2026-2027

MARGARETTA ELEMENTARY SCHOOL

STUDENT HANDBOOK

MISSION STATEMENT

Empowering and Supporting Student Success By Nurturing Unique Abilities and Passions.

Dear Margaretta Elementary Students and Parents:

The Margaretta Elementary Staff wish to welcome all of you back this fall.

Welcome to the new school year at Margaretta Elementary School! We are thrilled to have the opportunity to work with your child and be a part of their educational journey. Our dedicated team of teachers and staff is committed to providing a supportive and engaging learning environment where every student can thrive. We believe in fostering a love for learning, social-emotional development, and encouraging academic growth. Together, let's make this a memorable and successful year for your child.

At Margaretta Elementary, we value the partnership between home and school. We strongly believe that open communication and collaboration are vital to your child's success. Throughout the year, we will keep you informed about important events, academic updates, and opportunities for parent involvement. We encourage you to stay connected through our school website, Final Forms, and attending parent-teacher conferences. Your active participation and support play a significant role in creating a positive educational experience for your child.

Please make sure all Final Forms documents are up to date throughout the year. If you do have a change in address or phone number please contact the office (419-684-5357) and update Final Forms. Most communication will be done through Final Forms.
We look forward to seeing our students in the classroom year. Feel free to call the office (419-684-5357) or email me (kwise@margarettaschooldistrict.com) with any questions or concerns you may have. TOGETHER, we can make this a successful year for all of our students!

Go Bears!

Keven Wise
Principal

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General Information

The student handbook was developed to provide specific information about certain policies and procedures relevant to being a student at Margaretta Elementary School. Please take the time to become familiar with the important information in our handbook. If you have any questions that are not addressed in this handbook, you are encouraged to contact the building administration. If any of the policies or administrative guidelines referenced herein are revised, the language in the most current policy or administrative guideline prevails. Current board policies and administrative guidelines are available on the district's website.
https://go.boarddocs.com/oh/marga/Board.nsf/Public?open&id=policies#

Margaretta Local School Directory

Margaretta Local School Board of Education

Address: 3800 Maple Ave, Castalia, OH 44824
Phone: (419)684-5322

Board Members
Mrs. Angie Tucker - President
Mr. Brian Sutorius - Vice President
Mr. Josh Hula
Mr. Elmer Lippert
Mr. Paul Schoenegge

Superintendent: Mr. Ed Kurt
Treasurer: Mr. Keegan Hall

Margaretta Elementary School

Address: 5906 W. Bogart Rd, Castalia, OH 44824
Phone: (419)684-5357

Administration and Office Staff
Mr. Keven Wise - Principal
Mr. Keith Taylor - Assistant Principal
Mrs. Jennifer Morris Cox - Building Secretary
Ms. Brandi Carter - School Counselor
Mrs. Heather Campana - Curriculum Director
Mrs. Kathy Hall - School Psychologist, Special Education Supervisor
Ms. Natalie Gottron - Psychologist Assistant

Elementary Staff

Preschool Teachers
Mr. Lars Livengood
Mrs. Susan Miller

1st Grade Teachers
Mrs. Allyson Pressler
Ms. Angie Miller
Mrs. Megan Olds

3rd Grade Teachers
Mrs. Amy Bogard
Mrs. Danielle Buhn
Mrs. Kristy Jensen
Mrs. Sarah Riedy

5th Grade Teachers
Mrs. Carolyn Cook
Mrs. Tami Haynes
Mr. Luke Weyer

Specials Teachers
Mrs. Ashley Bush - Art
Mrs. Chase Doles - Music
Mr. Brad HoffmanComputers
Mrs. Andrea Yaussy - Physical Education

Gifted Teacher
Mrs. Dana Belak

Speech Pathologist
Miss Hailey Stoll
Mrs. Tela Yetter

Kindergarten Teachers
Ms. Karen Barnette
Miss. Autumn Gessling
Mrs. Sarah Lochotki
Miss. Taya Rogers

2nd Grade Teachers
Mrs. Elizabeth Jacoby
Mrs. Lynsey Polley
Miss. Courtney Workman

4th Grade Teachers
Mrs. Jennifer Blevins
Mrs. Kelly Bohn
Mrs. Tonya Foos
Miss. Brooke Gibbons

Intervention Specialist
Mr. Carson Bauman
Mr. Corey Britton
Mrs. Jen Eckert
Mrs. Erica Grahl
Mrs. Emily Keller
Ms. Kyrsten Lawless
Mrs. Julie Ruck

Title 1 Teachers
Mrs. Kelsey Chapman
Ms. Ashley Williams

Support Staff

Paraprofessionals
Mrs. Coleen Anders
Mrs. Nicole Blair
Miss. Jackie Henline
Mrs. Emily Kimball
Mrs. Caitlin King
Ms. Denise Knipp
Ms. Natasha Mccowan
Ms. Donna McGory
Ms. Karli Ried
Mrs. Tiffany Tang
Mrs. Anna Taylor

Custodians
Ms. Cora Blakely
Mrs. Kim Bolinger
Mrs. Ashley Perdue

Kitchen
Mrs. Stephanie Johnson
Ms. Jen Kuns
Mrs. CoAnne Westerhold
Mrs. Holly Yetter

Nurse
Salley Hershey

Occupation Therapist
Tera Zimmer

School Resource Officer
Deputy Dan Eubanks

EQUAL EDUCATION OPPORTUNITY (COMPLIANCE OFFICER)

This District provides an equal educational opportunity for all students. 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 affirm 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, 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).

HIGHLY QUALIFIED TEACHERS

One hundred percent of the elementary teachers teaching core academic subjects meet and maintain a highly qualified status per Ohio department of education requirements. We also provide ongoing, high quality professional development for all instructional staff to focus on changing instructional practices that result in improved student performance. If you have any questions about highly qualified teacher status or yearly professional development, feel free to contact the principal at 419-684-5357.

Students With Disabilities

The Americans with Disabilities Act (A.D.A) and Section 504 of the rehabilitation act (section 504) 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 laws define a person with a disability as anyone who:

A. has a mental or physical impairment that substantially limits one or more major life activities:
B. has a record of such an impairment; or
C. is regarded as having such an impairment.

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 at 419-684-5351 to inquire about evaluation procedures, programs, and services.

Margaretta Elementary Procedures

FINAL FORMS

The website https://www.margarettaschooldistrict.com/FinalFormsNew.aspx is what Margaretta Schools uses for our student information. Final Forms are an essential part of our communications with parents. We need you to be sure everything on Final Forms is correct and kept up-to-date for your child. Some of the ways it is used: to acquire emergency medical information, address, phone numbers, birthdates of students, transportation, field trip permission and much more.

The principals and the teachers use FinalForms to communicate with families. It's also a place for you to upload forms that are needed by the school: 2 proofs of residency, birth certificates, shot records, custody papers and parent ID's.

ARRIVAL AND DISMISSAL PROCEDURES

Please adhere to the following guidelines when dropping off and picking up your child from school.

Arrival Procedures for car riders

- **Arrival Time is 7:20 – we do not have staff on duty before 7:20.** If you arrive early, you are welcome to wait with your child in your car.
- **Arrival after 7:40 is considered tardy and you need to sign your child in outside the office. The student will then take the sign in slip to their teacher. Please give a reason why the child did not arrive on time for school.**
- Parents may drop off their child(ren) once they are beyond the "Student Drop Off" sign and within the marked drop off zone. Letting a student exit a vehicle before this point is neither safe nor permitted. **Children need to exit the car on the passenger side.**

- Students will go directly to their classrooms or to breakfast in the cafeteria.
- Parents who are dropping off must remain in their vehicles at all times.
- Cars must stay in line, parallel to the curb. No vehicle should pull around or pass another vehicle in line.
- We ask cars to please stay in line to drop off your child(ren), do not pull around to the parking area to walk your child(ren) across unless you have spoken to an administrator.
- Please adhere to a five mile per hour speed limit while driving on school grounds.

Dismissal Procedures for car riders

Dismissal time is 2:20

- Parents will display a sign on the passenger side that lists the name of any student they will be picking up. The sign needs to be displayed until your child/children is/are safely in the car. We will provide one copy of this sign per child. However, you will be responsible for making additional signs if needed.
- **If someone, other than the parent is picking up the child, you, as the parent, need to send in two notes stating the name of the person who will be picking up the child.**
- There will be a "caller" standing in the pick-up zone that will read off the name(s) from the sign into a 2-way radio as the parent passes by.
- Parents who are picking up must remain in their vehicles at all times.
- Cars must stay in line, parallel to the curb. No vehicle should pull around or pass another vehicle in line.
- All children will be loaded on the passenger side of the car only! Due to the quick stops and starts we cannot load children on the driver's side of the car.
- Drivers should pull up directly behind the car in front of them to maximize the use of available space.
- Please adhere to a five mile per hour speed limit while driving on school grounds.
- **All car riders need to be picked up no later than 2:50. If your child is not picked up by this time and you have not called to inform us why you are running late.**

Arrival and dismissal times at Margaretta Elementary are busy times. We are asking for your help to ensure that all our students arrive safely at school in the morning and at home in the afternoon. Traffic is congested during these times and takes several minutes for traffic to clear, your patience during these times are greatly appreciated. We ask all drivers to please follow the line of cars and abide by our arrival and dismissal procedures. DO NOT pull around to the parking lot area to walk your child(ren) across. While our intent is to design arrival and dismissal procedures that are convenient for families, the safety of our students is our top priority. You will find that it takes several minutes for traffic to clear the area, your patience is greatly appreciated.

Late Arrival

- If your child arrives after the final bell (7:40 AM) you need to bring the child into the building and sign them in using our kiosk. A student will not be allowed into class without the signed slip for the teacher.
- Arrival after 7:40 AM is considered tardy.
  This tardiness will count against your child's attendance hours.

Early Dismissal

- If you must pick your child up early, please come to the main office to sign your child out. You will need to bring your driver's license and sign your child out on the kiosk.
- We will contact the teacher and have your child come to the office to meet you. Early dismissals count against your child's attendance hours. **Two** notes stating the reason for dismissal with a phone number where the parent can be reached needs to be sent to the homeroom teacher who will forward one copy to the office. This way both the teacher and the office have documentation as to the dismissal procedure.

