

209 Lowell St.
Castalia, OH 44824

<https://www.margaretta.k12.oh.us/>



STUDENT HANDBOOK

2024-2025

Margaretta Middle & High School

Student and Family Handbook

School Year 2024-2025

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Mission

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

Principal’s Greeting

Greetings Margareta Students and Families,

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

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

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

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

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

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

Dr. Jennifer Theis
Principal
#PolarPride #allin

Board Policy and Guidelines

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

This handbook supersedes all prior handbooks and other written materials on the same subjects. However, it does not constitute a binding contractual commitment to students and reflects the current status of the Board's policies and School's rules as of the publication date in the footnotes. If any of the policies or administrative guidelines referred to in this Handbook are updated, the language in the most current policy or administrative guideline takes precedence. Parents and Guardians should familiarize themselves with the [District policies](#) located on the Margareta School District website.

Help At School And In The Community

WHAT TO DO IN CASE...

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

WHERE TO GO FOR...

Athletic Concerns - Athletic Director
Attendance Information - Main Office
Class Rank/GPA/Credit Status - School Counselor
Class/Schedule Changes (Add/Drop) - School Counselor
College Information//Visitation Forms - School Counselor
Enrollment Forms - District Secretary
Emergency Medical Forms Online - via Final Forms
Fee Payments - Student Services
Fee Waiver Form - Secretary
Free/Reduced Lunch Forms - Secretary
EHOVE School - Counselor
Scholarship Information/Career Information - School Counselor
School Calendars - Online
Transcripts - Student Services
Vacation Forms - Attendance Aide / Secretary Visitors/Main Office
Withdrawal Forms - Student Services
Work Permits - Main Office

Staff at Margareta Middle and High School

Administration

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

District Support Staff

Mr. Chris Leibacher, Transportation Supervisor

Mr. Lucas Poggiali, Supervisor of District Operations

Faculty

Mrs. Katie Berg, Mathematics

Mr. Conar Burns, Social Studies

Miss Alison Butler, Agricultural Education

Ms. Jennifer Coffman, English Language Arts

Mrs. Danielle Comparette, English Language Arts

Mrs. Jamie Drossman, Science

Mrs. Lauren Drossman, Science

Mrs. Kate Dulgar, Mathematics

Miss Alyssa Fitz, Intervention Specialist

Miss. Kelsey Fresch, Mathematics

Mrs. Kris Gray, Social Studies

Mrs. Courtney Gysan, Intervention Specialist

Miss Logan Harris, Mathematics

Mrs. Joy Hassen, Intervention Specialist

Mr. Jeffrey Keck - Middle School Guide to Success

Mr. Steve Keller, Jr., Career Based Intervention (CBI)

Mrs. Jenna Kline, English Language Arts

Mr. Kevin A. Kremer, Agricultural Education

Mrs. Samantha Lane, Intervention Specialist

Mrs. Heather Lott, School Counselor

Mr. Scott Manuella, Intervention Specialist

Mr. Michael Marsh, Health & Physical Education

Mr. Christopher Miller, English Language Arts

Mrs. Kim Miller - Study Hall & ISI Monitor

Mrs. Lindsay Miller, Science

Mr. William Minshall, Business

Mr. Mark Novak, Intervention Specialist

Mr. Gary Quisno, Mathematics

Mr. Adam Reardon, Band

Mrs. Amanda Reardon, Choir

Mr. Brian Ringholz, Science

Mrs. Madison Ringholz, Physical Education

Mr. Michael Simonton, Intervention Specialist

Mrs. Jessica Skinner, Art

Mrs. Jan Slusser, Spanish

Mrs. Christine Smith, Science

Mrs. Marnie Szymanski, Social Studies

Mrs. Sara Weller, English Language Arts

Mrs. Heather Wiley, School Counselor

Mrs. Lisa Wurzel, English Language Arts

Miss Amanda Zust, Social Studies

Office Support Staff

Mrs. Jennifer Morris-Cox, Administrative Assistant
Mrs. Connie Harkness, Office Paraprofessional
Mrs. Amanda Bohn, Office Paraprofessional
Mrs. Morgan Fanin, Office Paraprofessional
Ms. Natalie Gottron, Psychologist Assistant

Instructional Paraprofessionals

Sara Jackson, Instructional Paraprofessional
Sandra Ramicone, Instructional Paraprofessional
Johnnie Turner, Instructional Paraprofessional

Schedules and Academic Information

Our School Day

Staff Time: 7:30 a.m.– 3:05 p.m.
Students arrive: 7:30 p.m.
Breakfast: 7:30 a.m.-7:45 a.m.
Tardy: 7:45 a.m.

Period 1: 7:55-8:37 (52) - Announcements/attendance - 2 minutes
Period 2: 8:40-9:30 (50)
Period 3: 9:33-10:23 (50)
Period 4: 10:26-11:16 (50) – BEARS: 10:26-10:46; Lunch: 10:46-11:16
Period 5: 11:19-12:09 (50) - Lunch: 11:19-11:49; BEARS: 11:49-12:09
Period 6: 12:12-1:02 (50) - Lunch: 12:12-12:42; BEARS: 12:42-1:02
Period 7: 1:05-1:55 (50) - Lunch: 1:05-1:35; BEARS: 1:35-1:55
Period 8: 1:58-2:48 (50)

Delay Schedule (35 minute periods)

Staff Time: 9:45 a.m. – 3:05 a.m.
Students arrive: 9:30 a.m.
Breakfast: 9:30 a.m. - 9:45 a.m.
Tardy: 9:45 a.m.

Period 1: 9:45-10:22 (37) (Announcements/attendance - 2 min.)
Period 4: 10:25-11:00 (35) - Lunch
Period 5: 11:03-11:38 (35) - Lunch
Period 6: 11:41-12:16 (35) - Lunch
Period 7: 12:19-12:54 (35) - Lunch

Period 2: 12:57-1:32 (35)

Period 3: 1:35-2:10 (35)

Period 8: 2:13-2:48 (35)

Emergency Closing and Delay

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

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

Attendance

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

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

Absence and Excuses

If students are going to be absent, it is their responsibility to inform the school before the beginning of the school day. Parents may call 419-684-5351 and leave a message or speak to one of the Office staff. For the safety of our students and Ohio law (HB 410), parents will be contacted by the school if an absence has not been reported or needs to be verified.

Students must also have a note for your absence including the date of the absence, parent/guardian phone number, and reason for absence. All absences will remain unexcused until the appropriate documentation from a parent/guardian is on file in the school office.

