209 Lowell St.
Castalia, OH 44824
https://www.margaretta.k12.oh.us/

STUDENT
HANDBOOK

2026 - 2027

Margaretta Middle & High School

Student and Family Handbook

School Year 2026-2027

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Mission

Empowering and supporting student success by nurturing unique abilities and passions.

Principal's Greeting

Greetings Margaretta Students and Families,

I am thrilled to extend a warm welcome to each and every one of you as we embark on another exciting academic year here at Margaretta Middle/High School. As the principal, it is my great honor and privilege to serve you as building principal, and I am excited for the start of a new school year.

At Margaretta Middle/High School, we believe in providing a nurturing and inclusive environment that fosters academic excellence, personal growth, and the development of essential life skills. We are committed to ensuring that every student receives a well-rounded education, engaging in a wide range of opportunities that will help them explore their interests, discover their passions, and reach their full potential.

Throughout the year, we will strive to maintain a culture of respect, empathy, and collaboration. Our school values the diversity and unique talents each student brings, and we encourage active participation in extracurricular activities, clubs, and community service initiatives that will enrich your middle/high school experience.

It is important for parents and guardians to remember that you are an integral part of our school community. Your support, involvement, and open communication with teachers and staff will greatly contribute to your child's success. We encourage you to take an active role in your child's education and to join us for various events and parent-teacher conferences throughout the year.

Please review our revised Student and Family Handbook. The Student and Family Handbook holds immense importance as a comprehensive guide to academic institutions, providing essential information and guidelines for students. It serves as a valuable resource, offering a clear understanding of the Margaretta Middle/High School policies, procedures, and expectations. The Handbook strives for consistency, transparency, and fairness in academic affairs, covering topics such as code of conduct, disciplinary procedures, academic requirements, student rights and responsibilities, and support services. It establishes a framework for behavior and academic success, and empowers students with the knowledge they need to navigate their educational journey effectively.

I am truly excited for the year ahead and look forward to witnessing the incredible achievements, growth, and positive contributions each of you will make to our school community. Together, let us make this year the best one yet!

Dr. Jennifer Theis
Principal
#PolarPride #allin

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Board Policy and Guidelines

The Margaretta Local School District (MLSD) developed this Handbook to provide important information about Board policies and procedures and to address commonly asked questions that students and parents may have during the school year. We encourage all students and parents to become familiar with the contents of this Handbook and keep it readily available for reference. If you have any questions that are not answered in this Handbook, please feel free to consult with your teachers or the building Principal.

This Handbook supersedes all prior handbooks and other written materials on the same subjects. It reflects the current status of the Board's policies and School's rules as of the publication date in the footnotes. If any of the policies or administrative guidelines referred to in this Handbook are updated, the language in the most current policy or administrative guideline takes precedence. Parents and Guardians should familiarize themselves with the Board Policies and Administrative Guidelines located on the Margaretta School District website.

Help At School And In The Community

WHAT TO DO IN CASE...

1. You are hurt or ill during school: Get a pass to the nurse/clinic or Student Services.
2. You have been absent: You must bring a valid explanation in writing from home within ~~2~~ 5 school days. (see Attendance).
3. You need to leave the building for any reason: You must sign out at the Student Services.
4. You have lost books or belongings: Report to the Student Services to check the lost and found.
5. If a teacher detains you: Get a pass from the teacher who detained you, including the time of departure, and show it to your next teacher.
6. You want to leave the classroom: Request a SmartPass from your classroom teacher.
7. You have a personal problem: Make an appointment with the counselor and/or Principal.
8. You have locker trouble: Report to the Main Office.
9. You stay home at lunch ill: A parent must call the Attendance Office the same day and a written excuse must be presented to the appropriate attendance aide upon returning to school.

WHERE TO GO FOR...

Athletic Concerns - Athletic Director
Attendance Information - Student Services
Class Rank/GPA/Credit Status - High School Counselor
Class/Schedule Changes (Add/Drop) - High School or Middle Counselor

College Information/Visitation Forms - High School Counselor
Enrollment Forms - District Secretary
Emergency Medical Forms Online - via Final Forms
Fee Payments - Student Services
Fee Waiver Form - Secretary
Free/Reduced Lunch Forms - Secretary
EHOVE School - High School Counselor
Scholarship Information/Career Information - High School Counselor
School Calendars - Online
Transcripts - Main Office
Request to be Absent Forms -Student Services
Withdrawal Forms - Student Services
Work Permits - Main Office

Staff at Margaretta Middle and High School

Administration

Dr. Jennifer Theis, Principal
Mr. Michael Roberts, Assistant Principal
Mr. Drew Grahl, Assistant Principal, Athletic Director
Mrs. Kathy Hall, School Psychologist, Special Education Supervisor

District Support Staff

Mr. Chris Leibacher, Transportation Supervisor
Mr. Lucas Poggiali, Supervisor of District Operations

Faculty

Mrs. Katie Berg, Intervention Specialist
Mr. Conar Burns, Social Studies
Mrs. Sydney Campbell, Mathematics
Ms. Jennifer Coffman, English Language Arts
Miss Megan Colman, Science
Miss. Danielle Comparette, English Language Arts
Mrs. Kate Dulgar, Mathematics
Miss. Kelsey Fresch, Mathematics
Mrs. Kris Gray, Social Studies
Mrs. Courtney Gysan, Intervention Specialist
Mr. Brad Hoffman, Computer Science
Mr. Steve Keller, Jr., Career Based Intervention (CBI)

Mrs. Jenna Kline, English Language Arts
Mr. Kevin Kremer, Agricultural Education
Mrs. Samantha Lane, Intervention Specialist
Mrs. Heather Lott, School Counselor
Mr. Scott Manuella, Intervention Specialist
Mr. Michael Marsh, Health & Physical Education
Mr. Christopher Miller, English Language Arts
Mrs. Lindsay Miller, Science
Mr. Toby Miller, Science
Mr. William Minshall, Business
Mrs. Amanda Mischler, Social Studies
Mr. Mark Novak, Intervention Specialist
Mr. Adam Reardon, Band
Mrs. Amanda Reardon, Choir
Mr. Brian Ringholz, Science
Mrs. Madison Ringholz, Health & Physical Education
Mr. Michael Simonton, Intervention Specialist
Mrs. Jessica Skinner, Art
Mrs. Jan Slusser, Spanish
Mr. Hunter Stephens, Mathematics
Mrs. Christine Smith, Science
Mrs. Ashlee Synowka, Mathematics
Mrs. Marnie Szymanski, Social Studies
Mrs. Sara Weller, English Language Arts
Mrs. Heather Wiley, School Counselor
Mrs. Lisa Wurzel, English Language Arts

Office Support Staff

Mrs. Connie Harkness, Office Paraprofessional
Mrs. Amanda Bohn, Office Paraprofessional
Mrs. Morgan Fannin, Office Paraprofessional
Ms. Natalie Gottron, Psychologist Assistant

Instructional Paraprofessionals

Casey Cook, Instructional Paraprofessional
Meridith Hinds, Instructional Paraprofessional
Sara Jackson, Instructional Paraprofessional
Sandra Ramicone, Instructional Paraprofessional
Johnnie Turner, Instructional Paraprofessional

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Schedules and Academic Information

Our School Day

Staff Time: 7:15a.m. - 2:45 p.m.
Students arrive: 7:15 a.m.
Breakfast: 7:15 a.m. - 7:30 a.m.
Tardy: 7:30 a.m.

Period 1: 7:30-8:20 - Announcements/attendance - 2 minutes
Period 2: 8:23-9:13
Period 3: 9:16-10:08
Period 4: 10:11-11:01 - BEARS: 10:11-10:31; Lunch: 10:31-11:01
Period 5: 11:03-12:53 - Lunch: 11:03-11:33; BEARS: 11:33-1:53
Period 6: 1:55-2:46 - Lunch: 1:55-12:25; BEARS: 12:25-12:46
Period 7: 12:48-1:38 - Lunch: 12:48-1:18; BEARS: 1:18-1:38
Period 8: 1:40-2:30

Two Hour Delay Schedule

Staff Time: 9:15 a.m. – 2:45 p.m.
Students arrive: 9:15 a.m.
Breakfast: 9:15 a.m. - 9:30 a.m.
Tardy: 9:30 a.m.

Period 1: 9:30-10:00
Bears: 10:02-10:46
Period 4: 10:48-11:18 - Lunch
Period 5: 11:20-11:50 - Lunch
Period 6: 11:52-12:22 - Lunch
Period 7: 12:24-12:54 - Lunch
Period 2: 12:56-1:26
Period 3: 1:28-2:58
Period 8: 2:00-2:30

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Emergency Closing and Delay

We use One Call to initiate information about Closings and Delays. At the beginning of the school year, you may also receive a message to Opt In to text messages in addition to Voicemail. Parents will be notified of school closings or delays via a pre-recorded telephone message delivered to the phone number on file. Parents and students are responsible for knowing about emergency closings and delays.

If the school must be closed or the opening delayed because of inclement weather or other conditions, the school will provide additional notice of such closing or delay on any or all of the following: our Margaretta School District website, Facebook page, the Sandusky Register online,radio (WLEC 1450AM, WCPZ 102.7FM, WMJK 100.9FM) and TV (WEWS Cleveland 5, WKYC Cleveland 3, WTVG Toledo 13), or on Twitter at We Are Margaretta (@wermarg).

Attendance

We know that you want to be here. We want you to be here. Attendance is essential to your success in school and in your future career. We encourage you to attend school every day and submit any missed work as soon as possible. These tips are helpful guides for managing your time and staying in school:

- Do your best to get a good night's sleep;
- Eat a healthy breakfast and drink enough water;
- Plan ahead so you are able to get to school on time;
- Lose the distractions in class so you can focus on learning;
- Ask questions if you don't understand something;
- Plan time to do homework and study for tests;
- Talk to your teachers and counselors if you are struggling.

Absence and Excuses

If students are going to be absent, it is the responsibility of the parent/guardian to inform the school before the beginning of the school day. Parents/guardians may call 419-684-5351 and leave a message or speak to one of the office staff. For the safety of our students and Ohio law, parents/guardians will be contacted by the school if an absence has not been reported or needs to be verified.

Students must also have a note for your absence including the date of the absence, parent/guardian phone number, and reason for absence. All absences will remain unexcused until the appropriate documentation from a parent/guardian is on file in the school office. A medical excuse for personal illness will be accepted in the form of a doctor's note within five (5) school days of the absence or parent call-in on the day of the absence due to illness or a doctor's visit.

In accordance with Ohio law, Board Policy 5200 states the reasons for which students may be excused from school including, but not limited to, the following:

1. Personal illness of the student (written physician's statement verifying the illness may be required)
2. Appointment with a health care provider
3. Illness in the family necessitating the presence of the child
4. Quarantine of the home
5. Death in the family

6. Necessary work at home due to the absence or incapacity of parent(s)/guardian(s)
7. Attendance at a driver's education course for up to two (2) hours on no more than four (4) days (limited to a total of eight (8) hours during the school year), provided that the absence does not occur during a core curriculum subject course.
8. Religious expression days, up to three (3) of which may, after approval by the principal in accordance with this policy, permit the student to be absent without any academic penalty.
9. Out-of-state travel up to a maximum of 24 hours per school year that the student's school is open for instruction) to participate in a District-approved enrichment or extracurricular activity. Any classroom assignment missed due to the absence shall be completed by the student. If the student will be absent for twenty-four (24) or more consecutive hours when the student's school is open for instruction, a classroom teacher shall accompany the student during the travel period to provide the student with instructional assistance.
10. Such a good cause may be acceptable to the Superintendent.
11. Medically necessary leave for a pregnant student in accordance with Policy 5751.
12. Service as a precinct officer at a primary, special, or general election in accordance with the program set forth in Policy 5725.
13. College visitation.
14. 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.
15. Absences due to a student being homeless.
16. Student sent home by the school nurse for the day.

Advanced Absences

A student who anticipates being absent from school for three (3) or more consecutive school days must obtain an Advanced Absence Form from the school.

The form must be completed and signed by a parent/guardian. Prior to submitting the form to the school, the student is responsible for obtaining signatures from each of his/her classroom teachers. The completed form must be submitted to the school at least one (1) week prior to the anticipated absence. The purpose of the form is to notify the school and the student's teachers of the upcoming absence and to facilitate communication regarding missed coursework and assignments.

Unless the absence is due to a documented medical reason, Advanced Absences will be recorded as **unexcused absences**. If the absence is for medical reasons, a physician's statement must be submitted upon the student's return to school in order for the absence to be considered excused.

Teachers may provide assignments prior to the student's absence when feasible; however, they are not required to do so. Students are responsible for communicating with their teachers regarding missed work and completing all assignments in accordance with the school's make-up work policy.

Excessive Absences

Per Ohio law, when a student of compulsory school age is absent from school in excess of forty-five (45) or more hours, the District or school shall notify the child's parent or guardian of the child's absence, in writing. Written notice will be sent within seven (7) school days after the date of the absence that triggered the notice requirement. At the same time written notice is given, any appropriate intervention strategy listed in this policy may be taken. Failure to participate in an intervention plan or not working to improve attendance could result in a complaint being filed with the Erie County Juvenile Court's Attendance Office.

- Early notification when students hit 5% and 10% absenteeism rates.
- Referral to the MTSS Team
- Weekly attendance trackers
- Administrator or Counselor will communicate with family to link up the resources.
- Meet with the student and the family to see what obstacles are occurring preventing the student from coming to school.
- Referral to counseling services.
- Referral to our district's school based health clinic
- Collaborate success plan
- Take appropriate legal action
- Take other and appropriate action

Chronic Absenteeism and AIT

Chronic absenteeism is defined as missing at least 10% of instructional time for *any reason* in the school year. Student absences from school, whether excused, medically excused, unexcused, or out-of-school suspensions, take away from instructional time and have an adverse effect on student learning. The MTSS team will act as the absence intervention team (AIT) to work with students at risk of becoming chronically absent and their families to improve the students' attendance.