Safety Procedures For Student Pick Up

Safety Measures: For your child's **safety, we require anyone wishing to remove a child from the building before or at regular dismissal to sign that child out in the kiosk.** Verification of identity is requested. **If someone other than the legal guardian is picking up a child a note or phone call from the legal guardian is required.**

In the interest of safety, students are not allowed to leave the school grounds during the school hours unless accompanied by a teacher in a school activity or released to their parent or legal guardian for an appointment or an emergency. If one parent has been awarded custody of the student in a divorce settlement, the **custodial parent** as defined in legal statute shall **inform the school in writing of any limitations in the rights of the non-custodial parent.** Absent such notice, the school will presume that the student may be released into the care of either parent.

A "Car Rider Permission Slip" will be sent home at the beginning of the school year. This is to be filled out only if you are picking up your child **every day of the school year.** Otherwise **two** notes need to be sent in to the homeroom teacher, as stated above, even if you are picking up your child the same day(s) every week.

IN THE INTEREST OF STUDENT SAFETY – NO PHONE CALLS WILL BE ACCEPTED TO CHANGE THE WAY A CHILD GOES HOME AFTER 2:00 PM.
End of the day phone calls to the office to change your children's dismissal plans create many problems for the school. These calls should be limited to emergencies only. When numerous calls are made to the office near the end of the school day, it is difficult for the office to honor these requests.

Parents are asked to assist with dismissal procedures by making certain that children are clear about dismissal plans before they come to school each morning. Last minute changes in plans are often confusing to the children.

STUDENT ADMISSION & COMMUNICATION

Registration

New students are expected to enroll in the attendance district in which the natural or custodial parent(s) live. Upon entering the Margaretta School District parents/guardians are asked to call the Margaretta Board of Education Office and complete the appropriate registration forms. All appropriate registration forms are available on the Margaretta Local Schools website: https://www.margaretta.k12.oh.us/. Please access this site and complete the necessary forms. The following documentation and information are required upon registration: completed registration forms, birth certificate, social security card, photo identification of parent/guardian, two proofs of residency, custody documents (if applicable), authorization of record release, immunization record, a copy of the current grade card. A Parent/Student Handbook is available on the school website. Admission will be granted upon completion of required documentation and registration forms.

Placement

Students that transfer to the school will be placed in classes according to pertinent information supplied by parents/guardians at the time of registration and informal placement tests until their cumulative records arrive from their previous school.

Annual Student Information Update

If you are a continuing Margaretta student; the annual student information needs to be updated at Margaretta Final Forms site. If you move or change your phone number throughout the school year, please remember to update that information.

Scheduling and Assignment

The principal will assign each student the appropriate classroom and program. Any questions or concerns about the assignment should be discussed with the principal.

Transfer Out of District/Withdrawal

Prior to withdrawing from the Margaretta Local Schools System the parent/guardian must contact the office. All fines and fees must be paid. All textbooks, library books, chromebooks, chargers and other school materials have to be returned. In compliance with the Missing Child's Act and state laws after receiving the proper request for transfer of records, records will be sent to the new school district within fourteen days.

Change Of Custody, Separation, OR Divorce

In order to protect your child and uphold the legal rights of parents the school **MUST be informed of any changes** in family status (such as separation, divorce, remarriage, etc.).

Change of Address or Telephone Number

If your **address** or **telephone number changes** during the school year **please** go to your Final Forms account and make any changes. This is vital in case of an emergency.

Change of Custody

Whenever parental custody or guardianship is changed the school must receive a copy of the change of custody papers.

Separation

The school must receive a copy of any temporary custody papers in the event of a legal separation.

Divorce

The school must receive a copy of the custody papers. The court determined custodial parent shall inform the school in writing of any limitations in the rights of the non-custodial parent. Absent such notice, the school will presume that the student may be released into the care of either parent.

Parent Permission & Notification

Extra-Curricular Activities

Please send a note to school if your child is staying after school for an extra-curricular activity such as: biddy sports, organized groups (scouting, etc.), cheerleading camps, etc. A note granting permission is required to be sent to the school office in addition to the sign up form.

Animals

NO pets, animals, insects, etc. are to be brought to school.

Library Information

Checking out books:

1. All materials **must** be checked out before they are removed from the library.
2. Library books are loaned for 7 days. Books can be renewed for another 7 days as needed. Reference books circulate to the classrooms only with librarian permission.
3. Overdue fines are not charged. However, students who have overdue books are denied borrowing rights until the overdue book(s) are returned.
4. Any student who takes out a library book is responsible for returning the book or paying what it would cost to replace it.

Meal Service and Cafeteria Information

All students eat lunch in school. Students may bring a prepared lunch from home or hot meals may be purchased at school, milk is included with the meal purchase. Students should not bring soda pop for their lunch beverage. The school can provide a substitute for food allergies, i.e. milk if we have a current note from your doctor. Lunch charges are handled within the food service department.

The cafeteria uses a computer system to track breakfast/lunch payments and services. Parents can send either cash or a check to cover breakfast/lunch costs. Please write your student's first and last name on the check or envelope to assure the money is deposited in the correct account. Pre-payments may be made by the week, the month or more. Parents can also choose to pay using a credit/debit card online at https://www.payschoolscentral.com/ Parents may also fill out the free and reduced lunch forms online through PaySchools Central as well and can be submitted at any time during the school year.

The breakfast/lunch program is offered for the convenience of parents and students. Charging is discouraged, a letter will be sent home when the lunch account is one dollar or more negative. If you are struggling paying on your student's account please contact our food service director, Carrie Keller, at 419-684-5351.

If you would like to see the current menu, cost of breakfast/lunch, free and reduced information, or questions you may have about PaySchools Central please click on the following link https://www.margarettaschooldistrict.com/FoodServices.aspx

Rules of the student discipline code are in effect in the cafeteria as well as the ones listed below. Students are to:

1. wait in line quietly and talk quietly while in the cafeteria.
2. act in a polite and courteous manner.
3. clean up the area in which they have eaten.
4. Students are not permitted to take straws, milk cartons, food items, etc. from the area.

School Insurance

Parents have the opportunity to purchase school accident insurance for their children. The information is available on Margaretta School District website.

Student Birthday Celebrations

Birthday treats should be store bought with ingredients clearly listed.

We request that you do not send gum or suckers as a treat. We also request that you do not send flowers, balloons, or other gifts to be distributed to a student at school. These items **will not** be taken to the classroom and you will be notified to come and pick them up in the office.

Lost and Found

A lost and found table is located in the lobby on Bogart Road. Children who have lost articles should check the table. Articles of value will be kept in the school office. Children finding articles are asked to place them on the table**. Parents can help reduce lost articles, especially clothing and boots, supply bags, etc., by marking them with the child's name.**
Lost and found items are donated 3 times a year: at winter break, spring break and the end of the school year.

School Closings and Delays

In the event that the Margaretta Schools close, dismiss early, or experience a delay in opening time due to weather or other emergencies, you will receive a "One Call." More details regarding this "One Call" program are on Margaretta's website. Closings will also be posted on the school's website and social media. If you would like to add numbers to our One Call System please see the following link for directions https://www.margarettaschooldistrict.com/OneCallNow.aspx

If you change your phone number, please be sure to change it in Final Forms.

Educational Materials, Facilities and Equipment

Textbooks for some subjects may be furnished by the school at no cost to the pupil. It is understood that these remain the property of the school. Facilities and equipment are also provided. Pupils are responsible for the care of all items entrusted to them. Students may be assessed fees for loss or damage.

Student Fees and Payments

Student fees are to be paid at the beginning of the school year. The yearly fee is $50.00 for supplies and $50.00 for technology. Those parents who cannot afford to pay fees immediately are to contact the office and make arrangements in writing of the payment schedule. All school fees are due on or before September 30. We strongly recommend that school fees be paid by check or money order instead of cash. There will be a fee charged for returned checks**.** If you do send cash in with your child, we will send home a receipt. **School fees may also be paid online through Payschoolscentral.com**
Please inform the school office if you paid with this method.

Safety Drills

Safety drills (fire, tornado, lockdown, evacuation) are of vital importance. Students will participate in these drills on a regular basis in accordance with Ohio law. Specific drill instructions will be provided at the beginning of the year by the teachers and periodically throughout the year as review and reinforcement. Directions for exit and drill procedures are posted in each room of the building. Different alarms are used to signal each of these drills.

Telephone Use and Messages

Please do not ask to have telephone messages transmitted from the parents to the pupil except in emergencies. Most requests can be handled by a note to the teacher or email. Each teacher's email address is their first initial, last name @margarettaschooldistrict.com.

Cell Phones and Electronic Devices

Students at Margaretta Elementary are to leave cell phones and electronic devices in their book bags. In the event that a student chooses to bring an electronic device or cell phone to school and it is lost or stolen; the school WILL NOT be responsible. Any student using an electronic device or cell phone inappropriately during school hours and any after school functions/activities at Margaretta Elementary, including field trips, will receive the following consequences:

First Offense
The cell phone or electronic device will be confiscated until the end of the school day.

Second Offense
The electronic device will be confiscated and the parent will be asked to pick it up at the end of the day.

Student Records - Privacy and Protection

The Margaretta School District maintains many student records including both directory 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.
https://go.boarddocs.com/oh/marga/Board.nsf/Public?open&id=policies#

Student Records include:

- The right to inspect and review the student's education records within 45 days of the day the school receives the request in writing.
- The right to request an amendment of the student's education records that are believed to be inaccurate and the right to a hearing if the request is not honored.
- The right to 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 a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement 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 resonsibility.
- The following is designated as directory information, which may be disclosed without prior written consent: a student's name, mailing address, telephone number, date and place of birth, major field of 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.
- The right to file a complaint with the U.S. Department of Education regarding an alleged violation of FERPA.

Both custodial and non-custodial parent have access to a student's health and educational records unless agreed to otherwise in writing by both parents or specifically stated by court order as received by the District.

VISITORS

Please make an appointment if you wish to visit the school.
You must have an ID with you to enter the building. All doors are locked when the students are here. You will be requested to sign in at the kiosk in the lobby.

ATTENDANCE

School Day

Staff Day: 7:10 - 2:45
Student Day: 7:40 - 2:20
Student Arrival: 7:20

Attendance Value Statement

Students who attend school regularly are more likely to read on grade level, graduate ready for postsecondary learning or workforce opportunities, and contribute to civic life. It is policy of the district to support removing barriers to full participation in learning and reduce chronic absence.

Attendance Definitions

Chronic Absence

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.

Compulsory School Age

A child between 6 and 18 years of age is "of compulsory school age" and must attend school each day. A child under 6 years of age who has been enrolled in kindergarten also shall be considered "of compulsory school age."

