

MARYSVILLE EXEMPTED VILLAGE SCHOOLS



Pre-K-4 STUDENT/PARENT HANDBOOK 2023-2024

Edgewood Elementary – 937-578-6800

Mill Valley Elementary – 937-578-6900

Navin Elementary – 937-578-7000

Northwood Elementary – 937-578-7100

Raymond Elementary – 937-578-7200

***This handbook is meant to serve as a reference for our students and parents. All references to kindergarten in the handbook include alternative kindergarten. If you have questions about information within our handbook, please feel free to contact the building principal at your child’s school.**

TABLE OF CONTENTS:

- ✓ ADMISSIONS - 4
- ✓ ARRIVAL - 4
- ✓ ATTENDANCE - 4
- ✓ BEHAVIOR IN THE CAFETERIA - 10
- ✓ BICYCLES – 10

- ✓ BIRTHDAYS AND CLASS PARTIES – 10
 - ✓ BOOK BAGS – 10
 - ✓ BUS CONDUCT – 10
 - ✓ CAMERAS – 13
 - ✓ CANCELLATION/DELAY OF SCHOOL – 13
 - ✓ CHANGE OF CONTACT INFORMATION – 14
 - ✓ COMPUTER/ONLINE SERVICES - 14
 - ✓ CUSTODY – 16
 - ✓ DISMISSAL PROCEDURE – 16
 - ✓ DISRUPTIVE/DANGEROUS ITEMS – 17
 - ✓ DRESS CODE – 17
 - ✓ EMERGENCY DRILLS – 17
 - ✓ EMERGENCY INFORMATION – 18
 - ✓ EQUAL EDUCATIONAL OPPORTUNITY – 18
 - ✓ EZPAY SYSTEM – 18
 - ✓ FEES – 19
 - ✓ FIELD TRIPS – 19
 - ✓ FOOD SERVICE - 19
 - ✓ GRADING POLICY – 20
 - ✓ HARASSMENT – 21
 - ✓ HAZING & BULLYING – 22
 - ✓ IMMUNIZATIONS – 22
 - ✓ LIABILITY OF PARENTS FOR STUDENT MISCONDUCT – 22
 - ✓ MAKE-UP WORK – 22
 - ✓ MARYSVILLE SACC – BEFORE/AFTER SCHOOL PROGRAM - 23 ✓
 - MARYSVILLE SCHOOLS SUBSTANCE ABUSE POLICY STATEMENT – 23 ✓
 - MEDICATIONS – 23
 - ✓ NEWSLETTER – 25
 - ✓ PARENT CONFERENCES – 25
 - ✓ PARENT VISITATION – 25
 - ✓ PARENT-TEACHER ORGANIZATION – 26
 - ✓ PEDICULOSIS (HEAD LICE) – 26
 - ✓ PERSONAL ITEMS – 26
 - ✓ PICTURES – 26
 - ✓ PLAYGROUND RULES – GENERAL – 26
 - ✓ PRESCHOOL BEHAVIOR SUPPORT POLICY - 27
 - ✓ PRESCHOOL HEALTH POLICY/PROCEDURES - 28
 - ✓ RECESS POLICIES – 30
 - ✓ SCREENINGS (HEALTH) – 30
 - ✓ SEARCH AND SEIZURE - 30
 - ✓ STRANGERS – 31
 - ✓ STUDENT CODE OF CONDUCT – 31
 - ✓ STUDENT DISCIPLINE – 37
 - ✓ STUDENT INTERROGATION – 41
- 2
- ✓ STUDENT RECORDS AND DIRECTORY INFORMATION (FERPA) – 42 ✓
 - TEXTBOOKS/LIBRARY BOOKS/EQUIPMENT – 42
 - ✓ TRADING – 43
 - ✓ WEBSITE – 43

ADMISSIONS

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

grade. Students who are five years of age born between May 1st and September 30th are eligible for enrollment into the Alternative Kindergarten program.

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

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

ARRIVAL

The arrival time for K-4 students to enter his/her building is posted on each elementary building's web-site. Arrival times may vary between K-4 buildings due to bus schedules.

***The schools are not responsible for the supervision of children before doors are officially opened by staff.**

ATTENDANCE

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

4

9. Absences due to a student's placement in foster care or change in foster care placement or any court proceedings related to their foster care status

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 meets 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. Doctor Excused absences will not count towards the Excessive Absence hour thresholds.

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. Ohio law requires schools to contact the parent/guardian when a student is absent from school. The school must make one attempt to notify the parent/guardian about the student’s unexcused absence within 120 minutes of the start of the school day.

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:

Edgewood: 937-578-6815

Mill Valley: 937-578-6915

Navin: 937-578-7015

Northwood: 937-578-7115

Raymond: 937-578-7215

Creekview: 937-578-6615

Bunsold: 937-578-6415

Marysville High School: 937-578-6215

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.

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.

- Chicken Pox— This is a skin rash that progresses to blisters, then scabs. A slight fever may or may not be present. Your child should remain home until the sixth day after onset of rash or until all lesions are dry.
- COVID-19 (SARS-CoV-2)- Symptoms can include fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea. This list does not include all possible symptoms. If your child has a positive test or signs and symptoms consistent with COVID-19 he/she should stay home until cleared by the local health department.
- Fever—If your child's temperature is 100 degrees Fahrenheit or greater (or 1-2 degrees above the child's normal temperature) he/she should remain home until fever free for 24 hours, without the use of fever reducing medication (i.e. Tylenol, Advil).
- Flu—Symptoms of the flu include abrupt onset of fever, chills, headache, and sore muscles. Runny nose, sore throat, and cough are also common. Your child should remain home from

school until symptoms diminish and your child is fever free for 24 hours, without the use of fever reducing medication.

- **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 and he/she has been cleared by the health clinic staff.
- **Impetigo**—This consists of blister-like, pus-filled bumps that later develop into yellowish, crusted sores that are commonly found around the nose and mouth. Your child should remain home from school until 24 hours after starting an effective antibiotic and all sores are dry, or can be covered at all times.
- **Pain**—If your child complains or behavior indicates that he/she is experiencing persistent pain, he/she should be evaluated by a physician before being sent to school.
- **Pink Eye**—Redness and swelling of the white(s) of the eyes or inside the eyelids, discharge from the eyes, itchy or scratchy eyes, or crusting of the eyelids or lashes may be present. Your child should remain home from school until 24 hours after starting an effective antibiotic.
- **Ringworm**—Symptoms may include a scaly, itchy, red circular bald spot on the scalp. Skin may have a red, itchy, ring-like rash. Your child should remain home until 24 hours after an effective treatment is started.
- **Skin Rashes**—Skin rashes of unknown origin should be evaluated by a physician and the diagnosis reported to the office before your child is sent to school.
- **Strep Throat & Scarlet Fever**—Strep throat symptoms can consist of fever and red throat with pus spots. With scarlet fever, there are all of the symptoms of Strep throat, as well as a strawberry appearance of the tongue and a sandpaper-like rash on skin and inside of the mouth. High fever, nausea, and vomiting may also occur. Your child should remain home from school until receiving 24 hours of antibiotic therapy and has been fever free and without vomiting for 24 hours.
- **Vomiting and Diarrhea (Intestinal Viral Infections)** - Stomach ache, cramping, nausea, vomiting, and diarrhea are often present, along with a possible fever, headache, and body aches. Your child should remain home until he/she has been without vomiting, diarrhea, or fever for 24 hours, without the use of fever reducing medication.

