates whether the failure to respond triggers mandatory reporting to the appropriate children's services agency and instructs the absence intervention team to develop the intervention plan without the parent;
- Within 10 days of the triggering absence, the student will be assigned to the selected absence intervention team;
- Within 14 school days after the assignment of the team, the school will develop the student's truancy intervention plan;
  - The Union County Court Mediator may be a member of the absence intervention team;
- If the student does not make progress on the plan within 60 days or continues to be excessively absent, the school will file a complaint in Union County Juvenile Court no later than the 61st day after the implementation of the truancy intervention plan.

If a student becomes habitually truant within 21 school days prior to the last day of instruction of a school year, the district may either assign a school official to work with the student's parent/guardian to develop an intervention plan during the summer and implement the plan no later than seven days prior to the first day of instruction of the next school year, or reconvene the absence intervention process on the first day of instruction of the next school year.

### **Filing a Complaint with Juvenile Court**

The attendance officer or building administrator must file a complaint against the student in juvenile court by the 61st day after implementation of the absence intervention plan when:

1. the student's absences have surpassed the threshold for a habitual truant;
2. the district has made meaningful attempts to re-engage the student through the absence intervention plan, other intervention strategies and any offered alternatives to adjudication and/or;
3. the student has refused to participate in or failed to make satisfactory progress on the plan or any offered intervention strategies or alternatives to adjudication as determined by the absence intervention team.

If the 61st day after the implementation of the intervention plan falls on a day during the summer months, the district may extend the implementation of the plan and delay the filing of the complaint for an additional 30 days after the first day of instruction of the next school year.

Unless the absence intervention team determines the student has made substantial progress on their absence intervention plan, the attendance officer or building administrator must file a complaint against the student in juvenile court if the student is absent without legitimate excuse for 30 or more consecutive hours or 42 or more hours during a school month at any time during the implementation phase of the intervention plan or other intervention strategy.

### **Excessive Absence**

The school provides notice to the parent of a student who is absent with or without excuse for 38 or more hours in one school month or 65 or more hours in a school year within seven days after the date of the absence triggering the notice. At the time of notice, the District may take any appropriate action as outlined in this policy as an intervention strategy.

### **Tardiness to Class**

Schools are required by Ohio Revised Code to track school attendance by hours/minutes. If you have questions about tardiness to class for buildings who take period by period attendance (grades 7-12), please refer to building level guidelines.

### **Vacations**

Vacations are not classified as an "excused absence" by Ohio Revised Code. Absences associated with a vacation may only be excused if written notice has been given to and approved by the building principal two weeks (or ten school days) PRIOR to the start of the trip. Principals have the discretion to excuse these absences by classifying them as an Alternate Learning Experience if sufficient educational rationale is provided by the parent/guardian as well as depending on the child's attendance and academic standings. Individual teachers will provide students the work missed and determine the time limit for make-up work. It is the responsibility of the student/parent to request all school work missed.

### **Parents/Guardians Away From Home**

When a child will be attending school, yet the parents/guardians will be away on vacation or for other reasons, then the school should be notified prior to this in writing. The duration of the trip and the temporary caretaker's name and phone number should be included in the note.

### **Leaving School for Appointments**

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 or call the office in advance. A photo ID must be presented, if applicable.

For high school students who drive or walk to school, if a parent/guardian communicates to the school that his/her child is allowed to leave school for an appointment, the child will be released at the appropriate time. It is preferred the parent/guardian communicates with the school the day before the appointment or early in the morning the day of the appointment.

### **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 your child's school attendance line:

Marysville Early College High School: 937-578-7315

2. A written note or email by the parent/guardian must accompany your child upon the first day he/she returns to school. This written communication is to be submitted to the school office. The written communication 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 who will then give it to the school office.

## **ANTI-HAZING/ANTI-BULLYING POLICY**

It is the policy of the Marysville Board of Education that hazing or bullying activities of any type are not conducive to the educational process and shall be prohibited at all times. No administrator, faculty member, or other employee of the school district shall encourage, permit, condone, or tolerate any hazing activity. No student, including leaders of student organizations, shall plan, encourage, or engage in any hazing.

Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation or harassment to any student and/or organization that may cause 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. Bullying behavior may cause mental or physical harm to the other student and if the behavior is severe, persistent, or pervasive it can create an intimidating, threatening or abusive educational environment for the other student.

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

Administrators, faculty members, and all other employees of the school district shall be particularly alert to possible situations, circumstances, or events, which might include hazing and/or bullying. If hazing and/or bullying is discovered, students involved will be notified by a school employee of this policy and will be required to end all hazing and/or bullying activities immediately. All hazing incidents shall be reported immediately to the Superintendent.

Administrators, faculty members, students, and all other employees who fail to abide by this policy may be subject to disciplinary action, and may be liable for civil and criminal penalties in accordance with Ohio law.

## **VALUING DIVERSITY**

The staff at Marysville Early College High School is committed to providing a safe, welcoming environment for all students regardless of their gender, ethnicity, race, culture, religious beliefs, sexual orientation, national origin, age, physical and mental abilities, and/or socioeconomic status.

The term "diversity" is meant in this statement to be inclusive of the categories just listed. Our statement on valuing diversity is intended to be practical, not political. We aim to demonstrate our view of diversity issues through our work with individual students, student groups, curriculum development, special assemblies, work programs, assessment, co-curricular activities and supervision.

We recognize the impact of diversity issues on all individuals such as personal development, building relationships, stereotypes, oppression, discrimination, and prejudice. We make an effort to promote the acceptance and understanding of individuals with diverse backgrounds and to educate ourselves and others on diversity related matters.

We encourage our staff and students to discuss and explore their own attitudes, values, and beliefs. We uphold the freedom for ourselves and others to remain committed to certain personal values. We also know that value conflicts and challenges can arise from issues related to diversity, and that recognition and discussion of these differences often lead to further understanding and growth for everyone. In our efforts to be sensitive to the needs and backgrounds of everyone, we welcome our staff and students to initiate potentially difficult discussions in appropriate ways for the greater benefit of those involved. We work to help students recognize and understand the value of our similarities and differences.

While some of the ideals in this statement may be lofty, we summarize our approach within this statement so that we can look to it as a guide for our practice of valuing diversity. Our hope is the staff and students at MECHS feel valued for the unique perspective, talents and characteristics they bring to our learning environment.

## **NONDISCRIMINATION**

The Marysville Schools Board of Education policy of nondiscrimination extends to students, staff, job applicants, the general public and individuals with whom it does business and applies to race, color, national origin, ancestry, citizenship status, religion, sex, economic status, age, disability or military status.