Habitually Truant

Absent thirty (30) or more consecutive hours, forty-two (42) or more hours in one (1) school month, or seventy-two (72) or more hours in one (1) year.

Attendance Policy

The educational program offered by Margaretta Local Schools is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Absences for any reason, whether excused or unexcused, reduce instructional time and have an adverse impact on student learning. Regular attendance by all students is very important. In many cases, irregular attendance is a major reason for poor schoolwork; therefore, all students are urged to make appointments, do personal errands, etc., outside of school hours.

In accordance with the statute, the Superintendent shall require, from the parent of each student of compulsory school age who has been absent from school or from class for any reason, a written statement of the cause for such absence. The Board of Education reserves the right to verify such statements and to investigate the cause of every single absence or prolonged absence.

The Board considers the following factors to be reasonable excuses for time missed at school:

A. Personal illness (a written physician's statement verifying the illness may be required
B. Appointment with a health care provider
C. Illness in the family necessitating the presence of the child
D. Quarantine of the home
E. Death in the family
F. 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
G. Such a good cause as may be acceptable to the Superintendent
H. 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
I. Absences due to a student being homeless
J. Student sent home by the school nurse for the day

Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at any place where school is in session by the authority of the Board.

Each student who is absent must immediately, upon return to school, make arrangements with his/her teacher(s) to make-up school work missed from being absent. Students who are absent from school for any reasons that are not permitted by State law may or may not be permitted to make up school work. Each case is considered on its merits by the principal. Students are requested to bring a note to school after each absence explaining the reason for the absence.

Excessive Absences

A student may have an excused absence for medical reasons, such as personal illness or a medical visit, subject to the following rules. A student may have up to (5) medically excused absences without a doctor's note, but with a phone call from a parent/guardian. This policy will be extended beyond (5) days if the student or someone in the student's family is in quarantine due to a recognized pandemic/epidemic (e.g., COVID-19) or experiencing symptoms of the pandemic/epidemic. 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.

If no determination of progress is made, or if the school determines that the student and the student's family have ceased to continue making progress in improving the student's attendance, the school shall proceed to file a complaint in the juvenile court against the student. The complaint will allege that the child is unruly for being habitually truant, and the parent, guardian, or the other person having care of the child has violated Revised Code 3321.38.

Parent Notification of Excessive Absences

When a student of compulsory age is absent at least 5%, forty-five (45) hours, of the minimum number of hours required in the school year, the school shall notify the child's parent or guardian of the child's absences, in writing sent via United States Postage Service or by email. 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 writing notice is given, any appropriate intervention strategy listed in this policy may be taken.

Habitually Truant

A student will be considered habitually truant if the student of compulsory school age and is absent without a legitimate excuse of thirty (30) or more consecutive hours, for forty-two (42) or more hours in one (1) school month, or for seventy-two (72) or more hours in one (1) year.

Legitimate excuses for the absence of a student who is otherwise habitually truant include but are not limited to:

A. The student was enrolled in another school district;
B. The student was excused from attendance in accordance with R.C. 3321.04; or
C. The student has received an age and schooling certificate.

The District's attendance officer shall file a complaint in the juvenile court against any student who is habitually truant unless the District or the student's school determines that the student and the student's family are making satisfactory progress in improving the student's attendance at school. If not determination of progress is made, or if the school determines that the student and the student's family have ceased to continue making progress in improving the student's attendance, the attendance officer shall proceed to file a complaint in juvenile court against the student. The complaint will allege that the child is unruly for being habitually truant, and the parent, guardian, or other person having care of the child has violated Revised Code 3321.38.

If a student who is habitually truant violates the order of a juvenile court regarding the student's prior adjudication as an unruly child for being habitually truant, the student may further be adjudicated as a delinquent child.

Tiered System of More Intensive Interventions and supports

The District implements a tiered system of interventions and supports for students to increase attendance. The system is designed to provide resources to students and their families to address the root cause of student absences. More intensive interventions and support are provided to students with a greater number of absences.

Intervention Strategies

In order to address practices of students and prevent students from becoming chronically absent, the District will implement one (1) or more of the following intervention strategies:

A. Early notification when students hit 5% and 10% absenteeism rates.
B. Referral to MTSS team.
C. Weekly attendance tracker.
D. Administrator or School Counselor will communicate with family to link up with resources.
E. Meet with the student and the family to see what obstacles are occurring preventing the student from coming to school.
F. Referral to counseling services.
G. Referral to our district's school based health clinic.
H. Collaborate success plan.
I. Take appropriate legal action.
J. Take other and appropriate action.

Students shall not be suspended, expelled, or otherwise prevented from attending school because of the student's absences.

Absence Intervention Team

The District will establish at least one (1) absence intervention team ("AIT") in each school building. The AIT will work with students at risk of becoming chronically absent and their families to improve the students' attendance. The AIT will work with students and families, and strategies and resources that may be utilized by the AIT to improve school attendance.

REPORTING ABSENCES

In order to be in compliance with Ohio State Law Senate Bill 321, the Missing Child Act, a requirement of our schools is that you must call the school the morning of your child's absence. **Please call between 7:10 and 7:40 AM.** We ask for your assistance and cooperation in reporting absences as we share your concern for the safety of your child. **Margaretta Elementary School's phone numbers are 419-684-5357 or 419-684-7731.** You can call in the evening and leave a message, or you can email jmorriscox@margarettaschooldistrict.com to report your child's absence. Please put in the subject line the student's name, give the reason for absence and then your email will be forwarded to the homeroom teacher.

Upon returning to school from an absence, children are required to present an excuse written by their parent/ guardian or health care provider, to the homeroom teacher citing the cause of the absence. The

Administration reserves the right to verify such statements and to investigate the cause of each single or prolonged absence. Excessive absences may be a factor considered in student retention.

Contacting the Parent/Guardian of an Absent Student

If a student is absent from school, a parent or guardian must notify the office to inform the school of their student's absence. Without this notification, Ohio law requires that, within 120 minutes after the beginning of each school day, the school shall make at least one attempt to contact a student's parent, guardian, or other person having care of the absent student.

Contact shall be made through one of the following methods:

- A telephone call.
- A telephone call with an automated message noting a student being absent from school.
- A notification sent to the electronic mail address of the parent, guardian, or other person's wireless communication device.
- A visit, in person, to the student's residence of record.

Academics

Academic Progress Reporting

Our progress reporting system has been developed to communicate expectations and achievement of each student. Explanations of grade level requirements, pupil behavior and responsibility relating to student ability are given at individual parent-teacher conferences after the first quarter. The report card indicates pupil progress and achievement based on grade level expectations.

Student achievement is reported to parents on a quarterly basis. Follow-up conferences are held throughout the year with parents of students who exhibit deficiencies in academic and/or personal development areas. Interim progress reports are available to all parents on ProgressBook. If a student appears to be at risk for failure at the interim reporting time, notification will be provided so parents can seek a conference with the teacher to discuss actions to improve.

Grades

Margaretta Elementary has a standard grading procedure, as well as additional notations that indicate work in progress or incomplete work. 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. Standards are weighted at 75% and acquisition grades are weighted at 25%. A minimum of one grade per week should be entered every quarter with 4-5 standard grades. ProgressBook should be updated weekly.

The school applies the following grading system:

A	90-100%	Advanced – superior achievement at grade level
B	80-89%	Above Average – achievement at grade level
C	70-79%	Average – achievement at grade level
D	60-69%	Basic – achievement below grade level
F	00-59%	Fails to meet grade level indicators

ProgressBook

Margaretta Schools use an online grade recording program called ProgressBook, a web based grade viewing system. This program has a feature that allows parents to view their child's grades, attendance, as well as digital copies of report cards. In order to use this online tool, parents must create an account and attach their child(ren) to their account, contact the school office to get your student's ProgressBook registration key. ProgressBook can be accessed at https://pa.noeca.org/district.

User Accounts remain active for the duration of the student's career at Margaretta Local Schools.

Achievement Testing and Assessment

Periodic assessment of student progress is done on an ongoing basis in accordance with State standards and District policy. Classroom tests are used to assess student progress and assign grades. These are selected and/or prepared by the teachers to assess how well the students have made progress toward achieving the state standard based performance indicators and benchmarks These assessments take many forms: paper pencil tests, projects, oral presentations, classroom participation, quizzes, observations, etc.

Achievement and ability indicator assessments are given across all grade levels in the district as is required by state and/or federal mandates and guidelines. Testing dates are announced in newsletters and on district and building calendars. Please plan to have your child in attendance on these days.
If necessary, intelligence tests, speech and language evaluations, individually administered achievement tests, and other special testing services are available to students needing these services. Depending on the type of testing, specific information and parental consent may need to be obtained. Margaretta Local Schools will not violate the rights of consent and privacy of a student participating in any form of evaluation.

State Mandated Testing

All kindergarten students will be given the KRA (Kindergarten Readiness Assessment Test). This is required by the state to be completed by November 1.

Ohio's State Tests
Math and Language Arts - Grades 3, 4, and 5
Science - Grade 5

English Language Proficiency Assessment for the 21st Century
Assessment designed to access Limited English Proficiency Students only will be administered annually.

Procedures For State Mandated Testing

The Ohio Department of Education sets procedures for state testing by law. This law covers all state mandated assessments. The law, Rule 3301-13-05 of the Ohio Administrative Code, requires that "Test Security" must be maintained at all times. This means that, **NO PERSON SHALL DISCUSS, SHARE, RELEASE, CAUSE TO RELEASE OR REPRODUCE ANY SECURE STATE TEST MATERIALS THROUGH ANY MEANS OR MEDIUM ELECTRONIC, PHOTOGRAPHIC, WRITTEN OR ORAL.** The Ohio Revised Code prohibits the disclosure of test questions that would assist a pupil in taking the state tests.

Students, teachers, and administrators are all responsible for ensuring test security as mandated by state law. All state test questions and materials are considered part of the State Tests and are defined as secure test materials. Building and District Test Coordinators monitor test security procedures. Violations shall be handled as outlined in the district procedures in compliance with the law. For further information contact Mr. Keven Wise, Building Test Coordinator, by calling the Margaretta Elementary Office (419-684-5357).

Homework Guidelines

Homework is an extension of classroom instruction. Students gain a sense of responsibility and develop study skills through an appropriate amount of homework. Homework does not always mean written work to be returned to school, but in many cases is study, review, projects, and content reading.

Nightly homework per grade level should be approximately: Kdg – 10-15 minutes, 1st grade – 10-20 minutes, 2nd grade – 20-30 minutes, 3rd grade – 30 minutes, 4th grade – 30-45 minutes, and 5th grade – 30-45 minutes. If you find that your child is repeatedly spending more than the time indicated, please contact his/her teacher.