BEHAVIOR IN THE CAFETERIA

Students should follow all procedures and rules within the cafeteria as outlined below:

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

BICYCLES

Parents are expected to discuss safe riding practices with their children. **Kindergarten and First Grade** students are **not** permitted to ride bicycles to school alone.

Students that intend to ride bicycles to school must follow these rules:

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

BIRTHDAYS AND CLASS PARTIES

Please be aware that all elementary schools and Creekview Intermediate will be asking that families no longer send food items to school for class parties or as birthday treats. This decision has been made in order to provide a safe environment for all of our students. We understand that these are special events; however, we want to celebrate without edible treats. If you are interested in sending something for your child's birthday or for a class party, please reach out to your student's teacher for ideas. Some classrooms will be having a snack time due to late or early lunches. Each teacher will make this decision in collaboration with building administration and will notify parents of appropriate snacks for their classroom.

BOOK BAGS

Book bags (and other bags used to carry books, supplies, clothing, athletic equipment), may be used to transport books and supplies to and from school, but are to be placed in the student's locker/cubby upon arrival at school. These bags are to remain in the locker/cubby until the student leaves the building at the end of the day.

BUS CONDUCT

SAFETY RULES

1. Obey the driver promptly and respectfully.

2. At railroad crossings, no talking is permitted; vehicle must be silent for safety purposes.
3. No eating, chewing gum or drinking on the bus.

10

4. No throwing of objects on, from or into the bus.
5. Remain seated and keep the aisles and exits clear at all times.
6. Keep hands, feet and personal objects to yourself and inside the bus.
7. No seat changing; students must sit in their assigned seat.
8. When outside of the vehicle, the student must remain in their "Place of Safety" determined by the driver until it's safe.
9. Taking pictures/videos or playing loud music/games are not permitted.

*Please remember, riding school transportation is an extension of the classroom, therefore, all school rules apply.

DISCIPLINE PROCEDURES

Drivers shall make sure everyone riding is aware of the rules listed above and set expectations that are reasonable. If these rules aren't followed, or expectations are not met, the driver is expected to follow these steps in order to maintain safety on the bus:

1. The driver will talk with the student about his/her actions. The student will be given a warning as to what may happen if the behavior continues. The driver documents the incident.
2. If the issue continues, the driver may move the student to a different seat. The student will remain there until the driver decides it's safe for another seat change. The driver will contact the parent in order to ask for their assistance in getting the student to comply with safety rules. The driver documents the incident.
3. If the behavior continues, the driver will submit a Transportation Discipline Form to administration. Administration will then take appropriate action in collaboration with transportation.

*Any of these steps above can be bypassed or repeated due to the severity of the behavior.

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

Students should:

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

9. Not use, possess, or transfer tobacco, alcohol, or drugs on the bus except for prescription medication required for a student, but only if prior approval for the prescription drug has been obtained in accordance with Board policy.

11

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

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

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

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

14. Not engage in loud talking or laughing; unnecessary confusion diverts the driver's attention and might result in a serious accident. **Cell phones are NOT to be used on the bus until permission from the bus driver has been given.**

15. Students will be courteous to fellow students and to the bus driver.

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

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

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

19. All policies of the Marysville Exempted Village School District regarding student conduct, substance abuse, etc. apply to students riding MEVSD school buses.

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

Bus Stop Behavior

1. The school is responsible for supervision of students only while they are on school property and during school hours. Once they leave school property this becomes the responsibility of the parents. The school will cooperate with parents in stressing the rules of safety to and from school. 2. While misbehavior that occurs off school property is generally a parent or police matter, the District will take appropriate disciplinary action for violations of the Code of Conduct occurring at a bus stop either immediately before pick up or immediately after drop off, if the misconduct is connected to activities or incidents that have occurred on school property.

Bus - Going Home with a Friend

1. BOTH students involved in "going home with a friend" must bring a note from their parents or call the school office at least 24 hours prior to the requested bus riding time.

2. A bus student cannot take a friend home on the bus unless PRIOR permission is given by the school.
3. Permission may depend on available seating. The school will check with the Transportation Department.
4. If approved, a signed permission slip by the school will be given to the driver by the school.

12

*This transportation policy assists in the avoidance of miscommunications between the school staff and parents.

CAMERAS (Surveillance)

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

CANCELLATION/DELAY OF SCHOOL

When it becomes necessary to close or delay school due to weather conditions, the closing or delay will be announced over the District School Connects system, local radio, and TV stations beginning early in the morning:

DO NOT CALL THE SCHOOL or school personnel at home as the telephones are necessary in completing closing arrangements. Please listen to one of the mentioned communication systems. The School Messenger System (an automated tool that allows school districts to enhance communication between parents, staff, and students by phone and electronic messages) will also be utilized for inclement weather delays/cancellations. Information will also be present on the Marysville Schools' homepage and other District Social Media forms as well.

For DELAYS, please use the following guidelines:

ELEMENTARY One hour delay – The doors at your child's elementary building will open one hour later than the typical start time. Buses will pick up one hour later than usual. **There will be no AM Alternative Kindergarten during one hour delay days.**

*No breakfast is served on one hour delay days.

ELEMENTARY Two hour delay – The doors at your child's elementary building will open two hours later than the typical start time. Buses will pick up two hours later than usual. **There will be no AM Alternative Kindergarten during two hour delay days.**

*No breakfast is served on two hour delay days.

***The schools are not responsible for the supervision of children before doors are officially opened by staff.**

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

School Closing During a Regular Day

- Be sure your child knows what he/she is to do and where he/she is to go (home, neighbor, sitter, etc.) when school closes early due to inclement weather.
- Parents will complete an Emergency Dismissal Form each year that states how/where your child is to go when school closes early due to inclement weather (*Emergency Dismissal Form*).
- The telephone will not be available for student use until all buses have departed from the school. The school will need the telephone for emergencies.

- Do not pick up your child until after the announced time, as classes do continue until dismissal. •
- Early dismissals will be announced via the district School Connects phone system, posted to the district website, and communicated to radio and TV stations. Please do not call the school.

13

CHANGE OF CONTACT INFORMATION

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

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 that may be offensive to another user or intended to harass, intimidate or bully other users;
3. accessing personal social networking websites for noneducational 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.

14

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 measures 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 web filtering software the district has purchased tracks and logs internet activity of each student user.