Make-Up Work

If students miss class due to an absence, they are responsible for making up any missed work. Teachers will provide them with the opportunity to make up assignments, quizzes, and tests. It is the student's responsibility to communicate with teachers and make arrangements to complete missed work. The student will be granted the same number of school days missed to complete any assignments given during the time of the absence.

College Visits

College Visit Days are available to Sophomore, Junior, and Senior students for the purpose of visiting post-secondary institutions. Students are limited to a maximum of three (3) College Visit Days per school year.

College Visit Days will be considered **school-related absences** and will not be counted against a student's

attendance record, provided all required documentation is submitted upon the student's return to school.

To receive an authorized, excused absence for a College Visit Day, the student must submit verification of the visit signed by college personnel on official college letterhead or stationery. Failure to provide the required documentation may result in the absence being recorded as unexcused and counted toward the student's attendance record.

Tardiness

Being on time is just as important as attending school regularly. Tardiness can disrupt the learning environment and can also lead to missed assignments or important instructions. Students who are late must report to the Student Services Office for a tardy pass before going to class. Excessive tardiness will be addressed by school administration and could result in disciplinary action.

Signing In and Out of the Building

All students entering and exiting the building must use the system located at Student Services even if the reason for leaving is to attend school related activities such as work programs, college and JVS classes, or Junior/Senior Release option.

Junior/Senior Release

Students who meet academic and attendance requirements will be allowed to arrive late or leave early if he/she has study hall for the first or eighth period of the day. This program is intended to help students develop responsibility. Courses will not be dropped to accommodate release periods. The privilege may be revoked if the student fails to follow student rules and release guidelines.

Passes and Restrooms

Students should avoid being tardy to class or study hall. Teachers may issue detention slips in the event that students arrive late. Students may have permission to visit another teacher during the day if that teacher has issued the student a pass to be excused. Restrooms should be used for the purposes intended. Students should follow these guidelines for restroom use:

- To avoid being tardy to class, students are encouraged to report to class first and ask for a restroom pass from the teacher.
- Restroom passes are for five minutes.
- Teachers may issue only one restroom pass at a time and limit pass distribution to the beginning or end of the class period.
- Abuse of restroom privileges or misconduct in the halls will be reported to the Assistant Principal's Office.

Academic Information

Margaretta Local Schools is committed to providing all students academic and career preparation programs that are rigorous and challenging, but also engaging and relevant to the real world. Teachers and

administrators are constantly working to improve curriculum and instruction to meet the needs of all students. Services provided at Margaretta Schools ensure equal opportunity for all children including academic intervention, reading support programs, English language learners, special education and related services, psychological services, mental health services, and transportation.

School Counselor Services

School counselor services may include:

- Assistance in planning future education
- Interpretation of test scores
- Occupational information
- Career information
- Help in improving study skills
- Scheduling assistance
- Help with home, school or social concerns

A student desiring to speak with a school counselor should email the counselor or leave a note in the Student Services requesting that the counselor contact him or her as soon as possible.

ProgressBook Parent Access

Parents and students have the ability to monitor individual and cumulative grades online through ProgressBook, a web-based grade viewing system. It can be accessed via margarettaschooldistrict.com Parents & Students tab. Parent/guardians and students will receive login information at the beginning of the year or at enrollment. User accounts will remain active for the duration of the student's career. If you have difficulty resetting a lost username or password via the website, please contact Student Services for assistance.

The Parent Access portal also provides a view of the school calendar, schedule, attendance, and digital copies of their student's report card.

Transcripts

Transcripts will be made available to students by request to the Student Services Office. Transcripts will be sent electronically or mailed to post-secondary schools designated by the student. Alumni who wish to receive a copy of their transcript must submit a transcript request to the Board of Education Office.

Scheduling and Changes

Students and families are encouraged to carefully review their individual teacher course recommendations and elective options prior to officially submitting them. Once submitted, students accept the responsibility to fulfill all requirements for each of the courses requested. Last minute schedule change requests negatively impact the scheduling process and can have a direct impact on the course availability for the student making the request as well as other students and teachers who may be impacted by the potential change in class size.

Therefore, while a small number of situations or circumstances may merit approving a schedule change in the best interest of the student, not all schedule changes will be granted and no request is guaranteed to be approved.

Valid changes will be processed to the degree possible in the spring and as needed through the third day of school. Change requests will be considered to be valid if they result from one of the following reasons:

- schedule conflicts
- mechanical errors
- graduation requirements
- physical health of the student
- change in graduation date
- admittance to or return from the Career Center
- changing levels (teacher/counselor recommendation)
- specific college entrance requirements
- balancing class sizes (administrative)
- administrative changes (teacher/counselor recommendation)
- co-curricular/athletic eligibility requirements

A limited number of personal preference requests may be considered during the first three days of school by the Exceptions Committee to accommodate changes in circumstances.

Course Fees

The Board of Education furnishes all necessary instructional materials. However, a fee may be associated with some co-curricular and extracurricular courses. These are identified in the Course of Study Guide and Fee Schedule. Each student is responsible for all instructional materials loaned to him or her and is expected to return all instructional materials at the end of participation in the course. Students will be responsible to pay for any materials lost, destroyed, stolen or damaged. Payments can be made online at the K12 Payment Center or a check delivered to the Board of Education Office.

Charges may be imposed for loss, damage, or destruction of school apparatus, equipment, musical instruments, library materials, textbooks, and for damage to school buildings or property, including excessive wear and abuse of property and equipment.

Course Description Guide

The Margaretta High School Course Description Guide provides detailed information about graduation requirements, credit requirements, and scheduling/dropping classes. This document is published annually in late winter and posted to the Margaretta Website under Guidance. Students will receive a final schedule for the next school year at the August MS/HS Open House.

Graduation Eligibility

Graduation eligibility requires Competency, Readiness, and Credits. The Margaretta Board of Education requires 20 units of credit in specific subjects, as defined by the Ohio Department of Education. Competency is described as earning a minimum score on ELA II and Algebra I End of Course tests or fulfilling a factor related to CCP, ACT/SAT test scores, Career/Technical Skill attainment, or military enlistment. Readiness is demonstrated through proficiency in specific areas to earn two graduation seals, at least one state designated. Additional details regarding graduation requirements are described in the Course Description Guide.

Grading Procedures

Margaretta Local Schools uses a standard grading procedure, which is designed to be fair and equitable for all students. Students are also encouraged to focus on their effort, improvement, and participation in class. Understanding how grades are earned helps students track their progress, identify areas where they need to improve, and set goals for themselves. The grading scale is as follows:

A = Excellent (90-100%)
B = Good (80-89%)
C = Satisfactory (70-79%)
D = Needs Improvement (60-69%)
F = Failing (0-59%)
P = Pass
WF = Withdrawal/Fail
I= Incomplete

Grades indicate the extent to which the student has acquired and demonstrated the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas when determining a grade and will inform the students at the beginning of the course. Students are encouraged to ask their teachers about the course grading procedures at any time.

Grade Point Average

To calculate a grade point average (G.P.A.), assign a weighted point value to each course grade and divide by the total number of credits. For partial-credit courses use the fractional value of the grade. For example, a half credit course with an earned grade of a C would be .5 x 2 = 1. Then add this to the other grades earned for total points earned. This total is then divided by the total credits earned to determine the G.P.A. This can be done by grading period, semester, year or for a series of school years.

Weighted courses are given the additional GPA point value/weight of 0.052600 to each grade value.

Issuing of Student Credits

Students enrolled in full-year courses will receive course credits at the conclusion of each semester. This means that instead of waiting until the end of the academic year, credits will be awarded in two installments: one at the end of the first semester and one at the end of the second semester. This system ensures that students accumulate credits progressively throughout the year, reflecting their ongoing academic achievements and providing a more immediate recognition of their efforts and progress.

In the event a student fails a semester they will have an opportunity to recover that credit through enrollment in Credit Recovery.

Grading Periods and Report Cards

Students will receive a report card at the end of each nine-week period indicating their grades for each course of study for that portion of the academic term. When a student appears to be at risk of failure, reasonable efforts will be made to notify the parents so they can talk with the teacher about what actions can be taken to improve poor grades.

A student who is unable to complete required coursework by the end of a grading period due to an extended absence resulting from medical reasons or disciplinary removal from school may be assigned an Incomplete (I) grade. Students receiving an Incomplete will follow the same procedures, timelines, and expectations outlined in the school's Make-Up Work Policy. Upon completion of the required work, the Incomplete grade will be replaced with the earned grade. Failure to complete the required work within the established timeframe will result in the Incomplete (I) grade being converted to a grade based on work completed.

Recognition of Academic Achievement

Students who display significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include, but are not limited to, academics, athletics, performing arts, citizenship, and volunteerism. Recognition for such activities is initiated by the staff and coordinated by the Student Services Office.

Honor Roll

Students earning an average of 3.5 GPA or better will be recognized as being on the Honor Roll. The appearance of an “F” or “D” on the report card will result in disqualification.

Academic Letter

The Academic Letter will be awarded based solely on the student's accumulated GPA. A student will receive a letter each time he or she meets one of the following criteria:

GPA of 3.50 after 3 semesters
GPA of 3.30 after 5 semesters
GPA of 3.10 after 7 semesters

Athletic Awards:

Requirements for athletic awards are developed by each head coach with the approval of the Athletic Director. Student athletes interested in such awards should consult with the appropriate coach.

Assessments

All students are required to pass all portions of the state-mandated assessment tests in order to graduate. The tests are administered twice a year, and students are only required to retake those parts of the test they have not yet passed. The school district schedules make-up dates for testing, but students should avoid unnecessary absences. Dates are posted on the Ohio Department of Education website.

- In addition to the state-mandated tests, students may also be given additional group tests to monitor progress and determine educational mastery levels. These tests help the staff determine instructional needs.
- Students taking an Advanced Placement course are encouraged to take the AP exam at the end of the school year.
- Classroom tests are given to assess student progress and assign grades. These tests are selected or prepared by teachers to assess student achievement on specific objectives.
- Career and interest surveys may be given to identify particular areas of student interests or talent. These surveys are often given by the guidance staff.
- College entrance testing information can be obtained from the Guidance Office.

Promotion and Retention

A student will be promoted to the succeeding grade level when s/he has:

- Completed the course and State-mandated requirements at the presently assigned grade;
- In the opinion of the professional staff, achieved the instructional objectives set for the present grade;
- Demonstrated sufficient proficiency to permit him/her to move ahead in the educational program of the next grade;
- Demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade;

Students may be retained at their current grade level based on the following criteria:

- In the opinion of the professional staff, failed to demonstrate proficiency in mathematics and reading and the core subjects of science and social studies
- In the opinion of the professional staff, failed to achieve the instructional objectives set forth at the current grade level that are requisite for success at the succeeding grade level
- The student scored below proficient level on any State-mandated test.

Gifted Services and Acceleration

Board policy 5410 describes how students may be accelerated, either by whole-grade or by subject area.

Students with potential for acceleration demonstrate performance and measured ability that significantly exceeds that of their grade level peers. Students are nominated for acceleration by teachers, administrators, counselors, gifted education specialists, parents, and the student him/herself. Decisions regarding acceleration are based on evaluation of specific criteria for achievement related to grade/course objectives and gifted screening.

Library

Margaretta Schools has organized a Library to support and develop students' information literacy. The Library provides materials for loan and quiet locations for research related to academic and professional needs. Borrowed materials should be returned in good condition in a timely manner. Students who have lost or damaged materials will be assessed a replacement fee or be expected to replace the item in good condition.

Field Trips for Academics

Throughout the year, students have opportunities to travel to locations selected by teachers and the Principal to enhance learning experiences. Parents grant permission using the Final Forms General Consent form. Parents need to send a written note to the teacher hosting the activity when there is a change needed for a specific field trip. All costs associated with the trip must be paid before a student can participate. Teachers will communicate instructions at least one week prior to the activity date.

General Information/Student Services

Enrollment and Registration

For Registration information, please contact the Margaretta Board of Education at 305 South Washington Street or calling 419-684-5322. Families may apply for inter-district open enrollment. More information about the Open Enrollment Policy and Procedures are posted to the Margaretta Website under Parents and Students. School attendance must begin within the first week of the school term or within one week of residence in the district (ORC 3321.04).

Parents or guardians of students (age 18 and under) new to the district or returning from prior transfer must provide the following documents:

- Birth Certificate
- Custody Documents and Court Decrees allocating parental rights (if appropriate)
- Proof of Residency
- Proof of Immunizations
- Transcripts for high school credit transfer

Final Forms

Margaretta School District uses a software application called Final Forms to complete many of our student registration and enrollment records. This system is also used to communicate school information messages to

parents. New applicants to the district will create an account in the system to begin enrollment. All documents and requirements will be reviewed prior to enrollment
and transfer into the District. Additional information regarding enrollment and admissions is available in Board Policy 5111.

Financial Responsibility

All fees must be paid within the first month of school or parents risk the limitation of student participation in school events and activities (i.e. Homecoming, Prom). Student diplomas will not be issued if all financial obligations have not been met. Participation in Commencement ceremonies will be denied. School records will not be released upon transfer until outstanding fees have been paid in full.

School fees can be paid via K-12 Payment Center on the Margaretta School website. Fees may be waived in situations where there is financial hardship. A Free/Reduced Application, available via a student's Final Forms account, is the best way to begin this review process.

Transferring to a New School

If a student is moving out of the district, a records release form must be completed. The student's Chromebook, charger, instructional materials, and library media must be returned to Student Services. Lockers will be cleaned. All fees and outstanding balances must be paid before credits are transferred. School records will be released to the new school upon receiving the release request and with no outstanding debts per ORC 3313.642.

Work Permits and Job Placement

Students between the ages of 14 and 17 who are asked by a prospective employer to obtain a work permit should contact the Main Office. The Application for Minor Work Permit form is a prerequisite for the minor work permit. It contains employer and job information, employer pledge, and parental consent. The Minor Work Permit Pre-Application Form and the Physician's Certificate can be obtained from the Main Office, the Margaretta School District website, or through the Ohio Department of Commerce.