Identification of Children Who Are Gifted

Margaretta School District identifies students who perform or show potential for performing at high levels of accomplishment in the areas of superior cognitive ability, specific academic ability, creativity, and visual and performing arts.

This identification system follows the assessment process of Ohio Revised Code 3324.01.07

and the recommended procedures by the Ohio Department of Education's Division of Gifted Education. Please contact Mrs. Dana Belak if you have questions regarding gifted identification or service. She can be reached at 419-684-5357 or dbelak@margarettaschooldistrict.com.

Missed Classwork Due to Vacation

If your family is planning a vacation during the school year please contact your child's principal and request an excused absence at least 5 days prior to departure. An excused absence allows your child to make-up for missed work and receive credit for it. Please contact your child's teacher five days prior to your vacation.

Because skill development follows a sequential process some of the class work missed during the vacation dates may not be able to be given out prior to leaving for your trip. Important assignments will be compiled for your child during your vacation. Generally one day of make-up time is given for each day of excused absence.

Health and Wellness

Medication at School: Authorization Required

Specific guidelines for administering medication at school fall under state law 3313.73 and 3313.716. When it is necessary for school personnel to administer medication, these guidelines must be followed:

A. A Medication Administration Form signed by parent/guardian and physician:
   1. Student information
   2. medication and dosage or procedure required
   3. time required
   4. possible reactions which should be reported to the physician
   5. special instructions including storage and sterile requirements
   6. date when medication or procedure is no longer needed
   7. date of request form
   8. physician's name, address, and phone number
   9. signatures of physician *and* parent
   10. all medication must be in **original container**

The proper form must be completed before any medication will be administered. **Medication Administration Forms are available from the school nurse and at: https://www.margarettaschooldistrict.com/Downloads/Downloads_MedicationAdministrationRecordGeneralMedicationForm.pdf**

B. A section on the form above to be completed and signed by the student's parent/guardian authorizing the school personnel to administer the medication or procedure as instructed by the physician, and agreeing:
   1. to deliver the medication to the school in its original container only
   2. to notify the school if there is a change of physicians
   3. to notify the school if the medication, the dosage or the procedure is changed, or to be eliminated.

C. Prior to the administering of any medical procedure to or for a student that:
   1. such procedure is included in the child's IEP if applicable
   2. The procedure is included on the completed form mentioned in A. and B. above.

D. However, students shall be permitted to carry and use, as necessary, an asthma inhaler, provided the student has prior written permission from his/her parent and physician and his submitted Form 5330 F3, Authorization for the Possession and Use of Asthma Inhalers, to the principal and any school nurse assigned to the building.

E. Additionally, students shall be permitted to carry and use, as necessary, an epinephrine auto injector to treat anaphylaxis, provided the student has prior written approval form the prescriber of the medication and his/her parent/guardian, if the student is a minor, and has submitted written approval (Form 5330 F4, Authorization for the Possession and Use of Epinephrine Auto injector (epi-pen)) to the principal and any school nurse assigned to the building. The parent/guardian or the student shall provide a back-up dose of the medication to the principal or school nurse. This permission shall extend to any activity, event, or program sponsored by the school or in which the school participates. In the event epinephrine is administered by the student or a school employee at school or at any of the covered events, a school employee shall immediately request assistance from an emergency medical service provider (911). Students with diabetes authorized to attend to their diabetes care and management may do so in accordance with Policy 5336.

Allergies and Bee Stings

It is the parents' responsibility to inform the school of the child's allergies, especially specific allergies (e.g. bee stings, peanuts). In the case of severe allergies, parents are responsible for providing the school with appropriate medication and a doctor's statement concerning how the medication is to be administered.

Blood Borne Pathogens

The School District seeks to provide a safe educational environment for students and take appropriate measures to protect those students who may be exposed to blood borne pathogens in the school environment and/or during their participation in school-related activities. While the risks of students being exposed to blood borne pathogens may be low, students must assume that all body fluids are potentially infectious and must take precaution to follow universal procedures in order to reduce such risks and minimize and/or prevent the potential for accidental infection.
See Board Policy 8453.02.

Immunizations

Students must be current with all immunizations required by law, including but not limited to poliomyelitis, measles, diphtheria, rubella, pertussis, tetanus, and mumps, or have an authorized exemption from State immunization requirements. Kindergarten students must be immunized against Hepatitis B and chickenpox. For the safety of all students, the school principal may remove a student from school or establish a deadline for meeting State requirements if a student does not have the necessary immunizations or authorized exemption. In the event of a chicken pox epidemic, the Superintendent may temporarily deny admission to a student otherwise exempted from the chicken pox immunization requirement. Any questions about immunizations or exemptions should be directed to the school nurse.

An immunization record must be kept on file for all pupils.

By October 15th of each year a school summary of the immunization status of initial entry pupils must be sent to the Ohio Department of Health. At the beginning of each school year, or at a pupil's initial entry, a pupil has 14 days to present written evidence that he/she is in compliance with the State Immunization Law. If, after the end of the 14-day grace period, the pupil hasn't submitted written evidence of compliance, the pupil should be excluded from school until evidence is submitted. A pupil is in compliance if he/she meets one of the following four criteria:

1. The parent submits written evidence that the pupil meets or exceeds the minimum immunization requirements.
2. The parent submits a statement, signed by the pupil's physician, that immunization may be detrimental to the pupil's health.
3. The parent submits a statement signed if objecting to immunization for good cause, including religious convictions.
4. The parent submits written evidence that the pupil is "in the process" of completing the required immunizations.

"In the process" means that the pupil is immunized against measles, mumps, and rubella and has had at least one dose of DPT/DT vaccine and one dose of polio vaccine. He/She must finish the series as soon as the scheduled intervals between doses permits. This pupil, while listed as incomplete, is considered "in process."

Health Records and Emergency Medical Procedures

The Emergency Medical Authorization Form needs to be filled out on Final Forms by the parent/guardian. In the event emergency medical treatment for a student is necessary, the district will utilize the information on this authorization form. It is vitally important that the emergency phone numbers listed remain current. The school is equipped to give only minor first aid in the event of an injury. Serious injury may necessitate contacting the Emergency Rescue Squad.

If your child has a health problem, ask your physician to put it in writing for the child's school records. Update medical information as necessary on FinalForms so we may remain current with any changes.

Mutual understanding about health problems will help us to better care for your child. We suggest that you schedule a conference with us to discuss health concerns if appropriate.

Parents are responsible for providing the school with work phone numbers, information as to where they can be reached during the school day, and/or the name and number of someone who can care for the sick child if they are not available.

Guidelines To Determine If Your Child Should Stay Home

- Temperature checks should be done at home if families have a thermometer.
- Wellness checks for symptoms will be conducted by families at home prior to coming to school.
- Anyone with a temperature over 100.4 degrees or exhibiting other symptoms should stay home and not return to school until they have no fever overnight without the use of fever-reducing medication and are feeling better.
- Symptoms include: SORE THROAT, PERSISTENT COUGH, SHORTNESS OF BREATH, LOSS OF SMELL, LOSS OF TASTE, CHILLS, MUSCLE ACHES, FATIGUE, RUNNY NOSE, DIARRHEA, or HEADACHE (outside of your normal health status).
- More information is included in Appendix H.

Fever:

- 100.4 degrees or higher on the day of school. Student may return to school when they no longer have a fever overnight without fever-reducing medication.

Colds:

- Accompanied by mild coughing, sneezing, aching and water eyes
- Keep home especially on the first day or two when they will be most contagious

Harsh/Bad Cough

- Need to stay home and possibly see your Healthcare Provider (because of possibility of bronchitis, flu, pneumonia, whooping cough or croup)
- Return to school after cough improves and child is feeling better

Sore Throat

- Keep the student home if accompanied by fever; swollen glands; difficulty swallowing or talking; red and swollen throat
- Severe sore throat sometimes with headache and/or stomach upset may be symptoms of Strep Throat which requires treatment by a primary care provider to avoid serious illness or complications such as Rheumatic Fever
- Can also be a symptom of Mononucleosis.

Vomiting/Stomach ache/Diarrhea

- Keep at home if your child has vomited 2 or more times in the last 24 hours. If their stool is watery and they cannot make it to the toilet in time.
- Student may return to school after they no longer vomit overnight and are able to drink liquids without throwing up.

Earache

- See your healthcare provider if there is pain, drainage or bleeding from the ear canal.

Pink Eye (Conjunctivitis)

- Viral and bacterial are both contagious.
- Return to school no sooner than 24 hours after the start of treatment.

Rash

- See Health Care Provider **before returning to school** as it may be one of several contagious diseases (including: fifth disease; strep or staph infection; impetigo; chicken pox; shingles; roseola; scabies)
- Some rashes may be a sign of more serious conditions
- Rashes may also come from:
  Contact with an allergen: example: poison ivy or poison oak
  Medication reaction
  Food allergy

Lice/Nits and Scabies

- Follow treatment guidelines from your healthcare provider, school official, and/or
  Over-the-counter treatment product
- Bring your child to school, according to school guidelines, after completing treatment to allow the school nurse or designee to recheck for admittance to school.

If your child does need to return to school with medication, please remember to bring the medication in its original container with the complete **Medication Authorization Form** signed by you and your health care provider. This is required to give any medications and/or over-the- counter (OTC) or prescription medications, including cough drops. *Please note that an adult is required to bring the medication to school and pick it up at the end of its use.

Please contact your school nurse or building principal if you have questions regarding your child's illness or medications.

Thank you in advance for helping to build a healthy learning environment for all our students and staff.

School Work For Students That Are Absent

If a child is confined at home, the school feels that recovery of the child is more important than school work. However if the child is physically able to do some work, parents may arrange to pick up such work from the child's teacher if the child will be out for **more than one day**.

Teachers will make every effort to gather a child's work as quickly as possible, but please understand that they will need adequate time for the special preparation required.

Upon return to school one day of make-up time is generally given for each day of absence.

Recess Participation

During the school day, time is provided to give students a chance for fresh air and exercise. Every child will participate in the outdoor activity with his/her class unless he/she has a documented health problem. Your doctor should give us instructions in writing if your child's activities must be restricted. Proper outdoor clothing for recess time is important so that your child can enjoy the recreation, even during Ohio's changing weather.

Student Abuse and Neglect

Margaretta Local Schools is concerned with the physical and mental well-being of the students of this district. Members of the staff at Margaretta Elementary will cooperate in the identification and reporting of cases of child abuse or neglect in accordance with the law. All staff members are mandated reporters.