“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. The District reserves the right to amend policies and regulations as necessary throughout the school year. Users are notified of the updated policies and regulations and must comply with the updated requirements. These policies and regulations also apply to use of District-owned devices, or accessing of District network, internet and software programs on and off District property. All users using platforms established for e-learning regardless of whether the student or employee is using a personal or District provided device must be used in accordance with the standards for conduct outlined in this policy and the accompanying regulation. Users in violation of this policy or the accompanying regulation may be subject to discipline.

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.

15

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.

CUSTODY

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

DISMISSAL PROCEDURE (END OF SCHOOL DAY)

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

16

For the safe transfer of students to the "pick up vehicles", parents are encouraged to allow their child/children access to the motor vehicle on the side facing the sidewalk. Students must wait for the designated vehicle to approach the sidewalk. Students will be guided into vehicles as parents near the pick up area by a member of the staff. Parents are requested NOT to park in the lot and walk through dismissal traffic to retrieve their child or instruct students to walk through dismissal traffic to meet parents or anyone, (family member, friend, neighbor, etc.) that may be picking up students.

Elementary students should not remain on school property without parental consent. Staff is not responsible for supervision of any student beyond dismissal time.

NOTE: Students from intermediate, middle and high school should not be on school property at the end of the elementary school day, without prior permission for picking up an elementary student.

DISRUPTIVE/DANGEROUS ITEMS

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

DRESS CODE

Student dress is to be appropriate to the school setting as determined by the school administrators. Student dress is defined as what is worn (clothing, make-up, hair style/color, tattoos, body piercing), and how it may be perceived by students, staff, and administration. Student dress should be safe, healthy, and not be a distraction. It should also not be offensive, intimidating, or worn in an unduly revealing manner. Student dress associated with alcoholic beverages, tobacco products, or drugs will not be permitted. In addition, no article of clothing or tattoos shall contain obscene, profane, or sex-related words, messages, symbols, or pictures. More specifically, in regard to student dress:

- Shoes are to be worn at ALL times. Shoes that provide safe and sanitary protection for the feet must be worn at all times. It is ***strongly encouraged*** for students not to wear "flip-flops" or open-toed shoes that can cause accidents. Athletic shoes are a safer shoe for outdoor/recess play.
- SKIRTS, DRESSES, SHORTS MUST BE APPROPRIATE LENGTH.
- Open midriff, halter tops, muscle shirts, skinny "spaghetti" strap shirts, etc., are not allowed.
- Sagging pants, shorts or exceptionally baggy clothing are not permitted.
- Pajamas (tops and/or bottoms) are not to be worn to school unless school sponsored.
- All hats and sunglasses are to be removed upon entering the building.
- Bandanas, scarves, and headbands (not an inclusive list), are prohibited.
- Chains or studded accessories are not permitted.

- Students should refrain from drawing on themselves and putting stickers and/or decals on their faces.

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

EMERGENCY DRILLS

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

17

EMERGENCY INFORMATION

Parents are responsible for completing an *Emergency Medical Form* on an annual basis. It is also the parent's responsibility to keep all information current. Parents need to be aware of the fact that our local Emergency Squad will only transport to the Memorial Hospital of Union County. Transfers may be made to other hospitals from there, if necessary.

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

- Parent(s) or Guardian(s) Name(s)
- Complete and Up-to-Date Address(es)
- Home Phone and Parent(s) Work Phone
- Emergency Phone Number and Address of two (2) Friends or Relatives. *Your child will be released only to the persons listed.*
- Physician's and Dentist's Name and Phone
- Custody Papers (*if applicable*)

EQUAL EDUCATIONAL OPPORTUNITY

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

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

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/Title IX & Civil Rights Coordinator

Name: Thomas Holdren

Title: Director of Academic Affairs and Principal Leadership

Phone Number: 937-578-6100

Email: thomas.holdren@mevsd.us

The compliance officer/Title IX & 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.

EZPAY SYSTEM

You can access the online payment system by visiting our district website at:

www.marysville.k12.oh.us

Choose the “SPS EZpay” logo to be transferred to the payment site. Complete the registration page and add your child’s name and ID number, (you may enter up to five (5) children). Once you have registered and created a password; you will not need the student ID number again. Payments may take up to

18

twenty-four (24) hours to post to your child’s account. There will be a convenience fee charged to your credit/debit card each time this service is used. The convenience fee will be 3% of the total transaction. This service can be used for the payment of all fees and lunches.

FEES

There is a school-wide fee assessed for each student to cover the use of materials in the classroom. Fee notices are sent home annually. Unpaid fees will be carried from one year to the next. Building administrators also have the right to limit a student’s participation in any end of the year activities if the student owes fees. If families are experiencing financial difficulty, please notify the school so payment plans can be worked out. Students and parents should also recognize that damaged or lost school property has to be returned, replaced, or paid for as do school fees.

IMPORTANT: Payment plans are available; contact the school office for assistance.

FIELD TRIPS

The following policies shall govern all school trips:

1. Permission slips (with emergency telephone numbers) signed by parents must be collected by the teacher and taken on the trips.
2. All school rules, including the Code of Conduct, apply to field trips and must be followed.
3. Faculty members are in charge of all students.
4. Students who misbehave may be denied the privilege of future trips, and/or other appropriate disciplinary action may be taken.
5. At times, it may be necessary to charge a fee for the trip.

FOOD SERVICES

Marysville Schools participate in the National School Lunch/Breakfast Programs, providing nutritious, well balanced meals meeting the Federal guidelines. Elementary students are required to eat a lunch from the cafeteria or bring a packed lunch from home. Milk may be purchased in the cafeteria for packed lunches. Beverages in glass containers and carbonated beverages (pop) are not permitted.

Information regarding the breakfast and lunch program, including menus, meal prices and nutritional Information is available on the [Food Service page](#) of the district website.

Special Dietary Needs

If your child has a medically documented food allergy, Marysville Food Service will work with you to make the necessary accommodations. Please contact the Food Service Director at 937 578-6180 and the Clinic Aide at your child’s designated Elementary building.

Meal Payment

Students may pay with cash, check or they may utilize the debit system which allows parents to put money on the students account in advance to pay for their child's meals. To ensure cash and check payments are properly credited to your child's account, please use an envelope sealed and clearly marked with the student name and home room teacher. The EZ Pay online payment information is available on the [Food Service page](#) of the district website.

Meal Charges

Marysville Schools will allow students to charge up to three lunches. When a meal is charged, the cashier will either tell the student they need to bring money the next day or will send a note home for the

19

parent. After the student has reached the three meal charge limit, the student will be given an alternative sandwich with milk at no charge. No breakfast charges will be allowed. For a detailed description of the MEVSD Meal Charge Policy/Procedures click [here](#).

