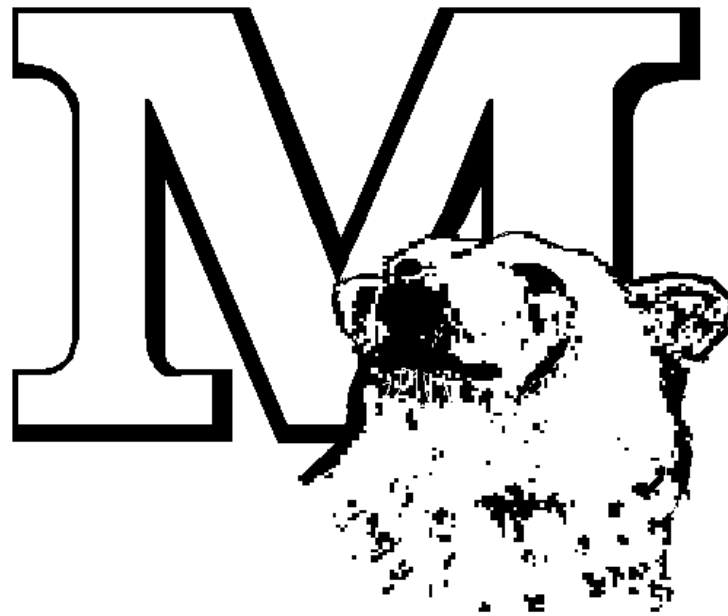


**MARGARETTA
MIDDLE/HIGH
SCHOOL**



2022-2023

***FACULTY
HANDBOOK***

Table of Contents

OUR MISSION.....	2
CORRELATES OF “EFFECTIVE SCHOOLS”	3
FACULTY	3
Requirements for Graduation.....	4
Ohio Core Graduation Requirements	4
Graduation Alternative Option for Class of 2023 and Beyond	4
2022-2023 Ohio State Tests (OST) Testing Windows/Dates	4
CREDIT FLEXIBILITY	5
EDUCATIONAL OPTIONS	5
CLASS RANK.....	5
Cum Laude System beginning with class of 2023.....	5
GUIDELINES FOR ACCEPTING WEIGHTED GRADES FROM OTHER SCHOOLS.....	5
HOMEWORK POLICY	6
GRADING PROCEDURES	7
HONOR ROLL.....	7
ACADEMIC LETTER	7
DIPLOMA WITH HONORS	7
ADMISSION OF INTERDISTRICT TRANSFER STUDENTS	8
ATTENDANCE.....	9
MASTER LIST ATTENDANCE.....	9
The Law	9
Tutoring for Extended Illness	9
Procedure to Follow When Absent	9
Absences and Make-Up Work.....	10
Absences and Extra-Curriculars	10
Field Trips, Mentorships, and Activities	10
Hunting.....	10
Blue Slips	10
tardiness	10
College Visits.....	10
TEACHER ABSENCE.....	11
CRISIS	11
DUTIES AND OBLIGATIONS OF TEACHERS.....	11
SEARCH ASSIGNMENTS	11
EMERGENCY EVACUATION	11
EVACUATION.....	11
Evacuating.....	12
Fire.....	12
FIRE DRILL PROCEDURE	12
LOCKDOWN	12
MEDICAL EMERGENCIES.....	13
TORNADOES/SEVERE WEATHER.....	13
PROCEDURES & RULES.....	13
AIDES – STUDENT	13
ALCOHOL / DRUG SCREENING.....	16
ASSEMBLIES & PEP RALLIES	16
PEP RALLIES	16
ATHLETIC COUNCIL	16
BUILDING USE	16
CAFETERIA	16
CLASSROOMS	17
CONFERENCE AND PLANNING TIME	17
DETENTION	17
Administrative Detention.....	17
Teacher Detention	17
DISCIPLINE.....	17
DRUGS & COUNTERFEITS	18

FIELD TRIPS / Taking students off school grounds	19
FILMS AND BOOKS.....	19
Movies	19
FUNDRAISING	19
GRADES & INTERIM REPORTS	19
GIFTED IDENTIFICATION.....	20
GYMNASIUM USE	20
HALLWAYS	20
IN-SCHOOL ISOLATION.....	20
GUIDELINES FOR ISI	21
RULES AND REGULATION.....	21
JOURNALISM / YEARBOOK	21
LESSON PLANS	21
LETTERS TO STUDENTS AND PARENTS	22
MAILBOXES.....	22
MEDIA CENTER.....	22
NATIONAL HONOR SOCIETY	22
PARENT NOTIFICATION	22
PARTIES.....	24
PASSES	24
PROFESSIONAL DEVELOPMENT FUND.....	24
REFERRALS	24
REIMBURSEMENTS.....	24
RELATIONS.....	24
RESTROOMS.....	24
SALESMEN AND REPRESENTATIVES.....	24
SEARCH AND SEIZURE	24
SCHOLARSHIP COMMITTEE	24
STUDY HALL	24
SUPERVISION OF STUDENTS	25
Bell Schedule	26
TRANSPORTATION	27
BUS RULES	27
DRIVING TO SCHOOL.....	27
RULES FOR AUTOMOBILE PRIVILEGE	27
VAN/Bus USAGE	27
VIDEO TAPING	28
WEAPONS	28
FITNESS CENTER.....	28
CLASSROOM ASSERTIVE DISCIPLINE PLAN	29
CLASSROOM ASSERTIVE DISCIPLINE PLAN	30
STUDENT ACTIVITY ACCOUNTS	31
ACCOUNTING GUIDELINES	31
TYPES OF ACTIVITY FUNDS	31
FUND RAISING	31
CASH RECEIPTS	31
EXPENDITURES.....	32
STUDENT ACTIVITY FUND	35
FUND RAISING PROJECT POTENTIAL	36
DISCRIMINATION GRIEVANCE FORM	48
NETWORK PRIVACY AND ACCEPTABLE USE POLICY FOR STAFF MEMBERS	49
PROCEDURES FOR STATE MANDATED TESTING	51
AGGRESSIVE BEHAVIOR TOWARD STUDENTS.....	57
ASBESTOS	57
2022-2023 DUTY LIST	59
1:1 Device Handbook	

OUR MISSION

District Mission:

The Margaretta Local School District will deliver an education that supports academic achievement, in a safe

environment, that provides the knowledge and skills needed to be college and career ready.

CORRELATES OF “EFFECTIVE SCHOOLS”

1. Safe and Orderly Environment
2. Clear and Focused Mission
3. Instructional Leadership
4. High Expectations for Success
5. Frequent Monitoring of Student Progress
6. Maximize Learning Opportunities
7. Positive Home-School Relations

“STUDENTS DON'T CARE HOW MUCH YOU KNOW UNTIL THEY KNOW HOW MUCH YOU CARE”

“TEACHERS ARE NOT HERE TO TEACH, WE ARE HERE TO ENHANCE LEARNING IN EACH AND EVERY STUDENT! THERE IS A GREAT DIFFERENCE IN LECTURING AND IN ACTUALLY CONDUCTING A CLASSROOM THAT FOSTERS LEARNING THROUGH DIFFERENTIATED INSTRUCTION!”

FACULTY

Ann Ball	English
Anjee Beaston	Health/Physical Education
Katie Berg	Math
Mollie Biehl	Intervention Specialist
Jamie Bonnigson	Science
Alison Butler	Vocational Agriculture
Jen Coffman	English
Danielle Comparette	English
Melissa Depinet	Family & Consumer Science
Lauren Drossman	Science
Brian Ferber	Intervention Specialist
Robert Gossom	Business
Courtney Gysan	Intervention Specialist
Marnie Hallett-Szymanski	Social Studies/Health
Jeff Keck	CBI Instructor
Jenna Kline	English
Kevin Kremer	Vocational Agriculture
Samantha Lane	Intervention Specialist
Jennifer Lyons	Math
Scott Manuella	Intervention Specialist
Chris Miller	English
Lindsay Miller	Science
Mark Novak	Intervention Specialist
Tom Pope	Social Studies
Gary Quizno	Math
Adam Reardon	Music
Amanda Reardon	Music
Matt Schwan	Social Studies
Michael Simonton	Intervention Specialist
Jessica Skinner	Art
Christine Smith	Math/Science
Serena Steyns	Spanish
Sara Weller	English
Lisa Wurzel	English
Andy Zuk	Math

SUPPORT STAFF

Jennifer Theis	Principal
Steve Keller	Asst. Principal
Drew Grahl	Athletic Director
Mark Freeh	Computer Tech.
Kathy Hall	Special Ed. Coordinator
Heather Lott	Counselor 9-12
Jenn Morris-Cox	Secretary
Heather Wiley	Counselor 6-8
Tella Yetter	Speech

CLASSIFIED STAFF

Amanda Bohn	Office Aide
Jason Gearheart	Sp. Ed. Aide
Lori Feiszli	Sp. Ed. Aide
Connie Harkness	Office Aide
Denise Knipp	Sp. Ed. Aide
Jen Lowther	Sp. Ed. Aide
Sandy Martin	Office Aide
Kim Miller	Study Hall/ISI Aide

CENTRAL OFFICE STAFF

Ed Kurt	Superintendent
Carrie Keller	Secretary to Superintendent
Diane Keegan	Business Mgr.
Matt Smith	Transportation
Sarah Ransom	Food Service

BOARD MEMBERS

Josh Hula	Paul Schoenegge
Brian Tutorius	Angie Tucker
Andy Warner	

The Board of Education and its employees will not discriminate on the basis of race, creed, color, national origin, sex or political affiliation.

The Board of Education has appointed the local superintendent to act as its official hearing officer. For any claims which might arise, contact the board office, (684-5322).

Requirements for Graduation

To graduate from Margaretta, a student must meet four requirements:

1. Seniors must pass four (4) credits their final year.
2. Pass the requirements on the end-of-course exams – See Assessments Section.
3. Credits - 22 credits to graduate
4. Financial obligations are to be paid.

The minimum credit requirements for graduation are as follows:

English	4 credits
Mathematics	4 credits
Science	3 credits
Social Studies	3 credits
Health & P.E. (or P.E. Waivers)	1 credit
Other Electives	7 credits
TOTAL	22 credits

Ohio Core Graduation Requirements

Requirements for graduation from every public and chartered nonpublic high school shall include twenty units that are designed to prepare students for college and the workforce. The units shall be distributed as follows:

- English language arts, four units;
- Health, one-half unit;
- Mathematics, four units, which shall include one unit of algebra II or its equivalent;
- Physical education, one-half unit;
- Science, three units with inquiry-based laboratory experience that engages students in asking valid scientific questions and gathering and analyzing information, which shall include the following, or their equivalent:
 - Physical sciences, one unit.
 - Biology, one unit.
 - Advanced study in one or more of the following sciences, one unit:
 - Chemistry, physics, or other physical science;
 - Advanced biology or other life science;
 - Astronomy, physical geology, or other earth or space science.
- Social studies, three units, which shall include both of the following:
 - American history, one-half unit;
 - American government, one-half unit.

Each school shall integrate the content of economics and financial literacy, as expressed in the social studies academic content standards adopted by the State Board of Education (SBOE), in a social studies or other course so that all students receive this instruction.

- One sequence or any combination of foreign language, fine arts, business, career-technical education, family and consumer sciences, technology, agricultural education, an approved Junior Reserve Officer Training Corps (JROTC) program or English language arts, mathematics, science, or social studies courses not otherwise required, for a total of five units.

Margaretta requires 22 credits to graduate.

Graduation Alternative Option for Class of 2023 and Beyond

Students in the classes of 2023 and beyond will be required to meet the permanent requirements in order to graduate. The permanent requirements are listed below:

- 1. Demonstrate Competency:** Students must demonstrate competency in math and English by passing (score of 684) the state's Algebra I and English II tests. Students who have taken required tests more than once without showing competency and have received remedial supports are able to show competency through one of the options below:
 - a. Earn credit for one math and/or one English course through College Credit Plus
 - b. Demonstrate career readiness and technical skill through foundational and supporting options
 - c. Enter into a contract to enlist in the military upon graduation
- 2. Preparation for College or Careers:** Students must earn two diploma seals, one of which must be state identified, to demonstrate academic, technical and professional readiness for careers, college, the military or self-sustaining professions. The following is the list of seals students may earn:
 - a. Ohio Means Jobs Readiness Seal
 - b. State Seal of Literacy
 - c. Industry-Recognized Credential Seal
 - d. College-Ready Seal
 - e. Military Enlistment Seal
 - f. Science Seal
 - g. Honors Diploma Seal
 - h. Technology Seal
 - i. Citizenship Seal
 - j. Fine and Performing Arts Seal (locally defined)
 - k. Student Engagement Seal (locally defined)
 - l. Community Service Seal (locally defined)

2022-2023 Ohio State Tests (OST) Testing Windows/Dates

Fall Administration:

Nov. 28, 2022 – Jan 13, 2023

15 consecutive school days for all tests

Spring Administration:

ELA: March 27 – April 28, 2023

Mathematics, Science, and Social Studies:

April 3 – May 12, 2023

ALTERNATE ASSESSMENT FOR STUDENTS WITH SIGNIFICANT COGNITIVE DISABILITIES

Spring Administration: Feb. 27 – April 21, 2023

ACT Test (Juniors Only): February 28, 2023

CREDIT FLEXIBILITY

Credit flexibility options are designed for students who demonstrate the ability, interest, and maturity to accept personal responsibility for their learning in a selected curricular area and have the opportunity to pursue it outside of Margareta High School with a Margareta Board of Education-approved program. The purpose of the credit flexibility option is to develop learners who design their own research and learning objectives in a formal plan. Students will implement their plan outside of the traditional classroom. Students will engage in activities beyond the boundaries of traditional classroom settings that require specific work or "seat time," by taking part in an alternative learning experience in which they will demonstrate achievement of identified learning standards. Students will be required to complete a Proposal for Credit Flexibility Plan in which they will identify their educational goals, identify the standards they will demonstrate, and create a timeline for completion. Students may work independently or with a credit flexibility partner identified by the student's parent. Individuals and organizations wishing to collaborate with the student in an instructional plan will need to seek approval from Margareta High School.

EDUCATIONAL OPTIONS

The guidance department will only recommend an educational option for one of our students if:

1. a particular course requested is not offered in our curriculum, or
2. if the student has completed the course and has failed it.

CLASS RANK

1. Grade Point Average shall be determined by totaling the number of quality points for each letter grade earned in grades 9 through 12. The total quality points shall then be divided by the total number of credits earned.
 - A. Grades and credits earned from schools which are not accredited shall be excluded from the G.P.A. calculation.
 - B. Grades and credits earned in any program not offered during the school day shall be excluded from the grade point average calculation. Approved tutoring and State approved educational options may be included in the calculation of Grade Point Average pending the principal's approval.
 - C. Correspondence courses shall not be included in the calculation of Grade Point Average.
 - D. Quality points will range from 1 to 4 points per unit of credit. A.P. courses will receive a .0526 per unit addition to the final average.
2. Rank in Class shall be determined by ranking the Grade Point Averages from the highest to the lowest.
 - A. Students who earn no credits from Margareta High, College Credit Plus or EHOVE during their senior year shall be excluded from class ranking.
 - B. In determining Rank in Class, the Grade Point Average shall be rounded off to the nearest

hundredths place. Five and higher shall be rounded upward to the next higher hundredths place, four and lower shall be dropped.

- C. Rank in class shall be automatically printed on transcripts being mailed.
- D. No student shall be eligible for graduation honors unless they have been enrolled for two consecutive semesters prior to the final semester utilized for purposes of determining such honors.

CUM LAUDE SYSTEM BEGINNING WITH CLASS OF 2023

Beginning with the Class of 2023, the Cum Laude System will be implemented. Students will compete against the curriculum in order to earn an academic level of success. The following is the academic achievement levels students could earn by the end of their senior year. Each student earning any of these designations will be recognized at graduation:

Cum Laude Honors System	
Honor Level	Unweighted GPA
Summa Cum Laude	3.9 – 4.0
Magna Cum Laude	3.75 – 4.0
Cum Laude	3.5 – 4.0

GUIDELINES FOR ACCEPTING WEIGHTED GRADES FROM OTHER SCHOOLS

Courses which are weighted at other schools may carry the weight to the Margareta Grade Point Average (GPA) to a limit of 4 points per unit of credit. As an example: If a student has a "B" in a course which carries 4 quality points (or its equivalent) they would receive the equivalent here as an "A" or 4 quality points. An "A" grade would also be limited to 4 quality points. A "C" grade would transfer as a "B" equivalent with 3 quality points and so forth.

Students, who have taken Advanced Placement Courses equivalent to those offered at Margareta would benefit from the .0526 per unit addition to the final average. (For the present American History AP, English IV AP, Calculus AP, French IV AP ('07) and Spanish IV AP are the only courses counted. The add on would be used as in our courses instead of the increased quality points above.)

Every effort will be made to give credit for the courses from other schools. If for some reason the additional weight is missed in the GPA calculation, it is up to the student to request a correction or further information from the old school in

question.

HOMEWORK POLICY

Teachers

- Reserve new or very difficult work requiring teaching assistance for class.
- Guide students to establish standards of good study habits, including writing assignments in planner.
- Plan and assign homework.
 - a. Make assignments purposeful. Keep homework relevant to the students' needs and to the class.
 - b. Base the number, frequency, and degree of difficulty for homework assignments on the ability and needs of the students.
 - c. Provide clear instructions. Post assignment in room along with verbal reminder. Post or make assignments available to parents.
- Be available to assist students with assignments and provide resources.
- Hold students accountable for completing assignments, while at the same time considering individual circumstances.
- Provide appropriate feedback.
- Contact parents when the student does not complete assignments.

Parents

- Ask to see homework assignments or student planner
- Contact the teacher if your child repeatedly says, "I have no homework" or when there are other homework concerns (e.g. textbooks not coming home, supplies needed).
- Encourage the completion of homework assignments.
- Provide a suitable place for your child to do his/her homework.
- Show an active interest in the homework to be completed, but refrain from doing homework for them.
- Encourage other outside school activities (e.g. reading, museums, plays) that help stimulate and/or enhance the learning process taking place at school.
- Help students prioritize academics with extracurricular activities, social events, and work.
- Make it a priority to understand in what subjects your child does well and where they may need more encouragement or assistance. Remain involved in your student's academic program from seventh grade until graduation.

Students

- Be accountable for your actions regarding completion of homework, including recording assignments in planner daily.
 - Complete the assigned homework and return it on time.
 - Avoid procrastination.
- Submit quality work according to teachers' expectations.
- Seek help from the teacher when needed. Do not feel intimidated to ask for assistance, as both parents and teachers want you to be successful.
 - Produce original, non-plagiarized work.

Purpose

To reinforce basic skills and concepts

To complete assignments not completed during class time.

To develop and build basic study habits.

To complete projects or studies involving individual research.

To provide the tools to enable students to become lifelong learners.

Best Practices – Some examples of Effective Schools.

The Teacher:

- Uses valid/usable data, Response to Intervention, Co-teaching, differentiation, Unit plans based on the state objectives and Progress book updates.
- is positive with students and encourages them to attempt more rigorous curriculum.
- Maintains their own discipline with consequences involving parents when needed.
- organizes.
- plans activities from beginning to end.
- makes clear statements about what is expected of students
- pays attention to detail.
- holds students accountable for their work.
- makes class interesting.
- maintains strong procedures and discipline.
- engages students.
- measures what they teach.
- uses data to see student's abilities.
- makes specific feedback to students.
- is a willing mentor.
- differentiates instruction.
- is flexible, allowing students choices.
- is creative.