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

1. Personal illness of the student (written physician's statement may be required)
2. Illness in the student's family necessitating the presence of the student
3. Quarantine of the home
4. Death in the family

5. Medical or healthcare appointment
6. Observance of a religious holiday of bona fide religious beliefs
7. Out-of-state travel (up to 24 hours/school year) to participate in District approved activity
8. Board approved activity/College visitation with proof of attendance
9. Mandated court appearance
10. Absences due to a student's placement in foster care
11. Absences due to a student being homeless
12. Emergency or other set of circumstances in which the judgment of the superintendent constitutes a good and sufficient cause for absence from school

Excessive Absences

Per Ohio law the school will notify a student's parent/guardian whenever a student is absent from school with combined non-medical excused absences and unexcused absences in excess of thirty-eight or more hours in one school month or sixty-five or more hours in one school year.

Truancy and Unexcused Absences

A student is considered habitually truant if the student is absent without a legitimate excuse for 30 or more consecutive hours, 42 hours in a month or 72 or more hours in a school year.

Students who meet the definition of being a habitual truant will be referred to the Erie County Juvenile Attendance Office. The student and their parents/guardians will be required to participate in a conference during which an absence intervention plan will be created to assist the family in improving school attendance. Failure to participate in this plan or should the intervention plan not improve attendance will result in a complaint filed with the Erie County Juvenile Court. The district is also required by state law and Board Policy 5200 to notify the Ohio Registrar of Motor Vehicles of the child's habitual truant status. This may result in the suspension of the student's permit/driver's license or the denial to obtain a permit/license.

Absence Intervention Plan

An Absence Intervention Team will be assigned within 10 days of a student becoming habitually truant. A letter to the parent will also be sent. Within 14 school days after the assignment the team shall develop an intervention plan for that student in an effort to reduce or eliminate further absences. Each intervention plan shall vary based on the individual needs of the student, but the plan shall state that the attendance Officer shall file a complaint not later than 61 days after the date the plan was implemented if the child has refused to participate or failed to make progress on the intervention plan.

Make-Up Work

Advanced absence notification is appreciated. Students can complete the [Request to be Absent form](#), available in Student Services. The purpose of this form is to assist with communication between parents and teachers so that work can be prepared before the student is absent for extended time.

If students miss class due to an absence, they are responsible for making up any missed work. Teachers will provide them with the opportunity to make up assignments, quizzes, and tests. It is the student's responsibility to communicate with teachers and make arrangements to complete missed work within a timely manner, which is considered no more than one day extended beyond the number of days absent.

Hunting

Students who plan to be absent from school to participate in hunting season activities must have less than 10 days of absences, no five (5) day or longer suspensions within two weeks, and must be passing all subjects. Excused absences for hunting are limited to no more than three (3) days. A Request to be Absent form must be completed.

College Visits

A College Visit Day is limited to Juniors and Seniors with a 2.0 cumulative grade point average or better. No student will be allowed more than three (3) accumulated days over a two year period. Students must present an authorized note signed by college personnel, on college stationery to be marked as an authorized, excused absence.

Tardiness

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

Signing In and Out of the Building

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

Junior/Senior Release

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

Passes and Restrooms

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

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

Academic Information

Margaretta Local Schools is committed to providing all students academic and career preparation programs that are rigorous and challenging, but also engaging and relevant to the real world. Teachers and administrators are constantly working to improve curriculum and instruction to meet the needs of all students. Services provided at Margaretta

Schools ensure equal opportunity for all children including academic intervention, reading support programs, English language learners, special education and related services, psychological services, mental health services, and transportation.

School Counselor Services

School counselor services may include:

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

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

Progressbook Parent Access

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

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

Transcripts

Transcripts will be made available to students by request to the Student Services Office. All graduating seniors will be able to receive a copy of their transcript once all grades have been processed. Transcripts will be sent electronically to post-secondary schools designated by the student. Alumni who wish to receive a copy of their transcript must submit a transcript request to the Board of Education Office.

Scheduling and Changes

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

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

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

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

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

Course Fees

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

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

Course Description Guide

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

Graduation Eligibility

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

graduation requirements are described in the Course Description Guide.

Grading Procedures

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

A = Excellent (90-100%)

B = Good (80-89%)

C = Satisfactory (70-79%)

D = Needs Improvement (60-69%)

F = Failing (0-59%)

P = Pass

WF = Withdrawal/Fail

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

Grade Point Average

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

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

Issuing of Student Credits

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

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

Grading Periods and Report Cards

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

Recognition of Academic Achievement

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

Honor Roll

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

Academic Letter

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

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

Athletic Awards:

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

Assessments

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

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

Promotion and Retention

Students are generally promoted to the next grade level when they have met criteria for the level of achievement of mandated requirements for the current grade. Students may be retained at their current grade level based on the following criteria:

- In the opinion of the professional staff, failed to demonstrate proficiency in mathematics and reading and the core subjects of science and social studies
- In the opinion of the professional staff, failed to achieve the instructional objectives set forth at the current grade

level that are requisite for success at the succeeding grade level

- The student scored below proficient level on any State-mandated test.

Gifted Services and Acceleration

Board policy 5410 describes how students may be accelerated, either by whole-grade or by subject area. Students with potential for acceleration demonstrate performance and measured ability that significantly exceeds that of their grade level peers. Students are nominated for acceleration by teachers, administrators, counselors, gifted education specialists, parents, and the student him/herself. Decisions regarding acceleration are based on evaluation of specific criteria for achievement related to grade/course objectives, gifted screening, and social and emotional maturity necessary for success in accelerated placement.

Library

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

Field Trips for Academics

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

General Information/Student Services

Enrollment and Registration

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

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

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

Final Forms

Margaretta School District uses a software application called Final Forms to complete many of our student registration

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

Financial Responsibility

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

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

Transferring to a New School

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

Work Permits and Job Placement

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

Change of Address or Custody

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

Visitors

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

Use of Office Telephones

Office telephones may not be used for personal calls. Except in an emergency, students will not be called to the office to receive a phone call. Office personnel will initiate all calls on behalf of a student seeking permission to leave school.

What to Wear to School

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

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

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

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

Student Valuables

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

Student Records - Privacy and Protection

The Margareta School District maintains many student records including both directory information and confidential information. The Family Educational Rights and Privacy Act (FERPA) affords parents and students 18 years or older certain rights with respect to the student’s education records. These rights, which are fully explained in the Margareta Board of Education Policy and Guideline 8330.