Keep track of your child's account balance through our online payment system ([SPSEZpay](#)) and receive email notification of balances below \$10.00. Students may pay with cash, check or they may utilize the debit system which allows parents to put money on the students account in advance to pay for their child's meals. To ensure cash and check payments are properly credited to your child's account, please use an envelope sealed and clearly marked with the student name and home room teacher. The EZ Pay online payment information is available on the [Food Service page](#) of the district website.

Free and Reduced Meals

Free and Reduced priced meals are available to students who qualify; applications are available on the [Food Service page](#) of the district website or in your school office. New applications are required each school year.

GRADING POLICY

M+ Exceeding Mastery

M Mastery

AM Approaching Mastery

NY Not Yet

DNA Did Not Attempt

[blank] Not Assessed

Habits of Mind: K-4 students will also receive feedback in regards to the building's established Habits of Mind with the above Mastery Grading Scale.

Grade Cards

Digital reports are made available to parents of children in grades Kindergarten through six three times per year. Digital reports are made available to parents of children in grades seven through 12 four times per year at the completion of each grading period. If your child is not making adequate progress during the grading period, additional mid-grading period communication regarding your child's progress will occur. Direct notification of parents by telephone is encouraged. Conferences with parents are used as an integral part of the reporting system.

Promotions and Retentions

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

20

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

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

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

Procedures for promotion and retention of students:

- a. Every effort will be made early in the school term to identify students who are having difficulty with class work. Assistance by the classroom teacher and parent and school supportive services (e.g., guidance counselors, remedial reading teachers, tutors, school psychologist, etc.) will be provided. Every effort will be made to remediate the student's difficulties before he/she is retained.
- b. In the event that improved performance is not shown after the above actions, the parents will be notified of the situation and of the possibility of retention of a student at grade level.
- c. In making the decision of whether to retain a student, the recommendation of the classroom teacher will be considered.
- d. In the event a student is to be retained, a letter indicating such retention will be sent to the parents by the building principal. Failure in reading and/or math shall be the basis, but not the sole criteria for retention. A conference will be scheduled in which the principal will make recommendations including the possibility of remedial instruction (including Summer School) or tutoring to attempt to help the student. Placement of a student into the next grade may involve extenuating circumstances and is made upon the recommendation of the building principal.
- e. A student who is chronic truant (unexcused absences) for more than 10% of the required attendance hours of the current school year and has failed two or more of the required core curriculum subject areas in the current grade is retained unless the student's principal and the teachers of the failed subject areas agree that the student is academically prepared to be promoted to the next grade level.
- f. Retention at the Third Grade may also occur as a result of failing to achieve the indicated score (promotional score) on the Third Grade State test in English Language Arts, according to the Third

Grade Reading Guarantee.

g. The building principal will have the final responsibility for recommending to the Superintendent whether to promote or retain each student.

HARASSMENT

The MEVSD is committed to providing an environment that is free from unlawful harassment. Therefore, harassment of any kind will not be tolerated. This includes harassment based on race, color, national origin, citizenship, religion, sex, economic status, age, disability, sexual orientation or military status. Such behavior is offensive, lowers morale and interferes with the overall objectives of the school district and will not be tolerated.

Sexual harassment is deliberate or repeated behavior of a sexual nature that is unwelcome. It can include verbal, non-verbal and/or physical behaviors. All persons associated with the MEVSD are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment.

21

Sexual harassment, occurring inside or outside of District buildings, on other District-owned property or at school-sponsored social functions/activities is illegal and unacceptable and will not be tolerated.

HAZING AND BULLYING

*Please see the **Student Conduct Code**; Part I- Rights and Responsibilities.*

IMMUNIZATIONS

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

- **DPT**- 4 doses required- 5th dose required if 4th dose given *before* 4th birthday ▪ **A Tdap booster is required after age 11 (around 7th grade). A dose of Tdap or Td vaccine must be administered prior to entry.)**
- **Polio**- 3 doses required; booster required if 3rd dose given *before* 4th birthday ▪
- Measles/Mumps/Rubella**- 2 doses required; 1st dose must be given *after* child's 1st birthday ▪
- Hepatitis B**- 3 doses required for all students Grades K-11
- **Varicella**- 2 doses required for Grades K-2 and 1 dose required for Grades 3-6. *Children who do not have evidence of proper immunization will be excluded from school after fourteen (14) days, in accordance with Ohio Revised Code sections 3313.67 and 3313.671.

LIABILITY OF PARENTS FOR STUDENT MISCONDUCT

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

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

damages up to \$10,000.00 and costs of the suit.

MAKE-UP WORK

The school will provide make-up work for excused absences. Students or their parents are responsible for requesting make-up work immediately upon the student's return to school. If dates of absence are known in advance, the teacher should be notified and planned assignments may be given. In requesting homework for absent students, please request when reporting absence for the day.

Once a request is made by the parent, the teacher will provide make-up work within a reasonable time. For each day of excused absence, students will have 2 school days in which to complete and turn in all missed work. All assignments, including tests, quizzes, etc. must be made up as directed by the individual teacher. It may be necessary for students who have been absent to make up tests, etc., after school or to make other arrangements with the teachers.

22

MARYSVILLE SCHOOLS SACC – BEFORE AND AFTER SCHOOL PROGRAMS The Marysville Exempted Village Schools SACC Program serves families by providing high-quality Before and After-School Programs for elementary and intermediate students. SACC offers the opportunity for students to enjoy a safe, supervised, child-oriented experience. For more information, please contact *the SACC Office* at 937-578-6134 or visit the [SACC page](#) on the district website. The site cell phone numbers for each building are as follows:

Edgewood SACC: 937-243-4273

Mill Valley SACC: 937-243-1969

Navin SACC: 937-243-0224

Northwood SACC: 937- 243-0207

Raymond SACC: 937-243-3927

MARYSVILLE SCHOOLS SUBSTANCE ABUSE POLICY STATEMENT The use and abuse of mood altering chemicals in the Marysville community is a problem, as it is throughout the country. The Board of Education, administration and staff of the Marysville Exempted Village Schools recognize a shared responsibility with the entire community to address this issue. The Board recognizes that chemical dependency is an illness which **MUST** be treated. Since abuse and dependency are detrimental to learning and development of those affected, the Board accepts responsibility to work with the home and community agencies to create a school environment free of chemical use. The Board acknowledges a dual responsibility to discipline users and offer help to those students who need it.

MEDICATIONS

Prescription (Board Policy)

A student requiring prescription medicine at school must have a completed "Administration of Medication Request" form on file in the school office. This form must be completed by both the physician who prescribes the medication and the parent or guardian of the student prior to school personnel being permitted to administer medication. The form indicates the name of the student, name of the medication, dosage, time, possible side effects, expiration date of the physician's order, etc. If a medication dosage changes, a new "Administration of Medication Request" form needs to be completed by the physician and parent/guardian. A copy of the complete board of education policy on prescription medication is available via the Marysville Schools [Board of Education site](#).

Parents are to personally deliver all prescription medication to the main office at the school.

