MILLCREEK ELEMENTARY SCHOOL
Student/Parent Handbook

2023 - 2024

Sara Puckett, Principal

TABLE OF CONTENTS

Welcome to Millcreek Elementary.....3
- Notice of Non-Discrimination
- Mission Statement
- Vision Statement
- Board of Education
- Administrative Personnel
- Parent/Teacher Organization
- Southern Local Schools Website

District Calendar 2023 - 2024.....4

School Business.....5-13
- Contact Information
- Admission Requirements
- Transfers from Non-Accredited Schools
- Harassment Policy
- Anti-Hazing Policy
- Emergency Medical Forms
- Address/Phone Number Change
- Student Fees
- Request for Student Records
- Directory Information
- Student Privacy
- Parental Rights to Information
- Student Rights
- Title I - Parents'Right to Know
- Title I - Parent/Teacher/Student Partnership Agreement
- Pupil Records Policy
- Student Attendance at School Events
- Visitors to the School
- Video Surveillance & Electronic Monitoring
- Complaints

The School Day.....14-18
- School Day Information
- Arrival/Dismissal
- Medical and Dental Appointments
- Late Arrival/Early Dismissal
- Leaving the Building After School
- Dress Code
- Recess
- Lockers
- Textbooks
- Library
- Money
- Personal Property
- Cell Phones
- Acceptable Use Policy
- Lunchroom Expectations
- Food Service
- Birthday Treats
- Invitations
- Classroom Parties
- Parent Objection to Pupil Participation
- Parent Objection to Photographs
- Valuing the Learning Time
- Lost and Found

Student/Family Services.....19-22
- Counselor
- Special Education Services
- Gifted Services
- School Insurance
- Security
- Transportation
- Bus Rules and Regulations
- Failure of the Bus to Run
- Emergency School Closing
- Bus Plan A
- School Outreach (Children Services)

Attendance.....23-24
- Excessive Absences
- Excused Absences
- Unexcused Absences
- Habitual Truancy
- Expectations for Parents
- Make-Up Work

Academic Information.....25-27
- Grading
- Progress Reports
- Promotion and Retention
- Parent/Teacher Conferences
- Homework
- Missing Work
- Late Assignments
- Academic Dishonesty
- MTSS
- Assessments

Health and Safety.....28 -34
Health Services
Administration of Medications
Use of Prescription Inhalers
Immunizations
Guidelines for the Control of Communicable Disease
Illness and Returning to School
Food Allergies & Restrictions
Guidelines for the Control of Head Lice and Nits
Emergency Plans
Emergency Response and Evacuation Drills
Security
Look-Alike Drugs

Student Conduct and Discipline Procedures.....35-41
School-Wide Expectations
Voice Level Expectations
Responsive Classroom
Classroom Rules
Student Behavior and Conduct
General School Rules
Minor Misconduct
Major Misconduct
Suspension Procedures
Expulsion Procedures
Extent of Discipline
Bullying and Other Forms of Aggressive Behavior
Vaping/E-Cigarettes

Appendixes
School-Wide Expectations
Student/Parent Signature Page

WELCOME TO MILLCREEK ELEMENTARY SCHOOL

Notice of Non-discrimination

The Southern Local Board of Education, in accordance with Board Policy, does not discriminate on the basis of religion, race, national origin, gender, or the presence of a disability. Any violations of this policy should be promptly reported to the building principal.

Mission Statement

Southern Local Schools Mission is to provide a quality, child-centered education where all students can succeed

Vision Statement

Every Southern Local student will achieve personal success and become a responsible and productive citizen

Board of Education Members

M. Clarissa Reynolds, President
Sean Bartley, Vice-President
Jessica Dorsey
Jim Palmer
Albert Siemer

Administrative Personnel

Annette Losco, Superintendent
Brooke Champ, Treasurer
Anthony Losco, Miller High Principal
Annette Losco, Millcreek Elementary Principal
Charles Hoops, Transportation Supervisor
Alex Thompson, Food Services Director

Parent/Teacher Organization

Attendance and interest in the PTO is strongly encouraged. PTO meetings will be held on the first Monday of every month at 4:00 pm in the library. A list of PTO officers will be provided at the beginning of the school year.

Southern Local Schools Website

We encourage staff and families to access the district website and Facebook pages to stay up-to-date. You may access our district website at www.southernlocal.org. The website is a valuable informational tool.

SOUTHERN LOCAL SCHOOL DISTRICT
2023-2024 SCHOOL CALENDAR

August 14 - 16		Staff Inservice/Teacher Orientation
August 17	Thursday	First Day - Students
September 4	Monday	Labor Day - No School
October 19	Thursday	Staff Inservice Day - No School
October 20	Friday	No School
November 22	Wednesday	Parent/Teacher Conferences Comp Day- No School
November 23 - 27		Thanksgiving Holiday - No School
November 28	Tuesday	School Resumes
December 21 - January 2		Winter Holiday - No School
January 3	Wednesday	Staff Inservice Day - No School
January 4	Thursday	School Resumes
January 15	Monday	Martin Luther King, Jr Day - No School
February 19	Monday	Presidents' Day - No School
March 15	Friday	Staff Inservice Day - No School
March 29	Friday	Good Friday - No School
April 1	Monday	Parent/Teacher Conferences Comp Day - No School
April 2 - 5		Spring Break - No School
May 22	Wednesday	Last Day - Students
May 23	Thursday	Last Day - Teachers

Evening Conferences - First Semester – HS: 9/21/23, 9/28/23 EL: 10/26/23, 11/2/23
Second Semester – HS: 2/15/24, 2/22/24 EL: 2/15/24, 2/22/24

MAKEUP DAYS AS FOLLOWS: Shall be added at the end of the school year, unless otherwise determined by mutual agreement, per SLEA contract.

SCHOOL BUSINESS

Contact Information

School Address:	10397 St. Rt. 155, Corning, OH 43730
School Office:	740-721-0522
School Website:	www.southernlocal.org

Admission Requirements

All resident students shall be admitted to attend school in the District unless they have been expelled. A resident student is any child who has attained the age of eligibility for school attendance and lives with a parent or guardian who is a resident of the District. A child is eligible for entrance into kindergarten if s/he attains the age of five (5) on or before August 1st of the year in which s/he applies for entrance. The Board may admit a younger child to kindergarten if the child satisfies the Board's early entrance criteria. A child under age six (6) who is enrolled in kindergarten will be considered of compulsory school age.

Non-resident students are those who do not meet the definition of a resident student. The Board of Education shall permit the enrollment of students from any Ohio district in a school or program of this District, provided each enrollment is in accordance with laws and regulations of the State concerning Inter-District Open Enrollment, the provisions of this policy, and the administrative guidelines established to implement this policy.

All students enrolling in the district for the first time shall provide the following information:

- Official copy of birth certificate
- Social security card (student)
- Parent id
- Immunization records
- Proof of residency
- Divorce/custody/guardianship documents

Transfers from Non-Accredited Schools

The principal will initially place students transferring from non-accredited schools after consultation with parents or guardians and guidance personnel. Final placement shall be made by the principal based on the student’s documented past educational experiences and performance on tests administered to determine grade level placement.