Change of Address or Custody

Parents and guardians are required to inform the Student Services Office of any changes in address, marital status, or custody. Parents/guardians will also need to update information on Final Forms if any changes are required. The Principal reserves the right to limit parent/guardian information updates in Final Forms if changes are made frequently that do not affect day to day student interaction or pose a safety concern.

Visitors

Visitors, particularly parents, are welcome at the school. Visitors must report to the Student Service office upon entering the School to sign in and obtain a pass. Photo identification (i.e. driver's license) must be presented. Any visitor found in the building without authorization shall be reported to the principal. If a person wishes to confer with a member of the staff, she/he should call for an appointment prior to coming to the school in order to schedule a mutually convenient meeting time. Students may not bring visitors to school without prior written permission from the principal.

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The Superintendent or building principal has the authority to prohibit the entry of any person to a school of this District or to expel any person when there is reason to believe the presence of such person would be inimical to the good order of the school. If such an individual refuses to leave the school grounds or creates a disturbance, the principal is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

Use of Office Telephones

Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office. Students may use school phones to contact parents/guardians during the school day.

What to Wear to School

We want students to feel comfortable and confident at school. We also want students to focus on studies and be part of establishing a healthy, respectful, and safe learning environment for all students. What students wear to school should be similar to what they would be expected to wear in a typical professional environment. We call this business casual, although students may be a little more relaxed with jeans and t-shirts or sweatshirts, sneakers and such items that still allow students to express their own unique fashion sense.

The Dress Code, including specific items that are considered inappropriate for school attire, is listed in the Student Code of Conduct. Administration reserves the right to determine what is "appropriate" and decent. Parents and guardians are responsible for ensuring the appearance of their students and come to school with hair and clothes that are clean, neat, and in good condition.

We understand that there may be times when a student needs to make an exception to the dress code. In these situations, students must send a note from their parent or guardian to the principal who will review the request. We also plan spirit activities that may allow an opportunity to wear an article of clothing (such as a hat day) for that occasion. However, it must still be appropriate for daily school activities and not distracting from focus on learning.

Book bags and handbags must be kept in lockers. Students may carry a small pouch, no larger than 7 inches x 5 inches x 1 inch, for personal hygiene items, money, and other such school acceptable items.

Student Valuables

Students should not bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The school is not responsible for any loss or damage to personal valuables.

Student Records - Privacy and Protection

The Margaretta School District maintains many student records including both directory information and confidential information. The Family Educational Rights and Privacy Act (FERPA) affords parents and students 18 years or older certain rights with respect to the student's education records. These rights, which are fully

explained in the Margaretta Board of Education Policy and Guideline 8330, include:

- The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- The right to request an amendment of the student's education records that are believed to be inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the District to amend their child's or their education record should write the school principal or designee, clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- The right to require consent to the disclosure of personally identifiable information within the student's records, unless disclosure is otherwise authorized by law or unless disclosure is made to school officials with legitimate educational interests. A school official is defined consistent with law and may be a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- The right to file a complaint with the U.S. Department of Education regarding an alleged violation of FERPA. The name and address of the Office that administers FERPA are:

  The Office that administers FERPA is:

  Family Policy Compliance Office
  U.S. Department of Education
  400 Maryland Ave., SW
  Washington, D.C. 20202-4605

Notification for Directory Information

Federal law requires that the District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the District 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 District to include information from your child's education records in certain school publications. 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 (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information – 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 District to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent, you must notify the District in writing by September 15 of each school year. The District has designated the following information as directory information: a student's name, mailing address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, height and weight, if a member of an athletic team, dates of attendance, date of graduation, and awards received. Student email addresses are not to be released as directory information beyond limited purpose(s) and to any person or entity but the specific educational service provider.

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or part by a program of the U.S. Department of Education.

- Political affiliations or beliefs of the student or student's parents;
- Mental or psychological problems of the student or student's family;
- Sex behavior or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of others with whom respondents have close family relationships; 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers; 7. Religious practices, affiliations, or beliefs of the student or parents; or
- Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of:

- Any other protected information survey, regardless of funding;
- Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except hearing, vision, or scoliosis screening, or any physical exam or screening permitted or required under state law; and
- Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use:

- Protected information surveys of students;
- Instruments used to collect personal information from students for any of the above marketing, sales or

other distribution purposes, and
- Instructional material used as part of the educational curriculum.

These rights transfer from parents to students, who are 18 years old or an emancipated minor under state law.

Margaretta Local Schools has adopted policies regarding these rights, as well as arrangements to protect students' privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for distribution purposes. Margaretta Local Schools will annually notify parents of these policies. Margaretta Local Schools will make this notification at the beginning of the school year if the district has identified the specific or approximate dates of the activities or surveys. For surveys or activities scheduled after the start of the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or part by the education department.
- Any non-emergency, invasive physical examination or screening as described above. Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave., SW
Washington, D.C. 20202-5901

Technology and Media

Computer Technology Policy

The Board of Education has adopted Policy 7540 describing specific regulations with regard to computer and internet use.

Technology Use Agreement, Internet Use and Safety

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning, to incorporate the vast, diverse, and unique resources available through the Internet. The Board of Education provides Technology Resources (as defined in Bylaw 0100) to support the educational and professional needs of its students and staff. With respect to students, District Technology Resources afford them the opportunity to acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board provides students with access to the Internet for limited educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students. The District's computer network and Internet system does not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational

purpose.

The Board regulates the use of District Technology Resources by principles consistent with applicable local, State, and Federal laws, the District's educational mission, and articulated expectations of student conduct as delineated in the Student Code of Conduct. This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of District Technology Resources and students' personal communication devices when they are connected to the District computer network, Internet connection, and/or online educational services/apps, or when used while the student is on Board-owned property or at a Board-sponsored activity (see Policy 5136).

Users are required to refrain from actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like). Because its Technology Resources are not unlimited, the Board has also instituted restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.

Pursuant to Federal law, the Board has implemented technology protection measures that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using District Technology Resources, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Superintendent or Technology Coordinator may temporarily or permanently unblock access to websites or online educational services/apps containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

Parents are advised that a determined user may be able to gain access to services and/or resources on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

Pursuant to Federal law, students shall receive education about the following:

- Safety and security while using email, chat rooms, social media, and other forms of direct electronic communications;
- The dangers inherent with the online disclosure of personally identifiable information; the consequences of unauthorized access (e.g., "hacking", "harvesting", "digital piracy", "data mining", etc.), cyberbullying and other unlawful or inappropriate activities by students online; and

unauthorized disclosure, use, and dissemination of personally- identifiable information regarding minors

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school. Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

Building Principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of District Technology Resources. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social media, including in chat rooms, and cyberbullying awareness and response. All users of District Technology Resources (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students will be assigned a school email account that they are required to utilize for all school-related electronic communications, including those to staff members, peers, and individuals and/or organizations outside the District with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their teachers, they shall use their school- assigned email account when signing-up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes.

Students are responsible for good behavior when using District Technology Resources – i.e., behavior comparable to that expected of students when they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not approve any use of its Technology Resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Students may only use District Technology Resources to access or use social media if it is done for educational purposes in accordance with their teacher's approved plan for such use.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users are personally responsible and liable, both civilly and criminally, for uses of District Technology Resources that are not authorized by this policy and its accompanying guidelines.

The Board designates the Superintendent and Technology Coordinator as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of District Technology Resources.

Cell Phones and Use of Personal Devices

For purposes of this policy, "personal communication device" (PCD) includes computers, tablets, electronic readers, cell phones, smartphones, telephone paging devices, smart watches, and/or other web-enabled devices of any type as defined by Board Bylaw 0100.

Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited and they must be powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight in student lockers. This is in accordance with House Bill 250 and is aligned to guidance from the Ohio Department of Education and Workforce. Parents accept full responsibility for their student's technology use when not in a school setting, or when using personal technology devices while on or near school campus, in school vehicles, and at school-sponsored activities.

To support school environments in which students can fully engage with their classmates, their teachers, and instruction, the Board of Education of Margaretta Local Schools has determined the use of PCD's by students during school hours should be limited.

The objective of this policy is to strengthen Margaretta Local's focus on learning, in alignment with our mission of empowering and supporting student success by nurturing unique abilities and passions.

I. Research

Research shows that student use of cell phones in schools has negative effects on student performance and mental health. Cell phones distract students from classroom instruction, resulting in smaller learning gains and lower test scores. Increased cell phone use has led to higher levels of depression, anxiety, and other mental health disorders in children.

II. Applicability

This policy applies to the use of PCD's by students while on school property during school hours.

III. Use of PCD's

All students may use PCDs before and after school hours. Students must have them turned off and stored in their assigned locker during school hours.

Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school. Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.

Students may use PCDs while riding to and from school on a school bus or other Board-provided vehicles or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher, sponsor/advisor/coach, or administrator. Distracting behavior that creates an unsafe environment will not be tolerated.

IV. Exception

Nothing in this policy prohibits a student from using a cell phone for a purpose documented in the student's

individualized education program developed under Chapter 3323 of the Ohio Revised Code or a plan developed under section 504 of the "Rehabilitation Act of 1973," 29 U.S.C. 794.

A student may use a cell phone to monitor or address a health concern.

V. PCD storage

Students shall keep their PCD's in their lockers during the course of the school day.

VI. Discipline

If a student violates this policy, a teacher or administrator shall take the following progressively serious disciplinary measures:

1. Students are given a verbal warning and required to store the PCD in accordance with this policy.
2. The PCD will be turned into the office and returned at the end of the school day. Contact is made to the Parent/Guardian.
3. The PCD will be turned into the office and the Parent/Guardian must pick the PCD up from school. An after school detention is issued.
4. The PCD will be turned into the office and the Parent/Guardian must pick the PCD up from school. One day of In School Isolation is issued.
5. A conference will be scheduled with the Parent/Guardian and student to discuss the students PCD use. Loss of privilege to bring a PCD to school for a designated length of time or on a permanent basis. Discipline for 5th incident and beyond to be determined at the discretion of administration.

It should be noted that, the school nor any of its employees are responsible for the loss or damage to any student's PDCs whether that device is in the student's possession or confiscated by the staff. It is the responsibility of the student to adhere to this policy and to secure his or her belongings at all times. Classes and or instruction will not be stopped to deal with or search for lost phones/devices.

Chromebook Device Guide

We are excited about working with our students as they learn good digital citizenship in a safe and responsible atmosphere. Margaretta Local School District implements a 1:1 program: one Chromebook computer for each student, in grades K through 12. This program, along with Google's G Suite for Education, provides access to communication, resources, and learning tools that support our strategies for integrating student centered learning using technology. This program is a partnership between the District and the home. Students and parents are asked to share in the responsibility for the success of this program through a collaborative effort to manage and maintain the Chromebook and support the educational values of the Margaretta Local School District 1:1 Chromebook Program.

Chromebooks are lightweight, portable, and easy to use. Chromebooks are equipped with all the essential tools students need to learn, including a web browser, word processor, spreadsheet, presentation software, and a variety of educational apps. Students can access their assignments, materials, and grades from anywhere, at any time utilizing Google's G Suite for Education. They can also collaborate with their teachers and classmates

on projects, and they can use the internet to research topics that interest them.

Ownership of the Chromebook

Margaretta Local School District retains sole right of ownership and possession of the Chromebook. The Chromebooks are loaned to the students for educational purposes only for the academic year. With access to computers all over the world also comes the availability of material that may not be considered to be of educational value in the context of a school setting. We firmly believe the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the Margaretta Local School District.

Internet access is designed for educational purposes. Margaretta Local School District has taken precautions to eliminate inappropriate material. It is impossible for Margaretta Local School District to restrict access to all inappropriate materials, and cannot be held responsible for materials acquired on the network nor will the school district be held responsible for any financial obligations arising from unauthorized use of the Internet or school email accounts. Moreover, MLSD administrative staff and faculty retain the right to collect and/or inspect Chromebooks at any time, including via electronic remote access, and to monitor student work or to alter, add or delete installed software or hardware.

Receiving Your Device

The Chromebook and all accompanying equipment, such as the charger (hereafter, collectively "Chromebook"), will be distributed to all students in grades 9 -12 after the beginning of the school year. Students in grades 6-8 will have access to devices daily within teachers' classrooms. Students may sign out and take home Chromebooks at the discretion of staff for educational purposes. Building Principals will determine the appropriate date and time for the Chromebooks to be distributed. Students are responsible for the device that is assigned to them; all devices that will be issued to students will be in good working condition. Students/families will be responsible for the cost of repairs, and/or replacement up to the entire cost of the device (approximately $300).

All parents/guardians and students will be required to abide by the rules set forth in the technology handbook. A "Chromebook Use" permission form with parent/guardian and student signatures will be required before taking possession of a school owned device.

Care of the Device

The Chromebook is the property of Margaretta Local Schools and all users will follow these rules and the Technology Use Policy. Students are responsible at all times for the care of the device assigned to them.

- Use only a soft, lint-free microfiber cloth to clean the screen.
- Avoid getting moisture and liquids on the device/accessories.
- Do not use window cleaner, household cleaner, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the device.
- Devices must never be left in an unlocked or unsecured space such as a locker or car.
- Too much pressure may crack the screen, avoid placing anything on top of the device or in between

the screen and keyboard.

- Ensure there is plenty of safe and protected space in your bag or locker in order to avoid accidental damage.
- Never place or consume food or drink near the device. Do not use your device at cafeteria tables when food or drink is present.
- Extreme heat or cold can harm the device. Never leave the device in a hot or frozen car.
- Never leave your device on the floor, a chair, or sofa. Stepping or sitting on the device could cause significant damage.
- Always use your device on a flat surface, not on a chair seat or sofa. Do not place it on the floor.
- When transporting the device between classes or outside the building you are required to close the lid. NEVER walk with the device open.

Technology Fee

Margaretta Local School District uses technology and Chromebooks to deliver instruction and student assignments within coursework. Parents/Guardians and students should understand that using such devices for academic endeavors is an expectation of students enrolled in Margaretta Local Schools. As students enrolled, students are expected to use Chromebooks for academic applications and other educational endeavors.