Compliance Officer/Civil Rights Coordinator  
Name: Jonathan Langhals  
Title: Assistant Superintendent  
Phone Number: 937-578-6100  
Email: jonathan.langhals@mevds.us

The compliance officer/civil rights coordinator is responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address any inquiries or complaints regarding discrimination/retaliation or denial of equal access in a prompt and equitable manner.

## **HARASSMENT**

The school believes that every individual deserves to come to school without fear of demeaning remarks or actions. The harassment of other students or staff members or any other individuals is not permitted. This includes any speech or action that creates hostile, intimidating, or offensive learning environment. Conduct constituting harassment may take different forms, including but not limited to the following:

#### **SEXUAL HARASSMENT**

- A. Verbal: The making of written or oral sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other person associated with the district.
- B. Non-Verbal: Causing the placement of sexually suggestive innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other person associated with the district.
- C. Physical Contact: Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, pushing the body, or coerced sexual intercourse, with a fellow student, staff member, or other person associated with the district.

#### **GENDER/ETHNIC/RELIGIOUS/DISABILITY HARASSMENT**

- A. Verbal: Written or oral innuendos, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc. toward a fellow student, staff member, or other person associated with the District; conducting a "campaign of silence" towards a fellow student, staff member, or other person associated with the District by refusing to have any form of social interaction with the person.
- B. Nonverbal: Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the District.
- C. Physical: Any intimidating or disparaging action such as hitting, hissing, or spitting on a fellow student, staff member, or other person associated with the District.

Any student who believes that s/he is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the District should make contact with a faculty member, counselor, or administrator to report such actions.

The student may make contact either by a written report or by telephone or personal visit. During this contact, the reporting student should provide the name of the person(s) whom s/he believes to be responsible for the harassment and the nature of the harassing incident(s). A written summary of each such report will be prepared promptly and a copy forwarded to the Principal.

Each report shall be investigated in a timely and confidential manner. While a charge is under investigation, no information will be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved is to discuss the subject outside of the investigation.

If an investigation reveals that any harassment complaint is valid, then appropriate remedial and/or disciplinary action will be taken promptly to prevent the continuance of the harassment or its recurrence.

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

Under no circumstances will the school tolerate threats or retaliation against anyone who raises or files a harassment complaint.

## **COLLEGE DAYS/CAMPUS VISITATIONS**

Visitation Authorization: The student must bring a parent note to the Attendance Office notifying the school of the date of the college visit.

The Attendance Office will give the student a "Passport", which is confirmation of the visit, to be shown to the student's teachers allowing that student to get assignments in advance for the upcoming absence.

Verification of the College Visit: Within 48 hours of return to school (2 school days) the student must provide the Attendance Office with an official letter/note with university/college insignia verifying the student visit.

If all procedures above are met, the date will be marked as excused in attendance.

Seniors are permitted 5 days for excused college visits.

Juniors are permitted 3 days for an excused college visit.

\*Taking additional days requires administrative approval.

## **MEDIA CENTER**

The Media Center is located near the main entrance to the building on the first floor. The facility is designed for use by students in research work, individualized, or independent studies. We hope you will make good use of this facility in your educational program and preparation.

Because of the large demand on this facility for student use, your cooperation is needed for its efficient operation.

## **CAFETERIA**

The cafeteria provides Class A school lunches at a reasonable price. A selection of A la Carte items is available also. The lunch period is closed and all students must eat lunch at school either purchased at the cafeteria, or brought from home. No student may leave the school grounds during the lunch hour.

## **EMERGENCY DRILLS**

**FIRE:** Fire drills are required every month with no notice given to the students. Directions are posted in each room as to which door to exit. Students are to leave quietly and in single file. All windows in the rooms are to be closed, as well as the door. Students are to walk to the assigned area and stand with their class until the signal is given to re-enter the building. Teachers are required to take attendance once their class is clear of the building to insure that all students are accounted for. The building principal or the fire departments are the only authorized individuals to initiate a fire signal. Any unauthorized use of the fire warning system will be immediately reported to the local police and fire officials.

**TORNADO:** Tornado drills are required monthly during the spring months. The signal for a tornado drill is a pulsating tone on the PA system. A bullhorn will be available in case of a power failure. On the signal, students shall go to the assigned area. Teachers will take attendance once the safe area is reached, and shall report any discrepancies to the building principal. A PA announcement will signify the return to the classrooms.

## **DEFINITION OF A FULL TIME STUDENT**

In order to be enrolled as a student at Marysville Early College High School, regardless of age, a student must be registered for a minimum of four classes during any semester, and must attend for the entire day as it is defined by the Board of Education.

Only approved work/study programs, educational options, or Post-Secondary Educational Options are considered valid reasons for any student to attend Marysville High School for less than a full school day.

### **ACADEMIC RECOGNITION AT COMMENCEMENTS**

We believe it is important for universities to look carefully at the individual applicant to see beyond class designations, which can sometimes be skewed in competitive high schools like MHS/ECHS. Seniors will be honored at commencements based upon the following standards of academic achievement:

- Valedictorians: 4.1GPA (seven semesters) and above; 21 credits
- Summa Cum Laude: 4.000 to 4.149 (seven semesters)
- Magna Cum Laude: 3.750 to 3.999 (seven semesters)
- Cum Laude: 3.500 to 3.749 (seven semesters)

Two Valedictorians will be selected to speak at commencements. Candidates will submit an application and speech to a panel of teachers who will make the selections.

## **ACADEMIC HONOR & MERIT AWARDS**

Academic Honors Awards are presented annually to students who have earned and maintained a cumulative grade point average of 3.50 or higher through one, three, five, or seven semesters (freshmen, sophomore, junior or senior year). Academic Merit Awards are presented annually to students who have earned and maintained a cumulative grade point average of 3.00 – 3.49 through one, three, five, or seven

semesters (freshmen, sophomore, junior or senior year).

## **INCOMPLETES**

An incomplete (I) on a grade card indicates the student has assignments that need to be made up. Incompletes may only be issued with prior approval of the Principal or Assistant Principal. Teachers will notify students who have been approved for incompletes and explain what must be done to make them up.

Students will have the appropriate and approved number of days to make up the work for that grading period (generally, five (5) days after each of the first three grading periods; all incompletes for the fourth and final nine week grading period should be made up prior to the teacher turning in final grades). Incompletes not made up within the time limit will result in the student failing that course for the grading period. Any deviation from this procedure must have the approval of the building principal.