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 unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to

review an education record in order to fulfill his or her professional responsibility.

- The 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 study, participation in officially recognized activities and sports, height and weight, if a member of an athletic team, dates of attendance, date of graduation, and awards received. Student email addresses are not to be released as directory information beyond limited purpose(s) and to any person or entity but the specific educational service provider.
- The right to file a complaint with the U.S. Department of Education regarding an alleged violation of FERPA.

The Office that administers FERPA is:

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

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

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

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

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

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

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

Inspect, upon request and before administration or use:

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

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

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

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

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

Technology and Media

Computer Technology Policy

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

Technology Use Agreement, Internet Use and Safety

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

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

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

Users have no right or expectation to privacy when using District Technology Resources (including, but not limited to, privacy in the content of their personal files, emails, and records of their online activity when using the District's computer network and/or Internet connection).

First, the Board may not be able to technologically limit access, through its Technology Resources, to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

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

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

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

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

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

Cell Phones and Use of Personal Devices

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

High school students may use PCDs before and after school, during their lunch break, in between classes as long as they do not create a distraction, disruption or otherwise interfere with the educational environment, during after school activities (e.g., extra-curricular activities), or at school-related functions. Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited and they must be powered completely off(i.e., not just placed

into vibrate or silent mode) and stored out of sight or in the teacher's classroom storage area. If students are not compliant, the following progression will be used:

1st Offense – Phone returned at the end of the school day.

2nd Offense – Phone returned at the end of the school day and contact is made to the Parent/Guardian.

3rd Offense - Parent/Guardian must pick the phone up.

4th Offense - Parent/Guardian must pick the phone up and an after school detention is issued.

5th Offense - Parent/Guardian must pick the phone up and the student may not possess the device during school hours for the remainder of the school year.

This applies to all PCDs..

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

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

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

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

Chromebook Device Guide

We are excited about working with our students as they learn good digital citizenship in a safe and responsible atmosphere. Margareta Local School District implements a 1:1 program: one Chromebook computer for each student, in grades K through 12. This program, along with Google's G Suite for Education, provides access to communication, resources, and learning tools that support our strategies for integrating student centered learning using technology.

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 prOfficessor, 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

Margareta 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. Moreover, MLSD administrative staff and faculty retain the right to collect and/or inspect Chromebooks at any time, including via electronic remote access, and to monitor student work or to alter, add or delete installed software or hardware.

Receiving Your Device

The Chromebook and all accompanying equipment, such as the charger (hereafter, collectively “Chromebook”), will be distributed to students at each building after the beginning of the school year. Building Principals will determine the appropriate date and time for the Chromebooks to be distributed.

Care of the Device

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

- Use only a soft, lint-free microfiber cloth to clean the screen.
- Avoid getting moisture and liquids on the device/accessories.
- Do not use window cleaner, household cleaner, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the device.
- Devices must never be left in an unlocked or unsecured space such as a locker or car.
- Too much pressure may crack the screen, avoid placing anything on top of the device or in between the screen and keyboard.
- Ensure there is plenty of safe and protected space in your bag or locker in order to avoid accidental damage.
- Never place or consume food or drink near the device. Do not use your device at cafeteria tables when food or drink is present.
- Extreme heat or cold can harm the device. Never leave the device in a hot or frozen car.
- Never leave your device on the floor, a chair, or sofa. Stepping or sitting on the device could cause significant damage.
- Always use your device on a flat surface, not on a chair seat or sofa. Do not place it on the floor.
- When transporting the device between classes or outside the building you are required to close the lid. NEVER walk with the device open.
- Do not disassemble or attempt to repair the device, or take the device to a third-party for repair. All repairs must be made by the MLSD Technology Department or designated third parties.

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:

- The district’s Technology Use Agreement and this Chromebook Device Guide for Students and Parents when using their Chromebooks.
- Students are required to take their devices home every day after school, regardless of whether or not they are needed for homework.
- Students will not have the opportunity to charge their devices at school, devices are to come to school, each day, charged to 100%. The rated battery life of a Chromebook is 8 - 10 hours.
- Take your Chromebook home at night. It may take up to 4 hours to charge. Closing the Chromebook helps to reserve the battery charge. The charger is not required to go back to school daily.
- Please report any problems with your 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.

- Always keep your device in a safe place; never leave it in an unsecured location such as a locker. Under no circumstances should devices be left in unsupervised areas including school grounds, athletic fields/areas, cafeterias, computer labs, classrooms, dressing rooms, and hallways. Unsupervised devices will be confiscated and disciplinary action may be taken.
- Treat your device with care; follow the list of care instructions.
- Do not remove or obscure the device serial number or other identification tags.
- Do not attempt to remove or change the physical structure of the Chromebook, including the keys, screen cover, or plastic casing. You may use a protective cover that is designed for protecting the device. You may decorate with discretion - See Personalizing Devices under Use of Chromebooks in the Classroom.
- Do not attempt to install or run any operating system on the Chromebook other than the Chrome operating system supported by the district.
- Maintain an updated password on your device. Students may NEVER share, distribute, or otherwise allow other students access to their password. At any time, a parent, teacher, or school administrator may request and obtain the password and access to the device.
- Take a break from using your device to get a snack or drink. Practice moving every 20-30 minutes when you are working on your Chromebook. Don't forget to look away from the screen and give your eyes a chance to refocus.

Responsibility for Electronic Data

- Students are solely responsible for any apps or extensions on their Chromebooks that are not installed by a member of the MLSD Technology Department or classroom educator. Students should only install software that they would be happy with a teacher, administrator, or parent seeing.
- Students are responsible for backing up their data to protect from loss. The district will do its best to make sure your data is safe, but we cannot promise that data won't be accidentally lost. Please backup your important data.
- Users of district technology have no rights of ownership, or expectations of privacy to any data that is, or was, stored on the Chromebook, school network, school-issued or third-party applications, and are given no guarantees that data will be retained or destroyed.

Vandalism and Theft

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

Technical Issues/Damage/Loss

Take your Chromebook to the Student Services Office, or other designated area, if you experience any technical problems or damage. If the device cannot be repaired at that time, a loaner device may be issued to you, if available. All device policy agreements and technology protection plans will remain in effect for the loaner device.

Use of Chromebooks in the Classroom

Devices Left at Home

If students leave their Chromebook at home, they are responsible for getting the coursework completed as if they had their Chromebook present. A loaner device may be made available at the discretion of the building Principal. If a student repeatedly leaves his/her Chromebook at home, he/she will be subject to appropriate disciplinary action.