Margaretta Local Schools requires a nonrefundable yearly fee of $50 per student for the possession and use of school owned devices. This does not cover against a lost, stolen, severely damaged, or otherwise irreparable Chromebook due to negligence or abuse. The required fee helps to cover normal repair issues due to normal “wear and tear” associated with daily use of the device as deemed by the superintendent or his designee. Normal “wear and tear” will be deemed by the superintendent or his designee. Students will be entitled to 1 free Chromebook screen repair each year ($40 value). A temporary replacement Chromebook will be issued, if available, while repairs are being made.

If a student and/or family are currently experiencing financial hardship, the family must contact the Margaretta Local School District administration in order to discuss the unique situation and set up a payment plan. If it is determined by the school that a complete replacement of a Chromebook is required due to severe damage, neglect caused by extreme usage, or abuse as determined by the school, the parent/guardian is required to pay the entire cost to replace the Chromebook. Some examples of severe damage, neglect or abuse are if a Chromebook is lost, stolen, dropped, damaged by water, food, or drink, screen broken from main unit.

Students/Parents/Guardians/Teachers are not authorized to attempt repairs themselves or to contract with any other individual or business for the repair of the Chromebook. Students agree to bring any Chromebooks that are damaged or not working properly to the building Administrative Office. Intentional damage to the Chromebooks is considered vandalism. In this case, full repair or replacement cost of the Chromebook will be charged to the parents/guardians, and further disciplinary action may be taken.

Replacement Item	Replacement Cost
Entire Chromebook	$300.00

Chromebook Screen	$40.00
Keyboard	$30.00
Charger	$20.00
Hinges on the Screen Side	$20.00 for parts + $50 for labor
Full Case	$50.00 for parts + $150.00 for labor
Chromebook Parts (i.e. individual broken keys)	case-by-case basis based on manufacturer cost*

Student Responsibilities

We expect students to take good care of their Chromebook. Students and their parent(s)/guardian(s) are solely responsible for the Chromebooks used by them. Students agree to adhere to the following:

- I have signed the District's Technology Use Agreement and this Chromebook Device Guide for Students and Parents when using their Chromebooks.
- I will not load any unapproved or inappropriate software onto the Chromebook.
- I will return my school-issued Chromebook at the end of each school year for updates and my parent/guardian will pay any corresponding fees for any damages assessed. I will receive the same Chromebook at the beginning of the next school year.
- I will return the school-issued Chromebook, charger, and case and pay any outstanding fees for damages found, in these instances:
    - upon his/her withdrawal from the district,
    - if he/she is no longer registered for courses at the district (i.e., students taking full-time classes at BGSU Firelands College)
    - upon his/her full-time attendance at EHOVE Career Center
- I will follow the policies of the District and abide by all local, state and federal laws when using my Chromebook.
- I will treat my Chromebook with care by not dropping it, getting it wet, leaving it outdoors or using it with food or drink nearby.
- I will recharge the Chromebook battery each night as applicable.
- I will bring my Chromebook to school every day as applicable.
- I will not place decorations on my Chromebook. I understand that the Chromebook is the property of the District. All accounts, programs, and files are subject to inspection and search at any time in accordance with all applicable local, state, and federal laws.
- I will not lend my Chromebook to anyone.
- I will keep all accounts and passwords assigned to me secure. At any time, a parent, teacher, or school administrator may request and obtain the password and access to the device.
- I agree that email or any other digital communication, including social media, should be used only for appropriate, legitimate and responsible communication.
- I agree not to share personal information about myself (full name, address, etc.) or about family, friends or anyone else.

- I will report any problems with my Chromebook to a teacher, Principal, or the technology coordinator as soon as possible. All repairs must be made by the MLSD Technology Department or their designees.
- I will keep my device in a safe place, and will not leave it in unsupervised areas including school grounds, athletic fields/areas, cafeterias, computer labs, classrooms, dressing rooms, and hallways. Unsupervised devices will be confiscated and disciplinary action may be taken.
- I will not remove or obscure the device serial number or other identification tags.
- Do not attempt to install or run any operating system on the Chromebook other than the Chrome operating system supported by the district.

Parent/Guardian Responsibilities

Parents/Guardians agree to adhere to the following:

- I will review materials provided by the school to ensure that I understand the school's responsibility, my child's responsibility and my responsibility. I will discuss, at home, acceptable and unacceptable uses of the Chromebook according to District policies.
- I understand the District has made all reasonable attempts to provide a safe computing environment for students within the District's network. Students using their District-assigned Chromebook are responsible and accountable for appropriate use of the Internet regardless of where they are, or when Internet access occurs.
- I will supervise the usage and storage of the Chromebook at home as applicable.
- I understand that if my child's Chromebook is lost or damaged, I will be responsible for direct payment to Margaretta Local School District.
- I will make sure my child recharges the Chromebook battery nightly as applicable.
- I will make sure my child brings the Chromebook to school every day as applicable.
- I will make sure my child returns their school-issued Chromebook, charger, and pay any outstanding fees for damages found at this time, in these instances:
    a. upon his/her withdrawal from the district,
    b. upon his/her full-time attendance at EHOVE Career Center
    c. upon his/her full-time enrollment in College Credit Plus

Service Request Procedure

- All service requests for Chromebooks must be reported on the Chromebook Repair Form found on the school website (https://www.margaretta.k12.oh.us/) or to the tech department directly.
- A defective/damaged Chromebook can be dropped off in Student Services in exchange for a loaned Chromebook until repairs have been made on the inoperable device.

Responsibility for Electronic Data

- Students are solely responsible for any apps or extensions on their Chromebooks that are not installed by a member of the MLSD Technology Department or classroom educator. Students should only install software that they would be happy with a teacher, administrator, or parent seeing.
- Students are responsible for backing up their data to protect from loss. The district will do its best to make sure your data is safe, but we cannot promise that data won't be accidentally lost. Please backup

your important data.
- Users of district technology have no rights of ownership, or expectations of privacy to any data that is, or was, stored on the Chromebook, school network, school-issued or third-party applications, and are given no guarantees that data will be retained or destroyed.

Vandalism and Theft

In cases of theft, vandalism, or other criminal acts, a police report MUST be filed by the student or parent/guardian as soon as possible, but in no case more than 48 hours after the theft or vandalism is discovered. A copy of the police report must be presented to the building Principal when the event is reported. Further, students/parents must contact their building Principal ASAP after the Chromebook is determined to be stolen, lost, or vandalized.

Devices Left at Home

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

Respect the Privacy of Others

Do not take photos or videos of other students or staff without their permission. Possessing, forwarding or uploading of unauthorized data, photos, audio or video to any website, network storage area, or person is strictly forbidden and will be dealt with according to MLSD discipline policy. Do not access another individual's materials, information, or files without their specifically granted permission. Margaretta Local School District staff will not remotely access the Chromebook's camera. *(If the camera light comes on unexpectedly, bring the unit in for repair.)*

Device Identification

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

Discipline Policy

Electronic devices are like any other teaching and learning tool provided to the student by the District. Students are expected to show proper use and respect for the device. Any misuse of the device, software or network will be cause for discipline as outlined in the district's Student Code of Conduct and Discipline Policy. Teachers will use classroom management techniques appropriate for the age and maturity of the student. Teachers will explain classroom procedures for the devices at the beginning of the term.

Activities and Athletics

At Margaretta Schools, we believe that learning extends beyond the classroom walls. That's why we offer a

variety of curricular and extracurricular activities for our students to develop skills and interests outside of the traditional academic setting. Curricular-related activities are designed to support students in their coursework, and can even count towards credit. Our staff members proudly sponsor these student groups, and we encourage you to check out the Student Services Office for a complete list of approved opportunities.

We believe that participation in these activities is a privilege, not a right. We encourage all students to take advantage of these opportunities and find their passions at Margaretta Middle/High School. Students must meet eligibility requirements, and school personnel may limit or prohibit participation at any time in accordance with Board Policy 5610.05.

The Student Code of Conduct applies to any school function both on and off school property and to any extra-curricular activity handbooks. Board policies 2430, 2431, 5730, and 7510 may be referenced for specific details beyond information outlined in this section of the handbook.

Students identified as disabled under R.C. Chapter 3323 and the IDEA are subject to the eligibility standards established by local Board policy unless specifically exempted by the express terms of the individualized education program (IEP). An IEP can specify the criteria by which a grade will be determined for a course, given the individual student's disability.

Activities/Groups

Band
Choir
FFA
Margaretta USA Clay Shooting Club
National Honor Society
Robotics
SADD
Student Government
Yearbook
Sources of Strength
ROX

Athletics

Margaretta Local School District offers a variety of sports to participate in, including various levels of interscholastic competition. Margaretta High School is a member of the Ohio High School Athletic Association (OHSAA) and the Sandusky Bay Conference (SBC). All athletic office procedures conform to the rules and regulations of OHSAA and the Constitution and By-laws of the SBC. Participation in these activities require eligibility requirements to be met. Sports are seasonal activities.

Students interested in participating in sports will need parents/guardians to complete all required registration documents when the registration opens and before participating in any practices or competitions. The Athletic Department uses Final Forms to initiate these documents including, but not limited to, OHSAA required

physical forms, concussion and cardiac disclosures, drug testing policies, two-sport athlete statement, and athletics handbook receipt.

Students educated at home or enrolled in a nonpublic school who are permitted to participate on a District interscholastic team must fulfill the same academic, nonacademic, and financial requirements as any other participant. (Policy 9270)

Fall: Cross-Country, Football, Volleyball, Golf, Cheerleading
Winter: Swim, Diving, Girl's Basketball, Boy's Basketball, Cheerleading, Wrestling, Bowling
Spring: Baseball, Track and Field, Softball

Academic Eligibility Guidelines

Students in grades 9-12 must maintain a 1.5 grade point average and/or earned no more than one "F" in the immediately preceding grading period. They must also have a passing grade of "D" or higher in the equivalent of five full credit courses or more. Margaretta requires athletes to enroll in six credit hours. (Example: Physical Education does not count as a full credit course)

Students participating in college credit plus program courses will not be denied participation as long as the student fulfills all academic, nonacademic, and financial requirements.

Students in grades 7-8 must maintain a 1.5 grade point average and/or earn no more than one "F" in the immediately preceding grading period. They must also have a passing grade of "D" or higher in any five courses or more. Students who are just entering 7th grade are automatically eligible during the first quarter of the school year.

Each school team/sport roster will be considered final following the completion of 30% of that team/sports regular season schedule. Any extenuating circumstances would have to be approved by the building Principal and athletic director to override this 30% policy.

If a student who becomes ineligible under these standards improves his/her grade point average grading during the current grading period to meet the eligibility standard, s/he may be reinstated at the beginning of the next grading period.

Additional details regarding eligibility are defined under Board Policy 2430 and 2431.

Extra-curricular/Co-curricular Activity Guidelines

- Maintain a satisfactory academic record
- Attend school regularly
- Demonstrate good citizenship and responsibility
- Return all school and athletic equipment
- Refrain from participation in non-interscholastic teams, or as an individual in the same sport during the school's season
- Occasional excuses from class may be required for participation in competition

    - The Board of Education will not allow extended absences to participate in athletic activities
    - The Board of Education will review an annual program of athletics including a schedule of events and approve additional changes to the schedule
- Refrain from engaging in physical confrontations.
- Conduct yourself in a dignified manner to encourage sportsmanship, and refrain from using profane language, provocative actions, or making statements that incite anger

Student Fund-Raising

Students participating in school-sponsored groups and activities may solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules apply to all fund-raisers:

- Crowdfunding activities are governed by Policy and Administrative Guideline 6605.
- Students involved in the fund-raiser must not interfere with students participating in other activities when soliciting funds.
- Students may not participate in a fund-raising activity for a group in which they are not members without the approval of the students' counselor.
- Students may not participate in fund-raising activities off school property without proper supervision by approved staff or other adults.
- Students may not engage in house-to-house canvassing for any fundraising activity.
- Students may not participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the principal. Students may not sell any item or service in school without the prior approval of the Principal. Violation of this policy may lead to disciplinary action.

Non-Sponsored Clubs and Activities

Non-sponsored student groups may meet in the school building outside of school instructional hours. Permission to use school facilities must be obtained from the Principal. Board Policy 7510 - Use of District Facilities applies.

Verification of associated activities requires that the club or activity is being initiated by students, attendance is voluntary, no school staff person is actively involved in the event, the event will not interfere with school activities, and non-school persons do not play a regular role in the meeting.

All school rules relating to student conduct and equal opportunity to participate apply to such activities. Membership in any fraternity, sorority, or other secret society as prescribed by law is not permitted. Non-sponsored organizations may NOT use the name of the school or school mascot on any materials or information.

Student Attendance at Events

Students are encouraged to attend as many after-school events as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students participating in the event.

It is strongly advised that students attending evening events as nonparticipants be accompanied by a parent or adult chaperone. The Board is not responsible for supervising unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

Students attending a school sponsored event via Spirit Bus, are required to follow all school rules and policies while in attendance. Students must obtain prior, written consent from a parent/guardian to attend and are required to ride the spirit bus to and from the event.

The Student Code of Conduct is in effect for students attending school sponsored events. Misconduct that is handled by law enforcement outside of school may require enforcement of disciplinary action including restriction from participating in school events and activities.

Nursing Services

The Margaretta School District contracts with the Erie County Health Department for nursing services. Nurses maintain an on-site clinic and review all medical information. Emergency Medical Information is maintained in the student forms via Final Forms. This information must be kept current and is requested to be reviewed annually upon enrollment with the school district. Parents should use the Final Forms medical information to provide as much information about specific health care needs as possible. Parents may also request a conference with the nurse to review health information.

Students who become ill or experience an injury during the school day should request permission to go to the Nurse's Office as soon as possible. If the injury or illness is minor, students will be treated and allowed to return to class. Students who are not well enough to return to class will be released to the authorized emergency contact. If medical attention is required, the office will follow the School's Emergency Procedures and attempt to make contact with parents.