Harassment Policy

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

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

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

Anti-Hazing Policy

Hazing activities of any type are inconsistent with and disruptive to the educational process, and prohibited at any time in school facilities, on school property, and/or off school property if the misconduct is connected to or associated with Board-sponsored activities (e.g., extracurricular teams, clubs, or groups) or incidents that have occurred on school property. No administrator, employee, faculty member, teacher, consultant, alumnus, or volunteer of the District shall encourage, permit, authorize, condone, or tolerate any hazing activities. The preceding prohibition includes recklessly permitting the hazing of any person associated with the District. Additionally, no student shall plan, encourage, or engage in any hazing.

Emergency Medical Forms

Each year, parents/guardians must complete an **Emergency Medical Form** including:

- names, phone numbers, email addresses and addresses of the student's parents/guardians
- names of individuals to contact in case of emergency
- name of the student's physician
- description of any medical conditions of which the staff needs to be aware

This information is kept on file and made part of the student's record.

Address/Phone Number Change

Please notify the school office immediately if any of the following change:

- phone numbers for home or parents' work
- mailing or street address
- emergency contacts
- email addresses

Student Fees

Each student is asked to pay a school fee of $25.00 for materials used throughout the school year. This amount may be paid in one lump sum or in $5.00 increments throughout the school year. A household income survey will be sent home with students at the beginning of the school year.

The household income survey must be completed and returned with your student each year to determine if fees will be waived based on income eligibility.

Request for Student Records

- A student moving to a new school outside the district will have his/her records forwarded upon request of records from the receiving school.
- All student records shall be treated as confidential and primarily for local school use unless otherwise stipulated.

Directory Information

The Southern Local Board of Education has designated the following as Directory Information:

- The School District may disclose personally identifiable information if it has been designated as directory information unless the school receives a written request from parents or guardians requesting that the information be withheld.
- The School District must provide notice of the following:
    - The categories of information designated as directory information
    - The right of the parents or eligible student to refuse to permit any or all of such information to be released (the notice procedures in Section "2" are not required for individuals no longer in attendance)
- Directory Information includes the student's:
    - Name
    - Address
    - Telephone Number
    - Date and Place of Birth
    - Major Field of Study
    - Activities and Sports
    - Weight and Height
    - Dates of Attendance
    - Degrees and Awards
    - Previously Attended Schools
    - Photograph (FERPA v R.C. 3319.321)

A copy of this notice is attached at the end of this handbook.

Student Privacy and Parental Access to Information

The Board of Education respects the privacy rights of parents and their children. No student shall be required as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- political affiliations or beliefs of the student or his/her parents;
- mental or psychological problems of the student or his/her family;
- sex behavior or attitudes;
- illegal, anti-social, self-incriminating or demeaning behavior;
- critical appraisals of other individuals with whom respondents have close, family relationships;
- legally-recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- religious practices, affiliations or beliefs of the student or his/her parents; or
- income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

The Superintendent shall require that procedures are established whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

Additionally, parents have the right to inspect, upon request, any instructional material used as part of the educational curriculum of the student. The parent will have access to the instructional material within a reasonable period of time after the request is received by the building principal. The term instructional material means instructional content that is provided to a student, regardless of its format, including printed and representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or assessments.

The Board will not allow the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).

Student Rights

The Board of Education recognizes that students possess not only the right to an education but many of the rights of citizenship as well.

In providing students the opportunity for an education to which they are entitled, the Board shall attempt to offer nurture, counsel, and custodial care appropriate to their age and maturity. At the same time, the Board recognizes that no student may be deprived of the basic right to equal access to the educational program, and his/her constitutional right to due process and free expression and association as appropriate for the school environment.

Attendant to the rights afforded to each student, however, are certain responsibilities, which include respect for the rights of others, obedience to properly constituted school authority, and compliance with the guidelines and rules of the District.

The Board realizes that as students differ in age and maturity, so they differ in ability to handle both the rights of citizens and the concomitant responsibilities. The exercise of each right shall be granted, therefore, with due regard for the degree of responsibility possessed by the student and the student's need for the continuing guidance and control of those responsible for his/her education.

Since a student who has reached the age of majority possesses the full rights of an adult, s/he may authorize those school matters previously handled by his/her parents, but s/he also assumes the responsibility for his/her performance in school, attendance, and compliance with school rules.

Parents also have rights in the school system to know about their student's educational experience. Specific rights are listed in topic areas of these policies.

In addition, parents have the right to inspect any instructional materials used as part of the educational curriculum for their student. Instructional materials means instructional content, regardless of format, that is provided to the student, including printed or representational materials, audio-visual materials, and materials available in electronic or digital formats (such as materials accessible through the Internet). Instructional material does not include academic tests or academic assessments.

The Superintendent shall, in consultation with parents, develop a procedure addressing the right of parents as described herein and procedures to assure timely response to parental requests to review instructional material. The procedure shall also address reasonable notification to parents and students of their rights to review these materials. See AG 9130A and Form 9130 F3.

This policy shall not supercede any rights under the Family Education Rights and Privacy Act.

Title I - Parents' Right to Know

In accordance with the requirement of Federal law, for each school receiving Title I funds, the Superintendent shall make sure that all parents of students in that school are notified that they may request, and the Board will provide the following information about the student's classroom teachers:

- whether the teacher(s) have met the State qualification and licensing criteria for the grade levels and subject areas they are teaching
- whether the teacher(s) is teaching under any emergency or provisional status in which the State requirements have been waived
- the undergraduate major of the teacher(s) and the area of study and any certificates for any graduate degrees earned
- the qualifications of any paraprofessionals providing services to their child(ren)
- in addition, the parents shall be provided:
    - information on the level of achievement of their child(ren) on the required State academic assessments;
    - timely notice if the student is assigned to a teacher who is not "highly qualified" as required, or if the student is taught for more than four (4) weeks by a teacher who is not highly qualified.
    - in a timely manner whether their child has been placed in a Limited English-Proficient Program

Title I - Parent/Teacher/Student Partnership Agreement

The Southern Local School District is dedicated to the success of every student. It is our responsibility to partner with parents and the community. We also work to empower each child to achieve his or her fullest potential and to become a lifelong learner. We make the commitment to motivate, to challenge, and to inspire each other to become the best we possibly can be. To accomplish this, parents, teachers, and students need to work together. We ask that you read over this partnership agreement with your child.

Student Checklist:

As a student, I will strive to:

- Follow bus rules
- Return my homework completed on time
- Follow school rules
- Believe that I can learn
- Always try to do my best in my work and my behavior
- Show respect for myself, my school, and other people
- Come to school prepared with my homework and supplies
- Attend school regularly

Teacher Checklist :

As a teacher, I will strive to:

- Provide a safe and caring environment where your child will be encouraged to become an active learner
- Follow the curriculum designed for your child
- Believe that each child can learn
- Attend school functions
- Maintain open lines of communication with students and parents
- Keep you informed of your child's progress on a frequent basis
- Help you with ways to help your child at home
- Document on-going assessment of your child's academic progress
- Help your child follow the school and classroom rules
- Seek ways to involve parents in the school program

Parent/Guardian Checklist:

As a Parent/Guardian, I will strive to:

- Believe my child can learn
- Attend at least one (1) parent/teacher conference
- Show respect and support for my child, the staff, and the school
- Read with my child at home
- Check my child's book bag daily for information from school
- See that my child attends school regularly and is on time
- Talk with my child about his/her school activities each day
- Attend school functions

Pupil Records Policy

In order to provide appropriate educational services and programming, the Board of Education must collect, retain, and use information about individual students. Simultaneously, the Board recognizes the need to safeguard students' privacy and restrict access to students' personally identifiable information.