Protecting Your Data and Files

Students are responsible for the appropriateness of all files, data, and internet history on their Chromebook. Although these devices will be logged and filtered on and off campus, it is still the responsibility of the student to use good judgment when accessing or transmitting data.

Respect the Privacy of Others

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

Audio & Sound

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

Device Identification

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

Personalizing Devices

Students are permitted to place school appropriate stickers on the top of their Chromebooks. Stickers containing images of weapons, alcohol, drug or gang related symbols or pictures are not permitted per school/district policies. Stickers CANNOT cover the asset tag number or the indicator light. Stickers are not permitted on the sides or bottom of the Chromebook. Students are permitted to install school appropriate personal apps on their Chromebooks. If storage on the Chromebook becomes an issue all school required applications have a priority over student downloads and may require the student to uninstall personal apps.

Check-In

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

Technology Protection Plan

Margaretta Local School District (MLSD) recognizes that with the implementation of the 1:1 program there is a need to protect the investment by both the district and the student/parent. This MLSD Technology Protection Plan (MLSD TPP) covers the Chromebook loaned to the student against accidental damage, up to the replacement parts cost of the Chromebook (\$220). The charger is NOT covered by this plan and is the sole responsibility of the student. Coverage is 24 hours per day, on or off school property. Damage to the 1:1 Chromebook or need for its replacement due to intentional, reckless, willful, malicious and/or wanton misconduct is not covered.

- Plan coverage is effective from the date that the Chromebook is received and shall end on the last day for students of the academic year as published on our website.
- Where the student leaves the district prior to the end of the school year. (If a student ceases to be enrolled in the district, he or she is to return the Chromebook to the school in full working order, including all accessories and components.)
- Where the student uses the device for inappropriate and/or offensive purposes as described in the Acceptable Use Policy.
- At the district's written request to do so.
- The MLSD TPP premium cost will be assessed as part of every student's technology fee each academic year.
- Participation in the MLSD TPP is mandatory for all district 1:1 device users
- The MLSD TPP premium will not be prorated and is non-refundable.
- You will be issued one charger with your Chromebook. The MLSD TPP does not cover the \$20 charger if lost or damaged.
- The MLSD TPP will cover up to a total of \$220 in parts replacement over the school year, regardless of how many labor charges are incurred.

Activities and Athletics

At Margaretta Schools, we believe that learning extends beyond the classroom walls. That's why we offer a variety of curricular and extracurricular activities for our students to develop skills and interests outside of the traditional academic setting. Curricular-related activities are designed to support students in their coursework, and can even count towards credit. Our staff members proudly sponsor these student groups, and we encourage you to check out the Student Services Office for a complete list of approved opportunities.

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

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

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

Activities/Groups

Band
Choir
Drama Club
FFA
National Honor Society
Robotics
SADD
Student Government
Yearbook
Sources of Strength
ROX

Athletics

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

Students interested in participating in sports will need parents/guardians to complete all required registration documents when the registration opens and before participating in any practices or competitions. The Athletic Department uses Final Forms to initiate these documents including, but not limited to, OHSAA required physical forms, concussion and cardiac disclosures, drug testing policies, two-sport athlete statement, and athletics handbook receipt.

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

Fall: Cross-Country, Football, Volleyball, Golf, Cheerleading

Winter: Swim, Diving, Girl's Basketball, Boy's Basketball, Cheerleading, Wrestling, Bowling **Spring:** Baseball, Track and Field, Softball

Academic Eligibility Guidelines

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

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

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

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

director to override this 30% policy.

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

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

Extra-curricular/Co-curricular Activity Guidelines

- Maintain a satisfactory academic record
- Attend school regularly
- Demonstrate good citizenship and responsibility
- Return all school and athletic equipment
- Refrain from participation in non-interscholastic teams, or as an individual in the same sport during the school's season
- Occasional excuses from class may be required for participation in competition 7. The Board of Education will not allow extended absences to participate in athletic activities 8. The Board of Education will review an annual program of athletics including a schedule of events and approve additional changes to the schedule
- Refrain from engaging in physical confrontations.
- Conduct yourself in a dignified manner to encourage sportsmanship, a. Refrain from using profane language, provocative actions, or making statements that incite anger

Student Fund-Raising

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

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

Non-Sponsored Clubs and Activities

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

Verification of associated activities requires that the club or activity is being initiated by students, attendance is voluntary,

no school staff person is actively involved in the event, the event will not interfere with school activities, and nonschool persons do not play a regular role in the meeting.

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

Student Attendance at Events

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

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

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

Health and Wellness

Nursing Services

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

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

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

Immunizations

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

Medication

The Board of Education recognizes that many students are able to attend school only through the effective use of medication in the treatment of disabilities or illnesses that do not hinder the health or welfare of others. Parents should be aware that the school district contracts with Erie County Public Health to provide nursing services. If possible, all medication should be given by a parent/guardian at home. If this is not possible, parents may come to school to administer medications only when no alternative is available.

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

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

Meal Service and Cafeteria Rules:

We believe that a nutritious lunch is essential for a student's academic success. Therefore, all students are required to eat lunch at school, except for those who are allowed to participate in Open Lunch. We offer hot meals for purchase at the cafeteria, or students may bring a prepared lunch from home. Each meal includes milk, which is an essential component of a healthy diet. We encourage our students to make healthy choices and to be mindful of their food and beverage choices. For this reason, we do not allow soda pop in the cafeteria.

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

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

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

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

Open Lunch Contract Grades 11-12

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

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

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

We hope that our students enjoy their lunchtime! If you have any questions regarding lunch charges or cafeteria rules, please contact the Food Service Director at 419-684-5322.

Safety and Emergency Procedures

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

Tornado

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

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

- Every class will report to their tornado drill location when they hear the principal make the request over the PA (see classroom posting for tornado drill location).

- **Cafeteria:** Monitors will escort students to the appropriate hallway location outside of the cafeteria and follow procedures.
- Students will take cover, with the assistance of their teacher.
- Remember to stay clear of doorways and windows.
- Teacher will take attendance.
- Students are to remain quiet and in their secure position until released by Principal.

D - Go **DOWN** to the lowest level

U - Get **UNDER** something

C - **COVER** your head

K - **KEEP** in shelter until the storm has passed

Fire and Evacuation

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

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

Lockdown

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

Transportation

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

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

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

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

school-owned buses or any contracted transportation.