Control of Casual Contact Communicable Diseases and Pests

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice.

Specific diseases include: diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the local and state health departments.

Control of Non-Casual Contact Communicable Diseases

In the case of non-casual contact communicable diseases the school still has the obligation to protect the safety of the students and staff. In these cases, the person in question will have his/her status reviewed by an appropriate panel of resource people to ensure that the rights of both the affected individual and those of other students and staff members will be acknowledged and respected. The school will seek to keep students and staff members in school unless there is definitive evidence to warrant exclusion.

Non-casual contact communicable diseases include sexually transmitted diseases or blood borne pathogens, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human-immunodeficiency), Hepatitis B, and other diseases that may be specified by the State Board of Health.

Student Code of Conduct

Positive Behavior Intervention and Support (PBIS)

Margaretta Elementary is committed to implementing a system of Positive Behavior Intervention and Support (PBIS) to promote school safety and good behavior. Margaretta Elementary has a PBIS team which developed a range of systemic and individualized positive strategies to reinforce desired behaviors, diminish recurrences of challenging behaviors, and teach appropriate behaviors to students. The use of restraint and seclusion were adopted by the State Board of Education on April 8, 2013 per ORC 3301.35.15.

Students will meet the building-wide expectations of "BEARS".

Bears
Be responsible
B**E**ars
Engage in kind and honest behavior
Be**A**rs
Always be safe
Bea**R**s
Respect self and others
Bear**S**
Shows self control

Code of Conduct

A major component of the educational program of Margaretta Elementary is to prepare students to become responsible citizens and workers by learning how to conduct themselves properly and in accordance with adopted Board Policy. Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law affecting students. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community. All students are expected to be responsible citizens and to conduct themselves properly and in accordance with Federal, State, and local laws, Board policies and Administrative Guidelines, and in a way that respects the rights and safety of others.

The Margaretta Board of Education has a "zero tolerance" policy in accordance with ORC 3313.534 zero of violent, disruptive, or inappropriate behavior by its students.

The staff at Margaretta Elementary pride themselves in teaching the students how to behave in an acceptable manner in both social and academic settings. We understand that the school setting may be new for most of our students and rules and expectations at home may be different from ours at school. We believe in restorative practices when dealing with behavior and/or discipline issues and therefore, allow the students to learn and grow from their mistakes and/or poor choices. The staff at Margaretta

Elementary School intervene and monitor our students to ensure that they learn appropriate school behaviors.

Violation by a student of any of one or more of the following rules of conduct may result in disciplinary action(s), which may include detention, parental contact, in-school suspension, out-of-school-suspension, emergency removal, expulsion, or referral to legal authorities.

Aggressive Behavior Toward Students (Bullying and/or Cyber Bullying)

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Aggressive behavior toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse. 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 and those occurring off school property if the student or employee is at any school related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business.

Use of the Network to engage in cyberbullying is prohibited. "Cyberbullying" involves the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal Web sites or any social media, and defamatory online personal polling Websites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others Cyberbullying includes, but is not limited to the following:

A. Posting slurs or rumors or other disparaging remarks about a student or school staff member on a web site or on weblog;
B. Sending e-mail or instant messages that are mean or threatening, or so numerous as to drive up the victim's cell phone bill;
C. Using a camera phone to take and send embarrassing photographs/recordings of students or school staff members or post these images on video sharing sites such as YouTube;
D. Posting misleading or fake photographs of students or school staff members on web sites.

To the extent permitted by the First Amendment, instances of cyberbullying off school grounds that disrupt the school environment or interfere with the learning process will be considered violations of the Student Code of Conduct.

The entire Board of Education adopted policy on Bullying and Other Aggressive Behavior may be found in section 5517.01 of the Bylaws and Policies of the Margaretta Local School District.

Harassing, Hazing, Intimidating, Bullying, Dating Violence and/or Cyber Bullying Behavior

Harassing, hazing, intimidating, dating violence and/or bullying behavior by any student or school personnel in the district is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. Harassment, hazing, intimidation, dating violence and/or bullying means any intentionally written, verbal, psychological, sexual comment or action, graphic, or physical acts, including electronically transmitted acts, either overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school sponsored activity; in any district publication; through the use of any district-owned or operated communication tools, including, but not limited to district email accounts and or computers on school-provided transportation or at any official school bus stop.

Types of harassment including, but not limited to, gender, ethnic, religious, disability and sexual are strictly prohibited. Harassment may be verbal, nonverbal, or physical.

Discipline Code Classification

1. **Disruption. Obstruction or Interference of School**
   A student shall not disrupt or interfere with school activities or the educational process.
2. **Disobedience, Insubordination and Disrespect**
   A student shall follow reasonable directions and will comply with reasonable requests of all school personnel.
3. **Use of Profane, Indecent, or Obscene Language**
   Written or Verbal; directed toward school personnel or students. This shall include use of obscene gestures, pictures, or signs.
4. **Damage, Destruction, Defacement, or Vandalism**
   A student shall not cause or attempt to cause damage to school or private property on school premises or at a school activity; including buses or at any school. A student may be responsible for monetary damages.
5. **Degrading Acts**
   A student shall not engage in any act which does or intends to frighten, degrade, disgrace, or threaten any person within the school system.
6. **Verbal and Other Forms of Non-Contact Aggression**
   Any speech, verbal, written, inciting panic or non-contact action which provokes, threatens or appears to threaten physical injury to a staff member, student, visitor, or other person associated with the school district will not be tolerated and is considered aggression against that person.
7. **Unacceptable Physical Contact**
   Students shall not engage in any activity which occurs when they choose to deal with conflict using aggressive and hostile physical contact such as pushing, shoving, grabbing, ripping, punching, hitting, kicking, or using physical restraint.

8. **Theft/Stealing and/or Possession of Stolen Items**
   No student shall not take, dispose of, or otherwise use property of another individual without their willing consent. Students should not knowingly accept, retain, or use stolen property.
9. **Fighting**
   Students shall not engage in any behavior such as fighting or horseplay that may result or cause injury to another person. This shall include inciting and/or encouraging others to fight.
10. **Assault**
    An intentional act or threat that puts someone in reasonable fear of being harmed. Physical contact is not required, such as aggressively raising a fist or threatening someone verbally. Assault can be physical, non-physical, or verbal.
11. **Leaving school grounds**
    A student upon arrival to school may not leave the school grounds without parental notification and administrative approval.
12. **Cheating and Plagiarism**
    Each student should perform the work assigned to them. Cheating is the dishonest or unauthorized use of another person's work by copying that person's work or answers. The possession of "cheat sheets", whether actually used or not, is interpreted as cheating. Plagiarism is copying material or claiming ownership of another person's work.
13. **Unauthorized Use of Fire/Arson**
    Purposely setting a fire is prohibited.
14. **Hazing and Intimidation**
    Students shall not plan, encourage or engage in any hazing. Hazing is defined as doing an act or forcing another to do any act that may cause mental or physical harm as a condition for entrance into a club or organization.
15. **Hazing, Bullying, and Sexual Harassment**
    Hazing - Hazing activities are prohibited at all times. Hazing is defined as doing an act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Administrators, faculty members and all other employees of the school district shall be particularly alert to possible situations, circumstances or events, which might include hazing. If hazing or planned hazing is discovered, involved students shall be required to end all hazing activities immediately. All hazing incidents shall be reported immediately to the building principal or superintendent.

    Bullying - Bullying, harassment, and intimidation is an intentional written, verbal or physical act that a student has exhibited toward another particular student more than once. Types of bullying include physical, verbal, written, or graphic acts, including electronically transmitted acts. The intentional act also includes violence within a dating relationship. Prohibited activities of any type, including those activities engaged in via computer and/or electronic communication devices, are prohibited at all times. No administrator, teacher or other employee of the district shall

encourage, permit, condone or tolerate any hazing and/or bullying activities. The behavior causes either mental or physical harm to the other student and is sufficiently severe, persistent,or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student. This behavior is prohibited on school property or at a school-sponsored activity.

Sexual Harassment - Ohio and Federal laws prohibit unwanted sexual advances or unwanted visual, verbal or physical conduct of a sexual nature. Such behavior should be reported immediately, will not be tolerated and will result in disciplinary action, and possible prosecution. Sexual harassment is defined as unwelcome conduct of a sexual nature. It can take the form of unwelcome sexual advance; reuests for sexual favors; verbal harassment or abuse, such as insults, suggestive comments and demands; leeting and subtle forms of pressure for sexual activity; physical aggression, such as touching pinching and petting; lewd pictures, sexual jokes and attempted rape.

16. Weapons/Ammunition/Explosives/Dangerous Weapons or Instruments

A student shall not possess, handle, transmit, or conceal any object, which might be considered a dangerous weapon or instrument. Objects may resemble or may be considered a dangerous weapon or instrument of violence, including, but not limited to: guns, look-a-like guns, knives, pocket knives, razor blades, lighters, fireworks, ammunition, fireworks, or chemicals.

17. Sale at School

Students are not permitted to bring items to school for sale to other students.

18. Tobacco/Vaping

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

19. Drugs and Alcohol

No students shall possess, use, exhibit evidence of use, transport, attempt to sell or purchase, have under his/her control, offer to administer to another or be under the influence of any intoxicant, hemp or hemp products, hallucinogen, narcotics drug, unauthorized drug, any false substance represented as any of the above. Unauthorized drugs include any drugs except those issued as medication upon orders of a duly licensed physician for medical purposes. All drug or alcohol offenses will be referred to the appropriate law enforcement agency.

20. Aiding or Abetting Violation of School Rules

Any student who assists or encourages another student in the violation of any school rule may also be disciplined.

21. **Violation of Student Dress Code**
    Students must abide by all regulations contained in Margaretta Elementary's Dress Code Policy.

22. Playground Rules
Students are expected to follow all playground rules. All equipment is expected to be used in a safe manner.

23. Bus Rules
Students are expected to follow all the school bus rules and as well as listen and be respectful to the bus driver at all times.

24. Chromebook/Electronic Misuse
Students must abide by all regulations in the Margaretta Local Schools' Network Acceptable Use Policy.

25. Violation of Electronic Device Policy
Students must abide by all regulations in Margaretta Elementary's Electronic Device and Cell Phone Policy.

26. Repeated Offenses or Flagrant Violations
Students who repeatedly violate any school rules or accepted standard of school behavior.