Worst Practices – Some bad examples.

The Teacher:

- is negative in their approach to students and their ability.
- expects things such as standards to be unreachable.
- is not willing to require that students keep up.
- does not consider it their problem to deal with when students don't want to learn.
- expects things from students without holding themselves to that standard.
- does not keep students on task or wastes time.
- handles as little discipline as possible.
- does not review the ability of students.
- does not give students and parents feedback.
- doesn't study new material.
- uses 90% worksheets.
- constantly lectures only.
- teaches to the middle.
- does not differentiate.
- lacks preparation.

GRADING PROCEDURES

Grades 9-12

The teacher should give a semester grade by averaging the two nine-weeks grades. (Teacher may include a semester exam if desired)

The final grade will be the average of the two semester grades. Full year courses are granted credit on the final grade only (no single semester credit). Because of the attendance policy, it is necessary for junior high students to receive semester grades. In the full year courses this is to be computed by taking an average of the 2 nine-weeks grades. In semester courses the final grade is the semester grade.

Grades 6-12 (all)

A semester course should have a semester grade which is also the final grade (exams recommended). On the computer sheets this grade should be marked in both semester and final grade sections.

90-100	A	Excellent
80-89	B	Above Average
70-79	C	Average
60-69	D	Below Average
	F	Failing
	P	Passing

The Board of Education recognizes that a system of grading student achievement can help the student, teachers, and parents to assess better how well the student is achieving the goals of the District's program.

Grading shall be that system of measuring and recording student progress and achievement which enables the student, parents, and teachers to:

- A. learn the student's strengths and weaknesses.
- B. plan an educational future for the student in the areas of the greatest potential for success.
- C. know where remedial work is required.

Such grades shall indicate the students' progress against both their own potential for achievement and the achievements of others in their class as appropriate to the grade level and subject matter.

The Board directs that the instructional program of this District include a system of grading for grades K to 12 which is both reliable and valid.

The Superintendent shall develop procedures for grading which include the following:

- A. each student should understand what behavior and achievement at each grade level is required as well as what will produce a failing grade.
- B. there should be frequent opportunities for each student to obtain information as to his/her progress toward the learning goals.
- C. there should be clear, consistent criteria and standards, particularly when grades are based on subjective assessment.
- D. provision shall be made for a pass/fail grade where

it is appropriate.

For section "D" above, if an entire class is to be graded as Pass or Fail, a "P" for pass or "F" for fail grade should be used. In other courses if an individual student earns a non-passing grade a "D" may be given for credit by effort. The "P" should only be used when dealing with a group of pre-identified students.

HONOR ROLL

Freshmen who maintain a 3.5 GPA through all 3 grading periods will be presented an Honor Roll Certificate. Also, any student who achieves a 3.5 GPA through all of the first 3 grading periods and who does not receive a letter award that year will receive an Honor Roll Certificate.

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

DIPLOMA WITH HONORS

Criteria for the Diplomas with Honors as written in the rule are located below.

The student who completes the high school academic curriculum shall meet at least seven of the following eight criteria:

1. Earn four units of English;
2. Earn at least four units of mathematics which shall include algebra I, algebra II, geometry and another higher level course or a four-year sequence of courses which contains equivalent content;
3. Earn at least four units of science including one unit of physics and one unit of chemistry;
4. Earn four units of social studies;
5. Earn either three units of one foreign language or two units each of two foreign languages;
6. Earn one unit of fine arts;
7. Maintain an overall high school grade point average of at least 3.5 on a four-point scale up to the last grading period of the senior year; or
8. Obtain a composite score of 27 on the American college test's ACT assessment (excluding the optional writing test) or a combined score of 1210 on the College Board's SAT verbal and mathematics sections (excluding the required writing section).

The student who completes an intensive career-technical education curriculum shall meet at least seven of the following eight criteria:

1. Earn four units of English;
2. Earn at least four units of mathematics which shall include algebra I, algebra II, geometry and another higher level course or a four-year sequence of courses which contains equivalent content;

3. Earn at least four units of science including one unit of physics and one unit of chemistry;
4. Earn four units of social studies;
5. Earn four units in a career-technical education program that leads to an industry-recognized credential, results in an apprenticeship or is part of an articulated career pathway, which can lead to post-secondary credit. If the student's program design does not provide for any of these outcomes, then the student must achieve the proficiency benchmark established for the applicable Ohio career-technical competency assessment or the equivalent;
6. Achieve the proficiency benchmark established for the Ohio Career-Technical Competency Assessment (available at http://www.webxam.org/info_docs.asp and additional content is available at <http://www.ode.state.oh.us/GD/Templates/Pages/ODE/ODEDetail.aspx?Page=3&TopicRelationID=182&Content=23696>) or equivalent assessment aligned with state-approved and industry validated technical standards; or
7. Maintain an overall high school grade point average of at least 3.5 on a four-point scale up to the last grading period of the senior year; or
8. Obtain a composite score of 27 on the American college testing service's ACT assessment (excluding the optional writing test) or a combined score of 1210 on the college board's SAT verbal and mathematics sections (excluding the score obtained on the required writing section).

ADMISSION OF INTERDISTRICT TRANSFER STUDENTS

The Margareta Board of Education will permit the enrollment of students who are residents of other school districts in Ohio to the Margareta Local School District. Students wishing to enroll in the Margareta Schools may do so within the scope of the policies and regulations adopted by the Margareta Board of Education as pertaining to inter-district open enrollment.

The following guidelines for the transfer of students are based upon criteria established by the schools' administration in conjunction with recommendations of the Ohio Department of Education. These guidelines are consistent with applicable sections of the Ohio Revised Code.

1. The enrollment period for inter-district transfers is between May 1 and May 31. Applications must be submitted to the Superintendent's office no later than May 31. Requests will be acted (approved or denied) upon during June with parental acceptance of transfer on or before June 30. If grade, building, and program capacities have not been exceeded, enrollment privileges may be extended by the Superintendent and/or designee until capacities have been met.

2. No inter-district transfer will be permitted if the enrollment of grade level being requested exceeds the following:
 - 3.A. Kindergarten to sixth – 23 per class.
 - B. 7-12 – Established on a course-by-course basis.
 - C. No grade should exceed 120 students and accept any open enrollment students.
 - D. Siblings of accepted open enrollment students will receive special consideration, even if the case of enrollment stipulations has been met in their grade level. These cases will be at the discretion of the administration and Superintendent.
 4. No student, once accepted by the Margareta Board of Education, will be displaced should enrollment exceed the above stated limits. All approved transfers are in effect for the current school year only and may be discontinued at the discretion of the participating Board of Education in subsequent years.
 5. Applications will be considered on a first-come, first served basis with an assurance that resident students will not be displaced. Siblings of accepted students will receive special consideration from administration.
 - Applications must be made in person and will be received at the Margareta Board of Education office located at:
305 S. Washington Street
Castalia, Ohio 44824
 6. Enrollment will be denied students who have been suspended or expelled for 10 consecutive days in the current term or the one immediately preceding term.
 7. The Board will deny the request for enrollment of a student who is a resident of the State of Ohio and who wishes to enroll in the District for the express purpose of attending private school to which the District provides transportation.
 8. Students who are enrolled in the District on the final day of the previous school year will receive enrollment preference over the first-time student applicants. In addition and to comply with the negotiated agreement of the Margareta Teachers Association, and OAPSE #379 and the Margareta Board of Education, children of Margareta employees will receive enrollment preference over the first-time applicants.
 9. Any student who is a resident of the State of Ohio and who returns to his/her district of residence prior to completing one full year in the District will forfeit the right to any further application for open enrollment in the Margareta Local School District.

Additional Regulations include:

1. Athletics

Students who are accepted for inter-district open enrollment must meet the eligibility criteria of the Ohio High School Athletic Association and the Margareta Board of Education. Students will not be permitted to participate in practices until proper eligibility is determined.

2. Bus Transportation

Margareta will assume no responsibility for the transportation of student nor will the District alter established school bus routes to accommodate inter-district enrolled students.

3. Graduation Credits

The board will accept all credits toward graduation from enrolled students who are residents of the State of Ohio. Any student who expects to graduate from the Margaretta Local School District must meet all graduation requirements established in the policy by the Margaretta Board of Education.

4. Provisions of Information

In compliance with ORC 3313.98, the Margaretta Board of Education will provide information regarding open enrollment policies and regulations to the Superintendent and Boards of Education of contiguous school districts and, upon request, to the parents of students who reside in school districts in the State of Ohio.

5. Special Education Services

Pursuant to ORC 3313.98, the Board will deny enrollment of a Special Education student who is a resident of another school district in Ohio, and who requires services which are not available in District. Students requiring Special Education service, which is not offered in the district, will be obligated to attend the school building where the services specified in the student's IEP are available, and space is available to accommodate that special education student.

6. Title I Services

Students living in the district and receiving Title I services may not be excluded by an applicant from another district.

7. Non-discrimination

In compliance with ORC 3313.98, the Board will enroll students without

Differentiation on the basis of academic, athletic, artistic, or extracurricular activity, or proficiency in English. No person on the basis of race, color, creed, national origin, sex or disability will be excluded from participation in, be denied the benefits of, or be subjected to, discrimination under educational program.

ATTENDANCE

Assign permanent seats in all classes and adhere to them. After two weeks of school all teachers must have seating charts on file in the principal's office. Updated seating charts should always be on file in the office.

MASTER LIST ATTENDANCE

1. Teachers are to take the attendance each morning after the 7:50 a.m. tardy bell using Progress Book.
2. Indicate the school grade of each absentee, i.e. 6- 7- 8-9-10-11-12.
3. Attendance should be emailed to the Attendance Secretary between 7:50 and 8:00 from teachers unable to access progress book.
4. Tardy students will report directly to the Student Services office.
5. A master list of absentees, arranged by class, will be emailed to staff by the beginning of the second period.
6. In checking attendance during the remainder of the school day, report only those students whose names do not appear on the master list.

7. If a student is absent any part of a day, upon his/her arrival at school he/she must report to the Student Services Office to obtain an admit slip before entering any class.
8. On the day following an absence, students are to report to the Student Services Office. Daily attendance will be checked in the office and records kept on reasons for absence.
9. Teachers should keep an accurate record of attendance in their classes in order that attendance patterns about which they are concerned can be documented.
10. Following the above procedures to the letter is necessary for the efficient operation of the school.

POLICY

In order to receive academic credit, a Margaretta student must satisfy two (2) basic requirements:

1. Academic requirements set by classroom teacher
2. Attendance requirements set by Margaretta Bd. of Education and HB 410.

THE LAW

Every child between the ages of 6 - 18 who is not employed on an age and schooling certificate (full time work permit), and who has not been determined to be incapable of profiting be further instruction, must attend school. Legal, authorized absences include:

1. Medical excuse (a written physician's statement verifying illness is required)
2. Recovery from Accident
3. Required Court Attendance
4. Death in the family.
5. Such good cause as may be acceptable to the Superintendent or his/her designee

NOTE: Absence for any reason other than those cited in 1-5 above presumably is illegal and constitutes truancy. This would result in disciplinary consequences for an unauthorized absence.

Students with excessive absences may be turned over to the Erie County Juvenile Court.

TUTORING FOR EXTENDED ILLNESS

A certified tutor may be obtained for any student with an extended illness or injury of at least 10 days or more. Parents are asked to notify the Assistant Principal previous to or as soon as possible when their child is placed in the hospital or when a medical doctor instructs the child to stay at home for a lengthy period of time. Approved tutoring days will be deducted from a student's total days absent.

PROCEDURE TO FOLLOW WHEN ABSENT

1. Parent to call the school (419-684-5351) first thing in the morning.
2. Signed note from the parent upon returning to school stating the number of days absent and the reason for the absence.

NOTE: Students should report to the Student Services Office by 7:47 a.m. when returning from an absence.

Students failing to follow the procedure described above will be subject to disciplinary consequences.

ABSENCES AND MAKE-UP WORK

If a student is absent for an authorized reason and followed the procedure for being absent, the student will be permitted to make up the work missed. It is the responsibility of the student, not the teacher, to arrange for make-up work following an approved absence.

If the student fails to arrange for making up the work within two days following his/her return to school, the privilege is forfeited and all work will be recorded as an "F."

In the case of absences that last more than one day, a student will have the same amount of days to turn in the make-up work as the amount of days absent. The student should find out from the teacher the exact date all make-up work is due! Failure to turn in make-up work on time will result in an "F."

Make up work for a student serving an Out-of-School Suspension or truancy as defined by administration will be allowed to be made up at 75% of the earned grade.

ABSENCES AND EXTRA-CURRICULARS

If a student is absent from school, he/she may not attend extra-curricular activities that evening!

A student may miss one half day of school and still participate one time in a sport season. Otherwise, a student must be in school a full day in order to participate in an extra-curricular activity or practice that day. Coaches and advisors are responsible for enforcing this policy, along with the Assistant Principal.

A student who is absent on Friday may attend or participate in extra-curricular activities on Saturday.

If a student is absent from school on a school related activity (field trip, college visit, mentorship, etc.), the student may still attend or participate that evening.

Students should check with the Assistant Principal concerning absences and participation in extracurricular activities.

FIELD TRIPS, MENTORSHIPS, AND ACTIVITIES

Field trips, mentorships, and activities which cause students to miss classes may only be attended by students with fewer than six unauthorized absences for a semester or fewer than twelve unauthorized absences for the year. Students must also not have a grade lower than a "C" for any one class.

Field trips, mentorships, and activities approved by the Guidance office or Assistant Principal's office will not be counted toward a student's total absences.

"Take a child to work" day, hunting trips, and vacations may be approved by the Guidance office or Assistant Principals office, but these days would count toward a student's total absences. We would encourage parents and students to plan these types of activities in the evening, on the weekends, or when we are not in school. These types of activities would not be approved for students with excessive absences.

Students with five (5) or more day suspensions will not be allowed to attend or participate in field trips, mentorships and activities for two weeks following the suspension.

HUNTING

Students wishing to go hunting must have less than 10 days absent, no five (5) day or longer suspensions within two weeks, and must be passing all subjects. Hunting will be limited to 3 days. Students must get a form signed from all their teachers and complete all assignments missed.

BLUE SLIPS

Students who need to leave school early for an appointment, personal illness, or emergency must follow these procedures:

1. Report to the Student Services Office.
2. Provide signed note by parent and have parent call the school.
3. Call home in cases of emergency or cases when school does not receive a note or a call.
4. Provide a signed document (doctor's written note) verifying that the appointment was kept.
5. All students must sign-out in the office before leaving school.
 - Non-driving students must have their parent/guardian or person on their EMF contact list sign them out.
 - Driving students can sign for themselves with a note or phone call from their parent/guardian.

NOTE: Students failing to follow the procedures described above will be subject to disciplinary consequences. Also, "needed at home" is NOT considered an excused absence unless the Assistant Principal approves the request as an emergency.

TARDINESS

Tardiness is defined as, "not being in his/her seat by the time the tardy bell stops sounding."

Students who are tardy to school or tardy to first period class should report to the Assistant Principal's office. First period teachers should not admit students who are tardy unless they provide a detention/ISI slip from the Assistant Principal's office.

After first period, being tardy to class will result in a one hour detention, assigned by the classroom teacher.

Students must serve their one hour detention on one of the dates written on the Detention/ISI slip. If a student is tardy more than once on a particular day, the detention supervisor will reschedule the dates so all detentions can be served.

LATE BUS

Late bus students are to report to the Student Services Office for an admit slip.

COLLEGE VISITS

The college visit day privilege is limited to juniors and seniors with a 2.0 accumulative grade point average or better. No student will be allowed more than three (3) accumulated days over a two year period.

Students must follow these procedures prior to their college visit:

1. Make an appointment with the college through Guidance office.

2. Obtain a "blue slip" in the Student Services Office 24 hours prior to the visit. NOTE: Students with excessive absences will not be permitted to take off more school time to make college visits.
3. Return on the next day of school with an authorized note, signed by college personnel, on college stationery.

TEACHER ABSENCE

Should it be necessary to use a *sick day*, teachers should call Wixey and Associates at 877-977-9499 or 419-725-9499 by 6:00 a.m. on the day the absence will occur. After 6:00 a.m., staff should call their supervisor or the Main Office. The designated person and telephone number will be made available to you at the first staff meeting of the current school year.

CRISIS DUTIES AND OBLIGATIONS OF TEACHERS

ACCIDENTS

Whenever an accident takes place in any school activity an Accident Report form is to be filled out by the teacher first to notice the situation.

CONTROL OF BLOOD BORNE PATHOGENS

The Board of Education seeks to protect those staff members who may be exposed to blood-borne pathogens and other potentially-infectious materials in their performance of assigned duties.

The superintendent shall implement administrative guidelines which will:

- A. Identify those categories of employees whose duties create a reasonable anticipation of exposure to blood and other infectious materials;
- B. Provide for inoculation of the Hepatitis B vaccine at no cost to the staff member and in accordance with Federally-mandated scheduling;
- C. Ensure proper training in the universal precautions against exposure and/or contamination including the provision of appropriate protective supplies and equipment;
- D. Establish appropriate procedures for the reporting, evaluation, and follow-up to any and all incidents of exposure;
- E. Provide for record-keeping of all of the above which complies with both Federal and State laws.
- F. Develop an exposure control plan.

(Board Policy: 8453.01)

BOMB THREATS

1. Remain calm and keep caller on the line as long as possible.
2. Be courteous but pretend difficulty in hearing to buy time and get details
3. Complete the following outline.
4. Call 9-1-1

Immediately upon receiving the bomb threat, a high school secretary shall notify the central office that a bomb threat has been received.

The principal shall be informed and will notify the appropriate authorities (police and fire) at his discretion. The Principal will initiate and monitor the results of an internal search to be conducted by school personnel.

An announcement will be made to the faculty and student body as follows:

Please conduct a visual inspection of your room at this time. If you find or are aware of anything unusual or out of the ordinary, please send word to the office.

Faculty should assure the students not to be alarmed and that all necessary precautions will be taken.

After receiving reports from all those engaged in the internal search and upon consulting with local authorities, the administration shall determine what action, if any, needs to be taken.

The administration may choose to evacuate the building or may choose to continue the normal school routine. If any actions need to be taken, students and staff will be informed over the public address system. *Please try to follow the normal school routine and conduct your class as usual.*

SEARCH ASSIGNMENTS

Principal	Jr. & Sr. Halls, Restroom
Staff	Classroom
Music	Music Rooms & Hall
Vo-Ag	Vo-Ag Building, Shop, and Classroom
Guidance	Freshman & Sophomore Halls
Assistant Principals	Middle School & Restrooms
Custodian	Boiler Room, Gym, Pool, Locker Rooms, & Lobby
Cooks	Kitchen

EMERGENCY EVACUATION

In cases of emergency, students are to remain calm and quiet. Teachers and administrators will direct students to a location deemed safe and secure. Follow all directions given by school and law enforcement officials. Attendance will be taken so it is imperative that students stay with their group and teacher.