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

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

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

Video Recordings on School Buses

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

Conduct for School Transportation:

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

- Be on time at the designated loading zone 5 minutes prior to scheduled stop;
- Behavior at the bus stop and on the bus must not threaten life, limb, or property of any individual;
- Stay on the road at all times while walking to and waiting for school transportation;
- Line up single file on the roadway to enter;
- Wait until the school transportation is completely stopped before moving forward to enter;
- Refrain from crossing a highway until the driver signals it is safe to cross;
- Properly board and depart the vehicle;
- Go immediately to a seat and be seated;
- Drivers will not wait for students who are not at their designated stops on time.
- During the trip, students are expected to;

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

Penalties for Infractions

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

Change Requests for Transportation Services

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

Transportation of Students by Private Vehicle

When transportation by District vehicle is either not available or feasible, there may be a need to provide transportation to students by private vehicle. However, no students will be permitted to ride in a private vehicle unless written consent is provided by each student's parent using Form

8660 F2 – Parental Consent for Transportation by Private Vehicle. Upon request, parents of participating students will be given the name of the driver, the owner of the vehicle, and the description of the vehicle.

Parking and Self-Transportation to School

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

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

- All vehicles entering school property are subject to search and inspection;
- All drivers shall obey the traffic laws of the State of Ohio;
- The school will not be held liable for damage to vehicles or stolen items;
- Students under age 18 must have written parent permission prior to driving to school;
- Students and their parents may be asked to provide evidence of driver's license, insurance certificate, and vehicle registration;
- Students are required to obey the parking lot speed limit of 5 mph;
- If a student's parking permit is suspended, no fees will be refunded;
- Failure to comply with these rules will result in loss of privileges and/or disciplinary actions for a student;
- Parking lot attendants will release vehicles from the parking lot in an orderly fashion.

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

Walking/Bicycle Riding

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

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

Student Code of Conduct

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

The schools in this District strive to maintain a positive environment that fosters respect for real and personal property, pride in one's work, achievement within one's ability, and exemplary personal standards of courtesy, decency, and honesty.

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

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

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

Expectations of Behavior

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

This expectation is in effect when students are:

- Attending school when it is in session;
- Involved in or attending school functions beyond the regular school day;
- Going to and from school, including on school transportation;
- On property owned or not owned or controlled by the Board where activities have been designated by the school for participation;
- Engaging in activities in any setting that are directed at school officials, employees, or property of those parties considered violent, disruptive, or inappropriate.

Student Responsibility

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

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

Discipline Code

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

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

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

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

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

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

Informal Discipline

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

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

Detention

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

In School Isolation (ISI)

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

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

The following rules apply to Detentions and In School Isolation:

- Students are required to have class assignments with them.
- Students are not to communicate with each other unless given permission to do so.
- Students are to remain in their designated seats at all times unless permission is granted to do otherwise.
- Students shall not be allowed to put their head down and sleep.
- No personal communication devices, cards, magazines, or other entertainment materials/devices shall be allowed in the room.
- No food or beverages shall be consumed.
- Any student who has not passed all of the state-mandated assessments might be required to work on a study packet for one or more of the unpassed tests.

Formal Discipline

- Formal discipline involves removal of the student from school, including:
- Emergency removal for up to three (3) school days
- Suspension for up to ten (10) school days

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

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

The Superintendent at his/her discretion may require/allow a student to perform community service in conjunction with or in place of an expulsion. The Superintendent may impose a community service requirement beyond the end of the school year in lieu of applying the expulsion to the following school year. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspension, expulsion, and permanent exclusion may be appealed.

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

Due Process Rights

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

Suspension from School

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

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

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

Emergency Removal

In accordance with Board Policy 5610.03, if a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process taking place either in a classroom or elsewhere on the school premises, the superintendent, principal or assistant principal may remove the student from any curricular or extracurricular activity or from the school premises. A teacher may remove the student from any curricular or extracurricular activity under the teacher's supervision, but not from the premises.

If a teacher makes an emergency removal, the teacher will notify a building administrator of the circumstances surrounding the removal in writing within one (1) school day. No prior notice or hearing is required for any removal under this procedure. 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.

Permanent Exclusion

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

- Conveying deadly weapons onto school property or to a school function;
- Possessing deadly weapons onto school property or at a school function;

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

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

Discipline of Students with Disabilities

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

Suspension of Bus Riding/Transportation Privileges

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

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

Search and Seizure

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

Interrogation of Students

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

at school in emergency situations or if the violation being investigated occurred on school property.

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

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

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

Prohibited Behavior

Each of the behaviors and/or types of misconduct described below are prohibited and may subject the student to disciplinary action including, but not limited to, student conference, parent/guardian notification, parent/guardian conference, detention, in school discipline, suspension and/or expulsion from school. Furthermore, any criminal acts committed at or related to the school will be reported to law enforcement officials as well as being disciplined at school. Certain criminal acts, described in Board policy, may result in permanent exclusion from school.

Chemical Abuse and Possession of Illegal Substances

Possession/use of Alcohol

Possessing, using, transmitting or concealing, or being under the influence of any alcoholic beverage, including low alcohol beer, or product that is brewed or fermented malt containing either no alcohol or not more than .5% of alcohol by volume while on school property; (including buses) or at any school-sponsored activities.

Possession/use of Drugs

Possessing, using, transmitting or concealing, buying, selling, or being under the influence of any controlled substances including, but not limited to, narcotics, mood altering drugs, counterfeit controlled substances, look-alikes, over the counter stimulants or depressants, anabolic steroids, or drug-related paraphernalia. Hemp and hemp products defined in O.R.C.928.01 are also included. Medication prescribed to a student must be registered with the nurse.

If a building Principal has a reasonable individualized suspicion of drug or alcohol use, s/he may request the student in question to submit to any appropriate testing, including but not limited to, a breathalyzer test or urinalysis. In such circumstances, the student will be taken to a private administrative or instructional area on school property for such testing with at least one other member of the teaching or administrative staff present as a witness to the test. If a student refuses to take the test, s/he will be advised that such denial leaves the observed evidence of alcohol or drug use unrefuted thus leading to possible disciplinary action. The student will then be given a second opportunity to take the test.