## **WORK PERMITS**

Persons under eighteen years of age may need a work permit for certain types of work. These permits and additional information are available in the Main Office. In order to be issued a work permit, a student must maintain regular attendance and satisfactory progress toward meeting requirements for graduation. An existing work permit may be cancelled for failure to maintain such attendance or progress.

## **TEXTBOOKS**

All basic texts are loaned to students for their use during the school year. Workbooks and other supplies are paid for by the student. Textbooks are to be kept clean and handled carefully. All college text books should be returned at the end of the semester. The student will be assessed for misuse, abuse, or lost books.

## **LEAVING THE BUILDING**

Leaving the building or grounds is forbidden unless written permission has been obtained from the office. No "sign outs" will be given without parents' permission either in writing or by phone. All notes are to be dated and signed with parent's signature and contain the specific reason for signing out. During the school day, all students are to be accountable to a teacher or a valid supervisor. Attendance must be kept in all classes and study halls. Students who fail to check out through the office will be subject to discipline.

## **USE OF AUTOMOBILES**

Students wishing to drive to school are required to register their car by purchasing a parking pass. The fee is used to partially offset costs for parking lot security (security personnel, maintenance and upkeep of the parking lot facility and surveillance cameras, and purchase of the parking tags which identify the car as one that 'belongs' in the designated student parking areas.) The parking permit must be displayed prominently in the student's car at all times. Normal parking and driving rules are to be followed. All students at ECHS are to park only in the stadium lot in areas designated for cars. Students parking their cars in the lot do so at their own risk. The school does not assume any responsibility for cars parked in the student parking lot. Illegal parking, double parking, reckless operation and other traffic violations will not be tolerated. Students are not permitted in the parking lot during the school day unless leaving school on an approved sign out. Failure to comply with these conditions may result in removal of driving privileges and/or suspension and/or expulsion. At the end of the school day, students remaining at school may be required to move their cars to a different section of the student parking lot in order to accommodate some after school activities in the lot.

Students are responsible for any items found in their car that may violate school policy, whether they have knowledge of those items or not.

## **DRESS**

Students may not dress or appear in a manner or fashion that (a) interferes with the student's health or welfare or that of others, or (b) causes disruption or directly interferes with the educational process. Parents may be asked to remove such a child and/or have them change their clothes. If a student is sent home to change clothes, any class time missed will be unexcused. The administration, faculty and Board reserve



the right of final judgment on what is appropriate and acceptable. Examples listed below are not intended to be exhaustive.

Students may not wear the following items:

- Clothing containing printing and/or graphics, which is (or which could be interpreted as) obscene, vulgar, profane or defamatory, or constitutes "hate speech" (e.g. anti-race, anti-government, anti-religion, anti-school, etc.)
- Clothing which depicts, displays, or advertises substances that are prohibited in schools (e.g. cigarettes, alcoholic beverages, drugs, etc.)
- Wear shoes at all times.

## **BUS RULES**

Riding the school bus is a privilege, which is granted to those eligible students. Insuring the safe transportation of students to and from school is the top priority of the bus driver. The following rules have been adopted to help assure that safe transportation:

1. There shall be no eating or drinking on the bus.
2. Students are to stay in their assigned seat while the bus is moving.
3. There shall be no use of tobacco, bad language, rude gestures, or teasing on the bus.
4. Students shall keep hands, feet, and personal objects to themselves, and inside the bus.
5. Students shall obey the instructions of the bus driver at all times.

Students who choose to disobey the school bus rules will find themselves subject to disciplinary action, which may include detention, suspension, or denial of bus riding privileges for up to one school year.

## **136.01 ELECTRONIC DEVICES**

### **USE OF ELECTRONIC DEVICES AT SCHOOL**

1. Cell phones and other electronic devices must be silent and kept out of sight during class time, unless otherwise directed by individual teachers in their classrooms. Parents are reminded that in cases of emergency, the main office is the appropriate point of contact to ensure your child is reached quickly and assisted in an appropriate way.
2. Cell phones and other electronic devices may not be used in any manner that disrupts classroom lessons or other activities, such as assemblies, hallway traffic, or the ability to be one time to classes.
3. Cell phones, cameras, or other devices should not be used to photograph or film teachers, students or other district employees without their consent.
4. Student violating the acceptable use policy as defined in section 144.02 will be subject to disciplinary action.

### **CARE OF ELECTRONIC DEVICES**

1. *Students who bring cell phones or other electronic devices to school are solely responsible for the safety and security of those devices.*
2. *The school accepts no responsibility for cell phones or other electronic devices that are lost, damaged, or stolen at school, or while traveling to and from school.*

***Students found not in compliance with the policy may be subject to disciplinary action as outlined in 200.01, Student Conduct Code, Part II: Code of Conduct***

## **GANG ACTIVITY**

It is recognized that harm done by the presence and activities of gangs in the schools can exceed the immediate consequences of such activities as violence and destruction of property. Gang activities also create an atmosphere of intimidation in the entire school community. Both the immediate consequences of gang activity and the secondary effects of such are disruptive and obstructive to the process of education and school activities.

In order to help insure safe and violence free schools, gangs and gang activities are prohibited in Marysville High School according to the

following:

- A. **Definition:** For purposes of this policy, a “gang” is any group of three or more persons who displays or communicates membership in that group and whose purposes include the commission of illegal acts or the violation of disciplinary rules of Marysville High School.
- B. **Prohibitions:** In any area under the control of the school district, or at any activity supervised by school personnel employed by the district, no student shall:
  - 1. Wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign, or other item that evidences or reflects membership in, or affiliation with, any gang.
  - 2. Engage in any act, either verbal or nonverbal, including gestures or handshakes and demonstrations of membership in or affiliation with any gang.
  - 3. Engage in any act that furthers the interests of any gang or gang activity, including, but not limited to
    - a. soliciting membership in, or affiliation with, any gang
    - b. soliciting any person to pay for “protection” or threatening any person, explicitly or implicitly, with any other illegal or prohibited act
    - c. painting, writing, tattooing, or otherwise inscribing gang-related graffiti, messages, symbols, or signs (or graffiti, messages, symbols or signs that are not gang-related, but that a reasonable person would believe to be gang-related due to similarity in shape, size, color, or form), on school property or personal property
    - d. engaging in violence, extortion, or any other illegal act or other violation of school policy
    - e. soliciting any person to engage in physical violence against any other person
- C. **Violations:** Students who violate this policy shall be subject to suspension and/or expulsion, in addition to applicable criminal and civil penalties.