EVACUATION

(Fire, gas leaks, explosions, toxic fumes, bomb threats, hostage situations, chemical and bio-hazardous spills, vomit, blood, urine, or fecal materials, etc.)

1. Follow the instruction of your building principal or designee
2. Close the door to room as you leave.
3. Form a single file evacuation line.
4. Use the stairwell for evacuation.
5. Stay quiet and alert.
6. Use handrails and stay to the right in the stairwell.
7. Prepare to merge with other people exiting the building.
8. Remain alert for fire department using the stairs to respond to the emergency.

9. Disabled persons need an assigned helper for evacuation purposes.
10. Report to predetermined meeting place.
11. Do not return to your work area for any reason.
12. Do not run or panic.
13. Do not return to building until the "all clear" is sounded.

EVACUATING

1. Evacuation will be through the nearest exit unless otherwise directed. Tell everyone to report in at the evacuation sight. No one goes home or to cars.
2. Rosters should be taken to the evacuation sight.
3. Explain to the class where to dismiss to; outside for fire or to an evacuation point.
4. Stay as calm as possible.
5. Take attendance at assigned location.

Grades 9-12 to White Congregational Church on Rt. 101
Grades 6-8 to Fitness Center behind the High School

FIRE

1. Pull the fire alarm to initiate the drill.
2. Call the fire department 9-1-1
3. Call the Superintendent at 684-5322
4. Close the door around the fire to contain it.
5. Follow the building fire drill procedures. Evacuate to predetermined location.
6. Don't attempt to fight the fire.
7. Don't lock yourself in an office or room
8. If caught in heavy smoke, take short breaths. Crawl to an escape.
9. If you become trapped call 9-1-1 if possible. Give your exact location.
10. Exit the building and report to the assigned meeting place.
11. Follow fire drill procedures as outlined in the Margareta Faculty Handbook.

FIRE DRILL PROCEDURE

1. The fire signal shall be the continuous sounding of the horns and strobe lighting.
2. At a signal from the teacher, students shall leave the room according to the directions posted in each room. Students in rooms not under supervision of a teacher will fall into the nearest line and leave the building. Students are encouraged to take valuable personal belongings along with them. **If there is not a fire/tornado drill sign in a particular area, please notify the office immediately.**
3. The last person out of the room should make certain windows are closed, lights are out, and doors are closed but unlocked. (labs should shut off gas and water). **Teachers should take grade books with them to take attendance once outside.**
4. If a fire drill takes place before Period 1, during lunch, or while an assembly is in progress, students and staff should proceed to the nearest exit in an orderly fashion.
5. The administration will notify all involved when the

drill is completed. In the event of an actual fire, runners will be utilized to notify all the groups outside the buildings.

FIRE DRILL EVACUATION FOR TEACHERS

1. Take class roster
2. Tell students where you will meet to take attendance.
3. Report any students who do not report. Do not reenter until attendance is taken.
4. The room should not have blocked windows. All obstructions to the fire department should be removed.

HEALTH PROBLEMS

When teachers observe an apparent health problem, place the student's name and nature of observation, marked attention of school nurse, in the principal's mailbox.

HOSTAGE SITUATIONS

1. Report incident to building principal or their designee.
2. Call 9-1-1
3. Evacuate the entire building. Try to avoid where the hostage situation is taking place.
4. Remain calm. Do not intentionally try to antagonize the captor. Listen and respond to reasonable requests.
5. Attempt to quiet staff and students held against their wishes. Avoid losing your "cool".
6. Under no circumstances should you attempt to be a "hero".

KIDNAPPING

1. Contact building principal or designee immediately.
2. Call 9-1-1
3. Try to answer the following question:
 - a. Time of the occurrence
 - b. Person's identifying characteristics
 - c. Comments made by the suspected kidnapper
 - d. Type of force used
 - e. Means of "get away" and description.
 - f. Direction headed when last seen.
6. Under no circumstances should you attempt to be a "hero".

LOCKDOWN

If a lockdown takes place teachers are to lock all doors and have anyone in the room stay there. No one is to go to the hallways, wastebaskets, closets, etc. in the case of a search.

In an emergency situation be sure to keep all people out of sight and do not open doors unless an all clear message has been given. In a non-emergency situation close door, keep students in classroom, and continue with class.

1. If a lockdown is announced all is to enter the closest lockable room and stay there until the cause for the lockdown is passed.
2. Be as invisible as possible. Stay calm as possible.
3. The door must be locked and remain so to be effective.

4. Turn out lights.
5. Hide from view of windows and doors. Close curtains if possible.
6. Use common sense if danger is at hand.
7. Keep everyone quiet.
8. Take attendance.

MEDICAL EMERGENCIES

(Heart attacks, strokes, seizures, broken bones, drug overdose, bee sting, animal bites, human bites and scratches, and exposure to biohazard spills.)

1. Do not move the injured or ill person. Try to make them comfortable.
2. Contact the building principal or their designee. Call 9-1-1
3. Report the following:
 - a. Building and location of the emergency.
 - b. Any details available about the accident or illness.
4. Have someone meet the emergency unit and direct them to the injured or ill person.
5. Complete an accident report form.

TORNADOES/SEVERE WEATHER

1. Sound the alarm via PA system or respond to the Civil Defense horn.
2. Follow your building administrator's direction.
3. Leave your classroom and close the door. Go to the core of the building: to stairwells, restrooms, or interior offices without glass. Follow your buildings tornado drill procedures.
4. If you are caught without warning, seek protection under a desk.
5. Do not go to another floor (unless told to and do not go outside to check conditions.)
6. Account for everyone in the building and give attendance report to the building administrator or their designee.
7. Remain in designated area until the "all clear" is given.
8. Release children to legal guardians only through the office.

TORNADO DRILL PROCEDURE

1. A warning alarm will sound from public address or air horn.
2. Students, under the direction of the teacher, should proceed to the area assigned.
3. If the drill takes place before Period 1, during lunch or while an assembly is in progress students should use the nearest room exit, and then utilize those areas designated as *Tornado Safe* within the building.

UNAUTHORIZED VISITORS

1. Direct the person to the office.
2. Do not antagonize the person if they refuse to cooperate.
3. Inform the office of an unidentified or otherwise

unauthorized person's whereabouts and or activities.

4. Carefully note physical description, clothing type and color and specific traits to be able to identify them
5. Call police or sheriff when person refuses to comply or when person's actions/behavior appears to be suspicious.

WEAPONS

1. DO NOT touch the weapon. A gun may accidentally discharge. Handling the weapon may destroy latent fingerprints.
2. Do NOT leave the site where the weapon was found.
3. Send someone else for the office help.
4. Call law enforcement officials immediately, 9-1-1.
5. Ask staff for assistance. Preserve the scene as it was found.
6. Stay calm. Avoid calling attention to the scene.
7. If found in a location where there are students, have students go to a vacant room.

CAMERAS

Surveillance cameras are in use to promote and foster a safe and secure learning and teaching environment for students and staff and to ensure public safety for community members who visit or use our school property and diminish the potential for personal and district loss or destruction of property.

PROCEDURES & RULES AIDES – STUDENT

Faculty Guidelines-

1. Student aides will be chosen at the beginning of each semester.
2. Only Physical Education (2), Student Services, and Main Office may have aides. **No more than one (1) student aide will be assigned to an office for any single class period. (Exception P.E. – 2)**
3. **A student is allowed to be an aide for no more than one (1) period per day.**
4. **Student aides must be under direct adult supervision at all times.**
5. An application must be filed with the Principal.
6. Student aides are **not** to begin duties until approval has been received from the Principal.
7. Tasks assigned to student aides should not have a detrimental effect on the academic performance of the student aides.

Student Aide Guidelines-

1. **No more than one (1) student aide will be assigned to an office for any single class period.**
2. **A student is allowed to be an aide for no more than one (1) period per day.**
3. Student aides must arrive to the assigned office/gym before the tardy bell rings. Arriving after the tardy bell rings will result in the student aide receiving the same punishment as if he/she were tardy to class.

4. Student aides are **not** to leave the office/gym at the end of the class period until the dismissal bell rings ending that period. Being a student aide does not give the student the privilege of leaving early for the next scheduled class.
5. Student aides **must** receive permission from the office aide/teacher prior to leaving the office/gym for any reason. Studying in the hall outside of the classroom is not allowed.
6. Student aides **must** have a hall pass whenever leaving the office/gym during a class period. A student aide found to be in the halls without an authorized hall pass will be sent back to study hall.
7. Student aides **must not** loiter in the halls or go to destinations other than those listed on the hall pass.

ERRANDS BY PUPILS

It is common practice in many places for office aides/teachers to send pupils on errands. These errands may be for some school purpose, or for the personal convenience of the office/teacher. There is no legal authority for the aide/teacher to use pupils as messengers, either for the district, or for the teacher's own personal purpose. Assume that the

district, through its proper officers, has the authority to send pupils on errands, and this authority is extremely doubtful, certainly this authority has not been delegated to the office aide/teacher. There is no doubt, however, that if an aide/teacher sends a pupil on a personal errand for the aide/teacher, and the pupil suffers injury while on the errand, the question then arises whether an aide/ teacher may be liable on the ground that the aide/teacher did not act reasonably in sending the pupil on the errand. As we have seen, what constitutes reasonable action depends upon the circumstances of each case. What is probably more important, however, is the fact that while on an errand for the aide/teacher, the pupil is the agent of the teacher. Since a principal, the teacher in this case, is liable for the act of the pupil which causes injuries to third person, practical and legal dangers involved in sending pupils on errands are so great that the practice should be abandoned.

From - **Legal rights and liabilities of Teachers** by Robert R. Hamilton

The above is printed for information of all staff members. Administration policy is based on the thinking herein expressed. It would be well if all teachers would read carefully Hamilton on Liability of Teachers, pp. 28-42.

ADVISORY UNITS**2022-2023****GRADE TEACHER ROOM****6th**

A-C	Mr. Manuella	120
D-J	Mrs. Kline	3070
K-Pi	Mrs. Gysan	104
Pl-Z	Mr. Novak	103

7th

A-C	Mrs. Ball	2030
D-G	Mr. Simonton	3010
H-L	Mrs. Smith	2010
M-R	Mr. Ferber	102
S-Z	Ms. Fresch	1090

8th

A-C	Mrs. Berg	1100
D-G	Mrs. Coffman	3040
H-L	Mrs. L. Miller	2040
M-R	Mr. Schwan	2020
S-Z	Mrs. Weller	3030

9th

A-E	Mrs. Szymanski	217
E-H	Mrs. Lane	208
I-Mi	Ms. Lyons	212
Mj-R	Mrs. Depinet	210
S-Z	Ms. Butler	VOAG

10th

A-E	Mr. Quizno	214
F-L	Mrs. Wurzel	306
M-Sc	Mrs. Reardon	126
Sd-Z	Mrs. Bonnigson	118

11th

A-F	Mr. Zuk	215
G-K	Mr. Gossom	301
L-Pa	Ms. Steyns	303
Ph-Z	Mr. C. Miller	307

12th

A-F	Mr. Reardon	128
G-K	Mrs. Skinner	124
L-P	Mrs. Drossman	123
R-Z	Ms. Comparette	207

ALCOHOL / DRUG SCREENING

Individuals involved in athletics, driving to school, National Honor Society, Peer Leadership, and/or S.A.D.D. will be subject to alcohol and drug screening. Participants who test positive for alcohol or drugs in their system will be subject to denial of participation and assessments set forth in the alcohol/drug screening policy. A complete explanation of this policy, along with the consequences, shall be given to each participant and must be signed by both parent and student in order to participate in athletics, driving to school, National Honor Society, Peer Leadership, and/or S.A.D.D.

National Honor Society, Peer Leadership, and/or S.A.D.D. will be subject to alcohol and drug screening. Participants who test positive for alcohol or drugs in their system will be subject to denial of participation and assessments set forth in the alcohol/drug screening policy. A complete explanation of this policy, along with the consequences, shall be given to each participant and must be signed by both parent and student in order to participate in athletics, driving to school, National Honor Society, Peer Leadership, and/or S.A.D.D. the alcohol/drug screening policy. A complete explanation of this policy, along with the consequences, shall be given to each participant and must be signed by both parent and student in order to participate in athletics, driving to school, National Honor Society, Peer Leadership, and/or S.A.D.D.

ANNOUNCEMENTS

Regulations Concerning Announcements:

1. Classes shall be brought to attention, if necessary, so that all may hear.
2. Keep announcements as short as possible.
3. Announcements are to be in 15 minutes before they are given, for editing.
4. Announcements will be read only if signed by the sponsor of the activity.
5. Announcement time - 1:05 p.m.

APPLIANCES

No appliances, such as coffee pots should be used in classrooms due to building electrical wiring constraints and to be in compliance with fire code restrictions. We must ensure the health and safety of students and staff. Lounges, along with additional non-classroom locations have been made available for staff use during non-teaching times for their personal use.

ARRIVAL

Be present on duty during the days when school is in session from morning arrival bell at **7:20 AM until 2:45 PM during regular day schedule**. If for some reason you cannot discharge your duties, make arrangements to have them attended to or notify the office.

ASSEMBLIES & PEP RALLIES

For pep rallies, students report directly from class. Everyone will remain seated until the administrator calls on their class to be dismissed.

Students not wanting to attend assemblies or pep rallies

should report to the ISI Room. Teachers should turn in a list of these students to the office.

Please report any student to the Principal/Assistant Principal who cannot behave or follow procedures.

SPECIAL ASSEMBLIES

These must be scheduled at least 7 school days in advance with the Principal/Assistant Principal; the regular school day schedule will be followed with the exception of the period(s) dropped to accommodate the assembly. Every effort will be made to avoid using a period more than twice consecutively, or more than three times per grading period. We may occasionally alternate class periods to facilitate assemblies.

PEP RALLIES

Pep rallies will follow the pep rally time schedule unless otherwise noted. Students will be dismissed from class via the PA on the following dates to report to the gymnasium for a pep rally:

These rallies have been selected for fall and winter athletics. The athletic director, head coaches, and the cheerleading advisor will conduct the rallies with the band advisor.

If student interest and participation warrant it and it is felt that it would be good to have an additional pep rally the decision will be announced on Wednesday of that week when possible.

ATHLETIC COUNCIL

The purpose of the Margareta Athletic Council shall be to develop a successful, efficient, balanced and harmonious program of athletics. Full consideration should be given to the fundamentals of pupil health, to the educational, emotional and personality growth of the student, school and the community.

The members of the Margareta Athletic Council shall consist of 7-12 athletic staff, 6-12 school administration, the Administrative Assistant and his/her assistant if one is employed.

The Administrative Assistant will preside over all of the meetings of the Athletic Council. A secretary should be appointed to take minutes of the meeting. The Administrative Assistant should provide each member with an agenda for the meetings. In case of the Administrative Assistant's absence, he shall appoint a member to preside in his/her place.

The meetings of the Margareta Athletic Council shall be called as needed by the Administrative Assistant (or at the request of Council members).

BUILDING USE

If a faculty member is going to be in the building during a non-contract day or beyond the regular school day, he/she should inform the athletic director to get approval.

CAFETERIA

The cafeteria is a place to relax and enjoy a good lunch. Students are asked to follow these guidelines:

1. Form a single file lunch line.
2. Do not cut through the lunch line.
3. Sit quietly, eat your meal, and clean up after yourself.

4. All food and beverage must be consumed in the cafeteria.
5. Remain seated until the teachers dismiss you to line up.
6. Please pick up your eating area for the next lunch period even if a "mess" is not your doing. Return tray and utensils to the window.
7. Restroom passes and phone passes are for five minutes. Students must sign out.
8. Students who wish to leave the cafeteria to go to the guidance office or to see a teacher must have an authorized pass in hand from that faculty member.
9. No commercially prepared food may be brought into the cafeteria.

CLASSROOMS

Classrooms are a place for learning. Students are expected to be prepared for class with books and supplies. Students disrupting the educational process will be dealt with accordingly. Students should follow these guidelines:

1. Students are to be in their seat by the time the tardy bell stops sounding.
2. Attendance will be taken.
3. Under no circumstances will a student leave a class without permission.
4. Students are to stay seated until the next bell. Teachers are not to allow students to "line up" at the door. Classes that need to put their chairs up will do so when the bell rings, not before. Physical education classes will sit on the stage until the bell rings.
5. There should not be any card playing during class.
6. Teachers and students are to observe the assertive discipline plan.

CONFERENCE AND PLANNING TIME

Conference and planning time is not to be construed as free time. *Operating standards for Ohio Schools* defines it as "... time for designing their work, evaluating student progress, conferencing, and team planning." How you spend this time will reflect your professionalism or lack of it.

The teachers' lounge is to be used to get a cup of coffee or a pop on your planning period. At no time should a teacher leave a class unattended to go to the lounge.

There should be no one in the lounge when classes change. If we expect students to be to class on time, let us start by being punctual ourselves.

DETENTION

ADMINISTRATIVE DETENTION

Administrative detentions are served on Mondays and Tuesdays from 2:35 - 3:35pm (3:05 - 4:05pm on extended schedule days), Thursdays from 2:35 - 4:35pm (3:05 - 5:05pm on extended schedule days) on regular schedule days. Students must serve the detention on the date assigned by the Assistant Principal. Students may reschedule their detention ONE time without consequences.

TEACHER DETENTION

A part of each teacher's "Assertive Discipline Plan" will include a detention after school, either Wednesday or Friday. The teacher assigning the detention will supervise the detention

and will inform the student as to where and when the detention is to be served. Students will be given at least 24 hours' notice so they can inform their parents that they have to stay after school. Failure to serve a teacher's detention will result in administrative detention.

DISCIPLINE

The single most widespread reason for teacher failure is not lack of subject knowledge, discontent, or lack of teacher preparation, but discipline.

You should be willing to assume responsibility for discipline wherever you are. Be on the alert for misconduct and correct the student whenever or wherever misdemeanors are observed in a consistent manner.

Our students should be a disciplined student body which respects our school, its teachers, administrators and fellow students. In order to achieve this respect, we as teachers must earn our share by our actions. A student can tell in a second who are fakers and who are genuinely interested in them. Maintain discipline while maintaining the dignity of the student.

Each teacher should maintain the standard of discipline necessary for the maximum attainment of the objectives of the specific course.

General school rules including absences, tardiness, permits, etc. should be uniformly adhered to by all teachers. All teachers must share the responsibility for the conduct of all the students enrolled at Margaretta High School. This is especially true in the halls in the morning before school, between classes, over the lunch periods, after school and at night functions.

Each teacher should attempt to handle his/her discipline problems. Maintain your own prestige by commanding respect. When an ordinary reprimand does not suffice, the teacher should ask the student to come in for a conference. Show the student you are interested. **Don't debate points of discipline with a student while the class is in session. Control your temper.**

If a conference does not solve the problem and poor behavior continues, have an **Assertive Discipline Plan** for handling student behavior problems. **Follow up with a parent conference or call.** When all else fails, send them to the Assistant Principal. Check to make sure the student arrives at the office. A written explanation of the difficulty is to be completed whenever a student is removed from your classroom. Forms for this procedure are available in the office; **follow up by talking the problem over with the Assistant Principal.**

High School students are going to make mistakes, but when these mistakes are made they should be handled as unemotionally as possible so that an environment for good guidance is possible. Remember - we are supposed to be mature adults. The best policy, whenever possible, is to handle your own class. Occasionally, you may need an administrator's help - but it shouldn't be TOO OFTEN. Otherwise, you are turning over control of the class to someone else. You have no control.