27. Miscellaneous Misconduct
Any action judged by school officials to involve misconduct and not specifically mentioned in other sections may be dealt with as insubordination. The authority of school officials extends beyond the school day. Any misconduct on or off school property, which directly relate to and adversely affects the welfare, safety, and morals of the school is within the scope of authority of school officials.

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. Students are expected to dress in a manner that is appropriate to the school environment and does not cause disruption to the academic process. Dress or grooming that is disruptive to the classroom and school atmosphere is not allowed.

Students are expected to dress appropriately for the activities they are engaging in as well as for weather conditions. Outside daily recess activities are scheduled weather permitting. If a student's dress is inappropriate, parents will be called and asked to bring a suitable change of clothing. Repeated offenses could result in disciplinary action.

Regulations and expectations for dress and grooming include the following

1. Hats, caps, sweatbands, sunglasses, and chains are not permitted to be worn in the building.
2. They are not to be carried around school or attached to belts.
3. 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.
4. Winter outdoor apparel is not permitted to be worn in the classroom. (heavy coats, hats, gloves, etc.).
5. Clothing with holes must not expose undergarments.
6. Pajama pants, robes, or slippers are not permitted.
7. All lower wearing apparel must extend to the student's fingertips while said student is standing with arms by his/her side. (mid-thigh).
8. No halter tops, tube tops, tops with spaghetti straps, "see through garments", fish net 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.
9. Bare midriffs are not permitted. Shirts, blouses, and sweaters must cover the stomach area including when you bend over, reach, and move about.
10. Undergarments must be worn, but should not be visible. Students must wear proper footwear, (shoes, boots, sandals with heel straps, tennis shoes, etc.). No cleats, shoes with wheels, or flip-flops will be permitted.
11. Students are expected to dress for the weather. They must be prepared to go outside daily for scheduled recess activities, (weather permitting).
12. Sagging pants (pants which must be constantly pulled up, fit below the waist, which would fall down when legs are together, or which would show undergarments, etc.) are not permitted.
13. No "dog collars", spike bracelets or chains that could be dangerous to persons or destructive to school property.
14. No gang- or cult-related items of any kind.
15. All hoods on sweatshirts and jackets must be removed from the student's head upon entering the building.

The responsibility of enforcing the dress code belongs to all students, parents, and faculty members.

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 school 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 can lose the right to be a member of the group/team for violation of school rules.

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

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 and administration. 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 seat or location
- Before school, lunch time, or after school detention
- Loss of activities and privileges
- In-School Isolation

Formal Discipline

Formal Discipline involves removal of the students from school, including: Emergency Removal, suspension or expulsion

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 a formal meeting with the Superintendent or designee prior to removal. During the meeting, the student will be notified of the charges and given the opportunity to respond.

Expulsions may carry over into the next school year. Any student who is expelled from school for more than twenty (20) days or form 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 or 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.

Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspension or expulsion may be appealed.

Due Process Rights

Before a student is suspended or expelled, are specific procedures that must be followed in accordance with Ohio law and Board Policy 5611
https://go.boarddocs.com/oh/marga/Board.nsf/Public?open&id=policies#
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 administrator will determine whether or not to suspend the student. If the decision is made to suspend the student and their parents will be given written notification of the suspension within one (1) day setting forth the reason for the suspension, the length of suspension, and the process for appeal. An attempt will be made to notify parents/guardians by telephone if a suspension is issued.

The suspension may be appealed, within 5 days after receipt of the suspension notice, to Margaretta Elementary's Principal. The request 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. A teacher may remove the student from any curricular or extracurricular activity under the teacher's supervision, but not from the 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 5 school 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.

Search and Seizures

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. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age. General housekeeping inspection of school

property may be conducted with reasonable notice. 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. The District may use video cameras 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.
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Classroom Behavior Management Plans

Each grade level teacher shall determine the specific behaviors required of the students in the classrooms. These behaviors will serve as the rules for that classroom and will be posted in a prominent location in the classroom. These rules will be presented to the class on the first day of school. See appendix.

Disciplinary problems that occur in the classroom/playground which are not of a severe or major nature shall be resolved by the classroom teacher or supervising aide following the rules of the grade level/school.

Once the classroom rules have been established, the teacher shall determine the disciplinary consequences to be used for students that choose to misbehave. These consequences will be written on the Behavior Management Plan and will be posted. The consequences will become the discipline hierarchy. The number of times a student chooses to engage in inappropriate behavior will determine the discipline consequence he/she will receive. Sending the student to the principal's office will be at the end of the consequence hierarchy and also as a "severe" behavior consequence.

Positive consequences such as rewards or special activities will be used in the classroom to reinforce the behavior of students who choose to behave appropriately.

Search and Seizure

Search of a student and his/her possessions may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of the law or the school rules. A search may also be conducted to protect the safety of others. All searches may be conducted with or without the student's consent. All searches will be conducted in a reasonable manner following Board of Education Policy.

Students are provided desks, totes, lockers, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is a reasonable suspicion that a student has violated the law or school rules.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and turned over to the police. The Margaretta Schools reserves the right not to return items which 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) may 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) may remain in the room during questioning.

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

Personal Property

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The school may confiscate such items and parents may retrieve them in the school office. Items must be retrieved before the end of the current school year. They will not be held past that date.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or his/her parents will be required to pay for the replacement or repair. The student will also be subject to discipline according to the Student Discipline Code.

Transportation

Bus Transportation Regulations and Student Conduct

The Board furnishes transportation in compliance with state law. This fact does not relieve parents of students from the responsibility of supervision 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 under the authority of, and directly responsible to, the bus driver. The driver has the authority to enforce the established regulations for bus conduct. Disorderly conduct or refusal to submit
to the authority of the driver is sufficient reason for refusing transportation services or suspending transportation services to any student once proper procedures are followed. The Board authorizes the Superintendent or other administrators to suspend a student from
school bus riding privileges only for a period of up to one school year. The only due process required is notice to the student of an intended bus riding suspension and an opportunity to appear before the administrator considering the suspension before it happens

Rules of conduct for student bus passengers are basic and are necessary for safe operation. During the loading or unloading period, certain rules must be followed to assure the student's safety. A student should wait until the bus comes to a full stop before moving toward the bus, and if on the opposite side of the road, wait until a signal from the driver is given indicating that it is safe to cross.
The following regulations apply to students who use bus transportation:

1. Be at the bus stop 5 minutes before the bus is scheduled to arrive.
2. Wait at the bus stop in a safe location clear of traffic.
3. Behavior at the bus stop and on the bus must not threaten life, limb or property of any individual.
4. Go directly to an available or assigned seat.
5. Remain seated keeping aisles and exits clear.
6. Observe classroom conduct and obey the driver promptly and respectfully.
7. Pupils must not use profane language or improper gestures.
8. No eating and drinking on the bus.
9. Do not bring toys, electronic games, walkmans, radios, pagers, cell phones, or other personal electronic items to school.
10. Pupils must not have alcohol, tobacco, drugs, or any false substance represented as either in their possession on the bus except for prescription medication required for a student. Students should show medication and permission slips to the driver upon entering the bus.
11. Do not throw or pass objects on, from or into the bus.
12. Pupils may carry on the bus only objects that can be held in their laps. Balloons, glass, and live animals are not to be transported on the bus.
13. Pupils must leave or board the bus at locations to which they have been assigned unless they have parental and administrative authorization to do otherwise. **Students are not permitted to change buses or ride a bus other than their assigned bus to and from school.** If you have questions regarding this please call the transportation department at **419-684-7714.**
14. Do not put your head or arms out of the bus windows.
15. Refrain from making excessive noise.

16. Pupils must not possess, handle, transmit, or conceal any object which might be considered a dangerous object, instrument of violence, or object which could compromise the safety of the bus or passengers.
17. Do not vandalize or damage school or private property. Restitution for damages will be assessed.
18. Follow all school rules as outlined in the Student Discipline Code.

Because of the serious safety factors involved in bus transportation, students will follow the same behavior policies outlined for school. The bus driver has the same authority on a bus as any official of the school. Any behavior toward a bus driver or behavior detrimental to the safe operation of a bus shall result in disciplinary consequences for the offender(s).

A student who becomes a behavior problem on the bus shall be disciplined in accordance with the Student Discipline Code and may be deprived of the privilege of riding on the bus. 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. A student may be suspended from the bus for any violation of the Bus Regulations or the Student Discipline Code.

Video Taping on the School Buses

The Board of Education recognizes that all school buses must be operated in a safe manner. Therefore, the Board authorizes the superintendent and transportation supervisor to institute a video taping system on district school buses. Videotaping will be used as an additional means of monitoring the safe operation of district buses.

Requesting Changes in Regular Transportation Services

Parent permission is **required** if you wish to have your child dropped off at **another stop** along their **regular** bus route. Any requests for a child 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**
If your child is going to visit another child after school, notes **from both children's parents** are required. **Transportation must also be provided unless no bus changes are necessary.**

School Parking and Traffic Regulations

We are extremely concerned about the safety of the children on their way to and from school. You can help keep them safe by following safety guidelines for parking and traffic control around the school.

SPEED LIMIT IN THE PARKING LOTS AND AROUND THE BUILDING IS 5 MPH. WATCH CAREFULLY FOR CHILDREN EXITING OR PLAYING NEAR OR AROUND THE BUILDING AND PARKING AREAS!!

All vehicles are prohibited in bus loading and unloading zones during restricted hours*** before school and prior to and during dismissal* or whenever school buses are present in this area.

Parking lots are provided on the side of the building for parents or visitors. Please obey all exit, entrance and no parking signs. Please do not park on the grass. Use extreme caution. Our children are counting on you to help keep them safe.

Walking/Bicycle Riding

For the protection of our students walking or riding bikes to and from school is not permitted

Chromebook Policy

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 Boardsponsored 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.

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. Starting the 2026-2027 school year students in grades K-5, chromebooks will be left in the classrooms. Students will all have access to a Chromebook and are responsible for that device while it is in their possession.

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. With Chromebooks, students can access their assignments, materials, and grades from anywhere, at any time. 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.

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 table 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 the Chromebook 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. An estimated replacement cost for a Chromebook in Margaretta Local Schools will be determined by the tech department.

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

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 issued to them and must 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.
- I will bring my Chromebook to school every day.