Student records shall be available only to students and their parents, eligible students, designated school officials who have a legitimate educational interest in the information, or to other individuals or organizations as permitted by law.

Both parents shall have equal access to student records unless stipulated otherwise by court order or law. In the case of eligible students, parents may be allowed access to the records without the student's consent, provided the student is considered a dependent under section 152 of the Internal Revenue Code.

The Board will comply with a legitimate request for access to a student's records within a reasonable period of time but not more than forty-five (45) days after receiving the request or within such shorter period as may be applicable to students with disabilities. Upon the request of the viewer, a record shall be reproduced, unless said record is copyrighted, or otherwise restricted, and the viewer may be charged a fee equivalent to the cost of handling and reproduction. Based upon reasonable requests, viewers of education records will receive explanation and interpretation of the records.

Student Attendance at School Events

The Board of Education encourages students to attend as many school events held after school as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event.

However, in order to ensure that students attending as nonparticipants are properly safe-guarded, the Board recommends that all elementary and pre-high school students be accompanied by a parent or adult chaperone when they arrive at the event and throughout its duration. The Board will not be responsible for students if they attend without an adult chaperone.

The Board will continue to provide adequate supervision for all students who are participants in District-sponsored events.

Visitors to the School

The Board of Education welcomes and encourages visits to school by parents, other adult residents of the community and interested educators. But in order for the educational program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons into the schools, it is necessary to invoke visitor controls.

The Superintendent or principal has the authority to prohibit the entry of any person to a school of this District or to expel any person when there is reason to believe the presence of such person would be detrimental to the good order of the school. If such

an individual refuses to leave the school grounds or creates a disturbance, the principal is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.
Except as set forth in District policy or in the case of "service animals" required for use by a person with a disability, no other animals may be on school premises at any time.

Video Surveillance and Electronic Monitoring

In order to protect Board property, promote security and protect the health, welfare and safety of students, staff and visitors, the Board of Education authorizes the use of video surveillance and electronic monitoring equipment on school property, and in school buildings and school buses. Information obtained through video surveillance/electronic monitoring may be used to identify intruders and persons breaking the law, Board policy, or the Student Code of Conduct (i.e., it may be used as evidence in disciplinary actions and criminal proceedings).

Complaints

Southern Local Schools ask that complaints be handled first at the level where the problem occurs. In those cases where a problem occurs in the classroom, students and parents should consult first with the classroom teacher. In most cases, the teacher is best suited to address the issue. If a parent or student feels that the situation has not been resolved satisfactorily, the parent or student should consult with the principal. If necessary, the principal shall arrange a conference to try to resolve the concern.

If a parent or student is still not satisfied with the resolution of the complaint, they should then consult with the Superintendent of Schools. If after working with the Superintendent, the parent or guardian is still not satisfied with the resolution of the complaint, they have the right to ask to address the Board of Education. There is an established procedure in place for parents or students to request a meeting with the Board of Education. The Board of Education reserves the right to determine if they will hear the complaint. Board members may receive complaints directly from parents or citizens of the community. In handling a complaint, the Board will not consider, as individuals or a Board, any complaint until it is referred to the Superintendent first. The Superintendent will ensure that the appropriate process for resolving complaints is utilized (see the description of the process in the preceding paragraphs).

THE SCHOOL DAY

School Day Information

8:45am	Students will be dismissed from buses and should report directly to their homerooms.
9:00am	Students will be considered tardy if they arrive after 9:00am.
3:30pm	The bell rings to signal the end of the school day.

Students (other than those attending Morning Clubs) should not arrive at school prior to 8:30am. There will be no staff on duty until 8:30am.

Arrival/Dismissal

Parents who choose to drop their child off in the morning should pull in to the second entrance and veer left toward the High School. Students should exit vehicle onto the sidewalk by Parent Drop-Off sign. Parents should remain in vehicle to keep the flow of traffic moving. Students should not be dropped off prior to 8:30am because there will not be a staff member on duty until that time.

If a parent needs to escort their child into the building in the morning, they should park across the street and walk their child across the street. Once all buses have unloaded and left, you may drop your child off in front of the building. Please do not pull vehicles into the bus lane between 8:30am and 8:50am.

Parents that pick their child up from school at the end of the day will park across the street until buses leave the lot. Once all buses are gone, the School Resource Officer will direct parents to the school entrance to pick up their child. Parents who wish to have their child placed in Parent Pick-up or to change the child's bus for the evening, must send in a note or call the Elementary Office by 3:00pm daily. Students who do not have a note from home or a parent call-in before 3:00pm will be transported home by bus. For parents that will pick up students on a daily basis, you need to turn in a note stating that you will be doing so for the school year.

Medical and Dental Appointments

An attempt should be made to schedule medical and dental appointments outside of school hours. When this is not possible, a timely return to school is expected. A note from the doctor's office must be brought to the school within five (5) days of the absence for this to be considered an excused absence. The parent/guardian or authorized adult must pick the child up in the school office for the child to be released.

Late Arrival and Early Dismissal

A student arriving late to school must bring a note explaining the reason for the late arrival and sign in at the school office to receive a pass to class. Early dismissal procedure requires that the student bring a note to the office at the beginning of the school day that indicates the reason for the early dismissal. Before leaving, the student will be signed out in the office by the parent/guardian to be released. Please do not plan to pick up students before 3:30pm on a regular basis.

Leaving the Building After School

All students must leave the building immediately after the close of the school day unless they are participating in After-School Clubs. All groups who meet after school must be supervised by an adult.

Dress Code

Dress and grooming guidelines are established to promote discipline, maintain order, secure the safety of our students, and preserve the integrity and development of a positive educational environment. Students are expected to wear appropriate clothing.

- Clothing with obscene, distracting, or suggestive words or pictures is prohibited
- Clothing or items which promote or advertise alcoholic beverages, tobacco products, illegal drugs, or weapons are prohibited from being worn during school hours or at school activities
- Hats and hoods are not permitted to be worn in the building
- Undergarments shall not be visible at any time
- Skirts or shorts must be no higher than mid-thigh (below the fingertips when arms are fully extended)
- Holes/tears in jeans must be below the fingertips when arms are fully extended
- Tops and bottoms must overlap at all times, including when arms are raised

Parents are encouraged to monitor their child(ren)'s clothing choices. Students who are inappropriately dressed will be required to change their clothing. The principal shall make the final determination regarding the appropriateness of the student's appearance.

Recess

Students will go outside for recess unless the weather, temperature, or wind chill are too severe. Each decision about going outside will be made on a daily basis. No students can remain inside for recess unless they have a note from a doctor requiring they remain indoors.

Lockers

All school lockers are the property of the Southern Local Schools. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of the students. Lockers are provided for each student without fee, and are to be

regarded as that student's private property by all other students. Inspection of the interior of lockers may be conducted by school authorities for any reason, at any time, without notice, without student consent, and without a search warrant. The personal possessions of students located in a locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. It is against school policy for a student to use any locker other than the one assigned to that student by school personnel. Lockers are school property and should be kept clean and in satisfactory condition. Stickers, glue, or permanent markers will not be used on the inside or outside of school lockers.

Textbooks

Textbooks are loaned to the students for use during the school year. Book covers are requested to help keep the books in good condition for future use. All books will be checked as to their condition at the time the teacher issues the book. At the end of the year, the condition will be checked again. Damage or loss will result in a fee being charged to the student. Progress reports may be held until the fees are paid.