There is no secret formula for discipline, but good classroom discipline is a combination of a sound disciplinary philosophy and your individual personality.

* See *Classroom Assertive Discipline Plan* at the end of the handbook.

IN LOCO PARENTIS

All teachers by law act in loco parentis. Also teachers are proxies of the principal. Therefore, it is contingent upon the teachers to assume and exercise the responsibility of keeping order in the school at all times and in all places.

DISMISSAL

All teachers should be on duty at dismissal, either in the assemblies or in the halls.

DRUGS & COUNTERFEITS

Ohio Revised code: 2925.01

(O) "Counterfeit controlled substance" means any of the following:

- (1) Any drug that bears, or whose container or label bears, a trademark, trade name, or other identifying mark used without authorization of the owner of rights to that trademark, trade name, or identifying mark;
- (2) Any unmarked or unlabeled substance that is represented to be a controlled substance manufactured, processed, packed, or distributed by a person other than the person that manufactured, processed, packed, or distributed it;
- (3) Any substance that is represented to be a controlled substance but is not a controlled substance or is a different controlled substance;
- (4) Any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size, and color, or its markings, labeling, packaging, distribution, or the price for which it is sold or offered for sale.

Ohio Revised code: 2925.37

- (A) No person shall knowingly possess any counterfeit controlled substance.
- (B) No person shall knowingly make, sell, offer to sell, or deliver any substance that the person knows is a counterfeit controlled substance.
- (C) No person shall make, possess, sell, offer to sell, or deliver any punch, die, plate, stone, or other device knowing or having reason to know that it will be used to print or reproduce a trademark, trade name, or other identifying mark upon a counterfeit controlled substance.
- (D) No person shall sell, offer to sell, give, or deliver any counterfeit controlled substance to a juvenile.
- (E) No person shall directly or indirectly represent a counterfeit controlled substance as a controlled substance by describing its effects as the physical or psychological effects associated with use of a controlled substance.
- (F) No person shall directly or indirectly falsely represent or advertise a counterfeit controlled substance as a controlled substance. As used in this division, "advertise" means engaging in "advertisement," as defined in section 3715.01 of the Revised Code.
- (G) Whoever violates division (A) of this section is guilty of possession of counterfeit controlled substances, a misdemeanor of the first degree.
- (H) Whoever violates division (B) or (C) of this section is guilty of trafficking in counterfeit controlled substances. Except as otherwise provided in this division, trafficking in counterfeit controlled substances is a felony of the fifth degree, and division (C) of section 2929.13 of the Revised Code applies in

determining whether to impose a prison term on the offender. If the offense was committed in the vicinity of a school or in the vicinity of a juvenile, trafficking in counterfeit controlled substances is a felony of the fourth degree, and division (C) of section 2929.13 of the Revised Code applies in determining whether to impose a prison term on the offender.

(I) Whoever violates division (D) of this section is guilty of aggravated trafficking in counterfeit controlled substances. Except as otherwise provided in this division, aggravated trafficking in counterfeit controlled substances is a felony of the fourth degree, and division (C) of section 2929.13 of the Revised Code applies in determining whether to impose a prison term on the offender.

(J) Whoever violates division (E) of this section is guilty of promoting and encouraging drug abuse. Except as otherwise provided in this division, promoting and encouraging drug abuse is a felony of the fifth degree, and division (C) of section 2929.13 of the Revised Code applies in determining whether to impose a prison term on the offender. If the offense was committed in the vicinity of a school or in the vicinity of a juvenile, promoting and encouraging drug abuse is a felony of the fourth degree, and division (C) of section 2929.13 of the Revised Code applies in determining whether to impose a prison term on the offender.

(K) Whoever violates division (F) of this section is guilty of fraudulent drug advertising. Except as otherwise provided in this division, fraudulent drug advertising is a felony of the fifth degree, and division (C) of section 2929.13 of the Revised Code applies in determining whether to impose a prison term on the offender. If the offense was committed in the vicinity of a school or in the vicinity of a juvenile, fraudulent drug advertising is a felony of the fourth degree, and division (C) of section 2929.13 of the Revised Code applies in determining whether to impose a prison term on the offender.

(L) In addition to any prison term authorized or required by divisions (H) to (K) of this section and sections 2929.13 and 2929.14 of the Revised Code and in addition to any other sanction imposed for the offense under this section or sections 2929.11 to 2929.18 of the Revised Code, the court that sentences an offender who is convicted of or pleads guilty to a violation of division (B), (C), (D), (E), or (F) of this section shall do both of the following:

(1) The court shall suspend for not less than six months or more than five years the driver's or commercial driver's license or permit of any person who is convicted of or has pleaded guilty to any other violation of this section.

(2) If the offender is a professionally licensed person or a person who has been admitted to the bar by order of the supreme court in compliance with its prescribed and published rules, in addition to any other sanction imposed for a violation of this section, the court forthwith shall comply with section 2925.38 of the Revised Code.

(M) Notwithstanding any contrary provision of section 3719.21 of the Revised Code, the clerk of the court shall pay a fine imposed for a violation of this section pursuant to division (A) of section 2929.18 of the Revised Code in accordance with and subject to the requirements of division (F) of section 2925.03 of the Revised Code. The agency that receives the fine shall use the fine as specified in division (F) of section 2925.03 of the Revised Code.

FIELD TRIPS / TAKING STUDENTS OFF SCHOOL GROUNDS

Teachers who are taking students on a field trip or off school grounds for any reason should do the following:

1. Fill out the Field Trip Checklist Sheet.
2. Put together an itinerary of scheduled events to be approved by the administration.
3. Put in a request for professional leave.
4. Put in a request for transportation two weeks prior to the event.
5. Prepare and send home a permission slip. Forms are available in the office.
6. Take Emergency Medical forms along on the trip for all students going on the trip.
7. Let the teachers know in advance, one week preferred, that students will be missing their classes. Ask that students have all work made up with their teachers.
8. Check with the Assistant Principal that the students have not been suspended five (5) days or more in the past two weeks and cannot attend the field trip.
9. Take attendance before leaving and before returning and accompany all trips on the transportation/bus and at the venue. (See also: Attendance policy and Van/Bus usage.)
10. Field trips, mentorships, and activities which cause students to miss classes may only be attended by students with fewer than six unauthorized absences for a semester or fewer than twelve unauthorized absences for the year. Students must also not have a grade lower than a "C" for any one class.
 - The principal or assistant principal can override either of these events if they feel it will be beneficial to the student to attend the fieldtrip.

FILMS AND BOOKS MOVIES

There is the concern of time on task and how movies fit into the course of study. Movies and books used in class should be on the list adopted for each class.

There should be no commercial general interest movies shown without the approval of the administration. Films used should be applicable to the course of study.

Films and books are approved by the board at the end of each year for the following year as they are added to the Curriculum Map and become part of the course. Your Map is to be completed ahead of time so teachers, students and administrators know what to expect from the course. It is just good planning.

A syllabus in a college course is similar to what your map would show for your course.

No films or books are approved on the fly. Pre-planning is needed. The lists to be approved have to be submitted to the Board and put on the Agenda for their next meeting. They are then approved or rejected. They get back to us about a month or so later. It takes time. Media should not be used in violation of copyright laws.

Movies which are rated "R" or higher should not be used in the school. The following is from <http://www.filmratings.com/>. Films of this nature are not permissible.

"An R-rated motion picture, in the view of the Rating Board, contains some adult material. An R-rated motion picture may include adult themes, adult activity, hard language, intense or persistent violence, sexually-oriented nudity, drug abuse or other elements, so that parents are counseled to take this rating very seriously. Children under 17 are not allowed to attend R-rated motion pictures unaccompanied by a parent or adult guardian. Parents are strongly urged to find out more about R-rated motion pictures in determining their suitability for their children. Generally, it is not appropriate for parents to bring their young children with them to R-rated motion pictures.

An NC-17 rated motion picture is one that, in the view of the Rating Board, most parents would consider patently too adult for their children 17 and under. No children will be admitted. NC-17 does not mean "obscene" or "pornographic" in the common or legal meaning of those words, and should not be construed as a negative judgment in any sense. The rating simply signals that the content is appropriate only for an adult audience. An NC-17 rating can be based on violence, sex, aberrational behavior, drug abuse or any other element that most parents would consider too strong and therefore off-limits for viewing by their children."

FUNDRAISING

All fund raising activities must be approved by the Administrator in charge and must follow Student *Activity Accounting* guidelines. (In this handbook)

Senior and Junior Class - two per school year - more only upon approval of the Administrator in charge.

Sophomore and Freshmen Class - one per school

Middle School-one or two per school year.

Athletic Department - Approval from the Administrator in charge prior to any money making event.

Any other group within the school is allowed one fundraiser upon the approval of the Administrator in charge.

GRADES & INTERIM REPORTS

Interim Reports

Frequent monitoring of grade is important. Regularly scheduled interim reports will be available in Progress Book and should be complete in the teachers' computers at the grade deadline. A hard copy will be sent home based on parental request through the Student Services Office. Other interim reports should be available through printouts from teacher grade books when requested.

Any student who is in danger of receiving a "D" or and "F" after interim reports go home, should have a follow up report by the teacher to the parents if the student was doing "C" or better work at interim.

Grade Reports

Sufficient grades to fairly evaluate the student's work at the end of the nine-week period are to be recorded. Grades should be recorded weekly to keep parents informed through Progress Book. Notate the assignment or test that the grade represents. Grades are to be complete and submitted in the computer file by the deadline set up. (See *Grading Procedure*)

**GIFTED IDENTIFICATION
DISTRICT POLICY AND PLAN
FOR THE IDENTIFICATION OF CHILDREN WHO
ARE GIFTED**

The district uses a three-part approach to identify students who perform or show potential for performing at high levels of accomplishment in the areas of superior cognitive ability, specific academic ability, creativity, and visual and performing arts.

The district ensures that there are ample and appropriate scheduling procedures for assessments and reassessments. Referrals are accepted on an on-going basis using the process outlined in the *Information for Parents* brochure available at your district offices. This brochure also explains the withdrawal procedures and the process for appeals.

Also available are:

1. *Identification of Children Who Are Gifted*, describing the eligibility criteria, the identification plan, and the appeals process allowable by HB282; and
2. *Assessment Instruments used by the District for Gifted Identification*, which lists the instruments accepted by the Ohio Department of Education.

This identification system follows the assessment process delineated in Amended House Bill 282, the Rule for Identification and Services for Children Who are Gifted effective July 1, 1999, and the recommended procedures by the Ohio Department of Education's Division of Gifted Education.

For further information regarding gifted identification, contact your building principal.

GYMNASIUM USE

1. Shoes which leave black marks on the gym floor must be removed immediately.
2. Any ball used in the gym **MUST BE** designed for indoor use. Any ball not designed for indoor use **CANNOT** be used in the gym. Any violation of this policy will result in the loss of gym privileges by that group or team. (Pitching machines **MUST** stay in the batting cage.
3. Any assembly, dance, or program scheduled in the gym must adhere to the following rules:
 - a. All food and drinks are not allowed in the gym. If you are going to have a concession stand, all items being sold must be approved by an administrator.
 - b. No use of sand and/or water in any decorations placed in the gym.
 - c. Any decorations placed in the gym **MUST** be removed by the group using the gym.
4. No athletic team or coach should bring or use in the gym any drinks other than water or sport drinks supplied by the athletic department.

Any questions, contact a high school administrator.

**HALLWAYS
RULES**

Students will change classes in a quiet and orderly fashion. Students should follow these guidelines:

1. Do not push or shove.
2. No running.

3. No yelling or unnecessary noise.
4. Teachers and students are encouraged to report potential conflicts to the assistant principal's office.
5. Students are not to be in the halls without a pass.
6. Students are to go directly and only to the destination for which the hall pass was issued.
7. Student aides are to be in the classroom, not the hallways!
8. Students are to be out of the hallways by 2:45 p.m. No loitering.

SUPERVISION

Teachers are responsible for investigation of any abnormal activity in the hall in the area of their classroom shortly before and after class. If disciplinary action beyond a reprimand is necessary, the office will administer the discipline on consideration of the teacher's follow up with them.

When students are passing to classes, each teacher shall stand at the door of his/her room and control the halls within his/her area. Teachers assigned to rooms adjacent to stairs shall control the stairs.

Assignment for supervision of hallways after school hours:

1. Existing school regulations and policy for halls after school.
 - a. All students should be out of the building by 2:45 p.m. on regular schedule days and 3:15 p.m. on extended schedule days.
 - b. Students may remain in the building after 2:45 p.m. (3:15 p.m. extended days) if engaged in a supervised activity directly in charge of a teacher.
2. For those teachers engaged in special activities after 2:45 p.m. (3:15 p.m. extended days)
 - a. It is your responsibility to make sure that students under your direction are out of the building before you leave.

Students are not to be in the building before 7:40a.m. No student should leave the foyer area before the 7:40am bell rings and all teachers are on duty.

If any teacher notices students loitering in the halls, please turn names in to the office.

Students shall be expected to use the nearest lavatory.

ALL TEACHERS SHOULD CONSIDER IT THEIR DUTY TO HELP ENFORCE THIS SCHOOL POLICY.

IN-SCHOOL ISOLATION

In-School Isolation (ISI) is an alternative to out-of-school suspension. The assignment of a student to ISI provides the school the opportunity to administer effective corrective discipline and allows the student to pay a penalty without too much interruption in their schooling. Students are to get their assignments ahead of time from their teachers and take this list of assignments, along with all their books and a sack lunch to the ISI room on the day(s) assigned.

The Assistant Principal will give the student a complete list of rules for ISI when it is assigned. The ISI monitor will review these rules with the students when they arrive first thing in the morning.

ISI does **NOT** count toward a student's total number of days absent and students may participate in activities that evening.

GUIDELINES FOR ISI

Students are governed by existing student regulations and all those added below:

1. The student's school day will be the same as all other students - 8:00 a.m. - 2:30 p.m. (8:00 a.m. – 3:00 p.m. on extended schedule days).
2. Students must report to the designated ISI room upon arrival to school and be on time for the start of first period.
3. Students must shut off any cellphone/iPod/electronic device and turn it in to the supervisor.
4. Students must bring a lunch from home. Milk is the only item which will be purchased from the cafeteria.
5. Students must report to school regularly during the assigned time of in-school isolation. Absences from school, whether excused or unexcused, will not count toward reduction of the assigned time. Only those days spent in in-school isolation can count toward reduction of the assigned time.
6. One restroom break will be granted in the morning and another during the afternoon.
7. Students will not be allowed to leave the room to go to their lockers, to see teachers or guidance counselors without prior approval from the Assistant Principal.
8. Normally, students will not be permitted to make up labs or hear lectures that are given during the time of the suspension. A student will need to see other members of his/her class after the school day is over to obtain this information.

RULES AND REGULATION

In School Isolation (ISI) will be the temporary placement of a student to a special temporary placement outside of the classroom within the school for disciplinary purposes. Students will be assigned to an In School Isolation for excessive tardiness, truancy, smoking, and some forms of insubordination, other than those listed elsewhere in the handbook. The following rules and regulations will be in effect regarding Behavior Intervention Assignments:

1. In School Isolation will be held for Margaretta High School and Margaretta Junior High School at regular school hours. Students are to remain in the ISI room all day.
2. Students will be given the opportunity to complete regular class work while assigned to the ISI room. Credit for completed assignments will be issued by a regular classroom teacher.
3. Refusal to accept any academic, supplemental or remedial work will be grounds for removal from the ISI program.
4. Any work assigned during the ISI program and not finished during the placement will not be considered for credit.
5. Students assigned for the ISI program are expected to bring all items necessary for the entire school day including textbooks and materials for respective classes.
6. Restroom and lunchroom privileges will be given by the ISI supervisor and will not be during the regular change of classes.

7. Students must be present in the ISI room for the number of days assigned before they will be re-admitted to the regular school program. Absence does not count as a day of ISI. Absent days will be made up in the ISI room upon return of the student.
8. Students serving an ISI will be expected to show complete respect for all school personnel and school rules and regulations. Failure to do so will be due cause for removal of the ISI privilege.
9. Any student unwilling to serve an In School Isolation will receive double the days as an out of school suspension.
10. Any student removed from the ISI program will have the remaining days doubled and be sent home.
11. There will be no sleeping, laying of head on desk, talking, passing notes, noisemaking (verbally, tapping feet, humming, gestures), eating or drinking.
12. Inclement weather/calamity days do not count as days served in ISI.
13. Students will be allowed to makeup tests during a period equal to the number of days of an ISI.

NOTE: Students who have been assigned to ISI on three (3) previous occasions may be suspended out of school for further offenses.

JOURNALISM / YEARBOOK

Official student publication (newspapers, yearbooks, etc.) are a part of the school curriculum and editorial control remains with the advisor and school administration.

Advisors should not allow material that may encourage or glamorize breaking school rules or public laws, negativity, comments about students or teachers, double meanings, nicknames, gestures in pictures, tattoos, sexual interests, weapons, killing, violence, drugs, sexual material, alcohol use, or other inappropriate material and/or media condoning these.

This is a school made up of eleven-year-old sixth graders through young adult seniors. Our publications should be fit for consumption by this broad range of maturity.

LESSON PLANS

Given the variance that exists from kindergarten through twelfth grade a standard format does not seem practical.

However, standard expectations can and will be developed. The following **components** to be used for classes K-12:

1. **Objective** being taught briefly stated.
2. **Course of Study Reference**
 - a. by page number
 - b. or coded subject objective if standardized coding exists.
3. **Procedure**
 - a. brief description of activities, techniques, and/or modalities used to teach the objective(s).
 - b. test/manual pages used if applicable.
 - c. special materials such as film, videos, cassettes etc.
 - d. evaluation, intervention and/or follow-up when needed.
4. Indicate **times, date, and subject** area(s) corresponding to adopted course of study.

Lesson plans are to be accessible to the teacher's assigned evaluator. A substitute folder should be completed and updated as necessary at all levels K-12.

LETTERS TO STUDENTS AND PARENTS

Letters to students or parents must be cleared through the principal before mailing or release through students as messengers. A final approved copy must be filed in the office before mailing.

MAILBOXES

A mailbox has been assigned to each teacher. All literature, pertaining to you, will be placed in your mailbox. Keep your mailbox cleared out.

DO NOT SEND STUDENTS TO CHECK YOUR MAIL.

MEDIA CENTER

Students are not to be sent to the media center by teachers:

1. to make-up tests
2. for disciplinary reasons
3. because of illness
4. for a portion of a period on any kind of pass from a classroom without librarian approval
5. to view film strips or listen to tapes
6. because of membership on any team or in any organization
7. most books may be borrowed for 14 days and magazines are loaned for 5 days.

CLASS USAGE OF THE MEDIA CENTER

1. Teachers must request to use the media center or annex **one week** in advance.
2. The appropriate request should be made to the high school secretary to use the media center.
3. Any needs for books or materials should be made at that time.
4. Only the entire class will be admitted to the media center. (Not a few from class)
5. The teacher must accompany and stay with the class for the entire period.
6. The teacher is responsible for supervising and disciplining members of the class when in the media center.