- I will not place decorations that will leave adhesive or permanent marks (stickers, markers, etc.) on my Chromebook. You may decorate with discretion - See Personalizing Devices under Use of Chromebooks in the Classroom.
- I understand that my 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

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.
- 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.
- I will make sure my child brings the Chromebook to school every day.
- I will make sure my child returns their school-issued Chromebook , charger, and case at the end of each school year for updates and pay for any corresponding fees for any damages assessed.
- I will make sure my child returns their school-issued Chromebook, charger, and case and pay any outstanding fees for damages found at this time, in these instances: a. 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) c. upon his/her

full-time attendance at EHOVE Career Center d. upon his/her full-time enrollment in College Credit Plus

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.

Use of Chromebooks in the Classroom

Respect and 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.)

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

Appendix A

Annual Notification Required for Buildings Containing Asbestos

The Margaretta Board of Education retained the services of Martin Brumbaugh, a federally trained and licensed asbestos inspector, to perform a thorough asbestos inspection and to develop a complete management plan which will meet all federal, state and local requirements. The inspection report and management plan was formally accepted by the Board of Education on Oct. 10, 1988 and mailed to the State Department of Health on the same day. The plan has been approved by the EPA. A copy of this extensive report is on file in the superintendent's office for public inspection. It is reviewed on an annual basis.

Nearly all of the asbestos in our schools is located in ceiling plaster. Asbestos was encouraged to be used as a fire retardant in much of the construction which took place during the mid to late 1950's and early 1960's. Most of the remaining asbestos will be found in a plaster type coating covering the boilers and some steam pipe lines. A re-inspection to monitor the condition of our asbestos-containing materials will be conducted every six months by a trained member of our staff and every three years by a certified, outside inspector.

The inspector rated all asbestos containing materials on a scale of 1 (lowest) to 7 (highest). Most of the asbestos in our schools was rated as 3 or 4 which means it is in a stable, non-threatening condition, given proper care and maintenance.

Appendix B

Margaretta Local School District Annual Parent Notification Right to Request Teacher Qualification Home Language Survey

Dear Parent or Guardian:

Our school receives federal funds for Title I programs that are a part of the No Child Left Behind Act of 2001. Throughout the school year we will continue to provide you with important information about this law and your child's education.

You have the right to request information regarding the professional qualifications of your child's classroom teacher(s). If you request this information, the district or school will provide you with the following as soon as possible:

A. if the teacher has met state licensing requirements for grade level and subjects in which the teacher is providing instruction;
B. if the teacher is teaching under an emergency status for which state licensing requirements have been waived;
C. the type of college degree major of the teacher and the field of discipline for any graduate degree or license; and
D. if your child is receiving Title I services from a paraprofessional and, his/her qualifications.

If you would like to request this information, please contact your child's school.

If your child first-learned or home language is anything other than English please contact your school office for a Home Language Survey.

Grades K-5	Margaretta Elementary	419-684-5357
Grades 6-12	Margaretta High School	419-684-5351

Sincerely,

Edward Kurt
Superintendent

Notification of Rights Under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible student") certain rights with respect to the student's educational records.

These rights are:

(1) The right to inspect and review the student's educational records within 45 days of the day the school receives the request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) 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.

(2) The right to request the amendment of the student's educational records that the parent or eligible student believes are inaccurate. Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it is inaccurate. 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 advise them 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.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is 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 educational record in order to fulfill his/her professional responsibility.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA. The office that administers FERPA is:

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

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 the 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.

1. Political affiliations or beliefs of the student or student's parents;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. 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
8. Income, other than as required by law to determine program eligibility.

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

1. Any other protected information survey, regardless of funding;
2. 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
3. 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 –

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales or other distribution purposes, and
3. Instructional material used as part of the educational curriculum.

These rights transfer from parents to student who is 18 years old or 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, DC 20202-5901

Appendix C

MANDATORY

COMPLAINTS OF 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, Margaretta Local Schools

The designated/authorized Title IX Coordinator and his/her contact information shall be made known to all applicants for admission and employment, students, parents or legal guardians of students, employees, and all of the District's employee unions. Further, the District shall prominently display on its website the contact information for the Title IX Coordinator.

No person designated by the District to serve as a Title IX Coordinator, investigator, decision maker, or any person designated by the District to facilitate an informal resolution process, shall have a conflict of interest or bias for or against complainants or respondents generally or an

individual complainant or respondent.

1.Definitions

a.Sexual harassment – conduct on the basis of sex that satisfies one or more of the following:

(i)A school employee conditioning education benefits on participation in unwelcome sexual conduct (*i.e., quid pro quo*); or

(ii)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; or

(iii)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.

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

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

d.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.

2.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 platform, and computer hardware or software owned or operated by or used in the operations of the District's schools.

3.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:

a.Counseling;
b.Extensions of deadlines or other course-related adjustments;
c.Modifications of class schedules;
d.Campus escort services;
e.Mutual restrictions on contact between the parties;
f.Leaves of absence;
g.Increased security and monitoring of certain areas of campus.

4.Complaint Procedure

a.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

b.Retaliation against those who file a complaint or participate in the investigation of the complaint is prohibited. No employee or representative of the District, nor any other person, may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in a Title IX investigation, proceeding, or hearing. Complaints alleging retaliation may be filed according to the procedures for sex discrimination.

Therefore, filing of a complaint or otherwise reporting sexual harassment will not reflect upon the student's or staff member's status nor will it affect future employment, grades, or work assignments. The person to whom the complaint was made shall, within one school day, report the complaint to the Title IX Coordinator. If the Title IX Coordinator or Superintendent is the employee alleged to have engaged in the sexual harassment, the report shall be made to the Board.

c.The right to confidentiality, both of the complainant and of the respondent, will be respected consistent with the District's legal obligation, and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred. The District will keep confidential the identity of complainants, respondents, and witnesses, except as may be permitted by FERPA, or as required by law, or as necessary to carry out a Title IX proceeding.

5.Investigation

a.The investigator should remember that the investigation requires a balancing of the respondent's rights, the complainant's right to an environment free of sexual harassment, and the Board's interest in a prompt and fair investigation. The burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rests on the District and not on the parties. The investigator shall not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

b.The investigator shall send written notice to both parties of the allegations set forth in the complaint upon receipt of a formal complaint. The notice must include sufficient details known at the time, including the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known. The notice must include a statement that the respondent is presumed not responsible

for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process; that the parties may have an advisor of their choice, who may be an attorney, and may inspect and review evidence; and notice of any provision in District's Code of Conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process. If a party chooses to have an advisor, he/she may be accompanied to any related meeting or proceeding by the advisor.

c.The investigator shall meet with the complainant within a reasonable period of time from the time of making the complaint. However, the investigator is urged to meet with the complainant as soon as possible.

d.Following the meeting with the complainant, the investigator shall conduct an adequate, reliable, and impartial investigation to determine if sexual harassment has occurred. The investigation shall include a conference with the respondent and the complainant, as well as any and all other methods which are considered necessary to determine whether harassment has occurred. Both parties must be permitted an equal opportunity to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence. The parties shall not be restricted from discussing the allegations under investigation or from gathering and presenting relevant evidence.

e.The investigator will not access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the District obtains that party's voluntary, written consent to do so.

f.Both parties shall be provided an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the District does not intend to rely in reaching a determination regarding responsibility, and inculpatory or exculpatory evidence, whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation.

g.The District shall provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate.

6.Post-Investigation Procedures

Prior to completion of the investigative report, the school district must send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties must have at least 10 school days to submit a written response, which the investigator will consider prior to completion of the investigative report. All such evidence must be subject to the parties' inspection and review and be available at any hearing.

Upon conclusion of the investigation, the investigator shall issue a written report to the parties and their advisors that fairly summarizes the relevant evidence. After the investigative report has been sent to the parties and before reaching a determination regarding responsibility, the decision maker(s) must afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. The decision maker(s) must explain to the party proposing the questions any decision to exclude questions as not relevant. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. The decision maker must explain to the party proposing the questions any decision to exclude a question as not relevant.

Although the facts and circumstances of a particular investigation may require an investigation to continue beyond 45 school days, it is recommended that the investigation and a report of the findings be completed within that time frame. The report shall include a determination of whether the respondent was found to have engaged in harassment, was found not to have engaged in harassment, or whether the investigation was inconclusive.

The District shall use a clear and convincing evidence standard to make such determination. This shall be the same standard used for both complaints involving students and staff members. The burden rests on the District to meet that standard for purposes of reaching a determination regarding responsibility.

The report shall be issued to the complainant, if an employee, or to the complainant's parents, if a student. A copy of the report shall also be sent to the Superintendent or his/her designee and the respondent.

7.Final Determination

a.Following receipt of the investigator's report and recommendation, the decision maker (who cannot be the same person as the Title IX Coordinator or investigator) must issue a written decision which sets forth the decision maker's determination of responsibility or non-responsibility based on the relevant standard of evidence. The written decision shall include the following elements:

1.Identification of the allegations potentially constituting sexual harassment.

2.A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held.

3.Findings of fact supporting the determination.

4.Conclusions regarding the application of the school district's code of conduct to the facts.

5.A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the school district imposes on the respondent, and whether remedies designed to restore or preserve equal access to the school district's education program or activity will be provided by the school district to the complainant.

6.The District's procedures and permissible bases for the complainant and respondent to appeal.

b.The decision maker must objectively evaluate all relevant evidence, including both inculpatory and exculpatory evidence.

c.Credibility determinations shall not be made on based on a person's status as a complainant, respondent or witness.

d.The decision maker must provide his/her written decision to the parties simultaneously within 15 school days of receipt of the investigator's report and recommendation.

e.The Title IX Coordinator is responsible for effective implementation of any remedies set forth in the written determination.

8.Informal Resolution

The District may offer informal resolution options if a formal complaint is filed, at any time prior to reaching a determination regarding responsibility, provided both parties give voluntary, informed, written consent. The District shall not require, as a condition of enrollment or continuing enrollment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints. Any party has the right to withdraw from informal resolution and resume the grievance process with respect to the formal complaint. The investigator may not require the parties to participate in an informal resolution process. The investigator will not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student. If an informal resolution is sought by the parties, a written statement to that effect shall be signed by the parties, and the informal resolution process will conclude within 20 school days of the parties' signature.