Library

All students will visit the library on a regularly scheduled basis. Students will have the opportunity to check out books and return books at this time. The student is responsible for the reasonable care of these materials. Any loss or damage will result in a fine and progress reports may be held until the fines are paid.

Money

All money sent to school should be sent in an envelope with the following information on the outside:

- Child's first and last name
- Amount of money
- Purpose of money
- Child's teacher's name and grade

Students should not bring money to school other than for specific purposes, such as school fees, lunch, book fair, etc.

Personal Property

The District is not responsible for students' personal property and does not provide insurance on students' personal property. If a student's personal property is broken, damaged, or stolen, repair or replacement is the student's responsibility. Students should not bring personal items (toys, electronic devices, etc.) to school unless directed by the teacher.

Cell Phones

Students should not use a cellular phone/texting device during the school day. Cell phones brought to school must be kept in the student's backpack or locker and must be turned off. Students caught using a cellular device during the school day will have their phone taken to the office and a parent will be notified to pick it up. Students are personally and solely responsible for the care and security of their cell phone/texting device. The Board assumes no responsibility for unauthorized use, theft, loss, damage, or vandalism to these devices brought onto its property.

Acceptable Use Policy

The use of instructional technology at school is a privilege and not a right. Inappropriate use of technology privileges by any person will result in disciplinary action by school officials, which may include privilege revocation and/or legal action. A student's activities while using district technology must be in support of education and consistent with the curriculum outcomes of Southern Local Schools. Each student and parent is required to annually sign the district "Acceptable Use Policy" to ensure that they have been given the rules that govern the use of district technology and the consequences for misuse of district technology. For further information, please contact the school office.

Lunchroom Expectations

The lunchroom is intended to provide a pleasant dining experience for students similar to that of home and/or eating outside the home. Appropriate manners will be taught and reinforced during breakfast and lunch. While in the lunchroom, students should adhere to the following guidelines:

- Talk quietly (Voice Level 2) to others at your table and remain seated until dismissed.
- Listen for and follow directions of the lunchroom staff, aides, teacher, and principal.
- Use good manners.
- Pick up after yourself.
- Remain quiet (Voice Level 0) in the hallways as you enter/exit the lunchroom.
- Walk and be safe.

Food Service

All students will receive a free breakfast and lunch. Students have the option to bring a packed lunch from home. Please check the menu to determine if your child would like to bring a packed lunch. Glass containers are not permitted at school. Pop and energy drinks are not permitted at school. Any questions about lunch accounts should be directed to the Food Services Director at 740-721-0520.

Birthday Treats
Children may distribute birthday treats at the teacher's discretion, if similar treats are brought for all students in the class. Parents will be alerted to any food allergies in their child's classroom and are expected to adhere to any guidelines provided by the teacher to ensure the safety of all children in the classroom. Please do not provide pop or energy drinks as a treat for birthdays or classroom parties.

Invitations
Distribution of party invitations at school is not permitted unless an invitation is given to each child in your child's classroom. If a boy is having an all-boy party, then invitations must be given to all boys in the class. If a girl is having an all-girl party, then invitations must be given to all girls in the class. If parents choose to be selective in whom they invite to parties, this should be handled outside of the school.

Classroom Parties
Classroom parties are planned for Fall Festival, Christmas, and Valentine's Day. These official dates will be set by the school and parties will not begin before 2:30pm. If a child is absent from school on a classroom party day due to illness, the child will not be permitted to return to school to attend the party. Pop and energy drinks should not be included in treats for parties.

Parent Objection to Pupil Participation
Parents objecting to routine school activities such as holiday activities, holiday concerts, eating certain foods, etc. should make their concerns known to both the teacher and the office in writing prior to any such participation.

Parent Objection to Photographs of Students
Parents objecting to their child being photographed at school should make their concerns known to both the teacher and the office in writing at the beginning of the school year.

Valuing the Learning Time
Millcreek staff will make every effort to value and protect the learning time during the school day. Non-learning activities will be kept to a minimum, as the learning environment will be respected. Deliveries to students (flowers, balloons,...) will be held in the office until the end of the school day. Students will only be called to the telephone in emergency situations and messages will be given to students at the end of the school day.

Lost and Found
A lost and found will be kept in the school office. Please label all supplies and clothing with your child's full name for easy identification.

STUDENT/FAMILY SERVICES

Counselor

Millcreek Elementary has a full-time counselor to support students and staff. The mission of the school counselor is to enable and empower all students to succeed by developing and nurturing students' social, emotional, academic, and career potential through partnerships with students, parents, teachers, administrators, and community members/agencies. This is done by providing classroom lessons, short term counseling sessions, group counseling sessions, consultations for teachers and/or parents, and community referrals for additional support. Parent permission will be requested if a child is recommended for longer term group or individual counseling sessions. The counselor will attempt to call home after a counseling session if the student says they are considering hurting themselves or others, or if the student gives permission and the counselor feels it is beneficial.

Special Education Services

The Board of Education is committed to providing a free appropriate public education (FAPE) to children with disabilities identified in accordance with applicable State and Federal laws, rules, and regulations. The District shall provide students with disabilities the services to which they are entitled pursuant to their individualized education programs (IEPs) or 504 Plans and in accordance with the Operating Standards for Ohio Educational Agencies Serving Children with Disabilities, including Child Find and Evaluation requirements.

Gifted Services

The Southern Local Board of Education ensures equal opportunity and access to all students in the district to be fairly and equitably assessed for identification in the four areas of giftedness:

- Superior Cognitive
- Specific Academic
- Creative Thinking
- Visual or Performing Arts

The Southern Local District uses instruments from the Ohio Department of Education's approved list to screen and/or identify talented and gifted individuals. Any questions or concerns should be directed to the Coordinator of Talented and Gifted Education Program. The Ohio Department of Education has approved the District's policy and plan on identification of gifted students.

School Insurance

The District does not provide student insurance coverage. Information about parental purchase of student insurance will be provided at the beginning of each school year.

Security

Millcreek Elementary School doors are kept locked throughout the day. All visitors must be admitted by the building secretary via the security camera system, located outside of the front door. Our school is also under 24-hour video surveillance with security cameras.

Transportation

The school provides transportation to all Millcreek Elementary students who reside within the school district. Every attempt will be made to work with parents to provide safe and appropriate transportation to and from school. The school bus driver shall be responsible for the discipline of students while they are being transported to and from school. When a problem in student conduct requires stringent discipline, the driver shall report it to the building principal. A student may be suspended from bus transportation by the principal for disciplinary reasons, in which case the parents are responsible for the student's transportation. Attendance at school is still expected if a student is suspended from the bus.

Bus Rules and Regulations

- Parents and students must assume that school transportation is a privilege for the student, not a right.
- Students will ride on assigned buses. Permission for any deviation from this rule must be requested in writing by the parent. The request shall be made to the administration and approved by the Director of Transportation before any change shall be made.
- Students will ride their assigned bus both from home to school and from school to home unless a written request asking permission to be let off the bus at some other regular stop is signed by the parent and presented to the driver. Parents will assume the responsibility of the child when such request is made and granted.
- Parents are responsible for the safety of students while going to and from pick-up points and for meeting the bus on schedule.
- Buses operate on a time schedule as outlined by the Transportation Supervisor. When the bus is ahead of schedule, the driver shall wait for any student until the time for the stop. S/He will then proceed. When the bus is on schedule, there shall be no waiting for tardy students.
- Parents will be responsible for any damage to a bus by their children.
- Eating, drinking, and littering are not permitted on the buses.
- Chewing gum will not be permitted on the buses.
- Noise on a bus shall be kept to a minimum (Voice Level 2) at all times to assure safety of operation.