NATIONAL HONOR SOCIETY MEMBERSHIP

BYLAW 1.

Selection of students for membership is the responsibility of the local school through its Faculty Council and shall be published in the student handbook.

BYLAW 2.

Candidates eligible for election to this chapter must be members of the Junior or Senior class and shall have a minimum scholarship average of 3.5. This scholastic level of achievement shall remain fixed and shall be the required minimum scholastic level of achievement for admission to candidacy and membership.

BYLAW 3.

Candidates eligible for election to this chapter must participate in a minimum of one advanced or honors course

offering one semester prior to election and for each semester while a member. These may include the following offerings or Advanced Placement (AP) classes:

Chemistry, Advanced Biology, Physics, American History CP, Algebra II, Trigonometry, Calculus AP

Students enrolled in Post secondary classes are required to submit their class schedule to the advisor for review by the Faculty Council.

BYLAW 4.

Candidates must submit a completed student activity form to demonstrate their activities in leadership, service, and character. This will be available to the Faculty Council for review.

BYLAW 5.

Candidates must submit a letter of recommendation for such membership by a faculty member, advisor, or employer.

BYLAW 6.

Eligibility shall then be considered on the basis of service, leadership, and character as evaluated by the Margaretta faculty. Faculty members will assess the student's eligibility for membership by completing an evaluation form provided by the advisor. Faculty will designate their affiliation with the student as instructor, advisor, or extracurricular. These assessments will be considered by the Faculty Council, but will not be regarded as "votes".

BYLAW 7.

The Faculty Council will consider all verifiable information to support recommendations for membership. Those students receiving a majority vote for acceptance will be inducted into the chapter.

BYLAW 8.

Attendance at meetings and participation in projects is required to maintain membership in good standing. An absence may be excused if prior notice is given to the advisor.

BYLAW 9.

A National Honor Society member must maintain the standards for membership in order to retain membership.

BYLAW 10.

A student who wishes to resign from membership may do so in writing, pending acceptance by the Faculty Council.

PARENT NOTIFICATION

RIGHT TO REQUEST TEACHER QUALIFICATIONS

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

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

a. if the teacher has met state licensing requirements for grade level and subjects in which the teacher is providing instruction;

b. if the teacher is teaching under an emergency status for which state licensing requirements have been waived;

c. the type of college degree major of the teacher and the field of discipline for any graduate degree or license; and

d. if your child is receiving Title I services from a paraprofessional and, his/her qualifications.

If you would like to request this information, please contact

your child's school.

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

Grades K-6, Elementary 419-684-5357

Grades 7-12, High School 419-684-5351

NOTIFICATION OF RIGHTS UNDER FERPA

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

(1) The right to inspect and review the student's educational records within 45 days of the day the School receives the request for access.

Parents or eligible students should submit to the School principal a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's educational records that the parent or eligible student believes are inaccurate.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

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

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.

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

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

NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PPRA

PPRA (Pupil Rights Amendment) 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 survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department Education

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

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

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent;
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

* Inspect, upon request and before administration or use -

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

These rights transfer from parents to student who is 18 years old or emancipated minor under State law.

Margaretta Local Schools has adopted policies regarding these rights, as well as arrangements to protect students' privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information in 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, 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 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 Avenue, SW
Washington, DC 20202-5901

PARTIES

Parties are defined as a social gathering, a group participating in a specific activity or task. Parties held in school, during school hours, or on school grounds must have prior approval of the building principal/assistant principal.

PASSES

Passes should be discouraged once the student arrives in class or study hall. Teachers are to issue detention slips in the event students arrive late to class or study hall. No student should be given permission to see another teacher, administrator, counselor, etc. unless they have arranged for this prior to your class and have a pass requesting to be excused.

PROFESSIONAL DEVELOPMENT FUND

Tuition reimbursement is available for some post graduate work completed by teachers. An application form for reimbursement must be completed and approved before classes begin.

REFERRALS

If a teacher wishes to make a referral to the speech and hearing therapists or to the school psychologist, forms may be obtained from the guidance office. If there is guidance referral, see the guidance counselor personally, or drop a note in their mailbox that you wish to consult with them about a student.

REIMBURSEMENTS

Any claims for reimbursement must be approved prior to incurring the expense on the professional leave form. These need to be filed in a timely manner following the expense. Mileage and travel expense reimbursement claims shall be filled within 60 days of the end of the month incurred. Any mileage and travel expense filed after 60 days of the end of the month incurred shall not be eligible for reimbursement.

Staff members being paid for service by the board may not accept other pay for the work. Camps run by staff members are not to be used for personal gain. Proceeds should be returned to the program.

RELATIONS STAFF

As a teacher you should take suggestions willingly and profit by them. You should realize that you are working in a group,

and that you should not take for yourself or your group privileges that the others cannot also take without neglecting the students of the school.

PUPIL

As a teacher you should set a proper example for your pupils:

1. by neatness of person and room; dress like a teacher.
2. by keeping calm and even tempered.
3. do not make any promises you do not expect to keep.
4. by showing a proper school spirit by attending school activities.
5. by accepting your share of the responsibilities, curricular and extra activities.
6. by not discussing school problems with the general public.

RESTROOMS

Restrooms should be used for the purposes intended. Students should follow these guidelines for restroom use:

1. To avoid being tardy to class, students are encouraged to report to class first and ask for a restroom pass from the teacher.
2. Restroom passes are for five minutes.
3. Teachers are asked to issue only one restroom pass at a time.
4. Students are asked to use the restroom during their study hall, lunch period or before/after school.
5. Abuse of restroom privileges will be reported to the assistant principal's office.

SALESMEN AND REPRESENTATIVES

Salesmen, insurance men, visitors etc. will be asked to refrain from disturbing a teacher during class time. Also, all such individuals should check into the office first and if you are disturbed in class, be sure the person has cleared their presence in the building.

SEARCH AND SEIZURE

Storage places, including lockers and desks, are property of the Board and, in accordance with law, may be subject to random search. The Board also authorizes the use of canines, trained in detecting the presence of drugs. Also, school authorities may search person or property, including vehicles, of a student, with or without consent, whenever they reasonably suspect that the search is required to discover evidence of a violation of school rules. Administrators are authorized to arrange for the use of a breath-test instrument in cases where alcohol use is suspected. A complete explanation of the Board's "Search and Seizure" policy can be obtained in the office.

SCHOLARSHIP COMMITTEE

Principal or designee	Assistant Principal
Athletic Director	HS Guidance Counselor
Ms. Comparette	Mrs. Depinet
Mrs. Bonnigson	Mrs. Bohn
Mrs. Szymanski	

STUDY HALL

ASSERTIVE DISCIPLINE PLAN

Study halls are regularly scheduled classes. Study hall is to

mean just what the word indicates, a place where everyone may study. Study hall monitors and students are to observe the assertive discipline plan.

Rules:

1. Report with books, assignments, and enough work to last for one hour. Study hall monitors will not issue passes to go to the locker. Students are expected to prepare ahead of time.
2. Attendance will be taken. No passes or library sign-outs until attendance is complete.
3. Students must have official passes in hand before study hall begins. Study hall monitors will not write passes to go see a teacher.
4. No passes to use the phone during study hall. If there is an emergency, a pass to the Assistant Principal's office may be issued.
5. Restroom passes are to be for five minutes. Study hall monitors are to issue one restroom pass at a time.
6. Study quietly. No games, cards, dice, etc.

Disciplinary Consequences:

1. Verbal warning.
2. Student assigned a "special" seat for a time determined by teacher.
3. Loss of media center privileges & passes out of study hall for one (1) week.
4. Fifteen (15) minute detention with teacher after school or loss of library privileges passes out of study hall for two (2) weeks.
5. Student is referred by the teacher to assistant principal.*

* Students may be sent directly to the office without going

through the steps if the nature of the infraction is serious. Note: Disciplinary Consequences start over every nine (9) week grading period

Reminders to Study Hall Teachers:

1. Students must be in their seat by the time the tardy bell stops ringing!
2. When giving a pass to Guidance or Office, keep track of time and check with office to make sure student was present (if student did not return).
3. Students wanting to leave study hall for anywhere but the offices (shop, vo-ag, home-ec, another teacher's room), must have written pass in hand ahead of time from the staff member they are going to be with.
4. Any student leaving study hall for any reason must sign out and sign back in.
5. Before dismissing students, please walk around to check for litter...
6. Restroom pass use is to be ONE (1) student at a time!! (Please refer habitual restroom users to assistant principal)

Be Consistent!

1. Use "Planners" for middle school students for passes
2. Limit passes to locker to get books or materials.
3. There is no such thing as a phone pass!
4. No games, cards, dice, TV, etc. Make Study Hall a STUDY HALL.
5. No food or drinks!
6. Do not leave the study hall unattended...
7. Before dismissing students, please walk around and check for litter

SUPERVISION OF STUDENTS

Do not put any group of students in a room or hallway for study or committee meetings **without teacher supervision** and **no student should be given a pass to the stadium, gymnasium, locker room, etc. unless requested by a teacher and supervised.**

BELL SCHEDULE

Bell Schedule (Regular 50 minute periods)

Staff Time: 7:25– 3:00

Students arrive 7:30

Breakfast - 7:30-7:47

First bell 7:47 Late Bell 7:50

Period 1: 7:50-8:42 (52) (Announcements/attendance - 2 minutes)

Period 2: 8:45-9:35 (50)

Period 3: 9:38-10:28 (50)

Period 4: 10:31-11:21 (50) – C: 10:31-10:51; Lunch: 10:51-11:21

Period 5: 11:24-12:14 (50) - Lunch: 11:24-11:54; C: 11:54-12:14

Period 6: 12:17-1:07 (50) - Lunch: 12:17-12:47; C: 12:47-1:07

Period 7: 1:10-2:00 (50) - Lunch: 1:10-1:40; C: 1:40-2:00

Period 8: 2:03-2:53 (50)

Delay Schedule (35 minute periods)

Staff Time: 9:25 – 3:00

Students arrive 9:30

Breakfast - 9:30-9:47

First bell 9:47 Late Bell 9:50

Period 1: 9:50-10:27 (37) (Announcements/attendance - 2 min.)

Period 2: 10:30-11:05 (35)

Period 4: 11:08-11:43 (35) - Lunch

Period 5: 11:46-12:21 (35) - Lunch

Period 6: 12:24-12:59 (35) - Lunch

Period 7: 1:02-1:37 (35) - Lunch

Period 3: 1:40-2:15 (35)

Period 8: 2:18-2:53 (35)

TRANSPORTATION BUS RULES

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

Late bus students are to report to the office for an admit slip, then to their first period class.

Rules for the school bus will be posted in a prominent location on the school bus. These rules will be presented to the students by the bus driver on the first day of school. Students are to follow these guidelines:

1. Stay in your seat.
 2. Keep head, hands, and feet inside the bus.
 3. No eating or drinking is allowed on the bus.
 4. Be on time!
 5. Talk quietly.
 6. Follow all other school rules as outlined in the student handbook.
 7. Any vandalism of buses will be reported to the proper authorities.
- * Violations of bus rules MAY result in LOSS of bus privileges.
 - * These rules apply to extracurricular activities using the bus as well.

DRIVING TO SCHOOL

The Board of Education, because of safety and economic reasons, encourages all students to ride buses to and from school. When a student applies for driving and parking privileges, the school will make every effort to insure that a student is driving only because it is absolutely necessary. Approved reasons for driving to and from school are:

1. Verifiable hardship at home.
2. Participation in extracurricular activities.
3. Work.

Students who need to drive because of verifiable hardship at home will be granted first priority. Upperclassmen (grades 11-12) will be granted parking and driving privileges for participation in extracurricular activities and because of work. Students attending EHOVE that wish to drive are encouraged to apply for parking and driving permits at EHOVE.

Students are not permitted to drive to school until they have received permission from the Assistant Principal. Failure to secure permission to drive to school will be considered as insubordination.

Students may receive permission to drive for a fixed period of time by applying for a permit. Once the application has been approved, students will receive a decal which is to be displayed on the vehicle. This decal identifies the vehicle for parking privileges and indicates the driver has received permission to drive to school.

RULES FOR AUTOMOBILE PRIVILEGE

Each student must submit his or her request for a driving permit to the assistant principal. Students must agree to all the rules and regulations as listed below along with the

requirements of the Policy for Random Urine Drug/Alcohol Testing of Margaretta Local School District Students:

1. STUDENTS ARE TO BACK INTO THE PARKING STALLS.
2. Seniors only may use the side parking lot.
3. Seniors may NOT exit the senior lot once the buses begin exiting.
4. Students are not to park in front of the school building on either side of the street or in either of the two faculty parking lots.
5. Once parked, a car cannot be entered during school hours without securing permission from the office.
6. Students shall drive carefully in and out of the parking lot.
7. Any violations of law will be reported to law enforcement.
8. School buses have the 'right of way' at all times.
9. If you are told to stop by an adult, you must do so immediately.
10. Because of limited parking space, permission to drive will be granted on a "need to drive" basis only.
11. All vehicles must have appropriate mufflers. All "loud" vehicles are prohibited in the school parking lot.
12. Students may not enter the faculty lot before 2:45 PM (3:15 PM on extended schedule days).

VAN/BUS USAGE

Should you be planning a field trip, athletic trip, etc. that will require student transportation, use the following procedure to receive transportation services and approval:

1. A minimum of two (2) weeks prior to the date of the trip, complete a Building/Equipment Use Permit (available from the office, Rental Use) and submit it to Administration.
2. State on the form, how many students are going, destinations, departure time, return time, reason for the trip, etc.
3. Administration will work with the Transportation Supervisor to determine the best method of transportation.
4. **Do not** request the School Van if you will be transporting more than eight (8) people. (See School Van Rules)
5. Any one using the van to transport students must meet the following requirements:
 - a. Be 18 years of age with 2 years driving experience.
 - b. Annually, provide a driving abstract showing no more than 8 points and no 6 point convictions within the last 24 months.
 - c. BCI Criminal Background Check as required of all new employees.
 - d. Physical Exam by school doctor.
 - e. Complete driver training 1) 4 hour training course, 2) driving performance evaluation review, 3) written test of curriculum.
 - f. Annually thereafter complete 2 hour in-service.

Note: Contact your principal if you have interest in training to drive the van to transport students. This does not apply to adults transporting adults.

The staff member who signs the equipment use permit is

responsible for the trip. They must also ensure they have any necessary chaperons. The chaperons are required to assist the bus driver with student discipline.

The staff member should ensure he/she has proper directions on how to reach his/her destination if this is a new trip.

Should a trip be cancelled, contact the Transportation Supervisor immediately. If the trip is not cancelled until departure time we still have to pay the driver.

VIDEO TAPING

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

WEAPONS

Board of Education Policy 5772

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

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

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

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

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

The Superintendent is authorized to establish instructional

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

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

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

R.C. 2923.12, 2923.122, 3313.20, 3313.66, 3313.661

18 U.S.C. 921, 20 U.S.C. 8922, 20 U.S.C. 7151

FITNESS CENTER

No one is to use the fitness center without the direct supervision of a school approved person. Margareta coaches and supervisors must stay with the students in the room at all times. If no approved supervisor is available the room will not be used and should be locked.

An approved supervisor must have CPR training, first aide training, BCI/FBI checks on file with the Athletic Director. This person is directly responsible for supervision. If anyone is found in the weight room without proper supervision, it should be reported to Margareta Administration.

In this day of accountability the above standards are necessary. We are finding more and more that some families do not have health insurance. We do not want to become part of the problem.

We must provide as safe of an environment as possible for our students.

The supervisor should see that:

1. The weight room is monitored at all times. **Never leave the room without approved supervision.**
2. He/she provides the required training documentation to the Athletic Director annually.
3. He/she is in-serviced and certified by the proper staff member as to proper lifting, spotting and weight room safety procedures.
4. All weights are returned to the racks and trash cleaned up before leaving. If dirt is on the floor it should be swept clean.
5. No other activities are done such as throwing or running that may cause harm to the students or the building.

Report any damage or security problems to administration

CLASSROOM ASSERTIVE DISCIPLINE PLAN

Discipline problems that occur in the classroom which are not of a severe or major nature, shall be resolved by the classroom teacher under the following procedure:

Classroom Rules Posted:

Each teacher shall determine the specific behaviors required of the students in his/her classroom. These behaviors will serve as the rules for the classroom and will be posted in a prominent location in the classroom. The rules will be presented to the class by the teacher on the first day of school.

Disciplinary Consequences:

Once the classroom rules have been established by the teacher, the teacher shall determine the disciplinary consequences that will be used for students who choose to misbehave. Each teacher shall post a maximum of five disciplinary consequences and list them in order of severity. These consequences will become the teacher's discipline hierarchy. The number of times a student breaks a classroom rule will determine the disciplinary consequence the student will receive. A telephone call or one-on-one conference with the parent/guardian and sending a student to the Assistant Principal's office will be at the end of the discipline hierarchy.

Sample Disciplinary Consequences:

Step 1 (1st Time Student Breaks Rule):

Teacher-Initiated Disciplinary Action.

Step 2 (2nd Time Student Breaks Rule):

Teacher-Initiated Disciplinary Action.

Step 3 (3rd Time Student Breaks Rule):

Teacher-Initiated Disciplinary Action.

Step 4 (4th Time Student Breaks Rule):

Teacher-Initiated Disciplinary Action along with a telephone call to or one-on-one conference with the student's parent/guardian.

Step 5 (5th Time Student Breaks Rule):

Student is referred by the teacher to the Assistant Principal.

Severe Clause: In the case of severe student misbehavior such as fighting, vandalism, etc... the discipline hierarchy no longer applies. Instead, the student is referred immediately by the teacher to the Assistant Principal.

PRESENT YOUR DISCIPLINE PLAN TO YOUR CLASS

When your plan is complete and has been approved by your administrator, present it to your class. Discuss the details of your plan, and then display a Discipline Poster.

Write your rules, consequences and rewards on a large poster.

Laminate the poster so positives can be changed weekly and adjustments to your rules or consequences can be made.

Display the poster in a prominent location in your classroom. Be sure it is visible from the back of the room. All students and visitors will then be aware of your discipline standards.

CLASSROOM RULES

1. _____
2. _____
3. _____
4. _____
5. _____

REWARDS

1. _____
2. _____
3. _____
4. _____
5. _____

CONSEQUENCES

1. _____
2. _____
3. _____
4. _____
5. _____

When you meet students the first day, keep in mind that your classroom management begins at that moment. Make sure that you communicate the following expectations to them:

"I will tolerate no student stopping me from teaching or another student from learning:

"I will tolerate no student engaging in any behavior that is not in his or her best interest or in the best interest of others.

"You have a choice: Follow the rules and reap the benefits, or misbehave and accept the consequences."

Classroom Rewards:

Each teacher shall post a list of classroom rewards to positively reinforce those students who do behave.