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

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

Non-Prescription Medication (Grades K-4)

If a parent feels it is necessary for a child to have non-prescription (OTC – over-the-counter) medication during school hours, a completed “Administration of Medication Request” form must be provided, along with a container of the medicine. An adult must bring the medicine into the school office. The clinic

23

does NOT provide these OTC medications for students. This includes but is not limited to Advil, Tylenol, Tums, Hydrocortisone cream, calamine lotion, medicated cough drops*, cough/cold medicine, etc. If a completed form cannot be obtained in time, a parent or approved adult on the emergency contact list may bring the medication to school to administer at the time it is needed. The medication may NOT be brought into school by the student. Also, a parent must notify the school explaining the need for medication and provide the name of the approved adult who will be bringing and administering the medication to the student. This adult must also show ID to administer medications.

*Non-medicated cough drops or throat lozenges may be brought in by a student in its original package WITH a note from a parent giving permission to administer. (Menthol, benzocaine, cough suppressants, numbing agents are considered medicinal ingredients.) Medicated cough drops will not be administered without an “Administration of Medication Request” form.

Non-Prescription Medication (Grades 5-12)

Dispensing of non-prescription medication (OTC – over-the-counter) is discouraged at school. If a parent feels that it is necessary for a student to have non-prescription medication at school, including but not limited to Advil, Tylenol, Tums, Hydrocortisone cream, cough drops, calamine lotion, he/she should first understand that school personnel will not dispense this medication unless ordered by a healthcare provider and an “Administration of Medication Request” form is provided, along with a container of the medicine. Please see the following requirements for a student to possess and self-administer non-prescription medication in each grade level.

Grades 5-6:

A student in possession of a non-prescription medication should only have a one-day dosage and note from the parent explaining the medication and its use. The non-prescription medication should be stored in the original marked container. Also, medication should be in safe containers; that is, no glass, sharp objects, or such things that could be dangerous to themselves or others. Upon arrival at school, the student is to give the note explaining the medication and show the medication to the nurse/designated personnel in the clinic, where it is to be kept until needed. The medication will be sent home at the end of the day.

Grades 7-8:

A student in possession of a non-prescription medication should only have a one-day dosage and note from the parent explaining the medication and its use. The non-prescription medication should be stored in the original marked container. Also, medication should be in safe containers; that is, no glass, sharp objects, or such things that could be dangerous to themselves or others. Upon arrival at school the student is to give the note explaining the medication and show the medication to the nurse/designated personnel in the clinic. The parent note will be copied and kept in the clinic, the student can then self-carry and self-administer the non-prescription medication. No such medication should be given to other students.

Grades 9-12:

A student in possession of a non-prescription medication should only have a one-day dosage and note from the parent explaining the medication and its use. The non-prescription medication should be stored in the original marked container. Also, medication should be in safe containers; that is, no glass, sharp objects, or such things that could be dangerous to themselves or others. No such medication should be given to other students.

24

Medicine-Procedures

Asthma Inhalers

An “Administration of Medication Request” form must be completed by a parent and physician and kept on file in the school clinic. An “Asthma Action Plan” must also be completed by the parent and kept on file in the clinic and classroom. If a physician feels it is necessary for a K-12 student to possess an inhaler at all times and carry it to and from school daily, a “Self-Medication Authorization” form must be completed by a physician and kept on file in the clinic.

Emergency Medications

Some students have medical conditions that may require immediate administration of emergency medication (such as EpiPens, glucagon, midazolam, etc.). Examples include food or bee sting allergies, seizure disorders, and diabetes. Emergency medications must be kept in the school clinic along with the required completed “Administration of Medication Request” form and appropriate Action Plan. Only if requested by a physician under “special storage conditions” on the “Administration of Medication Request” form, a student may carry emergency medication (epinephrine autoinjectors, inhalers, and glucagon only) with him/her in a personal bag/backpack to and from school daily. Also, an “Allergy Action Plan” or an “Emergency Action Plan” must be completed by the student’s healthcare provider and the parent to keep on file in the clinic. This is for the safety of the student and for school staff to be aware of possible life-threatening situations.

NEWSLETTER

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

PARENT CONFERENCES

You are encouraged to schedule a conference to discuss your child's progress throughout the school year. Please contact your child's teacher to make arrangements. This means of communication is perhaps one of the best for the child, parents, and the school personnel. Pre-planned conference sessions are scheduled for the school year as noted on the school calendar.

PARENT VISITATION

Parents are welcome to visit our school for special programs and class observation. Plans should be made by contacting the school office or the teacher 24 hours prior to any class observation. The length of the class observation/visit will be determined by the teacher and or principal.

Adults Entering the Building

According to Ohio Revised Code 3313.20, all persons entering the building or on school grounds are required by law to report to the office indicating their presence and sign in. Please do not report directly to the classroom, lunchroom, or playground during school hours. Administration asks that you do not disturb classes and interrupt the education of the children. This is done for the safety of all students.

Picking Up Your Child

25

If you need to pick up your child, come to the office and sign your child out from there. The office personnel will get your child for you. Parents also need to sign their child in from any appointment or due to any reason for being late to school.

PARENT-TEACHER ORGANIZATION

The Elementary School Parent-Teacher Organization (PTO) extends an invitation to each family to join the PTO organization. Please check notices sent home with your child concerning the various activities PTO will be conducting throughout the school year.

PEDICULOSIS (HEAD LICE)

Occasionally we have reports of head lice, although a nuisance, lice has not shown to spread disease. If your child is suspected of head lice at school, a parent/guardian will be notified by the end of the school day and offered lice management information. Your child's confidentiality will be maintained and s/he may stay at school until regular dismissal time. Once your child has had the first treatment of an effective medication that kills lice and nits (pediculicide) s/he can return to school the following day. Parents must accompany their child to the school office upon arrival and wait while their child has been checked to confirm lice management efforts. If your child is not treated when returning to school the following day, any days missed will be deemed unexcused. Parents are the most important means of controlling this problem; therefore, even after treatment, your child's hair should be checked and combed daily to remove any nits found. If you need assistance or have questions regarding lice management, please call your school's health clinic.

PERSONAL ITEMS

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

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

PICTURES

Student school pictures are taken in the fall and/or spring. Whether you wish to purchase school pictures is your choice. All students will be photographed for school records. A yearbook is available for students to purchase and will be delivered to your child before the end of the school year.

PLAYGROUND RULES - GENERAL

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

26

PRESCHOOL BEHAVIOR SUPPORT POLICY

Marysville Preschool Program operates under the rules and regulations of the Ohio Department of Education (ODE). This policy is in accordance with the *ODE Rule 3301-37-10*.

A Marysville Preschool Staff member in charge of a child or group of children shall be responsible for their discipline.

Constructive, developmentally appropriate child guidance and management techniques are to be used at all times, and include such measures as redirection, separation from problem situations, talking with the child about the situation, and praise for appropriate behavior.