If a student contacts a parent/guardian via cell phone because they do not feel well and then the parent/guardian comes to school to pick the student up or the student does not return from open lunch, this will not be a legitimate absence. A student MUST see the school nurse if they are not feeling well, and the nurse will determine whether or not the student should go home. Any attempt to bypass the nurse and have the parent come to school to pick up the student or the student leaving for open lunch and not returning, will result in a non-legitimate absence.

Immunizations

Parents will be notified of required immunizations by the school nurse. Documents must be submitted to the Nurse within 14 days from the beginning of school or upon enrollment.

Medication

The Board of Education recognizes that many students are able to attend school only through the effective use of medication in the treatment of disabilities or illnesses that do not hinder the health or welfare of others. Parents should be aware that the school district contracts with Erie County Public Health to provide nursing services. If possible, all medication should be given by a parent/guardian at home. If this is not possible,

parents may come to school to administer medications only when no alternative is available.

Students may be given medications while at school if the following conditions are met:

- Written authorization must be on file with the Administrative Office prior to any medication being administered. This authorization must be on the approved medication form provided by the school, including proper instructions for dosing.
- The medication authorization form must be completed in its entirety by the parent/guardian of the student for both prescription and/or over-the counter medications. (All forms for prescription medication must be signed by a physician.)
- At no time shall a student be in possession of medication (prescribed or over the counter) while on school property without proper authorization. Any student found to be carrying unauthorized medication will be subject to disciplinary action.
- Medication will be kept in the clinic, supervised by the nurse and the Principal.
- The only medication a student may be permitted to be in possession of on school grounds will be emergency medications (i.e. EpiPens, asthma inhalers, and diabetic medications). For the student to possess these emergency medications, he/he must have written authorization on the approved medication authorization form along with a completed action plan form which will be provided by the school, is on file in the Office, and is signed by both the student's physician and parent/guardian.
- All medication must be received by the school in the original container, labeled with the student's name and must be delivered to the Student Services Office by a parent/guardian. Expired medications will not be accepted. If a medication expires during the school year, the nurse will notify the parents to pick up the expired medication and bring in a non-expired replacement.
- All medication must be picked up by the last day of school. Any medication left at school at the end of the year will be discarded.

Meal Service and Cafeteria Rules:

We believe that a nutritious lunch is essential for a student's academic success. Therefore, all students are required to eat lunch at school, except for those who are allowed to participate in Open Lunch. We offer hot meals for purchase at the cafeteria, or students may bring a prepared lunch from home. Each meal includes milk, which is an essential component of a healthy diet. We encourage our students to make healthy choices and to be mindful of their food and beverage choices.

Parents are encouraged to prepay for school meals PaySchools or by check. Account balances can be reviewed online, including options for low balance notifications. Applications for free/reduced meal programs are available via student Final Forms accounts. Additional information may be requested at 419-684-5322.

The cafeteria is a shared space, and we expect our students to follow these rules to ensure a positive dining experience for everyone:

- Wait in line quietly and talk quietly while in the cafeteria.
- Act in a polite and courteous manner towards others.
- Clean up the area in which they have eaten to ensure that the cafeteria remains clean and tidy.
- Students are not permitted to take straws, milk cartons, food items, etc., from the cafeteria.
- We take the safety and well-being of our students seriously, and therefore, the rules of the

student discipline code are in effect in the cafeteria as well.

Our school participates in the National School Lunch Program which makes lunches available for a fee of $3.10. Ala carte items are available. Students may bring their own lunch to school to be eaten in the school's cafeteria.

Open Lunch Contract Grades 11-12

Open lunch is a privilege that must be earned and certain standards must be followed while off campus, or a student will lose the privilege. Margaretta High School will have open lunches for students in grades 11-12 who have signed the Open Lunch Contract. Students are expected to behave responsibly during lunch either on or off school

property. If a student fails to follow the expectations set forth in the Open Lunch Contract, he/she could lose open lunch privileges for up to the remainder of the school year. The following standards are expected while off campus:

- Students must sign in and out at Student Services.
- Appropriate behavior is expected at all times. Examples of inappropriate may include, but are not limited to: fighting, smoking/vaping, causing a disturbance in the community, speeding, etc.
- Keep safety in mind at all times. Cross the streets at proper places and at the appropriate time.
- Respect the property of others. Refrain from trespassing on private property.
- Help keep our community looking nice. Please place refuse in appropriate containers.
- Be smart and walk on the sidewalks and not the streets.
- Follow all laws when driving.
- Outside food from local restaurants may not be brought into the building for consumption.

We hope that our students enjoy their lunchtime! If you have any questions regarding lunch charges or cafeteria rules, please contact the Food Service Director at 419-684-5351.

Safety and Emergency Procedures

In the event of emergencies at school, students should become familiar with procedures for school evacuation and tornado alerts.

Tornado

Tornado Watch: Conditions are favorable for tornadoes or severe weather. No sirens will be sounded. Physical education classes will be moved inside.

Tornado Warning: Tornado has been sighted. Sirens will sound for 3 minutes. Take Shelter immediately using Tornado Procedures.

- Every class will report to their tornado drill location when they hear the principal make the request over the PA (see classroom posting for tornado drill location).
    - **Cafeteria:** Monitors will escort students to the appropriate hallway location outside of the cafeteria and follow procedures.
- Students will take cover, with the assistance of their teacher.
- Remember to stay clear of doorways and windows.

- Teacher will take attendance.
- Students are to remain quiet and in their secure position until released by Principal.

D - Go **DOWN** to the lowest level
U - Get **UNDER** something
C - **COVER** your head
K - **KEEP** in shelter until the storm has passed

Fire and Evacuation

If a building evacuation is necessary for fire or other building emergency:

- The fire alarm system will be initiated.
- Students will be directed to move quietly to the exit to gather away from the building.
- Staff will take attendance of students and report issues to the safety team.
- Parents will be notified of procedures for pick up via the One Call system. Staff will not be in the building answering phones.
- Every class will line up single file and walk quietly to the designated area when the fire bell rings (See classroom postings for fire drill location).

Lockdown

- Follow directions of school officials.
- Go to designated areas quietly and quickly.

Transportation

At Margaretta School District, we strive to provide safe and reliable transportation for our students pursuant to state law and Board policy. To obtain the transportation schedule and routes, please contact the Transportation Director at (419) 684-7714.

Bus stops shall be determined by the Director of Transportation with the approval of the Margaretta Board of Education. To ensure the safety of our students, students are only allowed to ride their assigned buses and must board and depart from the bus at assigned bus stops. Parents indicate these locations when completing Final Forms information.

We understand that there may be situations that require a change in a student's regular assigned bus stop. In such cases, parents should send a note to the Principal stating the reason for the request and the duration of the requested change. The Principal may approve a change in the student's regular assigned bus stop to address a special need.

We take the safety of our students seriously, especially when it comes to transportation. Therefore, students who are riding to and from school on District-provided transportation must follow all basic safety rules,

whether they are on school-owned buses or any contracted transportation.

- All students eligible for bussing must have a complete Transportation Information form in Final Forms and maintain that information when it changes.
- Students must be picked up at the same location every day.
- Students must be dropped off at the same location every day.
- The pick up and drop off location may be different.
- Open enrollment students may be permitted to ride buses if they are using an approved bus stop in the district.
- Parents are responsible for supervision of students until such time as the student boards the bus and after the student leaves the bus at the end of the school day.

Students on a bus are responsible to the bus driver and must follow all regulations of the Student Code of Conduct for all transportation services. Bus drivers have the authority to enforce these codes as well as safety rules and regulations required by law. Students who are disorderly and refuse to comply with driver authority will be subject to disciplinary action and suspension and refusal of transportation services. Immediate removal is authorized when the pupil's presence poses a danger to persons or property or a threat to the safe operation of the school bus.

The Board authorizes the Superintendent or other administrators to suspend a student from school bus riding privileges for a period of up to one school year. The due process procedure requires a notice to the student of an intended bus riding suspension and an opportunity to appear before the administrator considering the suspension before it happens. Restitution for damages will be assessed if necessary.

Video Recordings on School Buses

At Margaretta Local School District, we are committed to ensuring the safety and well-being of our students during transportation to and from school. To this end, we have installed video cameras on our school buses to monitor student behavior. If a student misbehaves on a bus and their actions are recorded, the recording will be submitted to the Principal and may be used as evidence of misbehavior.

Conduct for School Transportation:

The driver may assign seating or direct students in any reasonable manner to maintain transportation safety. Students are expected to take responsibility for their behavior on the bus and be respectful to the driver and other passengers. Prior to loading (on the road and at school):

- Be on time at the designated loading zone 5 minutes prior to scheduled stop;
- Behavior at the bus stop and on the bus must not threaten life, limb, or property of any individual;
- Stay off the road at all times while walking to and waiting for school transportation;
- Line up single file off the roadway to enter;
- Wait until the school transportation is completely stopped before moving forward to enter;
- Refrain from crossing a highway until the driver signals it is safe to cross;
- Properly board and depart the vehicle;

- Go immediately to a seat and be seated;
- Drivers will not wait for students who are not at their designated stops on time.
- During the trip, students are expected to;
- Remain seated while the school transportation is in motion;
- Keep head, hands, arms, and legs inside the school transportation at all times;
- Not push or shove;
- Refrain from making excessive noise;
- Not litter in the school vehicle or throw anything in, into, or from the vehicle;
- Keep books, packages, coats, and all other objects out of the aisle;
- Be courteous to the driver and other riders;
- Do not eat or drink;
- Do not throw or pass objects on, from, or into the bus;
- Do not use electronic devices including cell phones, handheld devices, laptops, tablets, radios, laser pointers, or other devices that can disrupt passengers and/or endanger students or employees;
- Do not tamper with the school vehicle or any of its equipment, including but not limited to emergency and/or safety equipment;
- When exiting the school vehicle, students are expected to;
- Remain seated until the vehicle has stopped; Cross the road, when necessary, at least 10 feet in front of the vehicle, but only after the driver signals that it is safe;
- Be alert to a possible danger signal from the driver;
- The driver will not discharge students at places other than their regular stop at home or at school unless proper authorization is given by school officials.

Penalties for Infractions

We take infractions seriously, and students who misbehave on the bus will be disciplined in accordance with the Discipline Code and may lose the privilege of riding on the bus.

Change Requests for Transportation Services

Parent permission is required if you wish to have your student dropped off at another stop along their regular bus route. Both parents must submit a note if your student is visiting another student. Any requests for a student to ride a different bus cannot be honored due to capacity loads on many of our routes. If you have questions regarding this please call the Transportation Department at 419-684-7714.

Transportation of Students by Private Vehicle

When transportation by District vehicle is either not available or feasible, there may be a need to provide transportation to students by private vehicle. However, no students will be permitted to ride in a private vehicle unless written consent is provided by each student's parent using Form 8660 F2 – Parental Consent for Transportation by Private Vehicle. Upon request, parents of participating students will be given the name of the driver, the owner of the vehicle, and the description of the vehicle.

Parking and Self-Transportation to School

Students who are provided the opportunity to ride school transportation are encouraged to do so, as driving to school is a privilege that can be revoked at any time. Students and their parents assume full responsibility and liability for any transportation to and from school not officially provided by the School.

For students who choose to drive to school, the following rules apply:

- All vehicles entering school property are subject to search and inspection;
- All drivers shall obey the traffic laws of the State of Ohio;
- The school will not be held liable for damage to vehicles or stolen items;
- Students under age 18 must have written parent permission prior to driving to school;
- Students and their parents may be asked to provide evidence of driver's license, insurance certificate, and vehicle registration;
- Students are required to obey the parking lot speed limit of 5 mph;
- Failure to comply with these rules will result in loss of privileges and/or disciplinary actions for a student;
- Parking lot attendants will release vehicles from the parking lot in an orderly fashion at the end of each school day.

When the School provides transportation, students shall not drive to school-sponsored activities unless the student's parents provide written authorization for the student to drive and release the Board from liability using Form 5515 F2 – Parental Authorization and Release From Liability Form, which requires prior approval by the Principal.

Walking/Bicycle Riding

Students and parents who prefer to walk or ride a (non-motorized) bicycle to school are encouraged to follow all local safety and traffic laws. The school district is not responsible for lost, stolen or damaged bicycles.

- Use sidewalks at all times.
- Bicycle riders must walk when arriving onto school property.
- Using a bike lock is recommended. If a bicycle rack is not available, please only lock bicycles to the back of a stationary bench.
- Students should not arrive before their designated time and must leave immediately after school is out of session for the day or after school activities are finished.

Student Code of Conduct

The Margaretta Local School District expects all students to demonstrate respect for the law and those in positions of authority, which includes adherence to school rules and legal provisions that affect students. Respect for the rights and privileges of others, along with a spirit of cooperative citizenship, are also essential values that we expect all members of the school community to uphold. The Board maintains a zero-tolerance policy for violent, disruptive, or inappropriate behavior by its students.

The schools in this District strive to maintain a positive environment that fosters respect for real and personal

property, pride in one's work, achievement within one's ability, and exemplary personal standards of courtesy, decency, and honesty.

It is the responsibility of all students, teachers, and administrators to ensure that the classroom environment:

- Facilitates effective communication between teachers and students;
- Provides all students with the opportunity to learn;
- Imposes consequences that are fair and appropriate for the student and the situation; and enforces the Student Code of Conduct/Student Discipline Code as needed.

The Margaretta Board of Education has a "zero tolerance" policy in accordance with ORC 3313.534 such that no form of violent, disruptive, or inappropriate behavior, including excessive truancy, will be tolerated. Students may be subject to discipline for violating the Student Code of Conduct/Student Discipline Code, even if the conduct occurs on property not owned or controlled by the Board, but is connected to activities or incidents that have occurred on Board-owned or controlled property or is directed at a Board official or employee or their property.