CLASSROOM ASSERTIVE DISCIPLINE PLAN

TEACHER_____ CLASS_____
CLASSROOM RULES

1. _____
2. _____
3. _____
4. _____
5. _____

CLASSROOM REWARDS

1. _____
2. _____
3. _____
4. _____
5. _____

DISCIPLINARY CONSEQUENCES

1. _____
2. _____
3. _____
4. _____ **TELEPHONE CALL TO PARENT**
5. **STUDENT IS REFERRED BY THE TEACHER TO THE ASSISTANT PRINCIPAL**

STUDENT ACTIVITY ACCOUNTS ACCOUNTING GUIDELINES

The following will assist you as an activity sponsor to ensure proper accounting procedures are followed.

In order to determine if these guidelines apply to your activity, follow this simple rule. If more than fifty (\$50) dollars is collected in a year by students on or off school property, in the name of the school, it is a student activity program.

In order to establish an account, and annually prior to any financial transactions, you will need to develop a Statement of Purpose.

The Statement of Purpose shall contain:

- a. the reason for the activity's existence;
- b. its goals or aspirations;
- c. how revenue will be raised;
- d. how funds will be expended to reach goals.

The Statement of Purpose shall be approved by the building principal then submitted to the Board of Education for adoption. Each school year a new Statement of Purpose must be prepared. No expenditures will be approved unless a current Statement is on file with the Treasurer.

These guidelines are a restatement of existing rules of the Board of Education, opinions of the Auditor of State and Attorney General, and the laws of the State of Ohio.

The above require the accounting of all public funds by the Board of Education. Student Activity Funds are public funds because they are collected "under the color of public funds." In other words, if a student comes to your door and states they are selling candy for the Margareta High School Drama Club, the average citizen assumes the funds are going to the school, or for a public purpose. The laws have determined that they be classed as public funds.

TYPES OF ACTIVITY FUNDS

1. School Building Funds - 018

These are funds derived from the operation of the school store, picture sales, etc. The funds are from the entire student body and are to be spent to benefit the entire student body as a whole.

2. Trust Funds - 007

These funds are to account for funds held in trust for specific purpose. An example is a teacher run flower fund or pop fund. (Each vending machine must have a trust fund)

The above funds have no student involvement.

3. Student Activity - Student Managed - 200

These are funds that are managed by student. They have a slate of officers, they decide how funds are raised, and how the funds are spent. The advisor is just that, a responsible adult to advise students.

4. Student Activity - Adult Directed - 300

In contrast to the 200 Fund, the 300 Funds have no

student management. A faculty member is hired to manage these funds and decides on all expenditures. An example is the Athletic Fund managed by the Athletic Director.

The remainder of these guidelines will concern itself with the 200 Fund Student Activity.

FUND RAISING

All fund raising activities shall be approved by the building principal or his/her designee prior to the activity.

This is done to control the number of sales or activities, the types of sales, etc. There are over 30 Student Activity groups, if they each sold the same thing at the same time no one would realize a profit.

In order to secure approval of a fund raising project fill out and submit a Fund Raising Potential fully describing the activity and the profit you hope to realize. (see sample form)

Things to avoid:

- a. Do not take on a project where you must buy the items in advance. Your profit (if any) is tied up in inventory. (One exception to this may be candy, if it is returnable). Most companies will offer consignment orders.
- b. Do not sell junk or worthless items.

Understand that any loss of funds (no profit) is the responsibility of the advisor.

Remember:

Projects for raising student activity money shall, in general, contribute to the educational experience of pupils and shall not conflict, but add to the instructional program.

CASH RECEIPTS

Any funds you receive must be deposited with the Treasurer within 24 hours of collections. Ohio Revised Code 9.38. This is to protect you. DO NOT, under any circumstances, keep money in your desk or file cabinet - any lost or stolen funds are your personal responsibility.

This is accomplished by filling out a Pay In form (see sample form) and taking your cash and or checks to the school office. The office personnel will place your money in a school lock bag and forward it to the Treasurer. To ensure that all cash receipts stay intact, do not pay for anything out of your receipts. For example: You want to pay the Band in cash out of your dance gate receipts - this is not legal, there would be no record of the payment and the advisor would be liable for the funds. You should retain a copy of the Pay In form, the next day you should receive a receipt stapled to the Pay In form by the building mail. Check to ensure your account number is correct and that no errors were made in counting cash. Your Pay In form will show the

corrected cash count if an error is found.

If you will be having a fund raising activity at night or on a weekend where large sums of cash are to be collected you should make arrangements with the office to get a lock bag and night deposit key.

After the activity you should put the locked lock bag in the night depository at Castalia Bank. The Treasurer will receive the bag the next day and match this with the Pay In you send over.

EXPENDITURES

To expend funds prior approval must be received by the use of a Purchase Request.

1. Complete a Purchase Request form (see sample) showing company name and address, a detailed list of what is to be purchased, the activity name and account number, and signed by the advisor.

Try to avoid "after the fact" accounting. If you purchase items and submit the request and invoice, and the item is not approved, you as the advisor will be personally responsible for the expenditure.

The rule is "No funds may be expended without a purchase order signed by the Treasurer." Do not pay for anything out of your cash receipts. All receipts must be received intact. If an emergency arises, contact the Treasurer to determine how best to deal with the emergency and seek verbal approval. If a deposit is required with the order, contact the Treasurer to work out how to deal with this requirement.

In all cases, detailed invoices are required showing specifically what was purchased. Cash register receipts are not sufficient by themselves.

2. Once the item you ordered is received, the vendor will invoice the Treasurer. You will be contacted to see if the item is okay to be paid. If so a check will be issued and your account charged.
3. No purchase orders will be issued in excess of your

account balance. An exception will be made in the case of ordering consignment materials for a fund raising activity as long as there is reasonable assurance that cash will be available to cover the invoice amount.

EXPENDITURES - GUIDELINES

1. Funds shall, insofar as possible, be expended in such a way as to benefit those pupils currently in school who contributed to the accumulation of the money.
2. Student activity funds shall not be used for any purpose which represents an accommodation, loan or credit to board of education employees or other persons.
3. No student organization shall be obligated for purchases made by students, faculty and others unless supported by a written purchase order signed by the Treasurer.

PROHIBITED EXPENDITURES

1. Memberships that benefit individuals.
2. All items for personal use.
3. Voluntary gratuities.
4. Contributions to fund raising drives for charitable organizations.
5. Sales tax.
6. All other expenditures not included in the Statement of Purpose approved by the Board of Education.

END OF THE MONTH ACTIVITIES

Each month you will receive from the Treasurer's Office a printout of your monthly receipts, expenditures, and cash balance. You are responsible for reviewing this with your accounting records. Contact the Treasurer's Office should there be any errors in posting or something you don't understand.

SAMPLE PURCHASE REQUEST

No. 13378

MARGARETTA LOCAL SCHOOLS

CASTALIA, OHIO 44824

(419)684-5322

REQUESTED BY DEPT/ACTIVITY PRINCIPAL APPROVAL DATE	PURCHASE FROM: (Give complete name and address)
---	---

QUANTITY	DESCRIPTION & CATALOG NO. OR SERVICES	ESTIMATED UNIT COST	ESTIMATED AMOUNT
2	35G - Medicine balls	18 00	36 00
6	42H - Hockey Sticks - Pro Model	25 00	150 00
	<i>Total</i>		186 00

Catalog number, then description

Number ordered

Your Name, Department, Signature & Date

Amount per item & total per item

Page Total

PURCHASE ORDER NO.	DATE	SUPT APPROVAL	TREAS. APPROVAL
ACCT. NO.	AMOUNT	ACCT. NO.	AMOUNT
ACCT. NO.	AMOUNT	ACCT. NO.	AMOUNT
ACCT. NO.	AMOUNT	ACCT. NO.	AMOUNT

Sample Pay-In Form

MARGARETTA LOCAL SCHOOLS STUDENT ACTIVITY
CASTALIA, OHIO

TO THE CREDIT OF _____

ACTIVITY ACCOUNT NO. _____ DATE _____

SOURCE _____

Coins\$ _____

Currency\$ _____

Checks\$ _____

(List checks separately on back)

TOTAL PAY IN.....\$ _____

Treasurer of Activity _____

Sponsor of Activity _____

STUDENT ACTIVITY FUND
STATEMENT OF PURPOSE

DATE: _____

Organization Name _____

1. Reason for this Activity and its goals or aspirations:

2. List the specific activities for this year:

A. _____
B. _____
C. _____
D. _____

3. List the specific fund raising activities and profit expected:

A. _____	\$ _____
B. _____	\$ _____
C. _____	\$ _____
D. _____	\$ _____

4. List specific types of expenses and estimated cost:

A. _____	\$ _____
B. _____	\$ _____
C. _____	\$ _____
D. _____	\$ _____

APPROVALS:

ACTIVITY SPONSOR: _____

BUILDING PRINCIPAL: _____

SUPERINTENDENT: _____

FUND RAISING PROJECT POTENTIAL

The Fund Raising Project Potential is a form designed to account for the income (actual and projected) from fund raising projects conducted by student activity programs.

The purpose is to provide information to sponsors and administrators of the various projects and whether they are functioning in accordance with adopted board policies.

Student Activity Fund Name _____

Proposed Fund Raising Project _____

Company and Address _____

A. Quantity to be ordered _____ B. Cost per unit _____

C. Total cost _____ (A x B)

D. Proposed sales price per unit _____

E. Total Revenue Expected _____ (A x D)

F. Total Proposed Profit _____ (E - C)

Requested by:

Approved by:

Sponsor Signature

Prin. or Bldg. Admin. Date

Date

Superintendent Date

THIS SECTION TO BE COMPLETED WHEN PROJECT IS COMPLETED

Units <u>Purchased</u>	<u>Sales Price</u>	<u>Total Sales</u>
_____ @	_____	\$ _____
_____ @	_____	+ \$ _____
_____ @	_____	+ \$ _____
_____ @	_____	+ \$ _____

Total sales to be accounted for _____ = \$ _____

Total Deposited with Treasurer: _____
(Units)
 Less \$ _____

Quantity Unaccounted for _____ = \$ _____
 (Explain on Reverse Side) (Units)

Sponsor Signature

Prin. or Bldg. Admin. Date

Superintendent Date

MANDATORY

COMPLAINTS OF SEXUAL HARASSMENT

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

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

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

The District's designated and authorized Title IX Coordinator is:

Rod Smith
Margaretta High School/Middle School Principal
209 Lowell Street, Castalia, Ohio 44824
(419) 684.5351
rsmith@margk12.com

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

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

1. Definitions

- a. Sexual harassment – conduct on the basis of sex that satisfies one or more of the following:
 - (i) A school employee conditioning education benefits on participation in unwelcome sexual conduct (*i.e., quid pro quo*); or
 - (ii) Unwelcome conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school’s education program or activity; or
 - (iii) Sexual assault (as defined in the Clery Act, 20 U.S.C. 1092(f)), dating violence, domestic violence, or stalking as defined in the Violence Against Women Act.
- b. Complainant – an individual who is alleged to be the victim of conduct that could constitute sexual harassment.
- c. Respondent – an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.
- d. Formal complaint – a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the school investigate the allegation of sexual harassment. At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the education programs or activities of the District.

2. Duty to Respond

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

3. Supportive Measures

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

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

Supportive measures may include:

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

4. Complaint Procedure

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

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

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

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

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

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

5. Investigation

- a. The investigator should remember that the investigation requires a balancing of the respondent's rights, the complainant's right to an environment free of sexual harassment, and the Board's interest in a prompt and fair investigation. The burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rests on the District and not on the parties. The investigator shall not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.
- b. The investigator shall send written notice to both parties of the allegations set forth in the complaint upon receipt of a formal complaint. The notice must include sufficient details known at the time, including the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known. The notice must include a statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process; that the parties may have an advisor of their choice, who may be an attorney, and may inspect and review evidence; and notice of any provision in District's Code of Conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process. If a party chooses to have an advisor, he/she may be accompanied to any related meeting or proceeding by the advisor.
- c. The investigator shall meet with the complainant within a reasonable period of time from the time of making the complaint. However, the investigator is urged to meet with the complainant as soon as possible.
- d. Following the meeting with the complainant, the investigator shall conduct an adequate, reliable, and impartial investigation to determine if sexual harassment has occurred. The investigation shall include a conference with the respondent and the complainant, as well as any and all other methods which are considered necessary to determine whether harassment has occurred. Both parties must be permitted an equal opportunity to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence. The parties shall not be restricted from discussing the allegations under investigation or from gathering and presenting relevant evidence.
- e. The investigator will not access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or

paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the District obtains that party's voluntary, written consent to do so.

- f. Both parties shall be provided an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the District does not intend to rely in reaching a determination regarding responsibility, and inculpatory or exculpatory evidence, whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation.
- g. The District shall provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate.

6. Post-Investigation Procedures

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

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

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

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

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

7. Final Determination

- a. Following receipt of the investigator's report and recommendation, the decision maker (who cannot be the same person as the Title IX Coordinator or investigator) must issue a written decision which sets forth the decision maker's determination of responsibility or non-responsibility based on the relevant standard of evidence. The written decision shall include the following elements:
 1. Identification of the allegations potentially constituting sexual harassment.
 2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held.
 3. Findings of fact supporting the determination.
 4. Conclusions regarding the application of the school district's code of conduct to the facts.
 5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the school district imposes on the respondent, and whether remedies designed to restore or preserve equal access to the school district's education program or activity will be provided by the school district to the complainant.
 6. The District's procedures and permissible bases for the complainant and respondent to appeal.
- b. The decision maker must objectively evaluate all relevant evidence, including both inculpatory and exculpatory evidence.
- c. Credibility determinations shall not be made on based on a person's status as a complainant, respondent or witness.
- d. The decision maker must provide his/her written decision to the parties simultaneously within 15 school days of receipt of the investigator's report and recommendation.
- e. The Title IX Coordinator is responsible for effective implementation of any remedies set forth in the written determination.

8. Informal Resolution

The District may offer informal resolution options if a formal complaint is filed, at any time prior to reaching a determination regarding responsibility, provided both parties give voluntary, informed, written consent. The District shall not require, as a condition of enrollment or continuing enrollment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints. Any party has the right to withdraw from informal resolution and resume the grievance process with respect to the formal complaint.

The investigator may not require the parties to participate in an informal resolution process. The investigator will not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student. If an informal resolution is sought by the parties, a written statement to that effect shall be signed by the parties, and the informal resolution process will conclude within 20 school days of the parties' signature.

9. Appeals

- a. The District will offer both parties the opportunity to appeal from a determination regarding responsibility, and from a dismissal of a formal complaint or any allegations therein on the following bases:
 - (i) Procedural irregularity that affected the outcome of the matter;
 - (ii) New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and/or
 - (iii) The Title IX Coordinator, investigator, or decision maker had a conflict of interest or bias that affected the outcome of the matter.
- b. An appeal must be submitted in writing to the Title IX Coordinator within five school days of the issuance of the determination regarding responsibility, which includes a statement specifying the grounds for the appeal. The opposing party will be notified of the appeal and provided five school days from such notice to submit to a statement in support of the outcome.
- c. An "Appeal Decision Maker" shall be designated by the Superintendent to review the investigative report and the statements submitted by the parties as part of the appeal. The Appeal Decision Maker shall investigate whether a basis for overturning the decision regarding responsibility exists. The Appeal Decision Maker shall not be the same person as the decision maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator.
- d. The Appeal Decision Maker shall issue a written decision describing the result of the appeal and the rationale for the result, and shall provide the written decision simultaneously to both parties and their advisors within 20 school days of the Title IX Coordinator's receipt of a parties' notice of appeal of the original decision maker.

10. Dismissal of Complaints

- a. Complaints must be dismissed by the decision maker where the allegations, if true, would not meet the Title IX jurisdictional conditions:
 - (i) The actions complained of do not meet the definition of "sexual harassment";
 - (ii) The actions complained of were not against a person in the United States;

- (iii) The actions complained of did not occur in the District's education program or activity.
- b. Complaints may be dismissed by the decision maker where:
 - (i) A complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;
 - (ii) The respondent is no longer enrolled or employed by the District; and/or
 - (iii) Specific circumstances prevent the District from gathering evidence sufficient to reach a determination as to the allegations contained in the formal complaint.
- c. The Title IX Coordinator will promptly send the parties simultaneous written notice of any dismissal decision, and the reason(s) therefore.
- d. Both parties shall have the right to appeal a dismissal decision by submitting written notice of appeal to the Title IX Coordinator within five school days of the issuance of the dismissal notice. The Appeal Decision Maker shall review the notice of appeal and issue a decision regarding the appeal in writing to both parties within 10 school days of the issuance of the notice of dismissal.

11. Discipline and Remedies

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

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

12. Training

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

13. Time Limits

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

14. Consolidation of Formal Complaints

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

15. Record Keeping

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

- a. Each sexual harassment investigation including any determination regarding responsibility and any audio or audiovisual recording or transcript, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the recipient's education program or activity;
- b. Any appeal and the result therefrom;
- c. Any informal resolution and the result therefrom;
- d. All materials used to train Title IX Coordinators, investigators, decision makers, and any person who facilitates an informal resolution process. The District shall make these training materials publicly available on its website; and
- e. Records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. The District must document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the education program or activity. If the District does not provide a complainant with supportive measures, then the District shall document the reasons why such a response was not clearly unreasonable in light of the known circumstances.

LEGAL REFS: Title IX of the Education Amendments of 1972
34 C.F.R. 106

Adopted: August 10, 2020

NETWORK PRIVACY AND ACCEPTABLE USE POLICY FOR STAFF MEMBERS

It is the intention of the Margaretta Local Schools Board of Education to protect the privacy of staff members who use the school computers, computer network, and electronic messaging systems to the maximum extent possible given the operational and security needs of the District. The purpose of this policy is to identify the limitations on this privacy and the general restrictions applying to the use of computers and electronic messaging systems of the District.

Acceptable and Unacceptable Uses

The computers, computer network and messaging systems of the School District are intended for educational uses and work-related communications. Incidental use of the e-mail and voice mail systems by staff members for personal communications is permitted as long as such communications are limited in number, are initiated during non-work periods, and do not interfere with the primary intended uses of the system.

The following are uses which are unacceptable under any circumstances:

- the transmission of any language or images which are of a graphic sexual nature
- the transmission of jokes, pictures, or other materials which are obscene, lewd, vulgar, or disparaging of persons based on their race, color, sex, age, religion, national origin, or sexual orientation
- the transmission of messages or any other content which would be perceived by a reasonable person to be harassing or threatening
- uses that constitute defamation (libel or slander)
- uses that violate copyright laws
- uses that attempt to gain unauthorized access to another computer system or to impair the operation of another computer system (for example, the transmission of a computer virus or an excessively large e-mail attachment)
- any commercial or profit-making activities
- any fund-raising activities, unless specifically authorized by an administrator

Security and Integrity

Staff members shall not take any action which would compromise the security of any computer, network or messaging system. This would include the unauthorized release or sharing of passwords and the intentional disabling of any security features of the system.

Staff members shall not take any actions which may adversely affect the integrity, functionality, or reliability of any computer (for example, the installation of hardware or software not authorized by the System Administrator).

Staff members shall report to the System Administrator or a School District administrator any actions by students which would violate the security or integrity of any computer, network or messaging system whenever such actions become known to them in the normal course of their work duties. This shall not be construed as creating any liability for staff members for the computer-related misconduct of students.