The methods of discipline shall apply to all persons on the premises and shall be restricted as follows:

- There shall be no cruel, harsh, corporal punishment or any unusual punishments such as but not limited to, punching, pinching, shaking, spanking, or biting.
- No discipline shall be delegated to any other child.
- No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as a protective hug, so the child may regain control. ● No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box, or similar cubicle.
- No child shall be subjected to profane language, threats, derogatory remarks about himself or his family, or verbal abuse.
- Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
- Techniques of discipline shall not humiliate, shame, or frighten a child.
- Discipline shall not include withholding food, rest or toilet use.

- Separation, when used as discipline, shall be brief in duration and appropriate to the child's age and developmental ability, and the child shall be within sight and hearing of a preschool staff member at all times in a safe, lighted, and well ventilated space.
- Marysville Preschool shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.
- A staff member who suspects that a child has been abused or neglected is to immediately notify the public children services agency and a serious incident report is to be completed and submitted to the department.

The parent of a child enrolled in Marysville Preschool Program will receive the written discipline policy. Marysville Preschool Program will communicate and consult with the parent *prior* to implementing a specific behavior management plan. This plan will be consistent with these rules, in writing and signed by the parent.

All preschool staff members shall receive a copy of the program's disciplinary policy for review **upon employment and annually** thereafter.

PRESCHOOL HEALTH POLICY/PROCEDURES

If your child becomes ill or injured at school, you will be notified. We will attempt to reach you through the emergency medical information you have provided us on the Emergency Medical Form. Please make sure you have obtained permission from your emergency contact to use them should the need arise.

Children with any of the following signs or symptoms of illness need to be isolated until the parent arrives to pick them up:

A fever of 100°F or higher

Diarrhea

Vomiting

Skin rashes, untreated or appear infected

Evidence of lice will be dealt with on an individual basis with collaboration from the program nurse or designee and the individual's family/guardian

Severe coughing

Difficult or rapid breathing

Eye drainage, redness and/or swelling

Sore/red throat or difficulty in swallowing

Any other illness or injury, or medical condition requiring medical attention, or contagious disease of illness, which warrants exclusion by the Ohio Department of Health.

A child with signs or symptoms of illness shall be immediately isolated from other children. Decisions regarding whether the child should be discharged immediately or at some time during his/her program shall be determined by the program nurse, or designee and the parent/guardian. The child, while isolated at the program, shall be monitored until the parent or guardian arrives.

A child isolated due to suspected communicable disease shall be:

cared for in a room or portion of a room not being used for programming;
within sight and hearing of an adult at all times; no child shall ever be left alone or unsupervised;
made comfortable and provided with a cot; all linens and blankets used by the ill child shall be
laundered before further use and the cot shall be disinfected with an appropriate germicidal;
observed carefully for worsening condition; and
discharged to parent, guardian or designee.

Children who have any communicable disease or condition as recommended by the Ohio Department of Health, must be kept home. Please notify the school of the illness of your child, especially when contagious, so that other parents may be notified accordingly. Children who have been hospitalized must submit a doctor's release when returning to school.

After an illness, a child may be readmitted to the program:

24 hours after the temperature has returned to normal without the use of fever reducing medications;
if an antibiotic is prescribed the individual must be on the antibiotic for at least 24 hours;
Remember, upon return to school, a written note must accompany your child as to the reason for the absence

28

Medications

Prescribed and over-the-counter medications should be given at home whenever possible. In order to administer medication or medical procedures to your child, parents/guardians must complete an Administration of Medication Request form which **MUST** be signed by the **Prescribing Physician**. The medications **MUST** be sent in the original prescription bottle, indicating the child's name, medication name and dosage, time to be given and physician's name. Parents are to personally deliver any medications to the front office of the school. If your child's medication changes, a new physician's order is required. All medication order forms must be re-signed by the physician annually. These conditions are mandated by law. A daily record is kept of all dispensing of medication or any medical procedure. All medication is stored in a locked container. A supply of medication should be provided on the first day of programming.

Immunizations

No child shall be admitted to the program without verification that the child has been or is in the process of being immunized against Diphtheria, Tetanus, Pertussis, Poliomyelitis, Haemophilus Influenzae, type B (Hib), pneumococcal, Hepatitis A, Hepatitis B, Rotavirus, Measles, Mumps, Rubella, Varicella, and Influenza by a method of immunization approved by the Department of Health in accordance with the Ohio Revised Code.

Required Minimum Immunizations: Unless otherwise exempt, day-care, preschool and Head Start enrollees who are age 28 months or older shall be immunized as follows:

DTaP/DT (Diphtheria, Tetanus, Pertussis):

4 doses of DTaP, DTP, DT, or any combination. Minimum interval between the third and fourth dose must be six months.

Polio:

3 doses of OPV or IPV or any combination of OPV or IPV

Hib (Haemophilus Influenzae Type b):

3 or 4 doses depending on the vaccine type, the age when the child began the 1st dose, and the dose must be after 12 months.

Or

1 dose if given on or after 15 months of age

Pneumococcal:

4 doses of pneumococcal by age 15 months of age unless on catch-up schedule. For those whose first dose was prior to 2 years of age, only one additional dose is required after age 2. This last dose must be given at least two months after the previous dose.

HEP A (Hepatitis A):

2 doses of Hepatitis A are needed for lasting protection. The first dose of Hepatitis A should be given after one year of age. Minimum interval between doses is 6 months.

HEP B (Hepatitis B):

29

3 doses of Hepatitis B. The second dose must be administered at least 28 days after the first dose. The third dose must be given at least 16 weeks after the first dose and at least 8 weeks after the second dose. The last dose in the series (third or fourth dose), must not be administered before age 24 weeks.

MMR (Measles, Mumps, Rubella):

1 dose of MMR administered on or after the first birthday. If MMR and Varicella are not given on the same day, the dose must be separated by at least 28 days with no grace period.

Varicella (Chickenpox):

1 dose of Varicella administered on or after the first birthday. If MMR and Varicella are not given on the same day, the dose must be separated by at least 28 days with no grace period.

Influenza (Flu):

1 dose yearly of Influenza age 6 months through age 6. Recommend 2 doses given at least weeks apart for the first time and for some other children in this age group.

Required immunizations shall be waived if a physician certifies in writing that such immunizations are contraindicated. If a parent/guardian chooses to not immunize their child, the parent/guardian **must complete an immunization waiver form annually.** Immunization records are reviewed by school personnel as well as the Ohio Department of Education.

RECESS POLICIES

Weather permitting; students are given outside recesses each day. Decisions to have outside recess during cold weather will depend upon the temperature and the wind chill factor, (20 degrees Fahrenheit or below). Students should always dress for outside recess. Students will have supervised recess indoors on days when bad weather prevents outside activities. Principal has the final decision on whether recess

occurs due to other circumstances as well.