- Absolute quiet (Voice Level 0) must be maintained at railroad crossings or other danger areas.
- Nothing shall be thrown out of the bus, nor anything held so as to extend out of the window.
- All parts of students' bodies shall be kept inside the school bus at all times.
- Students shall wait at the curbside of the road to board the bus when it stops in the morning.
- Students shall sit three to a seat. No standing is permitted. Seats may be assigned by the driver to maintain order and for evacuation purposes.
- The driver has the authority to enforce regulations. The students shall conduct themselves on the bus as they would in a classroom. Reasonable conversation (Voice Level 2) is permissible. Continued disorderly conduct or refusal to submit to the authority of the driver shall be sufficient reason for refusing transportation service to any student.
- Student misbehavior on a bus can have serious consequences by endangering the safety of all other passengers.
- In order to protect Board property, promote security and protect the health, welfare and safety of students the Board of Education authorizes the use of District video surveillance and electronic monitoring equipment on school property, in school buildings, and on school buses.

Failure of the Bus to Run

Absences caused by the failure of the bus to run will not be counted, provided the student brings a note from his/her parent/guardian stating that the student would have attended school had the bus run. This note should be brought when the student returns to school, but no later than five (5) days of his/her return. Parents who choose to bring students to school when the bus did not run due to weather conditions will be responsible for getting the students home again.

Emergency School Closing

Southern Local Schools will be using the "One Call Now System" to alert the community of changes in schedules due to severe weather. In order to receive these calls, please make sure that the district office has an updated telephone number for your residence.

In an effort to avoid excessive loss of school days to bad weather, Southern Local Schools implemented a PLAN A. This plan allows buses to pick up students in locations primarily along the main roads which are often plowed and treated. An elementary bus stop list for PLAN A days will be provided. This information along with approximate stop times is posted on the school website.

All school activities are canceled or postponed when school is canceled due to inclement weather.

If an emergency occurs, the district will keep all students under school jurisdiction and supervision. Staff will remain on duty with the students during the emergency period. Parents are encouraged to not call the school in order to keep phone lines clear for emergency communications. Parents are also encouraged to not pick up their children until the emergency situation has subsided.

School Outreach

School Outreach services are available to all students who attend Millcreek Elementary School. The School Outreach worker is an employee of Perry County Children Services. You may contact the Outreach Worker by calling the school office. If you have further questions about the program, you may contact Misty White, School Outreach Supervisor at 740-684-4364.

ATTENDANCE

Students are expected to attend school regularly. Attendance in school is often reflected in a student's grades and achievement. Many studies show that chronically absent students are less likely to be readers in the early grades and less likely to graduate.

Recently, Ohio law on how school districts record and monitor student absences has changed. Attendance will now be tracked in terms of hours, not days. Southern Local Schools have worked to align its policies and procedures to the changes in law and to be in compliance with the recently released guidance information from the Ohio Department of Education.

FOR ALL ABSENCES, BOTH EXCUSED AND UNEXCUSED

A student will be considered to have **Excessive Absences** if they are absent from school for:

- 38 hours or more in one school month. This is approximately 6 days.
- 65 hours or more in one school year. This is approximately 10.5 days.

Parents/Guardians will receive a letter from their child(ren)'s school when one of the above thresholds are met.

What is an Excused Absence?

Any excused absence requires a note from home stating why the student was not in school. An absence may be excused for the following reasons:

- Call-in absences due to illness up to seven days. Only a doctor's excuses will be accepted for an excused absence after the seventh (7th) day absent.
- Medical, dental, or legal appointments - requires verification from provider.
- Death of a relative.
- Religious holidays.
- Other circumstances as determined by the school administration.

Examples of Unexcused Absences:

- Oversleeping
- Missing the bus
- Car trouble of any kind
- Running non-emergency errands

Habitual Truancy

A student is considered to be an habitual truant if he/she has UNEXCUSED ABSENCES that meet any of the following:

- 30 hours of consecutive unexcused absence. This is approximately 5 days.
- 42 hours of unexcused absence in one month. This is approximately 7 days.
- 72 hours of unexcused absence in one year. This is approximately 11.5 days.

If a student reaches the threshold for an habitual truant, the District is required to develop and implement an Absence Intervention Plan. Parents/Guardians will be contacted to participate in the development of the Plan. If a student and/or their family fails to participate or make satisfactory progress with the intervention process, or if the student continues to miss school, the district is required to make a complaint against the parent/guardian and/or the student with Juvenile Court and/or Children's Services.

Expectations for Parents

Parents are expected to notify the school of their child's absence on the first day of the absence. The parent should call the child's school the day of the absence and send a signed and dated note stating the reason for the absence on the first day the child returns to school. Notes for excused absences will not be accepted if they are not submitted within five (5) school days of the child's return to school.

Make-Up Work

It is the student's responsibility to obtain assignments from teachers following an absence. The parent may pick up homework for students who have been absent, if requested, from the office. Please allow sufficient time for teachers to collect work.

ACADEMIC INFORMATION

Grading

The Board of Education recognizes that a system of grading student achievement can help students, teachers, and parents to assess student progress towards educational goals. All parents have real time access to their child's grades through the use of Infinite Campus. Grading shall be a system of measuring and recording student progress and achievement which:

- Enables the student, parents, and teachers to learn the student's strengths and weaknesses.
- Plans an educational future for the student in the areas of greatest potential for success.
- Indicates where intervention is required.

Such grades shall measure the student's progress against his/her own potential and the achievements of others on grade level appropriate subject matter.

Progress Reports

Progress reports are the school's way of communicating academic growth. At Millcreek Elementary School progress reports will be issued midway through each nine (9) weeks and at the end of each nine (9) week grading period. Please watch for these reports as they are important sources of information about your child(ren).

Promotion and Retention

It is the policy of the District that students demonstrate their mastery of curricular requirements for their respective grade level. Students who successfully demonstrate this mastery will be promoted to the next grade level. Students who do not demonstrate mastery shall be considered for retention. A student may be retained at his/her current grade level when s/he has in the opinion of the professional staff:

- Failed to demonstrate proficiency in mathematics and reading and the core subjects of language arts, science and social studies;
- Failed to achieve the instructional objectives set forth at the current grade level that are requisite for success at the succeeding grade level;
- Scored below proficient level on any State-mandated test.

Parents will be notified in advance before a student is recommended for retention and a conference will be scheduled to make the final determination of promotion or retention prior to the end of the school year.

Parent/Teacher Conferences

Parents are encouraged to request a conference with teachers at any time convenient to all parties. Conferences are held twice a year. The school calendar should be consulted for conference dates.

Homework

Homework can be a meaningful part of the learning process. It teaches responsibility, time management, and the value of practice and ongoing effort.

Missing Work/Late Assignments

Teachers are expected to do their best to assist students in turning in missing/late work. These efforts include communicating with the student's parents when missing work becomes a problem for the student. Millcreek Elementary does not believe in the practice of giving a zero (0) for assignments. However, if the teacher has made a valid effort to assist the student with making up the missing work and the student does not take advantage of this assistance, a zero (0) will be a last case scenario.