Possession/use of Tobacco

Possession, consumption, distribution, purchase or attempt to purchase, and/or use of tobacco products, or electronic cigarettes or similar devices in school, on school grounds, on school buses, in Board-owned vehicles, within any indoor facility owned or leased or contracted for by the Board, and at any interscholastic competition, extracurricular event, or

other school-sponsored event are prohibited. Tobacco products include, but are not limited to cigarettes, cigars, pipe tobacco, chewing tobacco, snuff or any other matter or substance that contains tobacco. The term “tobacco” includes any product that contains tobacco, is derived from tobacco, contains nicotine, or e-cigarettes and other electronic smoking devices (including but not limited to "JUULs"), but does not include any cessation product approved by the United States Food and Drug Administration for use as a medical treatment to reduce or eliminate nicotine or tobacco dependence. Smoking of electronic, "vapor", other substitute forms of cigarettes, or clove cigarettes is also prohibited.

Weapons, Theft, Vandalism, Arson

Use and/or Possession of a Firearm

Bringing a firearm (as defined in the Federal Gun-Free Schools Act of 1994) onto school property or to any school-sponsored activity, competition, program, or event, regardless of where it occurs, will result in a mandatory one (1) year expulsion under Ohio law. This expulsion may be reduced on a case-by-case basis by the Superintendent using the guideline(s) set forth in Board Policy 5611.

- Firearm is defined as any weapon (including a starter gun) that will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device (as defined in the Federal Gun-Free Schools Act of 1994). Firearms include any unloaded firearm and any firearm that is inoperable but that can be readily operated.
- Students are prohibited from knowingly possessing an object on school premises, in a school or a school building, at a school activity or on a school bus that is indistinguishable from a firearm, whether or not the object is capable of being fired, and indicating they are in possession of such an object and that it is a firearm or knowingly displaying or brandishing the object and indicating it is a firearm

Use and/or Possession of a Weapon

A weapon is any device that may be used for offensive or defensive purposes, including but not limited to conventional objects such as guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Possession and/or use of a weapon may subject a student to expulsion and possible permanent exclusion. A knife is defined as any cutting instrument consisting of a sharp blade fastened to a handle, a razor

blade or any similar device that is used for, or is readily capable of causing death or serious bodily injury.

Use of An Object As a Weapon

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, and jewelry.

Knowledge of Dangerous Weapons or Threats of Violence

Because the Board believes that students, sta members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the Principal. Failure to report such knowledge may subject the student to discipline.

Damaging Property (Vandalism)

Defacing, cutting, or otherwise damaging property that belongs to the school, district, other students, employees or others and disregard for school property.

Arson

Intentional or purposeful destruction or damage to school or district buildings or property by means of fire. Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony.

Lighting Incendiary Devices

Unauthorized igniting of matches, lighters and other devices that produce flames.

Possession and/or Use of Explosives and/or Fireworks

Possessing or using any compound or mixture, the primary or common purpose of which is to function by explosion, with substantially instantaneous release of gas and heat (including, but not limited to explosives and chemical-reaction objects such as smoke bombs and poppers). Additionally, possessing or offering for sale any substance, combination of substances or article prepared to produce a visible and/or audible effect by combustion, explosion, deflagration or detonation.

Trespassing

Although schools are public facilities, the law allows the Board to restrict access to school property. Being present in any Board-owned facility or portion of a Board-owned facility when it is closed to the public or when the student does not have the authorization to be there, or unauthorized presence in a Board-owned vehicle; or unauthorized access or activity in a Board-owned computer, into district, school or sta computer files, into a school or district file server, or into the Network. When a student has been removed, suspended, expelled, or permanently excluded from school, the student is prohibited from being present on school property without authorization of the Principal.

Theft, or Knowingly Receiving or Possessing Stolen Property

Students are prohibited from unauthorized taking of school property or equipment, of personal property of any school personnel, or of another student or visitor, including property at school-sponsored activities. Students participating in acts of theft will be disciplined and may be reported to law enforcement officials. Students should not bring anything of value to school without prior authorization from the Principal. The School is not responsible for personal property.

Burglary

Entering a building or a specific area of a building without consent and with intent to commit a crime, or entering a building without consent and committing a crime.

Unauthorized use of vehicles

The Board of Education (Policy 5515.01 - Safe Operation of Motorized Utility vehicles by Students) strictly prohibits the use of motorized utility vehicles by students on school grounds or for school-related activities. This includes occupying a vehicle while it is not in use.

Acts of Violent or Aggressive Nature

Violent Conduct

Students may be expelled for up to one school year for committing an act at school, on other school property, at an interscholastic competition, extracurricular event, or any other school program, or directing an act at a Board official or employee, regardless of where or when that act may occur, or their property that would be a criminal offense if committed by an adult and results in serious physical harm to person(s) or property.

Physically assaulting a staff member/student/person associated with the District

Acting with intent to cause fear in another person of immediate bodily harm or death, or intentionally bullying, inflicting or attempting to inflict bodily harm upon another person. Physical assault of a staff member, student, or other person associated with the District, regardless of whether it causes injury, will not be tolerated. Any intentional, harmful or potentially harmful physical contact or bullying initiated by a student against a staff member will be considered to be assault. Assault may result in criminal charges and may subject the student to expulsion.

Fighting

Engaging in adversarial physical contact (differentiated from poking, pushing, shoving or scuffling) in which one or the other party(ies) or both contributed to the situation by verbally instigating a fight and/or physical action. This includes promoting or instigating a fight (i.e., contributing to a fight verbally or through behavior).

Verbally Threatening (either orally, in writing or otherwise expressed) a Staff Member/Student/Person Associated with the District

Any oral or written statement or otherwise expressed action that a staff member, student, or other person associated with the District reasonably feels to be a threat will be considered a verbal assault. Profanity directed toward a staff member in a threatening tone may also be considered a verbal assault. Confrontation with a student or staff member that bullies, intimidates, or causes fear of bodily harm or death is also prohibited.

Misconduct Against a School Official or Employee, or the Property of Such a Person, Regardless of Where it Occurs

The Board prohibits misconduct committed by a student against a school official or employee, including, but not limited to, harassment (of any type), vandalism, assault (verbal and/or physical), and destruction of property.

Misconduct off School Grounds

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

Extortion

Extortion is the use of threat, intimidation, force, or deception to take, or receive something from someone else. Extortion is against the law.

Bomb Threats, and Other False Alarms and Reports

Making a bomb threat (i.e., intentionally giving a false alarm of a bomb) against a school building or any premises at which a school activity is being held at the time the threat is made may result in expulsion for a period of up to one (1) school year. Additionally, intentionally giving a false alarm of a fire, or tampering or interfering with any fire alarm is prohibited. It should be remembered that false emergency alarms or reports endanger the safety forces that are responding to the alarm/report, the citizens of the community, and the persons in the building. What may seem like a prank, is a dangerous stunt that is against the law and will subject the student to disciplinary action.