SCREENINGS (HEALTH)

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

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

SEARCH AND SEIZURE

Search of School Property

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

1. Desks and/or lockers/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.

30

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

STRANGERS

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

STUDENT CODE OF CONDUCT

PART I – RIGHTS AND RESPONSIBILITIES

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

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

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

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

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

A school environment conducive for all students to learn must be free of all forms of violent and disruptive behavior, including physical and verbal abuse, sexual harassment and all forms of

31

discrimination. Creating safe environments for students and staff requires schools, students, parents and communities to work together using prevention strategies.

SUCCESSFUL WAYS TO DEAL WITH CONFLICT AT SCHOOL

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

POSSIBLE STEPS FOR HANDLING CONFLICT

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

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

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

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

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

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

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

32

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

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

No one is permitted to retaliate against an employee or student because he/she files a grievance or assists or participates in an investigation, proceeding or hearing regarding the charge of hazing and/or bullying of an individual. STAY SAFE. SPEAK UP! is an anonymous system for reporting bullying and other safety concerns. To report a concern, simply visit our district website and look for the STAY SAFE. SPEAK UP! icon. The system will send your anonymous report to the appropriate people to address your concern.

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, etc.

Rule 2 - DANGEROUS WEAPONS OR INSTRUMENTS

A student shall not possess, handle, transmit, or conceal any weapon or instrument capable of harming another person, such as guns, rifles, knives, ice picks, switchblades, 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 gases, Mace, smoke bombs, matches, lighters, and other incendiary devices, etc.

Rule 3 - a)HARASSMENT or b) SEXUAL HARASSMENT

A student shall not engage or participate in harassment of any form (physical, psychological, racial, religious, sexual, verbal, non-verbal) of another individual or individuals.

Rule 4 - DAMAGE OR DESTRUCTION OF SCHOOL AND/OR PRIVATE PROPERTY A student shall not cause or attempt damage to school property, including trees, landscaping, fences, athletic facilities, desks, lighting fixtures, heating and air conditioning fixtures, instructional materials, 33 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 faculty members, 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.

34

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.

Rule 14 – EXTORTION

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

35

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. Cheating includes but is not limited to: (a) copying homework from another; (b) securing answers in a dishonest manner; (c) allowing one’s work to be copied by another; (d) transmitting answers from one class to another. Plagiarism is taking and using as one’s own thoughts, writings, drawings, etc. of another. Plagiarism includes, but is not limited to: (a) failing to document with quotation marks any material copied directly from other sources; (b) failing to acknowledge paraphrased materials (someone else’s ideas); (c) failing to provide a bibliography; or (d)

failing to provide sources for any visual drawing, sketch, painting, etc.

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.

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:

Students may be subject to discipline for their misconduct even when it occurs off school property when the misconduct is connected to activities or incidents that occurred on property owned or controlled by the District. Misconduct is defined as any violation of the Student Code of Conduct.

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

36

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.

Rule 25 - BULLYING -

A student shall not bully another student or staff member. Bullying means any intentional written, verbal, graphic or physical act OR electronically transmitted acts that a student or group of students exhibited toward another particular student more than once AND the behavior both causes mental or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student.

Rule 26 - INTERFERENCE WITH AN INVESTIGATION

A student shall not interfere with school personnel during an investigation or apprehension. This includes failing to tell the truth, serving as a “look-out” for a person(s) violating rules, withholding information, destroying evidence or information, attempting to prevent the discipline or apprehension of another person, or sharing information about ongoing or current investigations (to include via social media, text message or other electronic mediums).

STUDENT DISCIPLINE

Suspension from Extracurricular Activities

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

Extended School Day

The student may be required to serve an extended school day. This afterschool consequence may be assigned for a time period of up to three (3) hours.

37

Emergency Removal of Student

If a student’s presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, the Superintendent, principal, assistant principal or personnel employed to direct, supervise or coach a student activity program may remove the student from the premises. When the behavior is sexual harassment as defined by Title IX regulations, the student may be removed on an emergency basis, provided that the District undertakes an individualized safety and risk analysis, determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal, and provides the student with notice and an opportunity to challenge the decision immediately following the removal.

If either suspension or expulsion is contemplated, a due process hearing is held on the next school day after the removal is ordered. Written notice of the hearing and the reason for removal and any intended disciplinary action is given to the student as soon as practicable prior to the hearing. The student has the opportunity to appear at an informal hearing before the principal, assistant principal and the Superintendent/designee and has the right to challenge the reasons for the removal or otherwise explain

his/her actions. The person who ordered or requested the removal is present at the hearing. Within one school day of the decision to suspend, written notification is given to the parent(s) of the student. This notice includes the reasons for the suspension and the right of the student or parent(s) to appeal to the Superintendent/designee.

In an emergency removal, a student can be kept from class until the matter of the alleged misconduct is disposed of either by reinstatement, suspension or expulsion. Students in grades pre-K through three may only be removed for the remainder of the school day and must be permitted to return the following school day. The District may only proceed with a related suspension or expulsion in compliance with State law.

In all cases of normal disciplinary procedures in which a student is removed from a curricular or extracurricular activity for less than 24 hours and is not subject to further suspension or expulsion, due process requirements do not apply.

In-School Suspension

A student may be required to serve an in-school suspension. When all of such a suspension is to be served in a supervised learning environment within the school setting, this is to be considered an in-school suspension. Students must be allowed to complete any classroom assignments or assessments missed because of the suspension and receive at least partial credit.

Out-of-School Suspension

The Superintendent, principals, assistant principals and other designated administrators may suspend a student from school for disciplinary reasons outlined in the student code of conduct. A student cannot be suspended from school solely because of unexcused absences. When an employee has actual knowledge that the behavior is sexual harassment, the Title IX Coordinator must be contacted. The Title IX sexual harassment grievance process will be followed, if applicable, prior to imposing any discipline 38 that cannot be imposed without resolution of the Title IX process. No period of suspension is for more than 10 school days. If, at the time a suspension is imposed, fewer than 10 days remain in the school year, the Superintendent cannot apply any or all of the period of suspension to the following year. The District permits students to complete any classroom assignments missed due to suspension. Students will receive at least partial credit upon completion of any assignment missed due to suspension. Grade reductions are permitted, but students will not receive a failing grade on a completed assignment solely due to the student's suspension.

The guidelines listed below are followed for all out-of-school suspensions.

1. The student is informed in writing of the potential suspension and the reasons for the proposed action.
2. The student is provided an opportunity for an informal hearing to challenge the reason for the intended suspension and explain his/her actions.
3. An attempt is made to notify the parent(s) by telephone if a suspension is issued. 4. Within one school day, a letter is sent to the parent(s) stating the specific reasons for the

suspension and including notice of the right to appeal such action.

5. Notice of this suspension is sent to the:

A. Superintendent and

B. student's school record (not for inclusion in the permanent record).

6. Permanent Exclusion — If the offense is one for which the District may seek permanent exclusion, the notice contains that information.