Academic Dishonesty

Academic dishonesty, as in cheating or plagiarism, is not acceptable. Cheating includes copying another student's work, such as homework, class work, or test answers as one's own. Plagiarism is the use of another person's original ideas or writing without giving credit to the true author. A student who engages in any form of academic dishonesty will be subject to the loss of credit for the work in question as well as other disciplinary measures.

MTSS (Multi-Tiered System of Supports)

To best meet the needs of all students, Millcreek Elementary has implemented a model of intervention called the Multi-Tiered System of Supports (MTSS). This model allows us to identify students in need of additional academic and behavior support, and the degree of support needed. All students will be screened at the beginning of the year and students in need of intervention will be placed in support programs that are strategic or intensive, depending on the level of need. More information on the MTSS program will be provided by your child's teacher and/or the principal throughout the school year.

Assessments

Student assessment is a continuous process. Teachers will assess students as soon as they begin school to determine learning strengths and deficiencies.

In addition to the grade level curriculum tests taken in each class, students will take the following assessments:

- **Ohio's State Test in English Language Arts**, taken by 3rd grade students in the fall, and by all students in 3rd through 6th grade in the spring
- **Ohio's State Test in Mathematics**, taken by all students in 3rd through 6th grade in the spring
- **Ohio's State Test in Science**, taken by 5th grade students in the spring
- Terra Nova
- MAP
- DRA
- DIBELS
- IOWA

It is expected that all students will do their very best on all assessments to obtain an accurate measure of their performance. Assessment results will be shared with parents and students.

HEALTH AND SAFETY

Health Services

The school nurse has the overall responsibility to organize and manage the health services program for the District. The school nurse and staff have the responsibility of deciding when a child is too ill to be in school. No child will be permitted to leave school until the parent/guardian or emergency contact person has been notified.

Health services that are offered to Southern Local students and staff are as follows:

- Immunization record keeping and updates
- Communicable disease screening (K-12)
- Height, Weight and BMI Measurement Program (K-12)
- Vision Screening (K,1,3,5,7,9,11) Special Education and Parent referral in all other grades
- Hearing Screening (K,1,3,5,7,9,11) Special Education and Parent referral in all other grades
- Blood Pressure Screening
- Accident and First Aid Care (K-12)
- Arrangement and Assisting in sports physicals (7-12)
- Human Development Curriculum
- Assessment and referral for special education students (K-12)
- Health Assessment, Counseling, Education, and Proper Referral for any health problem, separate or associating with academics concerning any student or staff member
- CPR, AED Training
- OSHA Instruction
- Administration of prescribed medication
- Services for students with multiple handicaps
- Health promotion and wellness

To contact the nurse please call 740-721-0535.

Administration of Medications

A request form shall be filled out and returned to the office or school nurse before any medication can be administered at school. (See forms at the back of this handbook). New request forms must be submitted each school year and as necessary for changes in medication order. A student shall not carry his/her own medication, nor shall a student administer his/her own medication unless he/she does so under the supervision of appropriate school personnel. Students may carry asthma inhalers, if the proper form is provided by the parent or guardian. Tylenol and ibuprofen are considered medications and may not be given without the completion of the request form.

Use of Prescription Inhalers

A request form must be filled out and returned to the office or nurse before an inhaler can be administered at school. New request forms must be submitted each school year and as necessary for changes in a medication order.
Ohio School Law provides for two (2) options for students that require inhalers:

- Parents and physicians will fill out the "Request for Administration of Medication Form" and return the form to school and the inhaler will be kept in the Southern Local Clinic and be administered with supervision.
- Parents and physicians will fill out the "Request for Administration of Medication Form" and return the form to school and the student keeps and self-administers the inhaler. Please see the school nurse for these forms.

Immunizations

Students who have not received the minimum number of immunizations and are not otherwise exempt may remain in school only if they have received measles, mumps, and rubella vaccines (MMR) and at least one (1) dose of DTP, DT/DtaP and at least one (1) dose of polio vaccine. They must finish the series as soon as the schedule intervals between doses permits.

- If a child shows evidence that s/he has not been properly immunized, the school nurse will send a letter to parents requesting dates of immunizations from parents. These dates must include month, day, and year and be documented by another agency such as a physician's office, clinic, or health department. Health records from other schools attended by that student are also acceptable.
- If after fourteen (14) days the parents have not responded, the parents will receive a certified letter stating that the student has been excluded from school. This letter will be signed by the school principal and the school nurse. The law requires that cases or suspected cases of medical neglect be reported to the proper agency.
- The student will not be readmitted until sufficient evidence has been submitted that s/he has received the required immunizations or is in the process. In the process is defined as receiving one (1) or more while excluded and has a documented date when the next one will be received.
- The required immunizations can be waived if a medical contraindication exists; a physician's written statement is required. Objection on religious or philosophical grounds is a valued exemption only when a written statement to this effect is signed by a parent or guardian; these parents should be warned that their children are subject to exclusion from school in the event of a school-based outbreak of any of the afore-mentioned diseases. Waivers are exceedingly rare, and evidence that a waiver exists must be kept on file at the school. If a parent states a child has had a disease and refuses immunization, **a physician's statement is required or the student will be excluded.**

NOTES:

- Vaccine should be administered according to the most recent version of the Recommended Immunization Schedule for Children and Adolescents Aged 18 Years or Younger or the Catch-up Immunization Schedule for Persons Aged 4 Months Through 18 Years Who Start Late or Who Are More Than 1 Month Behind, as published by the Advisory Committee on Immunization Practices. Schedules are available for print or download at https://www.cdc.gov/vaccines/schedules/index.html.
- Vaccine doses administered ≤ 4 days before the minimum interval or age are valid (grace period). Doses administered ≥ 5 days earlier than the minimum interval or age are not valid doses and should be repeated as age-appropriate. If MMR and Varicella are not given on the same day, the doses must be separated by at least 28 days with no grace period.
- For additional information please refer to the Ohio Revised Code 3313.67 and 3313.671 for School Attendance and the ODH Director's Journal Entry (available at https://odh.ohio.gov/wps/portal/gov/odh/know-our-programs/Immunization/Required-Vaccines-Child-Care-School/).

These documents list required and recommended immunizations and indicate exemptions to immunizations.

- Please contact the Ohio Department of Health Immunization Program at (800) 282-0546 or (614) 466-4643 with questions or concerns.

* Recommended DTaP or DT minimum intervals for kindergarten students four (4) weeks between doses 1-2 and 2-3; six (6) month minimum intervals between doses 3-4 and 4-5. If a fifth dose is administered prior to the 4th birthday, a sixth dose is recommended but not required.
** Pupils who received one dose of Tdap as part of the initial series are not required to receive another dose. Tdap can be given regardless of the interval since the last Tetanus or diphtheria-toxoid containing vaccine. DTaP given to patients age 7 or older can be counted as valid for the one-timeTdap dose.
*** The final polio dose in the IPV series must be administered at age 4 or older with at least six months between the final and previous dose.
**** Recommended MCV4 minimum interval of at least eight (8) weeks between dose one (1) and dose two (2). If the first (1st) dose of MCV4 was administered on or after the 16th birthday, a second (2nd) dose is not required. If a pupil is in 12th grade and is 15 years of age or younger, only 1 dose is required. Currently there are no school entry requirements for meningococcal B vaccine.