## **GUIDELINES FOR STUDENT BEHAVIOR IN EXTRA AND CO-CURRICULAR ACTIVITIES**

Students are reminded that when they are participating in or in attendance at any extra or co-curricular activities, they may be governed by the Student Conduct Code and all school rules and regulations in the same manner as they are during the regular school day.

Coaches and activity advisors may implement rules that are more stringent than those contained in this handbook provided that the students involved are made aware of those rules and given a copy of same.

A student may not quit one activity and start another within the same “season” as defined by the specific rules of the activities involved.

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 or co-curricular 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.

## **STUDENT ATTENDANCE AND PARTICIPATION IN EXTRA AND CO-CURRICULAR ACTIVITIES**

In order to attend or participate in interscholastic or intramural athletic practices, contests, or events, or participate in extra or co-curricular activities (including contests, practices or meetings), the student must be in attendance at school for at least five full and consecutive periods on the date of the scheduled event or activity. In the case of practices, contests, meetings or events held on a non-school day, in order to participate, the student must have been in attendance for at least five full and consecutive periods of the school day most immediately prior to the practice, contest, meeting, or event. A building administrator shall have the authority to waive this requirement in consultation with the appropriate coach, advisor or sponsor.

## **ATHLETIC ELIGIBILITY**

In order to be eligible to participate in athletics, high school students (grades 9-12) must be enrolled in a member school (includes options mentioned in "Educational Options" section 107.07 of the Parent Student Handbook), and must have received passing grades in a minimum of five periods of classes the nine weeks prior to your sport. The minimum requirement for eligibility is a 1.50 GPA. For additional information on eligibility, see also the MHS Athletic Handbook and the MHS Course Description Book. Please see the Athletic Director, your coach, or guidance counselor if you have any questions.

## **DETENTION PROCEDURES**

Staff members may issue detentions to any student who is disrupting a class or showing disrespect in any way. Unexcused tardiness may be another reason for detention. Detention time is to be served before or after school, or at a time designated by the assigning staff member. Students will be expected to report as required by the staff member. Failure to do so will result in further disciplinary action. Students will be notified one day in advance of the time of the detention in order for the student to have an opportunity to notify their parents of the detention.

## **STUDENT RECORDS: ANNUAL NOTIFICATION DIRECTORY INFORMATION**

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that the Marysville Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the Marysville Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Marysville Schools to include this type of information from your child's education records in certain school publications. Examples include but are not limited to:

- A playbill, showing your student's role in a drama production
- The annual yearbook
- Honor roll or other recognition lists
- Graduation programs
- Sports activity sheets, such as athletic programs, showing weight and height of team members, etc.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEA's) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories -- names, addresses and telephone listings -- unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want the Marysville Schools to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing within two weeks from the beginning of school, or within two weeks of the student's enrollment in school. The Marysville Schools have designated the following information as directory information:

- Student's name
- Student's address
- Student's date of birth
- Student's extra-curricular participation
- Student's achievement awards or honors
- Student's height and weight if a member of an athletic team

## **DISTRIBUTION OF LITERATURE IN SCHOOL**

Any person who desires to post or distribute any type of literature to students on school property is required to obtain the approval of the Building Principal prior to such posting or distribution. The clean-up of any litter resulting from the posting or distribution of such literature shall

be the responsibility of those making the posting or distribution.

Approval will not be granted for the posting or distribution of any literature, which contains any of the following elements:

- a. A personal attack on any individual
- b. Profanity, pornography, or obscenity
- c. The inciting or urging of students to riot, demonstrate, or do anything, which could cause or tend to cause a disruption in the school
- d. Statements or meanings which are derogatory or demeaning to any individual or group of individuals
- e. Anything else deemed to be inappropriate

## **STUDENT GRIEVANCE PROCEDURE**

It is believed that the faculty makes every effort to treat each student in a firm, fair, and impartial manner in the application of school rules and regulations. There are times when students may question this and/or have other legitimate concerns. Every reasonable student concern shall be treated with careful consideration. When there are legitimate student grievances or concerns, this procedure shall be followed:

1. The student shall submit a written explanation of the concern to the Principal within five (5) school days of its occurrence.
2. The Principal shall investigate the area of concern and return a finding within five (5) days of receipt of the appeal.
3. The student may submit a written appeal of these findings to the Superintendent within five (5) school days. The Principal shall submit a copy of their findings to the Superintendent in case of an appeal.

## **EMERGENCY REMOVAL**

If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process, either within a classroom or elsewhere on the school premises, then:

1. The Principal or Superintendent may remove the student from curricular or extracurricular activities or from the school premises.
2. A teacher may remove a student from curricular or extracurricular activities under the teacher's supervision, but not from the school premises altogether. Reasons for such removal must be submitted to the Principal by the end of the school day.
3. When emergency removal of a student occurs, then:
  - (a) A hearing must be held as soon as practicable after the removal, but within seventy-two (72) hours after the initial removal is ordered.
  - (b) The hearing must be held in accordance with either the suspension or expulsion procedure, depending on the probable action that will be taken.
  - (c) The person who ordered, initiated, or requested the removal must be present at the hearing.

## **SUSPENSION**

A. Before a student can be suspended for up to ten (10) days:

1. The Principal, Assistant Principal, or other designated administrator, or Superintendent must give the student actual written notice of the intention to suspend.
2. The student must have the opportunity to appear at an informal hearing before the Superintendent, Principal, or their designee to challenge the reasons for the intended suspension or otherwise explain their actions.

B. If it is determined, as a result of the hearing, that the student should be suspended, the following shall occur:

1. Within twenty-four (24) hours of the suspension, the parent, guardian, or custodian of the student must be notified in writing. Immediate contact of the parent may be made by telephone.
2. The notice must include: (a) the reasons(s) for the suspension; (b) the right of the parent, guardian, or custodian to appeal the action to the Board of Education or its designee; (c) the right to be represented in the appeal; (d) the right to request that the hearing be held in executive session. Appeals must be made in writing to the Superintendent within 72 hours of the date of suspension.
3. Any work missed during out of school suspension may not be made up.
4. 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, no notice or hearing is required prior to the suspension.

5. The Superintendent may apply any or all of the period of the suspension to the following school year.
6. 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.
7. Should any of the days of scheduled suspension be days when school is cancelled for any reason, the days of suspension that fall on days of school cancellation will not count as days of suspension, and those days will be re-scheduled to the next day(s) school is in session.