Terroristic Threat

Threatening, directly or indirectly, to commit a crime of violence with the purpose to terrorize another or with reckless disregard of the risk of causing terror in another.

Careless or Reckless Driving

Driving on school property in such a manner as to endanger persons or property.

Dishonest and Disrespectful Behavior

Insubordination

Students are expected to comply with the reasonable directions of staff. Willful refusal or failure to follow or comply with an appropriate direction given by a sta member, or acting in defiance of sta members.

Loitering, Littering, and public disturbance

Loitering, littering, or causing a disturbance on public or private property adjacent to, across from, or in close proximity to a school site, while either coming to and from school or school activities, or during the school day, or during school activities. This includes throwing of any objects including, but not limited to, pinecones and snowballs.

Gambling

Gambling (i.e., playing a game of chance for stakes) includes casual betting, betting pools, organized-sports betting, and any other form of wagering. Students who bet on any school activity in which they are involved may also be banned from that school activity.

Falsification of School Work, Identification, Forgery

Falsifying signatures or data, or refusing to give proper identification or giving false information to a sta member. This prohibition includes, but is not limited to, forgery of hall/bus passes and excuses, writing in another person's name, as well as use of false I.D.'s. Plagiarism and cheating are also forms of falsification and will subject the student to academic penalties as well as disciplinary action.

Persistent Absence or Tardiness

Attendance laws require students to be in school all day or to have a legitimate excuse for their absence. Penalties for unexcused absences can range from detention to a referral to court and/or revocation of the student's driver's license.

Unauthorized use of school or private property

Students must obtain permission to use any school property or any private property located on school premises. Any unauthorized use, or misuse, of school property, or private property located on school premises, shall be subject to disciplinary action. This includes violating internet policies governing internet usage.

Refusing to Accept Discipline

Students failing to comply with disciplinary penalties may face enhanced penalties for such action.

Aiding or Abetting Violation of School Rules

Assisting other students in the violation of any school rule. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

Displays of Affection/Sexual Activities

Action between students is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature. Sexual activity of any nature is prohibited and will result in disciplinary action, including commission of a sexual act.

Possession of Unauthorized Electronic Equipment

The School will supply any electronic equipment or devices necessary for participation in the educational program. Students shall not use or possess any electronic equipment on school property or at any school sponsored activity without the permission of the Principal. Examples of prohibited devices include but are not limited to "Bluetooth" speakers, headphones, portable music players, tablets or laptops not issued by the school, electronic games/toys, cellular telephones, paging devices and other electronic communication devices, and the like. Unauthorized electronic equipment will be confiscated from the student by school personnel and disciplinary action will be taken.

Violation of Individual School/Classroom Rules

Each learning environment has different rules for students. These rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules within each learning environment, all of which will be consistent with this Code.

Interference, Disruption or Obstruction of the Educational Process

Any actions or manner of dress that materially and substantially disrupts or interferes with school activities or the educational process, or which threaten to do so are unacceptable. Such disruptions delay or prevent timely proceeding with lessons, assemblies, field trips, athletic and performing arts events. This shall include use of violence, force, coercion, threat, harassment, noise, or disorderly conduct and inciting others towards acts of disruption.

Dress Code

The Board of Education recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. Dress or grooming that is disruptive of the classroom or school atmosphere is not allowed. Specific dress requirements may be required for Physical Education or other classroom activities that conduct school work outdoors, in a lab, or other setting. Basic Principle: Certain body parts must be covered for all students at all times. Clothes must be worn in a way such that genitals, buttocks, breasts, and midriff are fully covered with opaque fabric. Regulations and expectations for dress and grooming include the following:

- Proper footwear is required at all times. No cleats, shoes with wheels, house slippers. Shoes must be worn at all times for health and safety reasons.
- Gloves, hats, headbands, sunglasses, or other headgear that is not worn for religious reasons may not be worn while school is in session and during attendance at indoor events. These items must be stored in lockers.
- All hoods on sweatshirts and jackets must be removed from your head upon entering the building.
- Coats and outerwear must be stored in lockers.
- Pants, including jeans/shorts/skirts, and dresses may be worn only if all holes are below the mid-thigh unless leggings are worn underneath. Pajama bottoms or similar look-alike pajama pants are not permitted.
- Pants and shorts (including mesh/gym shorts) must be able to stay at the waistline without being constantly pulled up or exposing undergarments. This includes low-rise pants and pants that sag.
- No halter tops, tube tops, tops with spaghetti straps, "see-through garments", fishnet shirts, or plunging necklines are permitted. These items will be acceptable if a shirt is worn under or over the items. Sleeveless tops must have straps the width of 3 fingers and fit closely under the arms.
- Bare midriffs are not permitted. Shirts, blouses, and sweaters must cover the stomach area including when you bend over, reach, and move about.
- Undergarments should not be visible.
- Clothing, patches, and buttons that contain advertisements, symbols, words, or pictures that are sexually suggestive, offensive, libelous, derogatory of others, obscene, profane, drug, tobacco, or alcohol related, or suggest violence are not permitted.
- Accessories that could be considered dangerous or could be used as a weapon such as large jewelry, wallet chains, studded bracelets or necklaces are not permitted.
- Students are not allowed to wear excessive makeup or perfume.
- Students in violation of Dress Code will be provided two (2) options to meet dress code expectations during the school day:
 - Students will be asked to put on their own alternative clothing, if already available at school, to meet dress code expectations for the remainder of the day.
 - If necessary, students' will be given a change of clothes by parents/guardians may be called during the school day to bring alternative dress code appropriate clothing for the student to wear for the remainder of the day.

Hazing, Harassment, Intimidation, Bullying, and Sexual Harassment

Hazing, harassment, intimidation, bullying, and sexual harassment are strictly prohibited and will not be tolerated. This applies to all activities in the district, including activities on school property, on a school bus, or while en route to or from school, as well as activities occurring off school property if the activity is school-sponsored, school-approved, or school-related activity or function, such as field trips or athletic events.

Harassment and/or Aggressive Behavior (including Bullying/Cyberbullying)

The Board encourages the promotion of positive interpersonal relations between members of the school community. Harassment and/or aggressive behavior (including bullying/cyberbullying) 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, and any speech or action that creates a hostile, intimidating, or offensive learning environment. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. Individuals engaging in such conduct will be subject to disciplinary action.