Out-of-School Suspension Appeal Procedure

Should a student or a student's parent(s) choose to appeal the principal's suspension, he/she must do so within 10 calendar days of the notice of suspension. The appeal shall be in writing and made to the Superintendent. If dissatisfied with the Superintendent's decision, an appeal may be made to the Board. At the request of the student or of the student's parent(s) or attorney, the meeting may be held in executive session. All witnesses are sworn and a verbatim record is kept of the hearing. The decision of the Board shall be acted upon at a public meeting. The student may be excluded from school during the appeal process.

Out-of-School Suspension Appeal to the Court

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

Student Expulsion

At times, the behavior of a student can be considered so serious as to justify total removal from the educational program for a prolonged period of time. Actions meriting expulsion are outlined in the student code of conduct. A student cannot be expelled from school solely because of unexcused absences. When an employee has actual knowledge that the behavior is sexual harassment, the Title IX Coordinator must be contacted. The Title IX sexual harassment grievance process will be followed, if

39

applicable, prior to imposing any discipline that cannot be imposed without resolution of the Title IX process.

Only the Superintendent may expel a student. Expulsion is the removal of a student for more than 10 days, but not more than one year. An expulsion can extend beyond the end of the school year if there are fewer school days than expulsion days remaining. The Superintendent may apply any remaining part or all of the period of the expulsion to the following school year.

The Superintendent shall give the student and parent(s) written notice of the intended expulsion, including reasons for the intended expulsion. The student and parent(s) or representative have the opportunity to appear on request before the Superintendent/designee to challenge the action or to otherwise explain the student's actions. This notice shall state the time and place to appear, which must not be fewer than three school days nor more than five school days after the notice is given.

Within 24 hours of the expulsion, the Superintendent shall notify the parent(s) of the student and the Treasurer.

The notice shall include the reasons for the expulsion, the right of the student or parent(s) to appeal to the Board or its designee, the right to be represented at the appeal and the right to request that the hearing be held in executive session.

Permanent Exclusion

If the offense is one for which the District may seek permanent exclusion, the notice shall contain that information.

One Year Expulsion

Unless a student is permanently excluded, the Superintendent shall expel a student from school for a period of one year for bringing a firearm or knife to a school within the District or onto any other property owned or controlled by the Board, or for possessing a firearm or knife at a school or on any other property owned or controlled by the Board, which firearm or knife was initially brought onto school property by another person, except that the Superintendent may reduce this requirement on a case-by-case basis. Any such expulsion shall extend, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place. A student may be expelled for up to one year for firearm-related or knife-related incidents occurring off school property while at a school-sponsored interscholastic competition, extracurricular event or other school-sponsored activity.

The Superintendent is authorized to expel a student from school for a period not to exceed one year for making a bomb threat to a school building, or to any premises at which a school activity is occurring at the time of the threat. Any expulsion under this provision extends, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place.

40

A student may be expelled for up to one year if he/she commits an act that inflicts serious physical harm to persons or property if it was committed at school, on other school property or at a school activity, event or program.

Expulsion Appeal to the Board

A student or a student's parent(s) may appeal the expulsion by the Superintendent to the Board or its designee. The expulsion appeal must be within 14 calendar days after the notice of intent to expel was provided to the student, parent, guardian or custodian. The appeal request shall be in writing to the Treasurer and at the request of the student or of the student's parent(s) or attorney, the meeting may be held in executive session. The student may be represented in all such appeal proceedings and is granted a hearing before the Board or its designee. All witnesses are sworn and a verbatim record is kept of the hearing. The decision of the Board shall be acted upon at a public meeting. The student may be

excluded from school during the appeal process.

Expulsion Appeal to the Court

Under State law, the decision of the Board may be further appealed to the Court of Common Pleas.

STUDENT INTERROGATION

Interrogations by Police/Department of Job and Family Services/County Children Services Board

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

1. Except as specified below or where a school administrator has made an independent determination that reasonable grounds exist for conducting an interrogation without parental consent, law enforcement agencies and /or Children Services will not be permitted to interview students without the express permission of the student's parent or legal guardian.
 2. If possible, the student's parent or legal guardian should be notified before the student is questioned by police, so that the parent/legal guardian may be present if they so desire.
 3. Whenever possible, police officers and/or Children's Services should contact and/or question students out of school. When it is absolutely necessary for an officer or Children's Services official to make a school contact with a student, the school authorities will bring the student to a private room and the contact will be made out of the sight of others as much as possible.
 4. The school principal must be notified before a student may be questioned in school or taken from a classroom.
 5. A school official will request to be present when an interrogation takes place within the school.
 6. Students shall not be permitted to leave the school with an officer or Children's Services official unless the official presents the Principal with a Court Order granting the official custody or specifically granting the Children's Services permission to remove the student.
- 41
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.

STUDENT RECORDS AND DIRECTORY INFORMATION (FERPA)

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that the MEVSD, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the MEVSD 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 MEVSD to include this type of information from your child's education records in certain

school publications. Examples include, but are not limited to:

- Playbill, (showing your student's role in a drama production)
- 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 MEVSD to disclose directory information from your child's education records without your prior written consent, you must notify the District/School in writing within two weeks from the beginning of school, or within two weeks of the student's enrollment in school. The MEVSD has designated the following information as directory information:

- Student's Name
- Student's Address
- Student's Date of Birth
- Student's ExtraCurricular Participation
- Student's Achievement Awards/Honors
- Student's Height/Weight (Athletics)

TEXTBOOKS/LIBRARY BOOKS/ EQUIPMENT

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

42

TRADING

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

WEBSITE

MEVSD maintains a district website with valuable information for parents and students. The address for the district site is: www.marysville.k12.oh.us

You can reach your child's elementary school's homepage by following the appropriate links on the district homepage. District and Building websites are a source of information for students, parents and the community.

WIRELESS COMMUNICATION/ENTERTAINMENT DEVICES

Teachers *may allow* students to use Wireless Communications/Entertainment Devices during class instruction for educational purposes. Students must adhere to the directions of the teacher for such use and not exceed stated limitations. Otherwise, Wireless Communications and Entertainment Devices may not be used during the school day. Devices should be stored out of sight with all alarms and alerts (including vibrating) disabled.

The district is not liable for loss of or damage to devices at any time. Students are not to connect to the District network with devices without teacher permission and guidance.

Use of any form of a camera device is strictly prohibited in any situation in which there exists a reasonable expectation of personal privacy.

Violations of this policy may result in disciplinary action and/or confiscation of the Wireless Communication Device. The building principal may also refer the matter to law enforcement if the violation involves an illegal activity.

Confiscated devices may be subject to search to the extent necessary to investigate violations of school policy. Wireless Communications/Entertainment Devices can be held for a longer period of time if it is part of an ongoing investigation by administration. School administration may review Wireless Communications/Entertainment Device information to investigate violations of school policy.