## **EXPULSION**

Expulsion is any removal for more than ten (10) days. Only the Superintendent may expel a student. When the Superintendent finds it necessary to expel a student, the following procedures must be utilized:

1. Written notice must be given to the student and his/her parent, guardian, or custodian.
2. The notice must include: (a) written reasons for the intended expulsion; (b) the right of the student and parent, guardian, or custodian to appear before the Superintendent or his/her designee to challenge the expulsion or explain the student's action; (c) time and place of the hearing, which must not be less than three (3) nor later than five (5) days after the notice is given, unless the Superintendent grants an extension. If an extension is granted, the Superintendent is required to notify the student and parent, guardian, custodian, or representative of the new time and place.
3. Written notification of the decision, and the right to appeal to the Board of Education, or its designee, is required. The notice must include: (a) the reasons for the expulsion; (b) the right to be represented in the appeal; (c) the right to request the hearing be held in executive session.
4. Expulsions may be imposed for up to eighty (80) days.
5. Expulsions of up to one year may be imposed for the following violations:
  - bringing or possessing a firearm on school property or at a school-related event regardless of where it occurs,
  - bringing or possessing a knife on school property or at a school-related event, regardless of where it occurs, and
  - Any act committed on school property or at a school-related event that would be a crime if committed by an adult and that results in serious physical harm to persons or property.

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.

6. 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 expulsion to the following school year.
7. 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.

## **APPEALS OF SUSPENSIONS OR EXPULSIONS**

A student, parent, guardian, or custodian may appeal suspension or expulsion. Suspension by building principals shall be appealed to the Superintendent. Suspension by the Superintendent and/or expulsions shall be appealed to the Board of Education. A verbatim record will be kept of the hearing, which may be held in executive session at the request of the student, parent, guardian, custodian, or representative. Outlined below are the specific appeal hearing procedures to be followed:

1. Introduction of purpose, legal rights, and hearing procedure.

2. Presentations of reasons for suspension/expulsion by the building administrator and/or superintendent or representative.
3. Presentation of reasons for appeal of the suspension/expulsion by student, parent, guardian, custodian, or representative.
4. Questions by superintendent and/or Board to either or both parties concerning the suspension and/or expulsion.
5. Closing statements by both parties.
6. A verbatim record of the proceedings.
7. Notification of the appeal decision will be sent to the person making the appeal.

## **PERMANENT EXCLUSION**

The board may seek the permanent exclusion of a student 16 years of age or older who is either convicted in criminal court or adjudicated delinquent by a juvenile court of any of the following offenses that occur on school grounds or at a school function:

1. illegal conveyance or possession of a deadly weapon or dangerous ordnance, carrying a concealed weapon, aggravated trafficking, trafficking in drugs, trafficking involving the possession of bulk amount of a controlled substance or the sale of a controlled substance and/or
2. Aggravated murder, murder, voluntary or involuntary manslaughter, felonious or aggravated assault, rape, gross sexual imposition or felonious sexual penetration, if the victim is a district employee;

In addition, complicity in any of the above acts, whether or not that complicity takes place on school grounds or at a school function, may also be the basis for permanent exclusion.

## **SEARCH, SEIZURE, AND INTERROGATION**

### **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/cubbies 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.

\*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, backpack, 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 specifically identified item(s) and will be conducted when possible in the student's presence and with the student's knowledge.

## **STUDENT INTERROGATION**

**Interrogations by Police or the 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 Job and Family 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 or officials from Children Services, 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 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.

## **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 is committed to working with the home and community agencies to create a school environment free of chemical use.

The Board believes it to be beneficial in protecting the health, safety, and welfare of its students to educate students about problems dealing with chemical abuse and dependency and to offer to identify agencies/counselors to help students.

MARYSVILLE EXEMPTED VILLAGE SCHOOLS

ADMINISTRATIVE PROCEDURE

USE/POSSESSION or SALE/DISTRIBUTION OF NARCOTICS, ILLICIT DRUGS, MIND-ALTERING INHALANTS, DRUG PARAPHERNALIA, EXCESS AMOUNTS OF ACROSS THE COUNTER DRUGS, MEDICATION PRESCRIBED FOR ANOTHER INDIVIDUAL, OR ALCOHOL

See Rule I2 of MEVS Student Conduct Code

A student shall not possess, use, handle, transmit, conceal, sell, distribute, aid and abet, 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 district property, at school supervised/sponsored activity off school property, or during travel on school provided transportation, except as prescribed by a physician. A violation of this rule may result in disciplinary action, which could include: emergency removal, suspension, and assignment to an educational group of at least six (6) hours, assessment, 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 substances, also known as look-alike drugs.

"Counterfeit" or "look-alike": drugs are:

1. Any drug that bears, or whose container or label bears, a trademark, trade name or other identifying mark used without authorization of the owner of rights to such trademark, trade name or identifying mark: (O.R.C., Sect. 2925.01(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; or
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.

#### **USE/POSSESSION**

The following action will be taken when the appropriate administrator or other authorized person finds that based upon consideration of all of the circumstances and evidence of the incident, there is reason to believe that a student on school district property, at any school supervised/sponsored activity off school property, or during travel on school provided transportation, has been using or has been in possession of alcohol, other drugs, drug paraphernalia, medication prescribed for another individual, excess across the counter drugs, mind-altering inhalants, or look-alike drugs:

- I. The student may be suspended for ten (10) days and an expulsion review will be conducted.  
Within five (5) working days the appropriate administrator and a core team member (selected individuals trained in intervention) will schedule a meeting with the student's parent or guardian. (Other school staff with a vested interest in the student or incident, or a chemical counselor, may also be present.) This meeting will be referred to as an intervention meeting.
  - a. A mandatory minimum of three (3) of the ten (10) days of out of school suspension will be served. The appropriate administrator will choose the length of the suspension based on the incident. The administrator may choose to enforce the full ten (10) days of out of school suspension.
  - b. At the intervention meeting, the length of the suspension may be altered if the student and parents commit to the six (6) hours of educational group and assessment done by a CCDCIII licensed chemical counselor and any further recommendations of the agency doing the educational group, sign the no use/abuse contract, and sign a release of information to the agency doing the educational group. (Failure to attend and participate at every assigned session of the educational group may result in the ten (10) day suspension being reinstated and recommendation for expulsion.)  
The initial educational group or counseling session shall occur within two (2) weeks of the first day of suspension. (See also Substance Abuse Policy next page)  
The parents/guardians have full financial responsibility of payment in advance of attendance for the educational group, assessment, and any further recommended treatment.  
Should the parent/guardian fail to attend the intervention meeting and/or reject educational group/assessment/further agency recommendations, expulsion review may proceed and the ten (10) day suspension may be imposed.
  - c. By the first educational group session, the core team (selected individuals with training in intervention) shall have collected data sheets from the building staff, cumulate the data, and provide this to the parents/guardians and the agency doing the educational group.
  - d. Local law enforcement officials may be contacted and charges may be filed.
  - e. If the student follows all school guidelines, he/she may forfeit the privilege of participating in 10% of all total competitions or equal amount of participation time for all non-athletic extracurricular activities in which he/she may be presently involved. If a student does not follow all school guidelines he/she may forfeit the privilege of participating in 25% of all total competitions or equal amount of participation time for all non-athletic extracurricular activities in which they may be involved during the school year. Any forfeiture period may carry over from one semester to the next or from one school year to the next, as determined by the building principal.
2. A second violation of this policy (use/possession) within two calendar years of the first violation may result in a ten (10) day suspension and



an expulsion review will be conducted.