- Conduct constituting sexual harassment, may include, but is not limited to: verbal harassment or abuse;
- pressure for sexual activity;
- repeated remarks with sexual or demeaning implications;
- unwelcome touching;
- sexual jokes, posters, cartoons, etc.;
- suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades or safety;
- a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
- remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

Note: An inappropriate boundary invasion by a District employee or other adult member of the School District community into a student's personal space and personal life is sexual harassment. Further, any administrator, teacher, coach, other school authority who engages in sexual or other inappropriate physical contact with a student may be guilty of criminal "child abuse" as defined in State law.

Conduct constituting harassment on the basis of race, color, national origin, religion, or disability may take different forms, including, but not limited to, the following:

- **Verbal:** The making of offensive written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's race, color, national origin, religious beliefs, or disability.
- **Nonverbal:** Placing offensive objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures based upon a person's race, color, national origin, religious beliefs, or disability.
- **Physical:** Any intimidating or disparaging action such as hitting, pushing, shoving, hissing, or spitting, on or

by a fellow sta member, students, or other person associated with the District, or third parties, based upon the person's race, color, national origin, religious beliefs, or disability.

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

Any student who believes that s/he is the victim of any of the above actions or has observed such actions by another student, sta member, or other person associated with the District, or by third parties should contact the District's Anti-Harassment Complaint Coordinator: Dr. Jennifer Theis, Principal, 209 Lowell St. Castalia, Ohio 44824 (419) 684-5351

The Complaint Coordinators are available during regular school hours to discuss a student's concerns related to harassment and/or bullying/cyberbullying, to assist a student who seeks support or advice when informing another individual about "unwelcome" conduct, or to intercede informally on behalf of the student.

The student may report his/her concerns to the Anti-Harassment Complaint Coordinators either by a written report, telephone, or personal visit. In reporting his/her concerns, the student should provide the name of the person(s) whom s/he believes to be responsible for the harassment and or bullying/cyberbullying and the nature of the harassing and/or bullying/cyberbullying incident(s). The Anti-Harassment Complaint Coordinators will promptly compile a written summary of each such report that will be forwarded to the principal.

Each report will be investigated in a timely manner and as confidentially as possible. The District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate,

to take appropriate action, and to conform with any discovery or disclosure obligations. While a charge is under investigation, no information will be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. All records generated under the terms of this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law. All individuals involved in an investigation as either a witness, victim or alleged harasser and/or bully/cyberbully will be instructed not to discuss the subject outside of the investigation.

If an investigation reveals that a harassment and/or bullying/cyberbullying complaint is valid, appropriate remedial and or disciplinary action will be taken promptly to prevent the continuance of the harassment and/or bullying/cyberbullying or its recurrence. Given the nature of harassing and/or bullying/cyberbullying behavior, the School recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment and/or bullying/cyberbullying allegations or charges.

Some forms of sexual harassment of a student may reasonably be considered child abuse that must be reported to the proper authorities.

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

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of harassment and/or aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation and independent of whether a complaint is

substantiated. Suspected retaliation should be reported in the same manner as harassment and aggressive behavior. Making intentionally false reports about harassment or aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

The Board policies and administrative guidelines 5517 and 5517.01 are posted online for additional information regarding discipline and complaint procedures.

Hazing

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

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

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

Gangs

Membership or participation in the organization or operation of any fraternity, sorority, or other secret group as described by law is prohibited throughout the School District. In particular, the Board shall not tolerate any type of gang or gang-related activity to occur on District property or while students are under the auspices of the Board.

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

Possession of Pornography

Possessing sexually explicit material.

Title IX Sexual Harassment

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

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

Any teacher, counselor or administrator who receives a report, verbally or in writing, from any person regarding sexual harassment of a student or employee must forward that report to the building Principal or Title IX Coordinator

within one school day or within a reasonable period of time if there is a good cause for the delay. Any building Principal receiving a report of sexual harassment shall promptly notify the Title IX Coordinator.

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

Definitions

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

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

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

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

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

Duty to Respond

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

Supportive Measures

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

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

Supportive measures may include:

- counseling;
- extensions of deadlines or other course-related adjustments;
- modifications of class schedules;

- campus escort services;
- mutual restrictions on contact between the parties;
- leaves of absence;
- increased security and monitoring of certain areas of campus.

Complaint Procedure

Any student or staff member who alleges sexual harassment by any sta 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 sta member trusts, or any other individual designated to receive such complaints. An individual who is complaining of sexual harassment is not required to work out the problem directly with the individual alleged to have harassed him or her.

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

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

Notice of Non-Discrimination and Information on Section 504 Procedures

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

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

Equal Education Opportunity (Compliance Officer)

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

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

Non-Discrimination

Margarettta Local Schools arms that no person shall, on the basis of sex, race, color, national origin, religion, military status, ancestry, age or disability be excluded from participation in, denied the benefits of, or subjected to discrimination

under any educational program or activity conducted under its auspices. This shall extend to employees therein and to admission thereto. Inquiries concerning the application of this policy may be referred to the superintendent, the designated coordinator. This policy shall prevail in all board policies concerning school employees and students.

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

Differentiated Referral System: Responding To Intervention

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

As students progress in school, our teachers continually monitor their performance through a feedback process that involves screening and "progress monitoring. This is essentially keeping track of a student's learning progress towards those things they want students to know and be able to do in each grade. If a teacher informally identifies an area of need for a student, the teacher will consider how it is affecting the student's academic performance in the classroom. The teacher may collaborate with colleagues, check the student's permanent file for past school performance, seek parent input and/or provide interventions within the classroom. At this point the teacher begins collecting baseline data within the activities in the classroom. The goal is to identify supports for the student, if needed, to make progress in the curriculum and perform at grade level expectations. As it relates to this concept of an intervention system, think of a pyramid divided into 3 sections - Tier I, Tier II and Tier III.

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

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

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

building principal.

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

Students with Disabilities

The Americans with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act (Section 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 District has specific responsibilities under these two laws, which include identifying, reviewing and, if the child is determined to be eligible, according access to appropriate educational accommodation.

Additionally, in accordance with State and Federal mandates, the District seeks out, assesses and appropriately services students with disabilities. Staff members use a comprehensive child study prOffice to systematically screen, assess and, if appropriate, place students in special education and related services. Students are entitled to a free appropriate public education in the "least restrictive environment."

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

Homeless Students

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

Children And Youth In Foster Care

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

Preparedness for Toxic and Asbestos Hazards

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

Hazard Policy and asbestos management plan is available for inspection at the Board Offices upon request.