Right of Access

Although the Board of Education respects the natural desire of all persons for privacy in their personal communications, and will attempt to preserve this privacy whenever possible, the operational and security needs of the District's computer network and messaging systems require that full access be available at all times. The School District therefore reserves the right to access and inspect any computer, device, or electronic media within its systems and any data, information, or messages which may be contained therein. All such data, information, and messages are the property of the School District and staff members should have no expectation that any messages sent or received on the School District's systems will always remain private.

AGREEMENT

I have read the "Network Privacy and Acceptable Use Policy for Staff Members" relating to staff use of the computers, computer networks, and electronic messaging systems of the School District.

I would like to be given access to the School District's computer network and any electronic messaging systems is a privilege which may be withdrawn in the event of noncompliance with the above Policy.

I agree to comply with the "Network Privacy and Acceptable Use Policy for Staff Members" and understand that access to the network and messaging systems is a privilege which may be withdrawn in the event of noncompliance with the above Policy.

Staff Member Signature

PLEASE PRINT NAME

Date above signed:

OFFICE USE ONLY

Login Name:

Password:

728204v1 - 2 -
728204v1 - 1 -

STAFF WEB PAGE ACCEPTABLE USE POLICY AND AGREEMENT

The purpose of the web page is to disseminate information to students, parents, and the community in an electronic medium.

Guidelines

- A. All subject material should relate to education, curriculum, instruction, school-authorized activities, general information that is appropriate and of interest to others, and reflect the views and policies of the school district.
- B. Subject material should be published only as it relates to a class project, course, or other school-related activity.
- C. Staff members are responsible for the content of material and maintenance of each web page. Web page data should be accurate, up-to-date, and free of spelling and grammatical errors.
- D. No personal web pages for staff members will be linked to. Personal web pages are defined as those that contain personal information, opinions, and views. Links to web pages can be removed at any time.
- E. All web page content must be appropriate, decent, and in good taste. Material should meet the standards for instructional resources.

Student Safeguards.

- A. Web pages may include student or group photos, but may not include names, initials, or any information that may identify a student or indicate student information.
- B. Web pages may not include any personal student or staff information (phone numbers, addresses, etc.)

Technical Standards and Consistency

- A. The web page should be edited and tested for accuracy of Internet links. Links should provide access to educationally relevant information.
- B. The web page should not be password protected.
- C. The web page should be saved with the last name of the staff member (www.eboard.com/smith)
- D. The staff web page will be linked to from the Margaretta Local School Home Page.

I have read and understood the terms of the foregoing Acceptable Use Policy and Agreement.

Signature

Date

PROCEDURES FOR STATE MANDATED TESTING

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

Students, teachers, and administrators are all responsible for insuring test security as mandated by the law. All state test questions and material considered part of the State Tests are considered secure materials as required by law. Building and District Test Coordinators monitor test security procedures. Violations shall be handled as outlined in the district procedures in compliance with the law. For further information regarding these procedures contact the Building Test Coordinator through the Guidance Office.

ASSESSMENT PROCEDURES

Assessment procedures must be established by each school district. These procedures need to address the following areas:

1. the participation of students with handicapping conditions.
2. the security of proficiency tests, and
3. the release of or permitting access to an individual student's assessment results.

I. PARTICIPATION OF STUDENTS WITH HANDICAPPING CONDITIONS:

No student with a handicapping condition shall be required to take or be prohibited from taking the proficiency test(s). The determination that an individual handicapped student will be exempted from the proficiency test(s) will be made using the following procedures:

- a. Parents will be involved in the decision to exempt individual students with handicaps identified by an I.E.P. from proficiency testing.
- b. Parent involvement may be accomplished through:
parent conferences
I.E.P. meetings, and/or
written communication to parents requesting their agreement/disagreement with the decision to exempt, etc.
- c. Documentation of the decision to exempt or not exempt a student with a handicap will be kept on file with the I.E.P.

II. TEST SECURITY:

With the exception of materials identified as "practice test," and administration manual, any and all other materials associated with the state assessments are considered to be secure and subject to both the Administrative and Revised Codes. As such, it is illegal to reproduce any of the materials or cause them to be reproduced whether by electronic, photographic, written or oral means. No secure material from any test will be released to students, the media, parents, community members or to any unauthorized individual or group. It is illegal and unethical to alter a student's responses or to assist a student in any other way to cheat.

Proven violations of the above test security provisions may result in:

1. One or more students' answer sheets may not be scored.
2. The district board of education, after appropriate due process procedures are followed, may appropriately discipline an employee found guilty of cheating or helping a student cheat. Disciplinary action may include suspension and/or termination of employment.
3. The State Board of Education, following appropriate procedures, may seek the suspension of a teaching certificate (license).
4. A law enforcement agency, following an appropriate investigation, may prosecute under the state criminal code.

Individuals responsible for insuring test security:

District level: Curriculum Director

Building level: Principals and guidance counselors

No unauthorized person shall have access to any secure test materials at any time such materials are in the Margareta Local School District.

Authorized personnel will be:

1. District and Building Test Coordinator
2. Building Principal
3. Building Secretaries
4. Persons approved as Test Monitors
5. Students taking the test

Procedures for Handling and Tracking Materials

1. Upon arrival, the unopened shrink wrapped tests will be counted by the building test coordinator to verify the stated amount. Discrepancies shall be reported to the Ohio Department of Education immediately. The unopened packages shall be stored in a secure location (high school - unused padlocked office; Margareta Elementary- locked room with limited accessibility during the test storage) until the first day of testing.
2. On the first day of testing, authorized building level personnel shall promptly open and verify the stated quantity. Discrepancies shall be reported to the District Test Coordinator immediately. Materials shall then be sorted and boxed for distribution to Test Examiners. A building level inventory form shall be completed

indicating date of receipt, quantity received, and quantity to be distributed to each examiner. Until distributed to examiners, all materials will be stored in a secure location (high school - unused padlocked office; Margaretta Elementary- locked room with limited accessibility during the test storage).

3. Test examiners shall check and return all materials (test booklets, answer sheets, if any, class roster, defective test booklet(s), if any) to the Building Test Coordinator each day. Materials shall be placed in numerical order by the examiner, tallied, and secured by the Building Test Coordinator each day.

4. Examiners and monitors shall personally distribute and collect test materials to and from each student. Students leaving the testing room after materials have been distributed shall not be permitted to take any materials from the testing room. No student will be permitted to leave the testing room at the conclusion of the test until all testing materials are accounted for by the examiner.

5. Under no circumstances, except school safety evacuations or physical well being situations, should the examiner/monitor leave the testing location unsupervised. In the event of an emergency, students will place the answer sheet (if applicable) inside the test booklet and close it. All materials should be left at their assigned area or desk. The room will be locked by the test examiner. If the room cannot be locked, then the test examiners and monitors will collect the materials and return them to the secured location in the respective building (high school - unused padlocked office; Townsend - padlocked room with limited accessibility during the test storage).

6. At the conclusion of the testing period, completed and incomplete answer sheets and test booklets shall be counted and separated by the Building Test Coordinator. Incomplete answer sheets and test booklets to be used during the make-up testing period shall be placed in a location designated as secure for the particular building (high school-unused padlocked office; Margaretta Elementary - locked room with limited accessibility during the test storage). Those answer sheets or test booklets which are completed will be boxed ready for shipping and stored in the designated secure location until such time as they can be sent to the ODE's scoring contractor. Following the make-up testing period, all remaining secure test materials will be boxed ready for shipping and stored in a designated secure location until they are sent to the ODE's scoring contractor or another location identified by the ODE.

Procedures for Investigating Alleged Violation of Test Security

1. During a test administration period
a. Test examiners/monitors suspecting a student of cheating shall investigate their suspicions using reasonable and non-disruptive methods. Such methods could include the visual comparison of student answer sheets, inspection of the immediate area surrounding the student, inspection of the

person's hands and arms, observing for code signals being transmitted from one student to another, etc. Every attempt shall be made to insure that other students in the testing location are not disturbed.

b. When the examiner/monitor is positive beyond all reasonable doubt that a student(s) is cheating, the examiner/monitor shall either send the student to the school office accompanied by a monitor (if an extra one is available) or retain the student(s) until the end of the testing session and then personally escort the student to the school office for a meeting with the building principal or asst. principal.

c. The student will be provided due process according to established district procedures.

d. Upon completion of the inquiry, the examiner and/or monitor will submit a report to the building principal noting the circumstances of the security violation and describing as completely as possible in writing the circumstances of the violation as witnessed.

2. During non-test times

a. Any employee of the Margaretta Local Schools discovering proficiency test information or materials, overhearing specific test related conversation, or being apprised of information related to test security shall immediately investigate, confiscate, and report to the building principal the nature of the discovery and individuals involved.

b. The building principal shall investigate the situation and file a written report with the district test coordinator.

c. Involved individuals will be notified of the allegations and provided due process according to established district procedures.

d. During test administration sessions and make-up periods, teachers need to be sensitive to student questions that are not consistent with current daily instructional content - students may be asking about questions on the proficiency test. The appropriate response to such a student question would be:

"Is that a question on the proficiency test?" If yes, "Please remember the question, after the tests are over (including the make-up period) I will talk with you about this type of problem." Teach the concept, not the answer to that specific question.

Penalty for Confirmed Security Violations

1. Students confirmed of cheating or assisting another student to cheat will have their test(s) invalidated and may be subject to additional disciplinary action.

2. Employees failing to follow procedures listed with respect to security violations either by students or other adults may be subject to the provisions of ORC 3319.151. Violations of ORC 3319.151 provide for termination of employment for a teacher or non-teaching employee and are classed as a minor misdemeanor.

Procedures for Determining whether or not to invalidate a student's test scores because of a test security violation

1. If test security allegations surface when the results of a testing session are published, inflated performance by students shall be noted and investigated. Such investigation should include, but not be limited to, reviewing with the examiner assigned to the test location the monitoring procedures used, determining the students who were near the identified student and reviewing their scores, and requesting from the state Department a copy of the answer forms for the involved students for comparison purposes.
2. When collected evidence clearly indicates that a violation of test security has occurred, the building principal shall inform the involved individuals of the investigation results.
3. Involved individuals will be provided due process.

Reporting test Security Violations

1. Within five days of determining that a test security violation has occurred following the investigation as previously described, the building principal shall notify the district test coordinator and school superintendent in writing of the finding and the action taken.
2. Within ten days of determining that a test security violation has occurred following an investigation as previously described, the superintendent shall notify the State Board of Education in writing of the finding and the action taken.
3. The Margareta Local School District shall cooperate with the State Board of Education in any investigation of test security violations by a school employee. After determining that a test security violation has occurred, the school district board of education may seek the maximum penalty or penalties pursuant to section 3319.151 of the ORC. Violations of ORC 3319.151 provide for termination of employment for a teacher or non-teaching employee and are classed as a minor misdemeanor.

Other Security Provisions

1. Students are to be seated at the same location each day of the testing session unless directed by a test examiner/monitor to move.
2. Test booklet numbers are to be recorded for each student the first day of a testing session on the roster sheet and are to be checked by the test examiner/monitor each time the books are collected and distributed.
3. Test examiners/monitors are to clearly indicate on the test roster if a student was absent or mark with an X when a test booklet/answer sheet are collected.

III. RELEASE OF/ACCESS TO PROFICIENCY TEST RECORDS:

The results of state assessments will be placed in each student's permanent record file. AIR Test(s) results

will become part of the student's transcript. All testing information is considered to be confidential and release of/access to such records is restricted in accordance with section 3319.321 of the ORC.

Revise 12/94

3301-13-05 ESTABLISHING SECURITY AND SECURITY INVESTIGATION PROVISIONS FOR ASSESSMENTS

(A) All assessment questions and all other assessment materials, which are considered part of an assessment, including, but not limited to, oral or written directions, reading passages, writing prompts or styles, charts, graphs, maps, and tables shall be considered secure and subject to the provisions of sections 3319.151 and 3319.99 of the Revised Code and to the provisions of this rule prohibiting any person from revealing any specific question and/or materials that a person knows are part of an assessment.

(B) Except for diagnostic assessments, no assessment, Ohio Achievement tests for grades three through eight or the Ohio Graduation tests, shall be released as a public record until both the test developer for the state and the department of education have given permission. The release of the assessments shall occur as follows:

- (1) By the first of July following the school year in which the assessment was administered;
- (2) With a minimum of forty per cent of the achievement tests in grades three through eight with the remaining questions remaining secure questions for reuse on later test forms; and
- (3) With one hundred percent release of the spring form of the Ohio graduation tests.

(C) The assessment materials that are specifically designated as "practice tests" and any assessment released by the department of education as a public record in accordance with division (N) of section [3301.0711](#) of the Revised Code and this rule are not considered secure.

(D) Persons designated as test coordinators for districts or participating schools, in accordance with paragraph (P) of rule 3301-13-02 of the Administrative Code, shall ensure that all assessment security provisions are met while assessment materials remain in a school district or participating school.

(E) Persons designated as examiners, in accordance with paragraph (Q) of rule 3301-13-02 of the Administrative Code, shall ensure that all assessment provisions are met while each assessment administration session, including makeup sessions, is in progress and account for all assessment booklets by serial number, all CDs containing English audio and foreign language translations of the assessments, all answer documents, and all tape recorded student responses from the translation sessions received from a building test coordinator, until such time that an examiner returns said assessment materials to the building test coordinator.

(F) No person shall reveal, cause to be revealed, release, cause to be released, reproduce, or cause to be reproduced any secure assessment materials through any means or medium including, but not limited to, electronic, photographic, photocopy, written, paraphrase, or oral.

(G) No unauthorized person shall be permitted to be in an assessment room during any assessment session or be permitted to have access to any secure assessment materials at any time such materials are in a school district or participating school.

(H) Each school district and participating school shall establish written procedures to protect the security of the assessment materials from the time such materials are received in the school district or participating school until they are returned to the district's central collection location and from there shipped to the scoring contractor. Such procedures shall include, but not be limited to, the following:

- (1) Identification of each person by name with a designated title as being either a test coordinator, examiner, monitor, translator, or scribe in a school district or participating school who is authorized to be present in an assessment room during an assessment session, including a makeup session, and/or who is authorized to have access to the assessment materials;
- (2) Specification of procedures for handling, tracking, and maintaining security of assessment materials from the time and point of receipt in a school district or participating school until the time and point of shipping to the district's central collection location and from there shipped to the scoring contractor;
- (3) Specification of procedures for handling, tracking, and maintaining security of assessment materials at a site before, during, and after an assessment administration, including, but not limited to, procedures for accounting for and storing assessment booklets, answer documents, and all other assessment materials in a secure location before, during, after, and between assessment administration sessions;
- (4) Specification of procedures for handling, tracking, and maintaining security of the assessment materials collected after the last regular assessment administration session until the return from the school building or participating school to the district's central collection location and from then until the pickup by the shipping to the scoring service provider. These specifications should also include procedures for handling, tracking, and maintaining security of assessment materials collected after the last makeup assessment administration session until the return from the school building or participating school to the district's central collection location and from then until the pickup by the shipping to the scoring service provider;
- (5) Specification of a procedure for investigating any alleged violation of an assessment security provision or any alleged unethical testing practice, a procedure ensuring due process for any individual accused, and a procedure for determining an action or actions to be

taken in response to any confirmed violation of section [3319.151](#) of the Revised Code, rule 3301-7-01 of the Administrative Code, this rule, or the school's security procedures, including, but not limited to, cheating by a student and/or by any other person assisting a student to cheat;

(6) Specification of a procedure for determining whether or not to invalidate a student's assessment score, which is an action a school district or participating school may take in response to an assessment security violation of section [3319.151](#) of the Revised Code, rule 3301-7-01 of the Administrative Code, an ethical testing practice, this rule, or the school's security procedures, which was caused either by a student and/or by any other person;

(7) Specification that within ten days of determining that an assessment security violation of section [3319.151](#) of the Revised Code, rule 3301-7-01 of the Administrative Code, an ethical testing practice, this rule, or the school's security procedures has occurred, after having first conducted an investigation in accordance with procedures adopted pursuant to paragraph (H)(5) of this rule, a school district or participating school shall notify in writing the director of assessment or designee in the department of education of the finding of such a violation and of any action taken by the school district or participating school; and

(8) Specification of how the written procedures established in accordance with this rule shall be communicated in writing and discussed each school year with all employees of the school district or participating school who have access to the secure assessment materials, with all students enrolled in the school district or participating school who are being tested, and with any other person authorized to be present in an assessment room and/or to have access to any assessment materials.

(I) Any alleged assessment security violation of section [3319.151](#) of the Revised Code, rule 3301-7-01 of the Administrative Code, an ethical testing practice, this rule, or the school's security procedures must be reported to the department of education as soon as it becomes known to the school district or participating school.

(1) Upon receipt of information about an alleged assessment security violation of section [3319.151](#) of the Revised Code, rule 3301-7-01 of the Administrative Code, an ethical testing practice, this rule, or the school's security procedures, the department of education shall call the school district to request the opening of an investigation and shall follow up with a letter to the school district.

(2) All records furnished and information gathered or prepared by the department of education in connection with an investigation into an alleged assessment security violation of section [3319.151](#) of the Revised Code, rule 3301-7-01 of the Administrative Code, an ethical testing practice, this rule, or the school's security procedures shall be considered confidential information.

However, this confidentiality does not prohibit the disclosure of records or information to the school district or participating school for the purpose of the district or school conducting the required investigation.

(3) Within ten days after the completion of the district's or participating school's investigation, a written report shall be filed with the department of education delineating the cause and results of the investigation including any corrective action taken.

(4) After a determination that an assessment security violation of section [3319.151](#) of the Revised Code, rule 3301-7-01 of the Administrative Code, an ethical testing practice, this rule, or the school's security procedures has occurred, a school district board or governing authority of a school and/or the state board of education may take any action or actions specified in section [3319.151](#) of the Revised Code or in this rule.

(5) Each school district and participating school shall ensure the cooperation of all of its employees in any investigation of any assessment security violation of section [3319.151](#) of the Revised Code, rule 3301-7-01 of the Administrative Code, an ethical testing practice, this rule, or the school's security procedures that are conducted by the department of education pursuant to any allegation or other indication that such an assessment security violation may have occurred.

(6) Prior to commencing an Ohio department of education investigation and taking action as a result of an allegation of an assessment security violation of section [3319.151](#) of the Revised Code, rule 3301-7-01 of the Administrative Code, an ethical testing practice, this rule, or the school's security procedures by a licensed school employee, the state board of education shall provide the individual with notice of the allegation and an opportunity to respond and present a defense.

(J) By the first of October of each school year, each school district and participating school shall communicate in writing and discuss with all employees who have access to the secure assessment materials and students who are being tested the applicable written security procedures and actions to be taken in response to any violations established pursuant to paragraph (H) of this rule. Students and staff shall be reminded orally of these provisions prior to the beginning of each assessment administration period by an assessment coordinator and examiner.

(K) Each joint vocational school district that has executed an agreement with a school district or participating school to administer any assessment pursuant to paragraph (I) of rule 3301-13-01 of the Administrative Code shall comply with all requirements of this rule.