Within (5) days the appropriate administrator and a core team member will schedule a meeting with the student's parent or guardian. (Other school staff with a vested interest in the student or incident, or a chemical counselor, may also be present). This meeting will be referred to as an intervention meeting. At this meeting, findings will be presented and recommendations stated.

An incident report will be forwarded to local law enforcement officials and charges may be filed. (See next page)

- a. If the student follows all school guidelines, he/she may forfeit the privilege of participating in 25% of all total competitions or equal amount of participation time for all extracurricular activities in which he/she may be presently involved. If a student does not follow all school guidelines he/she may forfeit the privilege of participating in 50% of all total competitions or equal amount of participation time for all extracurricular activities in which they may be presently involved. Any forfeiture period may carry over from one semester to the next or from one school year to the next, as determined by the building principal.
3. A third violation of this policy (use/possession) in the student's school career (grades K-12) will result in an automatic ten (10) day suspension and an expulsion recommendation and hearing and charges may be filed with local law enforcement agencies. Such a student shall be deemed to have forfeited his/her privilege of participating in all extracurricular activities throughout the remainder of their middle school and/or high school career

### **SALE/DISTRIBUTION**

The following actions will be taken when the appropriate administrator or other authorized person, finds that there is reason to believe that the student has been selling or distributing or aiding and abetting the sale/distribution of drugs/alcohol/prescriptions/mind-altering inhalants/drug paraphernalia/excess across the counter drugs on school district property, at any school supervised/sponsored activity off school property, or during travel on school provided transportation.

1. The student may be suspended for ten (10) days and an expulsion review will be conducted.

Within (5) days the appropriate administrator and a core team member (selected individual with intervention training) will schedule a meeting with the student's parent or guardian. (Other school staff with a vested interest in the student or incident, or a chemical counselor, may also be present.) This meeting will be referred to as an intervention meeting.

- a. a mandatory minimum of five (5) of the ten (10) days of out of school suspension will be served. The appropriate administrator will choose the length of the suspension based on the incident. The administrator may choose to enforce the full ten (10) days of out of school suspension.
- b. At the intervention meeting, the length of the suspension may be altered if the student and parents commit to the six (6) hours of educational group and assessment done by a CCDCIII licensed chemical counselor and any further recommendations of the agency doing the educational group, sign the no use/abuse contract, and sign a release of information to the agency doing the educational group. (Failure to attend and participate at every assigned session of the educational group may result in the ten (10) day suspension being reinstated and recommendation for expulsion  
The initial educational group or counseling session shall occur within two (2) weeks of the first day of suspension.  
The parents/guardians have full financial responsibility of payment in advance of attendance for the educational group, assessment, and any further recommended treatment.  
Should the parent/guardian fail to attend the intervention meeting and/or reject educational group/assessment/further agency recommendations, expulsion review may proceed and the ten (10) day suspension may be imposed.
- c. By the first educational group session, the core team (selected individuals with training in intervention) shall have collected data sheets from the building staff, cumulate the data, and provide this to the parents/guardians and the agency doing the educational group.
- d. Local law enforcement officials may be contacted and charges may be filed.
- e. If the student is involved in any extracurricular activity (activities), he/she shall be deemed to have forfeited/lost all privileges associated with participation in any extracurricular activity (activities) for one calendar year.
2. A second violation of this policy (sale/distribution) during a student's school career will result in an automatic ten (10) day suspension and a recommendation for expulsion, and charges will be filed with a local law enforcement agency.
  - a. If the student is involved in any extracurricular activity (activities), he/she shall be deemed to have forfeited/lost all privileges associated with participation in any extracurricular activity (activities) for the remainder of their school career.

### **SUSPECTED USE/ABUSE/DEPENDENCY**

Teachers and staff members will be provided with specially prepared referral sheets with regard to a student suspected of use/abuse/dependency. These referrals are to be directed to the appropriate individual (appointed by the building principal) who will maintain a file. When the quantity and/or quality of the referrals make action imperative, the appropriate individual will call a meeting. Personnel trained in

intervention will attend the meeting to share information. This group, called a core team, may recommend the following actions.

1. Request the building administrator to schedule a meeting with the parent/guardian of the student to share the cumulative core team report, recommend assessment, sign the student no-use contract, and/or recommend educational group attendance;
2. Refer the student to a counselor (i.e. guidance counselor, on-site counselor); and/or
3. Contact a parent/guardian to let them know that staff in the building is suspecting a problem exists with the student and possibly offer for the parent/guardian to see the core team cumulative report;
4. Continue to monitor the student's progress.

If the parent(s) refuse assessment or treatment and the team remains convinced of its position, the parents and student will be informed that:

1. Monitoring of the student's progress will be continued; and/or
2. The core team may recommend to the appropriate administrator that he/she investigate the student's possible violation of the Substance Abuse Policy.

#### **EXTENDED ABSENCE FOR HOSPITALIZATION**

A student who is absent from school because of hospitalization in a treatment center will be treated the same way as any other illness that requires hospitalization.

#### **PROCEDURES FOR HELPING STUDENTS WITH CHEMICAL PROBLEMS**

It is the practice of MEVS to provide students alternatives toward alleviating chemical use, abuse, and dependency problems. Accordingly, students and parents should realize that in addition to a structure of "logical consequences" for chemical use involvement, the schools may also offer programs designed to inform, support, and guide students toward recommended routes of recovery. Any student expressing concern or evidencing a need may be provided the opportunity for assistance. The intent is to allow students the opportunity for assistance. The intent is to allow students and/or parents to express concerns related to chemical use, without fear of punishment. Assistance may be offered in the following ways:

1. Availability of the Guidance Department for individual counseling and referral;
2. Support groups for students with use/abuse/dependency problems;
3. Continued monitoring of student's progress by the core team; and
4. An intervention meeting with a student and/or parent/guardian based on staff concerns of possible use/abuse/dependency. Such meetings may be requested by a parent/guardian. This meeting may be attended by family members and staff with a vested interest in the student. These meetings are designed to confront students with suspected or proven chemical problem(s) in a caring way to help him/her recognize the problem.