The items in this Code are applicable to misconduct by a student that occurs on property owned or controlled by the District and off of property owned or controlled by the District but that is connected to activities or incidents that have occurred on property owned or controlled by the District, and misconduct by a student that, regardless of where it occurs, is directed at a District official or employee or the property of such official or employee, and all students when properly under the authority of school personnel during a school activity, function, or event, whether on property owned, rented, or maintained by the Board of Education or property owned, rented, or maintained by another party. Additionally, the provisions of this Code shall apply to students if the prohibited act(s) takes place while on properties immediately adjacent to school property, within the line of sight of school property, on school transportation, or if the act affects the operation of the schools.

This Code shall also be inclusive for the right to exercise authority, and for personal and property protection of administrators, teachers, librarians, or clerks, substitute teachers, teacher aides, monitors, authorized volunteers, tutors, secretaries, cooks, custodians, bus drivers, visitors, or other authorized school personnel.

Violation by a student of any one or more of the following rules of conduct may result in disciplinary action(s), which may include detention, parental contact, referral to legal authorities, emergency removal, disciplinary removal, suspension, expulsion, or permanent exclusion. The Superintendent may prohibit a student from attending and/or participating in the District's graduation ceremonies as part of a student's suspension, expulsion, or removal from school.

A. **ASSAULT, ASSAULT AND BATTERY** or threat thereof to any school personnel, other student, or visitor.

B. **FALSE ALARMS** - including fire, weapon, and/or bomb threats.

C. Use, possession, concealment, transmitting, or being under the influence of **ALCOHOLIC BEVERAGES**, or **LOW ALCOHOL BEER**, that being a brewed or fermented malt product containing either no alcohol or not more than 0.5% of alcohol by volume.

D. D. Use, possession, concealment, buying, selling, transmitting, or being under the influence of any substance containing betel nut or any **NARCOTIC DRUG OR OTHER CONTROLLED SUBSTANCE**,

including, but not limited to marijuana, hemp and hemp products, as defined in R.C. 928.01, as well as any counterfeit or "look alike" controlled substance or any prescription drug or medication which is not in its original container and prescribed for the student.

E. **DISRUPTION OF SCHOOL** by use of violence, force, coercion, threat, harassment, noise, or disorderly conduct. This shall include use of same to incite others toward acts of disruption.

F. **ARSON OR ATTEMPTED ARSON, AND RELATED OFFENSES**.

G. **POSSESSION, USE OR THREATENED USE OF FIREWORKS, EXPLOSIVES, OR OTHER SUCH INSTRUMENTS** capable of inflicting bodily injury or disrupting the operation of the schools.

H. **POSSESSION, USE, OR THREATENED USE OF WEAPONS**, or any object which might be considered a dangerous weapon or instrument of violence, including counterfeit or look-alike weapons.

I. **REPEATED OFFENSES OR FLAGRANT VIOLATIONS** of any school rules or accepted standards of school behavior.

J. **VIOLATION OF FEDERAL OR STATE STATUTES** on school premises or involving school activities.

K. **VIOLATION OF TERMS OF SUSPENSION EXPULSION, OR OTHER FORMS OF DISCIPLINE**.

L. **DAMAGE, DESTRUCTION, DEFACEMENT OR VANDALISM** of school property or private property on school premises; (including buses) or at any school.

M. **TOBACCO/NICOTINE**. A student shall not possess, use, transmit, or conceal any tobacco product, any alternative nicotine product or device, including electronic, vapor, or other substitute forms of cigarettes, or any tobacco or nicotine cessation product on school premises, during school activities, or events off school grounds.

N. **USE OF PROFANE, INDECENT, OR OBSCENE LANGUAG**E written or verbal; directed toward school personnel or students. This shall include use of obscene gestures, pictures, or signs.

O. **INSUBORDINATION AND/OR DISOBEDIENC**E in refusing to comply with directions of school personnel.

P. **TRUANCY** from school; including study hall, class, or any other assigned activity for class, or any other assigned activity for part or all of a day, without school authorization.

Q. **REPEATED TARDINESS** to class or school.

R. Being under the influence of **ALCOHOLIC BEVERAGES OR MIND ALTERING SUBSTANCES** while on school property; (including buses) or at any school-sponsored activities.

S. **THEFT** of school property or equipment, of personal property of any school personnel, or of another student or visitor, including property at school-sponsored activities.

T. **FIGHTING** among two or more students on school property; (including buses) or at any school-sponsored activity. This shall include inciting and/or encouraging others to fight.

U. The act of **EXTORTION** from any person on school property; (including buses) or at any school-sponsored activity.

V. **GAMBLING** for money or valuables on school property (including buses) or at any school-sponsored activity.

W. **THE ACT OF FALSELY REPORTING INCIDENTS**, making accusations, or giving testimony to school personnel.

X. **FALSIFYING** in writing the name of another person, times, dates, grades, addresses, or other data on school forms or correspondence directed to the school.

Y. **CHEATING**.

Z. **PLAGIARISM**.

AA. **TRESPASSING OR LOITERING**.

BB. **HAZING AND INTIMIDATION**, subjecting other students to pranks or humiliation causing mental or physical harm.

CC. **POSSESSION OF A FIREARM**: Firearm has the same meaning as provided pursuant to the "Gun-Free Schools Act of 1994." At the time this policy was adopted, the above- referenced statute defined a firearm as any weapon (including a starters gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; including the frame or receiver of any such weapon; and any firearm muffler or silencer; or any destructive device. A firearm does not include: an antique firearm; a rifle that the owner intends to use solely for sporting and recreational or cultural purposes; any device that is neither designed or redesigned for use as a weapon; any device, although originally designed as a weapon, redesigned as a signaling, pyrotechnic, line throwing, safety or like device, surplus ordnance, sold, loaned or given by the Secretary of the Army or Class C common fireworks. If the definition of a firearm as provided by the "Gun Free Schools Act of 1994" changes, then the definition set forth in this policy shall automatically change to conform to it.

DD. **POSSESSION OF A KNIFE**: Knife, for the purposes of this policy, is defined as a cutting instrument consisting of a sharp blade or edge.

EE. Leaving school property or assigned area prior to specified dismissal time without official permission.

FF. Open displays of affection between members of the same or opposite sex.

GG. Unauthorized throwing of any object including, but not limited to, snowballs.

HH. Commission of an immoral act.

II. Failure to pay tuition or other approved charges.

JJ. Violation of state student mandates, including, but not limited to, required immunization.

KK. Loitering, littering, or causing a disturbance on public or private property adjacent to, across from, or in close proximity to a school site, while either coming to and from school or school activities, or during the school day, or during school activities.

LL. Violation of school policies pertaining to dress and appearance.

MM. Misuse of school property.

NN. Violation of school building or classroom rules, or directives from staff, regarding use of cell phones or other personal communication devices.

OO. Those acts or violations listed in the permanent exclusion portion of the Board policy on student disciplinary procedures.

PP. Violation of any Board Policy governing student conduct.

QQ. Driving in an unsafe manner on District property.

RR. Collusion, complicity, or aiding and abetting anyone in the commission of conduct prohibited by Board policy, or state or federal law.

SS. Any attempts to engage in conduct prohibited by this policy.

TT. Any other form of behavior which is detrimental to a proper school and/or school activity atmosphere as prescribed by the Administration and as outlined in the student/parent handbook for the building in which the student is enrolled.

UU. Gang membership and/or gang activity. For purposes of this policy, a gang is an organization, association, or group of three (3) or more people, using a common name or one or more common identifying signs, symbols, or colors, whose members individually or collectively engage in criminal activity.

VV. Violation of any Executive Orders or laws, or policies, rules, regulations or directives concerning social distancing, hand washing, wearing of masks, or other health and safety protocols generated by the District in response to infectious diseases.

WW. Accessing, possessing, transmitting, distributing, or exhibiting pornographic or obscene materials, or images of human nudity unrelated to the District's curriculum.

Expectations of Behavior

The Margaretta Schools is committed to providing all students with a safe, positive, and supportive learning environment. In order to achieve this goal, all students are expected to behave in a manner appropriate to the setting.

This expectation is in effect when students are:

- Attending school when it is in session;
- Involved in or attending school functions beyond the regular school day;
- Going to and from school, including on school transportation;

- On property owned or not owned or controlled by the Board where activities have been designated by the school for participation;
- Engaging in activities in any setting that are directed at school officials, employees, or property of those parties considered violent, disruptive, or inappropriate.

Student Responsibility

- Be ready to participate in the day. This means developing and practicing habits that work to improve your ability to learn. Don't be afraid to ask questions.
- Be responsible for your own behavior. This means making choices in your conduct that are respectful to yourself and others, as well as taking responsibility for your actions.
- Be a good citizen of the school community. This means participating in school activities, supporting your classmates, and seeking a positive means to manage conflict with others.

We believe that all students have the potential to succeed. Success is embedded in learning more about you, your passions, your abilities, and developing the skills you need to take the next big opportunities life will offer you.

Academic Dishonesty

Academic Dishonesty All forms of academic dishonesty are considered serious offenses and a student who commits such an offense shall receive the opportunity to redo the assignment with a maximum grade of a 50% "F" for the work being done on the first offense. Second offense within the same course shall cause an "F" grade for the immediate grading period. The third offense within the same course shall cause the student's removal from the class with a "W/F" (withdrawn failing) on the student's permanent transcript.

Teachers will notify the student's parents, counselor, and assistant principal in each case of academic dishonesty.

Academic Dishonesty includes plagiarism, copyright infringement, stealing intellectual property, as well as any deliberate attempt to gain unfair advantage academically for oneself or others. Dishonest practices include fabrication of data, cheating, or uttering of false statements of academic work by a student. Plagiarism means presenting work done in whole or in part by someone else as if it were one's own. The following list includes, but is not limited to actions classified as academic dishonesty:

- Impersonating someone on an exam
- Copying someone on an exam
- Making information available to another student
- Using direct quotations or large sections of paraphrased material without giving credit to the source
- Preparing an assignment for submission by another student
- Buying or selling assignments
- Computer/PCD assisted plagiarism

Possession/Use of Nicotine

Possession or use of vaping devices on school property or at any school-sponsored event is prohibited. Margaretta Local School District believes that rather than only disciplining students, it is also necessary to educate students. Students found in violation will face disciplinary action **and** will be required to complete a school-approved tobacco/vape education program through **VapeEducate** at the cost of the family.

This program is online and takes approximately 4-hours to complete. VapeEducate teaches:

- What vaping is
- Health risks involved
- Marketing tactics targeting youth
- Addiction mechanisms

Discipline Code

It is important to remember that the School's rules apply going to and from school, at school, on school property, at school-sponsored events, on school transportation, and on property not owned or controlled by the Board but that is connected to activities or incidents that have occurred on property owned or controlled by the Board.

Furthermore, students may be disciplined for conduct that, regardless of where or when it occurs, is directed at a Board official or employee, or the property of such official or employee. In some cases, a student can be suspended from school transportation for infractions of school bus rules. Students involved in co-curricular and extra-curricular activities such as band and athletics can lose their eligibility for violation of the School rules.

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

The Superintendent may prohibit a student from attending and/or participating in the District's graduation ceremonies as part of the student's suspension, expulsion, or removal from school.

The School is committed to providing prompt, reasonable discipline consistent with the severity of the incident. The consequences for misbehavior are designed to be fair, firm and consistent for all students in the School.

Because it is not possible to list every misbehavior that occurs, misbehaviors not listed will be responded to as necessary by staff. Two (2) types of discipline are possible, informal and formal.

Informal Discipline

This type of disciplinary action takes place within the school, including but not limited to

- An educational assignment
- Change of seating or location
- Before school, lunch time, after school detention
- In-School Isolation

Detention

A student may be detained after school or asked to come to school early by a teacher or school administrator, after giving the student and his/her parents one day's notice. The student or his/her parents are responsible for transportation.

In School Isolation (ISI)

Assigned students will attend during normal school hours during which time they will be permitted one morning and one afternoon break. Each student shall arrive with sufficient educational materials to be busy during this student period.

A student missing any portion of his/her assigned time in Detention or ISI may be given an additional detention or day of ISI. Failure to serve in assigned discipline may lead to suspension from school for a period not to exceed 10 days. Any such suspension shall be in accordance with District guidelines on suspension and expulsion.

The following rules apply to Detentions and In School Isolation:

- Students are required to have class assignments with them.
- Students are not to communicate with each other unless given permission to do so.
- Students are to remain in their designated seats at all times unless permission is granted to do otherwise.
- Students shall not be allowed to put their head down and sleep.
- No personal communication devices, cards, magazines, or other entertainment materials/devices shall be allowed in the room.
- No food or beverages shall be consumed.

Formal Discipline

Formal discipline involves removal of the student from school, including:

- Emergency removal
- Suspension for up to ten (10) consecutive school days
- Expulsion for up to eighty (80) school days or the number of days remaining in a semester, whichever is greater
- Permanent exclusion

Expulsions may carry over into the next school year. Any student who is expelled from school for more than twenty (20) days or for any period of time if the expulsion will extend into the following semester or school year will be provided with information about services or programs offered by public and private agencies that work toward improving those aspects of the student's attitude and behavior that contributed to the incident that gave rise to the student's expulsion.

The Superintendent at his/her discretion may require/allow a student to perform community service in conjunction with or in place of an expulsion. The Superintendent may impose a community service requirement beyond the end of the school year in lieu of applying the expulsion to the following school year. Removal for less

than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspension, expulsion, and permanent exclusion may be appealed.

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

Due Process Rights

Before a student is suspended, expelled, or permanently excluded from school, there are specific procedures that must be followed in accordance with Ohio law and Board Policy 5611. As long as the in-school discipline is served entirely in the school setting, it will not require any notice or meeting, or be subject to appeal.

Suspension from School

When a student is being considered for out-of-school suspension, the administrator in charge will notify the student of the basis for the proposed suspension. The student will be given an opportunity to explain his/her view of the underlying facts. After that informal hearing, the Superintendent, principal, assistant principal or other administrator will determine whether or not to suspend the student. If the decision is made to suspend the student, she/he and his/her parents will be given written notification of the suspension within one (1) day setting forth the reason for the suspension, the length of the suspension, and the process for appeal. An attempt will be made to notify parents or guardians by telephone if a suspension is issued.