Guidelines for the Control of Communicable Diseases

- The school nurse will be notified of either confirmed or suspected communicable disease(s) .

- A high level of attendance for each student is ideal. Students are not to be sent home with minor aches, pains, or discomforts. If a question arises, the school nurse is to be contacted.
- Fevers, vomiting and diarrhea are sufficient reasons to send a child home.
- The student will be excluded from school immediately if a communicable disease is suspected.
- Suspected communicable disease is defined as any situation that has the appearance or symptoms of a known communicable disease. Parents will be notified by telephone and/or letter.
- The student will be excluded until such time that the parents provide sufficient evidence that treatment has been obtained. Sufficient evidence is defined as:
    - Physician statement saying the student is under his/her treatment and may return to school;
    - Student has the appearance that s/he is disease free. This would include only extrinsic diseases or conditions that could initially be observed, such as pinkeye, chickenpox. Intrinsic diseases such as mononucleosis still require a physician's statement.
- The school nurse will be informed by the appropriate school employee that the student has returned to school.
- If the student does not furnish sufficient evidence that s/he has obtained treatment or if the student has the appearance or symptoms of the actual disease, s/he will not be readmitted to school. The parent will be notified by letter.
- Each school will notify the school nurse on Friday of each week as to the number of communicable diseases in the school that week. This in turn will be reported to the Perry County Health Department by Friday of each week.

Illness and Returning to School

- If your child has had a fever of 100.0 or higher they must be fever free for 24 hours without the use of fever reducing medications before they are allowed to return to school.
- Strep throat- 24 hours after initial dose of antibiotic.
- Pink eye- 24 hours after initial dose of medication.
- Vomiting- free from vomiting for at least two solid meals.
- Diarrhea- free from diarrhea for at least 24 hours.
- Body rash with itching or fever- student must be free from rash, itching and fever. Student should be evaluated by a doctor if needed.
- Student has been in the hospital or had an Emergency Room visit- student must be released by a medical provider to return to school.

Food Allergies and Restrictions

If your child requires a food accommodation from the cafeteria, a doctor's statement is required. If your child has a restriction due to food allergies, milk intolerance,

diabetes, celiac disease, etc. and eats a tray lunch, responsibly review the lunch menu ahead of time to determine if your child should purchase lunch on any given day.

Guidelines for the Control of Head Lice and Nits

When a school employee has received a report, or if they suspect, a student has head lice, the following steps will be taken:

- The school nurse will be contacted.
- If the school nurse determines the student has "active" (live lice) the student will be excluded from school and required to receive suitable treatment at home immediately.
- The child's parents or guardian will be notified immediately. Educational material will be provided to the student and parent or guardian.
- Siblings will be checked for lice as well.
- Staff will maintain confidentiality.

The student must remain out of school for a minimum of twelve (12) hours to allow for treatment. They will be checked by the school nurse or other designated personnel the next school morning following treatment. The student may return to school the morning after initial treatment if the following conditions are met:

- Twelve (12) hours have passed since treatment was applied.
- A parent must accompany the student - NO BUS RIDE to school the next day.
- The parent must wait until the head check is completed.
- The student is free from live lice.
- The parent must show an obvious attempt to remove the majority of nits. Nits that are present are acceptable but if it takes longer than ten (10) minutes to remove nits from hair, the student will be sent home to remove excessive nits. Absences due to lice are only excused for one (1) school day. Absences after that will be counted as unexcused.
- If the student has missed a significant number of school days because of lice infestation and does not have live lice, the student may return to class as long as monitoring of the progress of nit removal is made by the school nurse or designated personnel.
- All students that have live lice will be checked in seven to ten (7-10) days from initial treatment. In case of chronic, repeated infestations, the student may be rechecked as often as needed at the discretion of the school nurse or building administrator.

Emergency Plans

- Fire drills are conducted as specified by State Law. The date and time of the drill will not be announced.
- Tornado drills are conducted as specified by State Law. Tornado drills may or may not be announced.
- Lockdown drills will be conducted throughout the year. Procedures for lockdown drills will be reviewed with the staff at the beginning of the year and communicated to and practiced by students and staff.
- Our school will recognize three levels of lockdown "threat", depending on the circumstances.
    - **Code Yellow** (Soft Lockdown): Takes place if the threat is outside of the building. Movement is permitted inside the building, but care should be taken to stay away from doors and windows as much as possible. No one is permitted to leave the building.
    - **Code Orange** (Caution/Medical Situation): Students and teachers stay in classrooms with doors locked. Unsupervised movement within the building is not permitted.
    - **Code Red** (Emergency): Immediate danger is imminent. Follow the District Crisis Response Plan for the safety of all students and staff.

Emergency Response and Evacuation Drills
Drills for fire, tornado, and emergencies will be conducted throughout the school year. Procedures for these drills will be reviewed at the beginning of the year and revisited throughout the year as needed.

Security
Millcreek Elementary School doors are kept locked consistently throughout the day. All visitors must be admitted by the Building Secretary via our security camera system, located outside of our front door, when requested, to be allowed into the school. Our school is also under 24-hour video surveillance with security cameras.

Look Alike Drugs (Ohio School Law)
NO student shall use, possess, sell or attempt to acquire any counterfeit controlled substance defined as follows:

- Any drug that bears, or whose container or label bears a trademark, trade name, or other identifying mark used without authorization of the owner or rights to such trademark, trade name, or identifying mark.
- 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.
- Any substance that is represented to be a controlled substance but is not a controlled substance or is a different controlled substance.
- 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, color, markings, labeling, packaging, distribution; or the price for which it is sold or offered for sale.

No student shall knowingly possess any counterfeit controlled substance nor shall any student knowingly make, sell, offer to sell, give, package, or deliver a counterfeit controlled substance. No student shall directly or indirectly represent a counterfeit controlled substance as a controlled substance by describing, either with words or conduct, its effects as being the same or similar to the physical or mental effects associated with use of a controlled substance. No student shall directly or indirectly falsely represent a counterfeit controlled substance as a controlled substance.

STUDENT CONDUCT AND DISCIPLINE PROCEDURES

At Millcreek Elementary School, we have established clear expectation in all settings to demonstrate how we can:

- Be Respectful
- Be Responsible
- Be Safe

School-Wide Expectations

School-Wide Expectations will be directly taught to all students and reinforced by all staff. These expectations include the following areas: Arrival, Hallways, Restroom, Lunchroom, Playground, Assemblies, and Buses. Teachers will review the "School-Wide Expectations" during class meetings and provide an opportunity to model, practice, and reinforce these expectations at the beginning of the school year. Expectations will be displayed on posters throughout the school. A copy of the "School-Wide Expectations" matrix is provided at the end of this handbook.

Voice Level Expectations

4	Outside Voice
3	Strong Speaker
2	Table Talk
1	Whisper
0	No Talking

Responsive Classroom

Millcreek Elementary has adopted the *Responsive Classroom* model for teaching and addressing specific and expected behaviors of our students. *Responsive Classroom* is an approach to teaching based on the belief that integrating academic and social-emotional skills creates an environment where students can do their best learning. The *Responsive Classroom* approach consists of a set of practices and strategies that build academic and social-emotional competencies.

Classroom Rules

Each classroom should establish a small list of rules/expectations/procedures and consequences for misbehavior. It is best to involve students in developing this list for the students to follow in their class.