9.Appeals

a.The District will offer both parties the opportunity to appeal from a determination regarding responsibility, and from a dismissal of a formal complaint or any allegations therein on the following bases:

(i)Procedural irregularity that affected the outcome of the matter;

(ii)New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and/or

(iii)The Title IX Coordinator, investigator, or decision maker had a conflict of interest or bias that affected the outcome of the matter.

b.An appeal must be submitted in writing to the Title IX Coordinator within five school days of the issuance of the determination regarding responsibility, which includes a statement specifying the grounds for the appeal. The opposing party will be notified of the appeal and provided five school days from such notice to submit to a statement in support of the outcome.

c.An "Appeal Decision Maker" shall be designated by the Superintendent to review the investigative report and the statements submitted by the parties as part of the appeal. The Appeal Decision Maker shall investigate whether a basis for overturning the decision regarding responsibility exists. The Appeal Decision Maker shall not be the same person as the decision maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator.

d.The Appeal Decision Maker shall issue a written decision describing the result of the appeal and the rationale for the result, and shall provide the written decision simultaneously to both parties and their advisors within 20 school days of the Title IX Coordinator's receipt of a parties' notice of appeal of the original decision maker.

10.Dismissal of Complaints

a.Complaints must be dismissed by the decision maker where the allegations, if true, would not meet the Title IX jurisdictional conditions:

(i)The actions complained of do not meet the definition of "sexual harassment";

(ii)The actions complained of were not against a person in the United States;

(iii)The actions complained of did not occur in the District's education program or activity.

b.Complaints may be dismissed by the decision maker where:

(i)A complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;

(ii)The respondent is no longer enrolled or employed by the District; and/or

(iii)Specific circumstances prevent the District from gathering evidence sufficient to reach a determination as to the allegations contained in the formal complaint.

c.The Title IX Coordinator will promptly send the parties simultaneous written notice of any dismissal decision, and the reason(s) therefore.

d.Both parties shall have the right to appeal a dismissal decision by submitting written notice of appeal to the Title IX Coordinator within five school days of the issuance of the dismissal notice. The Appeal Decision Maker shall review the notice of appeal and issue a decision regarding the appeal in writing to both parties within 10 school days of the issuance of the notice of dismissal.

11.Discipline and Remedies

A substantiated charge against a student in the District shall subject that student to disciplinary action, including suspension or expulsion, consistent with the Student Discipline Code. A substantiated charge against an employee shall result in the employee being subjected to disciplinary action, up to and including termination. Making a materially false statement in bad faith in the course of an investigation under this policy may subject a student or employee to disciplinary action.

Complainants and respondents shall be treated equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made against the respondent, and by following the grievance process outlined in this policy before the imposition of any disciplinary sanctions or other actions that are not supportive measures, against a respondent. All remedies provided by District shall be designed to restore or preserve equal access to the District's education program or activity. Such remedies may include the same individualized services provided as "supportive measures"; however, remedies need not be non-disciplinary or non-punitive and need not avoid burdening the respondent.

12.Training

The District will ensure that Title IX Coordinators, investigators, decision makers, and any person who facilitates an informal resolution process, receive training on the definition of sexual harassment, the scope of the District's education program or activity, how to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable, and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias. The District shall further ensure that decision makers receive training on any technology to be used at a live hearing and on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant. The District shall also ensure that investigators receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence. Any materials used to train Title IX Coordinators, investigators, decision makers, and any person who facilitates an informal resolution process, must not rely on sex stereotypes and must promote impartial investigations and adjudications of formal complaints of sexual harassment.

13.Time Limits

All time limits established in this policy be temporarily delayed or extended by the Title IX Coordinator for good cause with written notice to the complainant and the respondent of the delay or extension and the reasons for the action. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent

law enforcement activity; or the need for language assistance or accommodation of disabilities.

14.Consolidation of Formal Complaints

The District may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances.

15.Record Keeping

The District shall maintain, for a period of seven years, records of:

a.Each sexual harassment investigation including any determination regarding responsibility and any audio or audiovisual recording or transcript, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the recipient's education program or activity;

bAny appeal and the result therefrom;

c.Any informal resolution and the result therefrom;

d.All materials used to train Title IX Coordinators, investigators, decision makers, and any person who facilitates an informal resolution process. The District shall make these training materials publicly available on its website; and

e.Records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. The District must document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the education program or activity. If the District does not provide a complainant with supportive measures, then the District shall document the reasons why such a response was not clearly unreasonable in light of the known circumstances.

LEGAL REFS: Title IX of the Education Amendments of 1972
34 C.F.R. 106
Adopted: August 10, 2020

Margaretta Local School District

Mr. Edward P. Kurt, Superintendent
Mrs. Keegan Hall, Treasurer

[Date]

[*Name*]
[*Address*]

Re: Notice of Formal Complaint of Sexual Harassment

Dear [*Name*]:

On [*Date*], the District's Title IX Coordinator received a formal complaint in which it is alleged that [*Respondent's Name*] (hereinafter "Respondent") sexually harassed [*Complainant's Name*] (hereinafter "Complainant"). The alleged conduct constituting sexual harassment set forth in the complaint is as follows:

Date/Time of incident: _____

Location of incident: _____

Description of incident: _____
_____
_____
_____
_____

A copy of the District's Board Policy on sexual harassment is included with this letter. The Board Policy outlines the grievance process, including the informal resolution process.

The Respondent is presumed not responsible for the alleged conduct. A determination regarding responsibility shall be made at the conclusion of the grievance process.

Both the Complainant and Respondent may have an advisor of their choice, who may be, but is not required to be, an attorney. Such advisor may be present during any grievance proceeding or related meeting, and may inspect and review evidence. If you choose to have an advisor, please provide his/her name and contact information to the Title IX Coordinator as soon as possible.

Please be advised that Paragraph/Section ___ of the Code of Student Conduct prohibits knowingly making false statements, including knowingly submitting false information during the grievance process.

You will be contacted in the near future by an individual who has been designated by the District to conduct an investigation of the complaint.

If you have any questions, please contact me immediately.

Sincerely, Title IX Coordinator
Ed Kurt, Superintendent
Margaretta Local Schools

Appendix D

10/1/2019 **Margaretta Local School District**

Academic Acceleration Policy

Academic acceleration may involve whole-grade or individual subject acceleration. Academic acceleration occurs when a student is not only doing the caliber of work necessary to be promoted to the next grade or enrolled in the next course in the academic sequence, but also demonstrates the ability to do the caliber of work required of students in that next grade level/subject/course. An acceleration evaluation committee will determine whether the student will be permitted to skip a grade level (i.e., whole-grade acceleration), or take a subject at a higher grade level or skip a course in the usual and customary academic sequence (i.e., individual subject acceleration).

Any student residing in the District may be referred by a staff member or a parent/guardian to the principal of his/her school for evaluation for possible accelerated placement. Students may refer themselves or a peer through a staff member who has knowledge of the referred child's abilities. Copies of referral forms for evaluation for whole-grade or individual subject acceleration will be available at each school building. The principal of each school (or his/her designee) will solicit referrals of students for evaluation for accelerated placement, and notify all staff s/he supervises the referral process.

Students referred for accelerated placement will be evaluated in a prompt manner. The building principal will schedule the evaluations. Normally, changes in a student's schedule will occur only at the start of the semester.

Before a student is evaluated for accelerated placement, the principal (or his/her designee" shall obtain written permission from the student's parent/guardian.

Early Entrance to Kindergarten:

Children referred for early entrance kindergarten must turn 5 by January 1 of the school year they wish to enroll. If the child is younger than this, the child will not be considered for early entrance to kindergarten.

Upon referral and parent permission, the principal will have a kindergarten teacher conduct the student through the kindergarten screening process. If the child scores at least a 36 or the approved high average score on the Kindergarten Screening Assessment, the principal will then continue with the acceleration process. If the child does not meet this criteria, the child will enter kindergarten the year of which his/her birth date allows them to enter.

Acceleration Process:

Evaluations related to referrals that occur during the school year will ordinarily be completed and a written report issued within forty-five (45) calendar days. Evaluations related to referrals that occur at the end of the school year or during the summer will be completed and a written report issued before the end of the school year, if possible, or within forty-five (45) calendar days after the referral is made.
Upon referral, the student's principal (or his/her designee) shall convene an acceleration evaluation committee to determine the appropriate learning environment for the referred student. This committee shall include the following:

A parent/guardian, or representative designated by the parent/guardian
A gifted education coordinator or gifted intervention specialist, or if neither is available, a school psychologist or guidance counselor with expertise in the appropriate use of academic acceleration may be substituted
A principal or assistant principal from the child's current school
A current teacher of the referred student
A teacher at the grade level or course to which the referred student may be accelerated.

The acceleration evaluation committee shall be responsible for conducting a fair and through evaluation of the student. The acceleration evaluation committee will consider the student's own thoughts on possible accelerated placement in this deliberation. In the event that career-technical programs are considered for acceleration, a career-technical educator shall be consulted as a part of the evaluation process.

Students considered for whole-grade acceleration will be evaluated using an acceleration assessment process approved by the Ohio Department of Education.

Students considered for individual subject acceleration will be evaluated using a variety of data sources, including measures of achievement based on state academic standards (in subjects for which the State Board of Education has approved content standards and consideration of the student's maturity and desire for accelerated placement).

The acceleration evaluation committee shall issue a written decision on the outcome of the evaluation process to the principal and the student's parent/guardian. This notification shall include instructions for appealing the decision.

Appeals must be in writing to the Superintendent within thirty (30) calendar days of the parent/guardian receiving the committee's decision. The Superintendent or his/her designee shall review the appeal and notify the parent/guardian of his/her decision within fourteen (14) calendar days of receiving the appeal. The Superintendent or his/her designee's decision shall be final.

If the student is recommended for whole-grade or individual subject acceleration, the acceleration evaluation committee will develop a written acceleration plan (WAP).. The parent/guardian shall be provided with a copy of the plan. The plan shall specify:
Placement of the student in an accelerated setting;
Strategies to support a successful transition to the accelerated setting;
Requirements and procedures for earning high school credit prior to entering high school (if applicable); and
An appropriate transition period for accelerated students.

A staff member will be assigned to oversee implementation of the acceleration plan and to monitor the adjustment of the student to the acceleration setting.
Any time during the transition period, a parent/guardian may request in writing an alternative accelerated placement. In such cases, the principal shall direct the evaluation committee to consider other accelerative options and to issue a decision within fourteen (14) days of receiving the request. If the student will be placed in a different accelerated setting from the initially recommended, the student's acceleration plan shall be revised accordingly, and a new transition period shall be specified.

At the end of the transition period, the teachers or parents may request a follow up meeting to discuss the student's progress and success in the accelerated placement. The decision to continue the acceleration, make adaptations to the acceleration, or reconsider the placement will be made by the original committee. If the acceleration is continued, the accelerated placement shall become permanent. The student's record shall be modified accordingly, and the acceleration implementation plan shall become part of the student's permanent record to facilitate continuous improvement throughout the curriculum.