The suspension may be appealed, within 5 calendar days after receipt of the suspension notice, by providing written notice to Margaretta principal, 209 Lowell St., Castalia, Ohio 44824. The request for an appeal must be in writing. During the appeal process, the principal may allow the student to attend school unless safety is a factor.

If the appeal is heard by the Board's designee, the appeal shall be conducted in a private hearing. If the appeal is heard by the Board of Education, the appeal shall be conducted in executive session unless the student or his/her representative requests otherwise. A verbatim transcript will be made and witnesses will be sworn in prior to giving testimony. If the appeal decision is to uphold the suspension, the next step in the appeal process is to the Court of Common Pleas.

Emergency Removal

In accordance with Board Policy 5610.03, if a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process taking place either in a classroom or elsewhere on the school premises, the superintendent, principal or assistant principal may remove the student from any curricular or extracurricular activity or from the school premises.

In all cases of normal disciplinary procedures where a student is removed from curricular or extracurricular activity for less than one school day, and is not subject to further suspension for expulsion, the following due process requirements do not apply.

If the emergency removal exceeds one (1) school day, then a hearing will be held on the next school day after the removal is ordered. Written notice of the hearing and the reasons for removal and any intended disciplinary action will be provided to the student, as soon as practical prior to the hearing. If the student is subject to an out of school suspension, the student will have the opportunity to appear at an informal hearing before the principal, assistant principal, superintendent or a designee, and may challenge the reasons for the removal or otherwise explain his/her actions

Expulsion from School

When a student is being considered for expulsion, the student and parent will be provided with a formal notice of the proposed expulsion. This written notice will include the reasons for the intended expulsion, notification of the opportunity to appear in person before the superintendent or the superintendent's designee to challenge the reasons for the expulsion and/or explain the student's action, and notification of the time and place to appear. Students being considered for expulsion may be removed immediately. A hearing will be scheduled no earlier than three (3), nor no later than five (5) school days after the notice is given. Parents may request an extension of time for the hearing. The student may be represented by his/her parents, legal counsel, and/or by a person of his/her choice at the hearing.

In accordance with Board Policy 5610, the superintendent shall initiate expulsion proceedings against a student who has committed an act that warrants expulsion under Board policy even if the student withdraws from school prior to the hearing or decision to impose the expulsion. The expulsion will be imposed for the same duration that it would have been had the student remained enrolled.

If a student is expelled, the student and the student's parents will be provided with written notice within one (1) school day of the imposed expulsion. The notice will include the reasons for the expulsion, the right of the student, or the student's parent(s)/guardian(s) or custodian(s) to appeal the expulsion to the Board or its designee, the right to be represented in all appeal proceedings, the right to be granted a hearing before the Board or its designee, and the right to request that the hearing be held in executive session.

Within fourteen (14) calendar days after the superintendent notifies the parents of the expulsion, the expulsion may be appealed, in writing, to the Board of Education or its designee. A hearing on the requested appeal will be formal with an opportunity for sworn testimony. If the expulsion is upheld on appeal, a student's parents may pursue further appeal to the Court of Common Pleas.

Students serving expulsions will not be awarded grades or credit during the period of expulsion. Expulsion for certain violations including use or possession of alcohol or drugs, may result in revocation of student's driver's license. When a student is expelled, the Superintendent will notify any college in which the expelled student is enrolled under the Postsecondary Enrollment Option at the time the expulsion is imposed.

Permanent Exclusion

State law provides for the permanent exclusion of a student, 16 years of age or older who engages in certain criminal activity. Permanently excluded students may never be permitted to return to school anywhere in the State of Ohio. A permanent exclusion may be considered if the student is convicted or adjudicated delinquent for committing one or more of the following crimes while on the property of any Ohio school:

- Conveying deadly weapons onto school property or to a school function;
- Possessing deadly weapons onto school property or at a school function;
- Carrying a concealed weapon onto school property or at a school function;
- Tracking in drugs onto school property or at a school function;
- Murder, aggravated murder on school property or at a school function;
- Voluntary or involuntary manslaughter on school grounds or at a school function;
- Assault or aggravated assault on school property or at a school function; H. Rape, gross sexual imposition or felonious sexual penetration on school grounds, or at a school function, when the victim is a school employee;
- Complicity in any of the above offenses, regardless of the location.

This process is formal and may follow an expulsion with the proper notification to the parents.

Discipline of Students with Disabilities

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.), and, where applicable, the Americans with Disabilities Act (A.D.A.), and/or Section 504 of the Rehabilitation Act of 1973.

Suspension of Bus Riding/Transportation Privileges

When a student is being considered for suspension of bus riding/transportation privileges, the administrator in charge will notify the student of the reason. The student will be given an opportunity to address the basis for the proposed suspension at an informal hearing. After that informal hearing, the principal, assistant principal or other administrator will decide whether or not to suspend his/her bus riding/transportation privileges for all or part of the school year.

If a student's bus riding/transportation privileges are suspended, s/he and his/her parents will be notified, in writing within one day, of the reason for and the length of the suspension.

Prohibition from Extra-Curricular Activities

Participation in extra-curricular activities, including interscholastic sports, is a privilege and not a right. Therefore, the Board of Education authorizes the Superintendent, principals, and assistant principals and other authorized personnel employed by the District to supervise or coach a student activity program, to prohibit a student from participating in any particular or all extra-curricular activities of the District for unexcused absences , unexcused tardies, offenses or violations of the Student Code of Conduct/Student Discipline Code for a period not to exceed the remainder of the school year in which the unexcused absences, unexcused tardies, offense or violation of the Student Code of Conduct/Student Discipline Code took place.

In addition, student athletes are further subject to the Athletic Code of Conduct and may be prohibited from participating in all or part of any interscholastic sport for violations therein.

Students prohibited from participation in all or part of any extra-curricular activity are not entitled to further notice, hearing, or appeal rights.

Search and Seizure / Video and Electronic Monitoring

Administrators may search a student or his/her property (including vehicles, purses, knapsacks, gym bags, etc.) with or without the student's consent, whenever they reasonably suspect that a search will lead to the discovery of evidence of a violation of law or school rules as authorized by Polizy 5771. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age.-Student lockers are the property of the District and students have no reasonable expectation of privacy in their contents or in the contents of any other District property including desks or other containers. School authorities may conduct random searches of the lockers and their contents at any time without announcement. Unannounced and random canine searches may also be conducted.

Additionally, students have NO reasonable expectation of privacy in their actions in public areas including but not limited to, common areas, hallways, cafeterias, classrooms and gymnasiums. As authorized by Policy 7440.01, the District may use video cameras and electronic monitoring in such areas and on all school vehicles transporting students to and from regular and extracurricular activities.

Anything that is found in the course of a search may be used as evidence of a violation of school rules or the law, and may be taken, held or turned over to the police. The School reserves the right not to return items that have been confiscated

Interrogation of Students

The School is committed to protecting students from harm that may be connected with the school environment and also recognizes its responsibility to cooperate with law enforcement and public child welfare agencies. While the School believes these agencies should conduct their investigations off school property if possible, investigations can take place at school in emergency situations or if the violation being investigated occurred on school property.

Before students are questioned as witnesses or suspects in an alleged criminal violation, the building administrator will attempt to contact a parent prior to questioning and shall remain in the room during questioning.

If a student is questioned as the subject of alleged child abuse or neglect, the building administrator will attempt to contact a parent prior to questioning, and s/he (or a designated guidance counselor) will remain in the room during questioning. If the agency investigating the alleged child abuse or neglect suspects the parent is the perpetrator, neither parent will be contacted prior to questioning, but the building administrator (or a designated guidance counselor) will remain in the room during questioning.

If law enforcement or a children's services agency removes a student from school, the building administrator will notify a parent.

Possession/use of Tobacco

The Board has adopted a policy that prohibits the use of tobacco, Policy 5512.

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Possession, consumption, distribution, purchase or attempt to purchase, and/or use of tobacco products, or electronic cigarettes or similar devices in school, on school grounds, on school buses, in Board-owned vehicles, within any indoor facility owned or leased or contracted for by the Board, and at any interscholastic competition, extracurricular event, or other school-sponsored event are prohibited. Tobacco products include, but are not limited to cigarettes, cigars, pipe tobacco, chewing tobacco, snuff or any other matter or substance that contains tobacco. The term "tobacco" includes any product that contains tobacco, is derived from tobacco, contains nicotine, or e-cigarettes and other electronic smoking devices (including but not limited to "JUULs"), but does not include any cessation product approved by the United States Food and Drug Administration for use as a medical treatment to reduce or eliminate nicotine or tobacco dependence. Smoking of electronic, "vapor", other substitute forms of cigarettes, or clove cigarettes is also prohibited.

Weapons

The Board has adopted a policy prohibiting weapons, Policy 5772, Weapons.

The Board of Education prohibits students from possessing, storing, making, or using a weapon, including a concealed weapon, in a school safety zone and any setting that is under the control and supervision of the Board for the purpose of school activities approved and authorized by the Board including, but not limited to, property leased, owned, or contracted for by the Board, a school-sponsored event, or in a Board-owned vehicle.

The term "weapon" includes any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, incendiary devices, explosives, and other objects defined as dangerous ordinances under State law.

Policy exceptions include items pre-approved by the building principal as part of a class or individual presentation under adult supervision, if used for the purpose and in the manner approved (working firearms and any ammunition will never be approved as a part of a presentation) and theatrical props used in appropriate settings.

Students shall report any information concerning weapons and/or threats of violence by students, staff members, or visitors to the principal. Failure to report such information may subject the student to disciplinary action.

This policy shall be implemented through the Code of Conduct/Student Discipline Code, Policy 5610, and Policy 5610.01, and through administrative guidelines.

The Superintendent is authorized to establish instructional programs on the weapons and the requirement that students immediately report knowledge of weapons and threats of violence by students and/or staff to the building principal. Failure to report such knowledge may subject the student to discipline.

The Superintendent will refer any student who violates this policy to the student's parents or guardians and to the criminal justice or juvenile delinquency system. The student may also be subject to disciplinary action, up to and including expulsion.

This policy will be published annually in all District student and staff handbooks. Publication is not a precondition to enforcement of this policy.

Dress Code

The Board of Education recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. Dress or grooming that is disruptive of the classroom or school atmosphere is not allowed. Specific dress requirements may be required for Physical Education or other classroom activities that conduct school work outdoors, in a lab, or other setting.

Basic Principle: Certain body parts must be covered for all students at all times. Clothes must be worn in a way such that genitals, buttocks, breasts, and midriff are fully covered with opaque fabric.

Regulations and expectations for dress and grooming include the following:

- Proper footwear is required at all times. No cleats, shoes with wheels, house slippers. Shoes must be worn at all times for health and safety reasons.
- Gloves, hats, headbands, sunglasses, or other headgear that is not worn for religious reasons may not be worn while school is in session and during attendance at indoor events. These items must be stored in lockers.
- All hoods on sweatshirts and jackets must be removed from your head upon entering the building.
- Coats and outerwear must be stored in lockers.
- Pants, including jeans/shorts/skirts, and dresses may be worn only if all holes are below the mid-thigh unless leggings are worn underneath. Pajama bottoms or similar look-alike pajama pants are not permitted.
- Skirts and shorts must be at least mid-thigh.
    - Shorts must reach at least mid-thigh in length when standing. Athletic shorts are permitted if they meet this length requirement. Shorts must be worn at the waist and must fully cover undergarments at all times. Shorts with excessively high slits, made of sheer or see-through fabric, or tight-fitting styles such as spandex or compression shorts are not permitted unless they are worn under a longer outer garment that meets the mid-thigh length requirement.
- Pants and shorts (including mesh/gym shorts) must be able to stay at the waistline without being constantly pulled up or exposing undergarments. This includes low-rise pants and pants that sag.
- No halter tops, tube tops, tops with spaghetti straps, “see-through garments”, fishnet shirts, or plunging necklines are permitted. These items will be acceptable if a shirt is worn under or over the items. Sleeveless tops must have straps the width of 3 fingers and fit closely under the arms.
- Bare midriffs are not permitted. Shirts, blouses, and sweaters must cover the stomach area including

when you bend over, reach, and move about.
- Undergarments should not be visible.
- Clothing, patches, and buttons that contain advertisements, symbols, words, or pictures that are sexually suggestive, offensive, libelous, derogatory of others, obscene, profane, drug, tobacco, or alcohol related, or suggest violence are not permitted.
- Accessories that could be considered dangerous or could be used as a weapon such as large jewelry, wallet chains, studded bracelets or necklaces are not permitted.
- Students are not allowed to wear excessive makeup or perfume.

Students in violation of Dress Code will be provided the following options in this order to meet dress code expectations during the school day:

1. Students will be asked to put on their own alternative clothing, if already available at school, to meet dress code expectations for the remainder of the day.
2. Students will be given the opportunity to change into provided clean loaner garments from the Community Closet.
3. If necessary, students' parents/guardians may be called during the school day from the office to bring alternative dress code appropriate clothing for the student to wear for the remainder of the day.

Hazing

Performing any act, or coercing another, including the victim, to perform any act of initiation into any class, team, or organization, that causes or creates a substantial risk of causing mental or physical harm. Permission, consent, or assumption or risk by an individual subjected to hazing shall not lessen the prohibitions contained in this rule.

Hazing by any individual, school group, club, or team is not permitted. This includes any form of initiation that causes or creates a risk of causing mental or physical harm, no matter how willing the participant may be. Hazing activities are prohibited at any time in school facilities, on school property, and/or off school property but connected to activities or incidents that have occurred on
school property.

All incidents of hazing must be reported immediately to any of the following individuals: the building principal or other administrator; teacher; coach; student club advisor/supervisor, and/or superintendent. Students who engage in hazing may also be liable for civil and criminal penalties.

The Board's Policy prohibiting hazing, Policy 5516 – Student Hazing, may be accessed on the District's website.

Bullying and Other Forms of Aggressive Behavior

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community.

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse, and violence within a dating relationship. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, on a school bus, or while enroute to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school- approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

This policy has been developed in consultation with parents, District employees, volunteers, students, and community members as prescribed in R.C. 3313.666 and the State Board of Education's Model Policy.