Replaces: 3301-13-05

Effective: 12/21/2007

R.C. 119.032 review dates: 12/21/2012

Promulgated Under: 119.03

Statutory Authority: 3301.07, 3301.0710, 3301.0711

Rule Amplifies: 3301.0710, 3301.0711, 3301.0712

Prior Effective Dates: 1-29-90; 12-1-92; 8-10-00; 8-22-02

CHAPTER 3301-7 STANDARDS FOR THE ETHICAL USE OF TESTS

3301-7-01 Standards for the ethical use of tests.

(A) These standards of ethical assessment practice shall be used in determining whether or not a practice related to assessment is consistent with the principles of performing one's duties with honesty, integrity, due care, and fairness to all and ensuring the integrity of the assessment process and the reliability and validity of any inference made from any result of an assessment. Except as otherwise specified, the following definitions shall be used in this rule:

- (1) "Assessment" shall include secure and non-secure standardized achievement tests, the Ohio graduation tests, Ohio Achievement tests, the English language proficiency test, diagnostic tests as required by section [3301.0715](#) of the Revised Code, and secure alternate assessment measurement instruments provided by the department of education. Assessment shall also include district and school-wide standardized assessment including norm referenced tests. Assessment shall include the test instrument itself and any part of the process of assessing or testing a student;
- (2) "Participating school" shall mean any city, exempted village, local, cooperative education, or joint vocational school districts any community or any chartered nonpublic school which participates in assessment; the state school for the blind; the state school for the deaf; or any school operated by the departments of youth services or rehabilitation and corrections; or any entity that tests its students with the statewide assessments;
- (3) "Appropriate staff" shall include any designated certificated or non-certificated employee of a participating school who has direct access to an assessment or participates in any activity related to preparing a student for an assessment, administering or scoring an assessment, and/or interpreting or using any result of an assessment;
- (4) "Secure assessment" shall include any assessment, whether state or national, that is administered to the entire or a portion of the entire state student population and/or that is provided by the state, the results of which are included in Ohio's accountability system, are included as part of a student's course, are part of the pre-college admission process, or are required by state and/or federal law. Secure assessments shall be treated as secure materials until released by the test developer and/or the department of education. They do not include any diagnostic assessment required to be administered pursuant to section [3301.0715](#) of the Revised Code, any practice Ohio graduation test required to be prescribed by the state board of education pursuant to section [3301.0710](#) of the Revised Code, any practice achievement test, or any assessment that already has

been released to the public by the test developer or by the department of education as a public record following the school year that the assessment actually was administered; and

(5) "Statewide tests" means any assessment that is provided by the department of education for use in all participating schools in the state.

(B) Each participating school and district shall ensure that all appropriate staff have knowledge of these standards of ethical assessment practice and shall monitor the practices of all appropriate staff to ensure compliance with these standards. Each participating school's and district's duties shall include, but not be limited to, the following:

(1) Communicate in writing to all appropriate staff at least once annually the standards defining what is an unethical and/or inappropriate practice that are contained in paragraphs (C) to (E) of this rule as well as any additional standards of ethical assessment practice adopted by a participating school and district;

(2) Clearly define and communicate in writing at least once annually to all appropriate staff how the standards shall be monitored and what sanctions shall apply for any violations of the standards and under what circumstances such sanctions will apply;

(3) Clearly define and communicate to all appropriate staff prior to each assessment the purpose(s) for each assessment;

(4) Clearly define and communicate in writing to all appropriate staff at least once annually all security procedures established by a participating school for each type of secure assessment identified in paragraph (A) of this rule, which shall include, but not be limited to, the test security provisions required by rule 3301-13-05 of the Administrative Code;

(5) Provide any other information and training as may be necessary to ensure that all appropriate staff have the knowledge and skills necessary to make ethical decisions related to preparing students for an assessment, administering and/or scoring an assessment, and/or interpreting and/or using any result of an assessment;

(6) Establish written procedures for reviewing what materials and practices shall be used in a participating school to prepare students for an assessment, and clearly communicate in writing these procedures, materials, and practices at least once annually to all appropriate staff;

(7) Periodically review materials and practices related to preparing students for an assessment, administering and/or scoring an assessment, and/or interpreting and/or using any result of an assessment in order to ensure that the materials and practices are up-to-date, and clearly communicate in writing any additions or changes at least once annually to all appropriate staff;

(8) Provide channels of communication that allow teachers, other educators, students, parents, and/or other members of the community to voice any concern about any practice they consider unethical and/or inappropriate; and

(9) Establish written procedures for investigating any

complaint, allegation, and/or concern about an unethical and/or inappropriate practice, ensuring protection of the rights of an individual, the integrity of an assessment, and any result of an assessment.

(C) In monitoring practices related to preparing students for a state-wide assessment, each participating school shall use, but not be limited to, the following standards that define the types of practices that are unethical and/or inappropriate:

(1) Any preparation activity that undermines the reliability and/or validity of an inference made from any result of an assessment;

(2) Any preparation practice that results solely in raising scores or performance levels on a specific assessment without simultaneously increasing a student's achievement level as measured by other tasks and/or assessments designed to assess the same content domain;

(3) Any practice involving the reproduction of any secure assessment materials, through any medium, for use in preparing a student for an assessment;

(4) Any preparation activity that includes a question, task, graph, chart, passage, or other material included in an assessment, and/or material that is a paraphrase or highly similar in content to what is in an assessment;

(5) Preparation for an assessment that focuses primarily on the assessment, including its format, rather than on the objectives being assessed;

(6) Any preparation practice that does not comply with, or has the appearance of not complying with any statutory and/or regulatory provision related to security of an assessment; and

(7) Any practice that supports or assists others in conducting unethical or inappropriate preparation activities.

(D) Except as specifically permitted by written instructions provided by the developer of an assessment, by the department of education, or by Chapter 3301-13 of the Administrative Code pertaining to accommodations and/or alternate assessment, each participating school shall use, but not be limited to, the following standards that define the types of practices related to administering and/or scoring assessments that are unethical and/or inappropriate:

(1) Any assessment used for purposes other than that for which it was intended;

(2) Any practice that results in a potential conflict of interest or one that exerts undue influence on a person administering and/or scoring an assessment, either making or appearing to make an assessment process unfair to some examinees;

(3) Except for accommodations and/or alternate assessments expressly permitted under Chapter 3301-13 of the Administrative Code, any change in procedures for administering and/or scoring an assessment that result in a nonstandard condition for one or more students;

(4) Any practice that allows a person without sufficient and appropriate knowledge, skills, and/or training to administer and/or score an assessment;

- (5) Any administration and/or scoring practice that may produce a result contaminated by a factor not relevant to the purpose(s) of an assessment;
- (6) Any practice of excluding one or more students from an assessment solely because a student has not performed well, or may not perform well, on the assessment and/or because the aggregate performance of a group may be affected;
- (7) Any practice immediately preceding and/or during an assessment including, but not limited to, the use a gesture, facial expression, body language, language, or any other action and/or sound that may guide a students' response;
- (8) Except for the directions for administration as prescribed by the test developer and/or by the department of education, any practice such as providing to a student, immediately preceding and/or during administration of an assessment, any definition and/or clarification of the meaning of a word or term contained in an assessment;
- (9) Any practice that corrects or alters any student's response to an assessment either during and/or following the administration and/or scoring of an assessment; and
- (10) Any practice that supports or assists any person in unethical and/or inappropriate practices during administration and/or scoring of an assessment.
- (E) In monitoring practices related to interpreting and/or using any result of an assessment, each participating school shall use, but not be limited to, the following standards that define the types of practices that are unethical and/or inappropriate:
- (1) Providing interpretations of and/or using any result of an assessment in a manner and/or for a purpose that was not intended;
- (2) Making false, misleading, or inappropriate statements and/or unsubstantiated claims that may lead to false and/or misleading conclusions about any result of an assessment;
- (3) Any practice that permits appropriate staff without the necessary knowledge and skills to interpret and/or use any result of an assessment;
- (4) Any practice that violates, or places at risk, the confidentiality of personally identifiable information pursuant to section [3319.321](#) of the Revised Code;
- (5) Any practice that provides an interpretation or suggests a use of any result of an assessment without due consideration of the purpose(s) for the assessment, the limitations of the assessment, an examinee's characteristics, any irregularities in administering and/or scoring the assessment, and/or other factors that may affect any result; and
- (6) Any practice that supports or leads any person to interpret and/or use any result of an assessment in unethical and/or inappropriate ways.
- (F) Each participating school shall cooperate with the state board of education in conducting an investigation of any alleged unethical and/or inappropriate assessment practice as defined in this rule.

Replaces: 3301-7-01

Effective: 12/21/2007

R.C. 119.032 review dates: 12/21/2012

Promulgated Under: 119.03

Statutory Authority: 3301.07, 3301.0710, 3301.0711

Rule Amplifies: 3301.0711

Prior Effective Dates: 2/1/95

AGGRESSIVE BEHAVIOR TOWARD STUDENTS

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Aggressive behavior toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business.

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

ASBESTOS

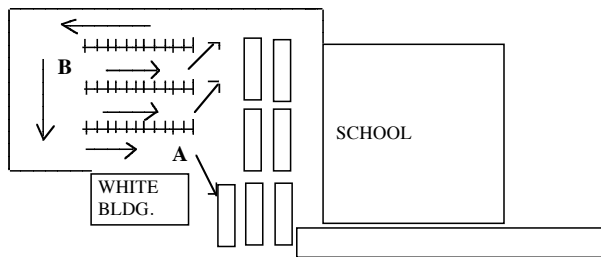
The Margareta Board of Education retained the services of Martin Brumbaugh, a federally trained and licensed asbestos inspector, to perform a thorough asbestos inspection and to develop a complete management plan which will meet all Federal, State and Local requirements. The inspection report and management plan was formally accepted by the Board of Education on October 10, 1988 and mailed to the State Dept. of Health on the same day. A copy of this extensive report is on file in the superintendent's office for public inspection. The plan has been recently approved by the EPA.

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

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

Margaretta Local Schools comply with the "Drug Free Work Place Act". Also pursuant to Federal Law 34CFR86.200, the Drug Free Schools Act, an employee found possessing, using, under the influence of, or selling an illicit drug or alcohol on school property shall be subject to discipline which may include termination (ORC3319.881 and/or ORC3319.16).

The Drug Free Schools Act and the Drug Free Work Place Act require compliance with the mandatory discipline measures contained therein, as well as, the annual notification to all employees of compliance with the two Federal Acts and the corresponding implications.



DUTY ROSTER

SEE DUTY LIST

Staff members are assigned to duty either in the morning

before school or after school as indicated or collaboration time from 7:20-7:55. This is your responsibility. All serious problems must be reported to the office.

Specific Duties:

1. Maintain an orderly flow of students from the building to and from the buses and in all hallways.
2. Do not allow running.
3. Keep an eye on student drivers. Report any examples of unsafe driving or accidents to the office. Do not walk in front of cars to stop passage while they are moving.
4. If there are late buses, wait until the last one departs.
5. Students in the main lot may not leave the parking lot until the last bus leaves the lot.
6.
 - a. The morning duty parking lot person should be in the main lot area.
 - b. The afternoon duty includes the senior lot person, who should be stationed by the road.
 - c. One main lot person should be stationed near the doors of the equipment room. Check for students between busses before they depart.
 - d. One main lot person should be in the main lot towards the Vo-Ag building or the side near the houses. Dismiss cars. All students should back into parking spaces.
7. Students are to exit the lot in the manner directed. If they go out in another manner, ask them to go the correct way. If they do not follow instructions, report them to the Assistant Principal.

2022-2023 DUTY LIST

A.M. DUTIES: (7:30-7:47 A.M.)

Area	Monday	Tuesday	Wednesday	Thursday	Friday
Main Off. Hallway/	Drossman	Szymanski	Ringholz	Miller, C.	Zuk
Freshmen Hallway	Skinner	Comparette	Szymanski	Bonnigson	Comparette
Sr. Hall/Boys HS RR	Reardon, Ad	Ringholz	Zuk	Pope	Ringholz
Girls HS RR	Lott	Lott	Reardon, Am	Lyons	Lott
Lobby/Foyer	Szymanski	Miller, K.	Miller, K.	Miller, K	Steyns
Tunnel/Pool	Beaston	Beaston	Gossom	Beaston	Skinner
Cafeteria Hall	Gysan	Kline	Ball	Berg	Lane
Cafeteria	Miller, L.	Coffman	Fresch	Smith	Biehl
	Steyns	Weller	C. Miller	Kline	Lane
Girls MS RR	Smith	Biehl	Berg	Miller, L.	Drossman
Boys MS RR	Ferber	Schwan	Simonton	Fresch	Simonton
2 nd Fl. M.S.	Schwan	Novak	Schwan	Ball	Novak
3 rd Fl. M.S.	Wiley	Wiley	Coffman	Biehl	Wiley

PARKING LOT A.M.

Student Lot	Fresch	Depinet	Butler	Zuk	Lyons
Student Lot	Reardon, Am	Reardon, Ad	Gossom	Drossman	Wurzel

P.M. DUTIES: AFTER SCHOOL DUTY (2:53 – 3:00 P.M.)

Cafeteria	Coffman	Novak	Ball	Berg	Pope
Cafeteria Hall	Simonton	Kline	Pope	Miller, L.	Weller
Lobby/Foyer	Depinet	Depinet	Steyns	Lyons	Wurzel
Freshman Hall	Wurzel	Comparette	Lane	Gysan	Bonnigson
Front of School	C. Miller	Skinner	Gysan	Gossom	Smith

PARKING LOT P.M.

Student Lot	Kremer	Kremer	Kremer	Kremer	Kremer
Student Lot	Butler	Ferber	Butler	Ferber	Butler



MARGARETTA LOCAL SCHOOLS

**1:1 DEVICE HANDBOOK
For
STUDENTS and PARENTS**

Margaretta Local School District (MLSD) is implementing 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 will provide access to communication, resources, and learning tools like never before and are part of our journey to implement student centered learning. Students will be able to communicate, create and collaborate, as well as develop and apply their critical thinking skills in a new age of digital media that was not available to the world just a few years ago.

Margaretta Local Schools educators are dedicated to continuing to offer rigorous and engaging learning opportunities for students. We're excited about working with our students as they learn good digital citizenship in a safe and responsible atmosphere. We will continue to be amazed by what our students create and how they incorporate the tools of their generation into the learning that will shape their future. Tools like a Chromebook will allow them access to software that will encourage their artistic abilities, improve their reading and writing, and push them to think critically as they spark new interests and insights into their journey of being a lifelong learner.

Ownership of the Chromebook

MLSD 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.

Student's Responsibilities

The student and their parent(s)/guardian(s) are solely responsible for the Chromebooks issued to them and must adhere to the following:

- Students must comply with the district's Acceptable Use Policy and this 1:1 Device Handbook for Students and Parents when using their Chromebooks.
- Students must bring their Chromebooks, or BYOD device, to school every day and make sure it is fully charged. Failure to do so may result in loss of instruction.
 - Note: A fully charged Chromebook should last 8 - 10 hours.
- Students must treat their Chromebook with care and never leave it in an unsecured location.

- Students must report any problems with their Chromebook to a teacher, principal, or the technology coordinator as soon as possible.
- Students may not remove or obscure the device serial number or other identification tags.
- Students may not attempt to remove or change the physical structure of the Chromebook, including the keys, screen cover, or plastic casing. (*See page 6 Personalizing Devices, for acceptable ways to personalize your Chromebook for easy identification.*)
- Students may not attempt to install or run any operating system on the Chromebook other than the ChromeOS operating system supported by the district.

Responsibility for Electronic Data

- The 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.

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 video of other students or staff without their permission. The possessing, forwarding or uploading of unauthorized data, photos, audio or video to

any website, network storage area, or person is strictly forbidden 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. MLSD 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.

Margaretta Local Schools Technology Protection Plan

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 (\$270). 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.**

1. 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 or
2. 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.)
3. Where the student uses the device for inappropriate and/or offensive purposes as described in the Acceptable Use Policy.
4. 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 \$60 charger if lost or damaged.
- In the event of accidental damage there will be a \$10.00 per incident fee to cover labor.

The MLSD TPP will cover up to a total of \$270 in parts replacement over the school year, regardless of how many labor charges are incurred.

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 practicable 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 your school's 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 plan will remain in effect for the loaner device.

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.

Care of the Device

The Chromebook is the property of Margarettta Local Schools and all users will follow these rules and the Acceptable 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.
- Under no circumstances should devices be left in unsupervised areas including school grounds, athletic fields/areas, cafeterias, computer labs, classrooms, dressing rooms, and hallways. Unsupervised devices will be confiscated and disciplinary action may be taken.
- Students will not have the opportunity to charge their devices at school, devices are to come to school, each day, charged to 100%.
- 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.
- 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.

Transporting Devices

When transporting the device between classes or outside the building you are required to close the lid. NEVER walk with the device open. Students are required to take their devices home every day after school, regardless of whether or not they are needed for homework.

Passwords

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

CHROMEBOOK FAQ's

Q. What is a Chromebook?

A. Chromebooks are mobile devices designed specifically for people who live on the web. With a comfortable, full-sized keyboard, large display and clickable trackpad, all-day battery life, lightweight and built-in ability to connect to Wi-Fi networks, the Chromebook is ideal for anytime, anywhere access to the web.

Q. What kind of software does a Chromebook run?

A. Chromebooks run thousands of web-based applications, or web apps, that open right in the browser. You can access web apps by typing their URL into the address bar or by installing them instantly from the Chrome Web Store.

Q. How are these web-based applications managed?

A. Each Chromebook we provide to students will be a managed device. The MLSD technology department will maintain devices through our Google G-Suite for Education account.

Q. Can the Chromebook be used anywhere at any time?

A. Yes, as long as you have a Wi-Fi signal to access the web. There is an offline option, as well, when using Google Drive, and when students enter a Wi-Fi connection, it syncs again to the student's Google account.

Q. Will our Chromebook be able to use a Cellular Service?

A. No. The district Chromebooks will not connect to 4G broadband or a cellular signal.

Q. Is there antivirus software included with the Chromebooks?

A. No, there is not. All of the data is stored in the cloud, therefore is no need for antivirus software. They do, however, come with web filtering.

Q. How long will the Chromebook run on a fully charged battery?

A. Chromebooks have a rated battery life of 8-10 hours. However, we do expect that students charge them each evening to ensure maximum performance during the school day without interruption of use.

Chromebook Care Reminders

- Take good care of your new Chromebook. You will use the same Chromebook for 3-4 years.
- Carry your Chromebook with both hands.
- It is highly recommended that a protective bag or cover be purchased to protect the Chromebook.
- Set your Chromebook on a flat surface to use it. An example of a flat surface is a desk or table.
- Keep food and drinks away from your Chromebook. In other words, do not eat or drink while you are using the Chromebook. Instead, take a study break away from your Chromebook.
- Never place a heavy object or a lot of objects on top of your Chromebook.
- Charge your Chromebook every night at home.

- If you close the lid of your Chromebook, you will help save the battery.
- You can use your Chromebook when the battery level is low. Just remember to charge when you get home.
- When you plug in your Chromebook to charge it, look for the charging light indicator. This will assure you that your Chromebook is being charged.
- Let the Chromebook completely charge to a full battery.
- Charging a Chromebook could take up to 4 hours. Therefore, plug it in to charge and go do something else.
- Extreme heat or cold can harm the device. Never leave the device in a hot or cold car.