Referral for assessment may be made when a student's use or suspected use warrants professional consideration. Assessment will be at the cost of the parent/guardian and the school can provide a list of local agencies and individuals who are qualified to do so. Referral to various treatment centers can be made when needed.

## **MARYSVILLE EXEMPTED VILLAGE SCHOOLS NETWORK ACCEPTABLE USE POLICY**

The Marysville Exempted Village School District provides access to pupils, staff, and users to electronic network systems. Access to the electronic network includes access to inter-connected computer systems in the building, district, or inter-connected computer systems on a worldwide basis and includes services such as e-mail, forums, bulletin boards, and web sites, which are available to the electronic network. Access is provided solely for the purposes of education and educational research. The School District will exercise reasonable effort to limit pupil access to inappropriate materials, but cannot provide assurance that all materials are appropriate. The ultimate responsibility for monitoring electronic network usage is that of the student and the student's parent or guardian or in the case of staff member usage, the staff member using the system. The District further provides no assurance that any specific information, service or system presently available on the electronic network will continue to be available. Access to the electronic network is a privilege which will be lost in the event of failure to comply with any of the terms of the Marysville Exempted Village Schools Acceptable Use Policy (AUP), which policy is expected to be read by each staff member, pupil, and in the cases of pupils under the age of eighteen, the pupil's parent or guardian.

### **COMPUTER/ONLINE SERVICES (Acceptable Use and Internet Safety)**

Technology can greatly enhance the instructional program, as well as the efficiency of the District. The Board recognizes that careful planning is essential to ensure the successful, equitable and cost-effective implementation of technology-based materials, equipment, systems and networks.

Computers and use of the District network or online services support learning and enhance instruction, as well as assist in administration. For purposes of this policy, computers include District-owned desktop computers, laptops, tablets and other mobile computing devices.

All computers are to be used in a responsible, efficient, ethical and legal manner. Failure to adhere to this policy and the guidelines below will result in the revocation of the user's access privilege. Unacceptable uses of the computer/network include but are not limited to:

1. violating the conditions of State and Federal law dealing with students' and employees' rights to privacy, including unauthorized disclosure, use and dissemination of personal information;
2. using profanity, obscenity or other language which may be offensive to another user or intended to harass, intimidate or bully other users;
3. accessing personal social networking websites for non-educational purposes;
4. reposting (forwarding) personal communication without the author's prior consent;
5. copying commercial software and/or other material in violation of copyright law;
6. using the network for financial gain, for commercial activity or for any illegal activity;
7. "hacking" or gaining unauthorized access to other computers or computer systems, or attempting to gain such unauthorized access;
8. accessing and/or viewing inappropriate material and
9. downloading of freeware or shareware programs.

The Superintendent/designee shall develop a plan to address the short- and long-term technology needs and provide for compatibility of resources among school sites, offices and other operations. As a basis for this plan, he/she shall examine and compare the costs and benefits of various resources and shall identify the blend of technologies and level of service necessary to support the instructional program.

Because access to online services provides connections to other computer systems located all over the world, users (and parents of users who are under 18 years old) must understand that neither the school nor the District can control the content of the information available on these systems. Some of the information available is controversial and sometimes offensive.

The Board does not condone the use of such materials. Employees, students and parents of students must be aware that the privileges to access online services are withdrawn from users who do not respect the rights of others or who do not follow the rules and regulations established. A user's agreement is signed to indicate the user's acknowledgment of the risks and regulations for computer/online services use.

The District has implemented technology-blocking that protect against access by both adults and minors to visual depictions that are obscene, child pornography, or, with respect to the use of computers by minors, harmful to minors. The District has also purchased monitoring devices which maintain a running log of Internet activity, recording which sites a particular user has visited.

"Harmful to minors" is defined as any picture, image, graphic image file or other visual depiction that:

1. taken as a whole and with respect to minors appeals to a prurient interest in nudity, sex or excretion;
2. depicts, describes or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts or a lewd exhibition of genitals and
3. taken as a whole, lacks serious literary, artistic, political or scientific value as to minors.

The District will educate minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. The Superintendent/designee will develop a program to educate students on these issues.

Annually, a student who wishes to have computer network and Internet access during the school year must read the acceptable use and Internet safety policy and submit a properly signed agreement form. Students and staff are asked to sign a new agreement each year after reviewing the policies and regulations of the District. These policies and regulations also apply to use of District-owned devices, or accessing of District intranet off District property.

The following guidelines and procedures shall be complied with by staff, students or community members who are specifically authorized to use the District's computers or online services.

1. Use appropriate language. Do not use profanity, obscenity or other language which may be offensive to other users. Illegal activities are strictly forbidden.
2. Do not reveal your personal home address or phone number or those of other students or colleagues.
3. Note that electronic mail (email) is not guaranteed to be private. Technology coordinators have access to all messages relating to or in support of illegal activities and such activities may be reported to the authorities.
4. Use of the computer and/or network is not for financial gain or for any commercial or illegal activity.
5. The network should not be used in such a way that it disrupts the use of the network by others.
6. All communications and information accessible via the network should be assumed to be property of the District.
7. Rules and regulations of online etiquette are subject to change by the administration.
8. The user in whose name an online service account is issued is responsible for its proper use at all times. Users shall keep personal account numbers and passwords private. They shall use this system only under the account numbers issued by the District.

9. The system shall be used only for purposes related to education or administration. Commercial, political and/or personal use of the system is strictly prohibited. The administration reserves the right to monitor any computer activity and online communications for improper use.
10. Users shall not use the system to encourage the use of drugs, alcohol or tobacco nor shall they promote unethical practices or any activity prohibited by law or Board policy.
11. Users shall not view, download or transmit material that is threatening, obscene, disruptive or sexually explicit or that could be construed as harassment, intimidation, bullying or disparagement of others based on their race, color, national origin, ancestry, citizenship status, sex, sexual orientation, age, disability, religion, economic status, military status, political beliefs or any other personal or physical characteristics.
12. Copyrighted material may not be placed on the system without the author's permission.
13. Vandalism results in the cancellation of user privileges. Vandalism includes uploading/downloading any inappropriate material, creating computer viruses and/or any malicious attempt to harm or destroy equipment or materials or the data of any other user.
14. Users shall not read other users' mail or files; they shall not attempt to interfere with other users' ability to send or receive electronic mail, nor shall they attempt to read, delete, copy, modify or forge other users' mail.
15. Users are expected to keep messages brief and use appropriate language.
16. Users shall report any security problem or misuse of the network to the teacher, his/her immediate supervisor or building administrator.