Harassment, intimidation, or bullying means:

A. any intentional written, verbal, electronic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s); or

B. violence within a dating relationship.

"Electronic act" means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name calling, taunting, making threats, and hazing.

Harassment, intimidation, or bullying also means cyberbullying through electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and 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(s).

Any student or student's parent/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the Building Principal or assistant principal, or the Superintendent. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator or Board official. Complaints against the Building Principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. The Building Principal or appropriate administrator shall prepare a written report of the investigation upon completion. Such report shall include findings of fact, a determination of whether acts of harassment, intimidation, and/or bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.

If the investigation finds an instance of harassment, intimidation, and/or bullying/cyberbullying by an electronic act or otherwise, has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include suspension or up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

If, during an investigation of a reported act of harassment, intimidation and/or bullying/cyberbullying, the Principal or appropriate administrator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal will report the act of bullying and/or harassment to one of the Anti-Harassment Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy 5517 - Anti-Harassment.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Retaliation may result in disciplinary action as indicated above.

Deliberately making false reports about harassment, intimidation, bullying and/or other aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Deliberately making false reports may result in disciplinary action as indicated above.

If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

The District shall implement intervention strategies (AG 5517.01) to protect a victim or other person from new or additional harassment, intimidation, or bullying and from retaliation following such a report.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken. If after investigation, acts of bullying against a specific student are verified, the Building Director or appropriate administrator shall notify the custodial parent/guardian of the victim of such finding. In providing such notification care shall be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation, and/or bullying.

If after investigation, acts of harassment, intimidation, and/or bullying by a specific student are verified, the Building Director or appropriate administrator shall notify in writing the custodial parent/guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in the notification.

Complaints

Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such reports shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the Building Director for review, investigation, and action.

Students, parents/guardians, and school personnel may make informal or anonymous complaints of conduct that they consider to be harassment, intimidation, and/or bullying by verbal report to a teacher, school administrator, or other school personnel. Such complaints shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. A school staff member or administrator who receives an informal or anonymous complaint shall promptly document the complaint in writing, including the information provided. This written report shall be promptly forwarded by the school staff member and/or administrator to the Building Director for review, investigation, and appropriate action.

Individuals who make informal complaints as provided above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. Anonymous complaints shall be reviewed and reasonable action shall be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of harassment, intimidation, and/or bullying.

When an individual making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

Privacy/Confidentiality

The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

Reporting Requirement

At least semi-annually, the Superintendent shall provide to the President of the Board a written summary of all reported incidents and post the summary on the District web site (if one exists). The list shall be limited to the number of verified acts of harassment, intimidation, and/or bullying, whether in the classroom, on school property, to and from school, or at school-sponsored events.

Allegations of criminal misconduct and suspected child abuse will be reported to the appropriate law enforcement agency and/or to Child Protective Services in accordance with statute. District personnel shall cooperate with investigations by such agencies.

Immunity

A School District employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy and R.C. 3313.666 if that person reports an incident of harassment, intimidation, and/or bullying promptly, in good faith, and in compliance with the procedures specified in this policy. Such immunity from liability shall not apply to an employee, student, or volunteer determined to have made an intentionally false report about harassment, intimidation, and/or bullying.

Notification

Notice of this policy will be annually circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. At least once each school year a written statement describing the policy and consequences for violations of the policy shall be sent to each student′s custodial parent or guardian.

The statement may be sent with regular student report cards or may be delivered electronically.

The policy and an explanation of the seriousness of bullying by electronic means shall be made available to students in the District and to their custodial parents or guardians.

State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedures.

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying and violence within a dating relationship. The Superintendent or designee shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines about aggressive behavior and bullying in general, will be age and content appropriate.

Annually, the District shall provide all students enrolled in the District with age-appropriate instruction regarding the Board's policy, including a written or verbal discussion of the consequences for violations of the policy to the extent that State or Federal funds are appropriated for this purpose.

Students in grades seven (7) through twelve (12) shall receive age-appropriate instruction in dating violence prevention education, including instruction in recognizing dating violence warning signs and characteristics of healthy relationships. Parents, who submit a written request to the Building Director to examine the dating violence prevention instruction materials used in the school, will be afforded an opportunity to review the materials within a reasonable period of time.

The District shall provide training, workshops, and/or courses on this policy for school employees and volunteers who have direct contact with students, to the extent that State or Federal funds are appropriated for these purposes. Time spent by school staff in these training programs shall apply toward mandated continuing education requirements.

In accordance with Board Policy 8462, the Superintendent shall include a review of this policy on bullying and other forms of harassment in the required training in the prevention of child abuse, violence, and substance abuse and the promotion of positive youth development.

The Superintendent shall develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent shall be followed.

Title IX Sexual Harassment

Sexually offensive speech and conduct are wholly inappropriate to the operation of the District and will not be tolerated. This policy or a version which provides students adequate notice of the prohibition against sexual harassment, the conduct that constitutes sexual harassment, and the complaint procedure for reporting sexual harassment shall be included in the student handbooks.

It shall be a violation of this policy for any member of the District staff to harass a student through conduct or communications of a sexual nature as defined below or to have romantic or sexual relations with a student. Retaliation in any form against those persons alleging that sexual harassment has occurred or participating in the investigation of the complaint is also prohibited. It shall also be a violation of this policy for students or third parties (i.e., visiting speaker, or visiting athletic team) to harass other students through conduct or

communications of a sexual nature as defined below.

Any teacher, counselor or administrator who receives a report, verbally or in writing, from any person regarding sexual harassment of a student or employee must forward that report to the building Principal or Title IX Coordinator within one school day or within a reasonable period of time if there is a good cause for the delay. Any building Principal receiving a report of sexual harassment shall promptly notify the Title IX Coordinator.

The District's designated and authorized Title IX Coordinator is: Mr. Ed Kurt, Superintendent, 419-684-5322.

Definitions

Sexual harassment -conduct on the basis of sex that satisfies one or more of the following:

- a school employee conditioning education benefits on participation in unwelcome sexual conduct (i.e., quid pro quo)
- unwelcome conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity
- sexual assault (as defined in the Clery Act, 20 U.S.C. 1092(f)), dating violence, domestic violence, or stalking as defined in the Violence Against Women Act.

Complainant – an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

Respondent – an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

Formal complaint – a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the school investigate the allegation of sexual harassment. At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the education programs or activities of the District.

Duty to Respond

The District will promptly respond when an allegation of sexual harassment occurs in an education program or activity. Education programs and activities include locations, events, or circumstances over which the District exercises substantial control over both the respondent and the context in which the sexual harassment occurs. This may include computer and internet networks, digital platforms, and computer hardware or software owned or operated by or used in the operations of the District's schools.

Supportive Measures

"Supportive measures" are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, without fee or charge, to an alleged victim or respondent, before or after the filing of a formal complaint or where no formal complaint has been filed. The purpose of supportive measures is equal access to education.

The District shall offer supportive measures to a complainant. The Title IX Coordinator shall promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.

Supportive measures may include:

- counseling;
- extensions of deadlines or other course-related adjustments;
- modifications of class schedules;
- campus escort services;
- mutual restrictions on contact between the parties;
- leaves of absence;
- increased security and monitoring of certain areas of campus.

Complaint Procedure

Any student or staff member who alleges sexual harassment by any staff member or student in the District may complain directly to the Title IX Coordinator, guidance counselor, teacher, Superintendent, any other school employee whom the student or staff member trusts, or any other individual designated to receive such complaints. An individual who is complaining of sexual harassment is not required to work out the problem directly with the individual alleged to have harassed him or her.

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report
may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the Office address, listed for the Title IX Coordinator.

The District will treat a person as a complainant any time it has notice that the person is alleged to be the victim of conduct that could constitute sexual harassment (regardless of whether the person themselves reported, or a third party reported the sexual harassment), and irrespective of whether the complainant ever chooses to file a formal complaint.

Notice of Non-Discrimination and Information on Section 504 Procedures

The Margaretta Local School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. Any parties making inquiries regarding the district's nondiscrimination policies should contact the Margaretta Superintendent at 419-684-5322.

The Margaretta Local School District has procedures for the referral, evaluation, and placement process for students with disabilities as required by Section 504 of the 1973 Rehabilitation Act. You may contact the Superintendent or Section 504 Coordinator (Director of Special Education) to obtain a copy of the District's Section 504 procedures.

Equal Education Opportunity (Compliance Officer)

This District provides an equal educational opportunity for all students. Please reference Board Policy 2260. Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin while at school or a school activity should immediately contact the School District's Compliance Officer(s): Edward Kurt, Superintendent, Phone: 419-684-5322.

Any student making a complaint or participating in a school investigation will be protected from retaliation. The Compliance Officer(s) can provide additional information concerning equal access to educational opportunity.

Non-Discrimination

Margaretta Local Schools arms that no person shall, on the basis of sex, race, color, national origin, religion, military status, ancestry, age or disability be excluded from participation in, denied the benefits of, or subjected to discrimination under any educational program or activity conducted under its auspices. This shall extend to employees therein and to admission thereto. Inquiries concerning the application of this policy may be referred to the superintendent, the designated coordinator. This policy shall prevail in all board policies concerning school employees and students.

The board designates Edward Kurt, Superintendent, as Title IX Coordinator and Section 504 Coordinator. Complaints should be referred to Edward Kurt, Superintendent, at 305 S. Washington Street, Castalia, Ohio 44824 for Title VI (race, color, and national origin), Title IX (sex), and Section 504 (handicap concerns).

Differentiated Referral System: Responding To Intervention

The Margaretta Local Schools strives to meet all students' individual needs, recognizing that all students have differing strengths, and learning styles. In addition, the district recognizes that the most effective student learning occurs through a home-school partnership. Through the systems that have been set up in each school building our aim is to improve the outcomes for all Margaretta students with the goal to maintain students in a general education curriculum setting to the fullest extent possible as they make expected academic progress. Response to intervention is a preventative technique that looks to provide immediate support to students.

As students progress in school, our teachers continually monitor their performance through a feedback process that involves screening and "progress monitoring. This is essentially keeping track of a student's learning progress towards those things they want students to know and be able to do in each grade. If a teacher informally identifies an area of need for a student, the teacher will consider how it is affecting the student's academic performance in the classroom. The teacher may collaborate with colleagues, check the student's permanent file for past school performance, seek parent input and/or provide interventions within the classroom. At this point the teacher begins collecting baseline data within the activities in the classroom. The

goal is to identify supports for the student, if needed, to make progress in the curriculum and perform at grade level expectations. As it relates to this concept of an intervention system, think of a pyramid divided into 3 sections - Tier I, Tier II and Tier III.

All instruction begins in Tier 1 and as students demonstrate the need for additional support (academic, behavior, social, etc.) they are provided. Students receiving support in Tier I need less and those in Tier III require more. Progression could occur in the following manner: Sometimes students do not make expected progress and require more frequent monitoring of their performance. If the data indicates that the identified concern has an impact on the student's academic progress the teacher will initiate Tier I intervention independently, documenting data. Continued parent contact and input will be sought by the teacher. The goal is to meet the needs of the student in the general education environment and provide support with that setting. With the collected data, the teacher will meet with a team of educators to discuss the area of concern and current strategies implemented.

The teacher will continue to implement interventions and collect data. If progress is not being made, the teacher and other instructional specialists will develop Tier II interventions. These interventions may include services being provided outside of the classroom with an instructional specialist assisting with the student's identified need. These services will be implemented for a short period of time then reviewed. The building's intervention assistance team will meet to review interventions and analyze the data to determine if the student is making progress and can discontinue service, making progress but needs to continue, or not making progress and additional services need to be considered. Parent's input will be sought as part of this review.

If it is determined that more intensive services need to be considered, the team will hold a meeting with the parents to review the student's current progress and to receive consent for evaluation to determine if the student has a disability. This evaluation will be conducted by a certified school psychologist and utilize standardized assessments. The results of the assessments will be reviewed by a team of educators and the parents to determine if the student qualifies for Tier III special education services. If the student qualifies, the team, including the parents, will develop an individual education plan (IEP) specifying the services and supports determined necessary for the
student. Should you like more information about the district's intervention system please contact your student's building principal.

Intervention Assistance Team: The purpose of IAT is to provide assistance, support, and guidance to teachers and parents. Our goal is to help students overcome any difficulties: academic, social, emotional, or behavioral. Team members may include an administrator, counselor, school psychologist, intervention teacher, and a regular education teacher. Please contact the guidance counselor to schedule an IAT meeting.

Students with Disabilities

The Americans with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act (Section ff504) prohibit discrimination against persons with a disability in any program receiving Federal financial assistance. This protection applies not just to students, but to all individuals who have access to the District's programs and facilities.

The District has specific responsibilities under these two laws, which include identifying, reviewing and, if the child is determined to be eligible, according access to appropriate educational accommodation.
Additionally, in accordance with State and Federal mandates, the District seeks out, assesses and appropriately services students with disabilities. Staff members use a comprehensive child study process to systematically screen, assess and, if appropriate, place students in special education and related services. Students are entitled to a free appropriate public education in the "least restrictive environment."

A student can access special education and related services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEIA), A.D.A. Section 504) and State law. Contact Kathy Hall, Special Education Coordinator, at (419) 684-5351 to inquire about evaluation procedures, programs, and services.

Homeless Students

Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the District. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in gifted and talented programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on lack of proof of residency. For additional information contact the Liaison for Homeless Students at 419-684-5351.

Children And Youth In Foster Care

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

Parents' Bill of Rights Notice

Parents have the right to file a written concern regarding the topics addressed in either Board Policy 5780.01, the Parents' Bill of Rights, or R.C. 3313.473 with the Principal or Assistant Principal. For more information on the process for filing a written concern, please consult Board Policy 5780.01, which is available on the District's website.

Preparedness for Toxic and Asbestos Hazards

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's Preparedness for Toxic Hazard and Asbestos Hazard Policy and asbestos management plan is available for inspection at the Board Offices upon request.