## 1:1 DEVICES

If students are assigned a 1:1 technology device the following rules and guidelines apply.

### **Protecting Your Data and Files**

Students are responsible for the appropriateness of all files, data, and internet history on their device. Although these devices will be logged and filtered on and off campus it is still the responsibility of the student to use good judgement when accessing or transmitting data. Do not take photos or video of other students or staff without their permission. The possessing, forwarding, or uploading of unauthorized data, photos, audio or video to any website, network storage area, or person is strictly forbidden. Do not access another individual's materials, information, or files without permission.

### **Cost of Repairs**

Marysville School District recognizes that with the implementation of the one-to-one initiative there is a need to protect the investment by both the District and the student/parent. Repairs will be billed at the direct cost of the repair without any markup. Repair costs to the device will be applied to the student's fee account.

### **Audio & Sound**

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Ear buds/headphones may be used in the classroom based only upon individual teacher approval.

### **Device Identification**

Student devices will be labeled in the manner specified by the district. Devices can be identified based on serial number. Students may not remove any identifying labels or markings.

#### **Technical Issues/Damage/Loss**

Take your device to your school's office or library if you experience any technical problems or damage. If it cannot be fixed at that time, a loaner device may be issued to you, if available. All device policy agreements remain in effect for the loaner device. If your device is stolen or damaged by another party, please report it to the office immediately. Your claim will be investigated further by the school district and/or the appropriate police agency.

**Accidental damage is the responsibility of the parent/guardian.**

### **Homeowner's Coverage for Take Home Devices**

For devices which are permitted to leave school grounds students or parents may wish to carry their own personal insurance to protect the device in cases of theft, loss, or accidental damage. Please consult with your insurance agent for details about your personal coverage. However, the student's liability is limited only by MEVSD policies, not the private policy. If the private policy will not cover the full cost of the damage or loss, the student/parent is still responsible for the difference.

### **MEVSD Accidental Damage Plan**

The district will provide an option to enroll in an Accidental Damage Plan (ADP). If paid in full prior to any damage, the ADP will release the parent/guardian from having to pay for loss or damage for the following reasons;

- Damages resulting from normal use and accidents.
- Loss or damages resulting from theft. An official copy of a police report is required.

- Loss or damages resulting from fire. An official fire report from the investigating authority is required.
- Loss or damages resulting from natural disaster.
- Damage resulting from a power surge.
- Damages resulting from vandalism by another individual. If found guilty, the vandal will be liable to pay for damage/replacement.
- The plan will cover two incidences per school year.
- The Building Administration will determine if the damages were due to negligence or accident.
- Exclusions (items not covered):
  - Device charger and/or case, unless included in theft or fire
  - Intentional damages
  - Lying or falsification within any damage report
  - Not carrying device in district-approved protective case (if provided)
  - Not reporting known damages on the next scheduled school day
  - Negligence
  - Loss or damages resulting from fraudulent, intentional, or criminal acts

Parents may enroll in the ADP by completing the district ADP application and paying the fee.

#### **Intentional Damage**

Students/parents will be held responsible for costs associated with ALL intentional damage to devices. Should the cost to repair exceed the cost of purchasing a new device, the student will pay for full replacement value. Lost items such as chargers and cables will be charged the actual replacement cost.

#### **Vandalism and Theft**

In cases of theft, vandalism, and other criminal acts, a police report may be filed by the student or parent and presented to the building principal.

#### **Check-In**

Devices must be returned to the building media center during the final weeks of the school year by the date announced each spring. All devices, cases, cables and accessories distributed to the student must also be returned. Any student who withdraws, terminates enrollment or is expelled must return their device and accessories immediately. If a student fails to return the device and/or accessories when requested the student will be billed for the replacement cost of the device and/or accessory. Any device not returned or immediately paid for in full will be considered stolen property and law enforcement will be notified.

#### **Care of the Device**

The device is property of Marysville Exempted Village Schools and all users will follow these rules and the Acceptable Use Policy for Technology. Students are responsible at all times for the care of the device to which they are assigned.

- Use only a soft, lint-free microfiber cloth to clean the screen.
- Avoid getting moisture & liquids on the device/accessories.
- Do not use window cleaner, household cleaner, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the device.
- Devices must remain FREE of any writing, drawing, stickers, or labels that are not the property of MEVSD.
- Devices must never be left in an unlocked or unsecured space such as a locker or car.
- Under no circumstances should devices be left in unsupervised areas including school grounds, athletic fields/areas, cafeterias, computer labs, classrooms, dressing rooms, and hallways. Unsupervised devices will be confiscated and disciplinary action may be taken.

- Students will usually not have the opportunity to charge their devices at school, devices are to come to school charged to 100%.
- Too much pressure may crack the screen, avoid placing anything on top of the device.
- Avoid cramming the device in a bag or locker.
- Never place or consume food or drink near the device. Do not use your device at cafeteria tables when food or drink is present.
- Extreme heat or cold can harm the device. Never leave the device in a hot or frozen car.
- Never leave your device on the floor, a chair, or sofa. Stepping or sitting on the device could cause significant damage.
- Do not disassemble or attempt to repair the device. All repairs must be made by the MEVSD Technology Department.

### **Technology Support**

Technology support will be available in the Media Center during the school day. After hours support will not be available.

### **Transporting Devices**

When transporting the device between classes or outside the building you are required to close the lid and keep the device in a padded case. NEVER walk with the device open.

Students who are permitted to take their devices home are encouraged to take their devices home every day after school, regardless of whether or not they are needed.

#### **Personalizing Devices**

Students are permitted to change desktop backgrounds and application themes with school appropriate media. The presence of weapons, alcohol, drug or gang related symbols or pictures are not permitted per school/district policies. The presence or access of pornographic materials or inappropriate language is not permitted.

Students are permitted to install school appropriate personal apps on their devices. If storage on the device becomes an issue all school required application have a priority over student downloads and may require the student to uninstall personal apps.

### **Passwords**

Students will be required to maintain an updated password on their device. Students may NEVER share, distribute, or otherwise allow other students access to their password. At any time a parent, teacher, or school administrator may request and obtain the password and access to the device.

### **Devices Left At Home**

If students leave their device at home, they are responsible for getting the coursework completed as if they had their device present. If a student repeatedly leaves his/her device at home, he/she will be subject to appropriate disciplinary action.