Student Behavior/Conduct

All students are expected to behave in a manner that promotes their own development, does not hinder their ability or that of their classmates to learn, or keep the teachers from teaching.

The discipline measures listed in this handbook may be applied on a case-by-case basis depending on the severity of the behavior code violation. The administration reserves the right to apply other consequences as appropriate.

Violation of any provision of the behavior code may result in disciplinary action up to, and including, suspension and/or expulsion.

The district shall cooperate with law enforcement in security matters and shall, as required by law, report criminal acts committed at school, on school property or at school-sponsored activities.

The Board has zero tolerance of violent, disruptive or inappropriate behavior by students. The Board shall require each student to adhere to the "Student Code of Conduct/Student Discipline Code" and to submit to such disciplinary measures as are appropriately assigned for infraction of these rules. Such rules shall require that students:

- Conform to reasonable standards of socially-acceptable behavior.
- Respect the person and property of others.
- Preserve the degree of order necessary to the educational program in which they are engaged.
- Respect the rights of others.
- Obey constituted authorities and respond to those who hold that authority.

The building principal is charged with the proper enforcement of discipline and has the discretionary authority to use or authorize other certificated personnel to use disciplinary measures to correct student behavior.

General School Rules

The care of the school building, its property, and surrounding grounds are the responsibility of all those privileged to use them. The following rules outline proper use of the facilities:

- Reasonable care is to be exercised when using school equipment and facilities. Marking on desk tops, causing marks on walls or floors, defacing textbooks, failing to clean up after yourself, etc. are unacceptable behaviors.
- Gum is not permitted on school grounds.
- Beverages and food are only permitted outside of the cafetorium with adult supervision.
- Pop and energy drinks are not permitted.
- Shoes must be worn at all times and should be cleaned before entering the school building.

- Book bags and coats should be stored in their proper locations.
- Students will participate in regularly scheduled clean-up and maintenance activities.
- No buying, selling, or trading of personal items is permitted among students.
- Throwing snowballs is not allowed on school property or on the way to or from school.
- Riding bicycles to/from school is not permitted.
- Elementary students are not permitted to walk to/from school.

Minor Misconduct

The following acts of minor misconduct may result in disciplinary action, including In-School Suspension:

- In the hall or in another school area without a valid pass or permission.
- Disrupting class or disruption while on a bus.
- Insubordination by word or deed.
- Infringing on others' rights (physically or verbally).
- Rough-housing, horseplaying, and/or throwing an object.
- Endangering self or others.
- Failure to complete an assigned punishment.
- Misuse of school equipment and/or materials.
- Disrespect to staff or other adults.

Major Misconduct

The following acts of major misconduct will result in disciplinary action. This may result in Suspension or Expulsion:

- Assault/fighting on school premises, on buses, or at school functions.
- Use, possession, selling or under the influence of alcohol, drugs, tobacco, or tobacco products.
- Use, possession, selling or attempting to sell or acquire any counterfeit controlled substance.
- Disruption of the normal school routine on school premises, buses, or at school functions.
- Insubordination of a serious nature.
- Possession or use of all types of fireworks (to include firecrackers, party snappers, smoke bombs, etc.).
- Vandalism , defacing or destroying of private or public property.
- Refusing other types of punishment.
- Serious disobedience of reasonable requests, rules, and/or regulations.
- Serious disrespect to visitors and authorized school personnel.
- Threat to a teacher or authorized school personnel.
- Threat to another student.
- Technology violations.
- Harassment of school personnel, on or off school time or premises.

- Use of abusive, profane or obscene language or gestures.
- Leaving school premises without official permission.
- Truancy or consistently being late to school.
- Falsifying school records or reports or supplying incorrect information.
- Stealing private or public property on school premises or while under school jurisdiction.
- Physical indiscretions toward students or authorized school personnel (shoving, tripping, hitting, etc.).
- Possession, display, or use of any object which could reasonably be considered a weapon.
- Possession or display of an object or material that could be considered obscene.
- Hazing.

Suspension Procedures

Students may be assigned an Out-of-School Suspension for major misconduct.

- The student will be given written notice of the Intent to Suspend and the reason(s) why.
- The student will be given the opportunity at an informal hearing to challenge the reasons for the intended suspension or otherwise explain his/her actions.
- An attempt will be made to notify parents by telephone if a suspension is issued.
- Within one school day of the suspension, the student's parents or guardian and the Treasurer of the Board will be notified in writing of the suspension. This notification will include:
    a. The reason(s) for the suspension.
    b. The right of the student/parent to appeal to the Board, or its designee.
    c. The right to be represented at the appeal.
    d. The right to request an appeal be held in executive session.

Expulsion Procedures

The Superintendent must give the student and his/her parents or guardian written notice of the intended expulsion which will include:

- The student and parent or representative have the opportunity to appear, on request, before the superintendent, or his designee, to challenge his action or to otherwise explain the student's action(s).
- The notice will include the time and place to appear which must not be less than three (3) days nor later than five (5) days after the notice is given. The superintendent may grant an extension of time. If granted, he must notify all parties of the new time and place.
- Within twenty-four (24) hours of the expulsion, the parent/guardian or custodian of the student and the Treasurer of the Board must be notified of the action to expel and must include:
    a. The reason(s) for the expulsion.

b. The right of the parent/guardian to appeal to the Board or its designee.
c. The right of representation.
d. The right to request the hearing be held in executive session.

Extent of Discipline

School authority extends through the regular school day, to and from school, and at school events outside of school hours and property. It also extends to any event that may cast a bad reflection on the school or to any disrespect toward a teacher, staff member, or adult patron.

The school does not assume responsibility for students' safety while going to and from school (not bus transportation) or at bus pick-up points. The school will cooperate in solving some problems, but many matters may become a police concern. Parents should assume responsibility to instruct their child(ren) on safety matters going to and from school.

Bullying and Other Forms of Aggressive Behavior

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

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

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

Harassment, intimidation, or bullying means:

- Any intentional written, verbal, electronic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s)

and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s); or
- violence within a dating relationship.

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

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

Harassment, intimidation, or bullying also means cyberbullying through electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

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

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

Vaping/E-Cigarettes

If vaping occurs at Southern Local Schools, because of the possibility of e-cigarettes containing controlled substances, we will discipline each incident as a drug-related

misconduct. Any use, possession, selling, or attempting to sell any illegal controlled substance and/or look-alike drug will result in a ten (10) day Out-of-School Suspension and a Recommendation for Expulsion. If a student presents a copy of a drug test taken within twenty-four (24) hours of the initial discipline resulting in a negative test for controlled substances, then the discipline will be reduced to a tobacco offense. The drug test will be at the expense of the parent or guardian. Information about drug testing will be provided as needed.

School-Wide Expectations for Millcreek Elementary

	Arrival	Hallway	Cafetorium	Playground	Restroom	Assemblies	Bus
Be Respectful	Voice Level 2 Follow all adult directions the first time given Use kind words and actions Remove hats/hoods	Voice Level 0 Keep hands to self (respect displays) Walk on right side of hall Walk "1 block" away from wall	Voice Level 2 while eating, Level 0 when lining up Use good manners Pick up after yourself Follow all adult directions the first time given	Follow all adult directions the first time given Use kind words and actions Line up quietly and quickly Include everyone	Voice Level 0 Clean up after yourself Respect others' privacy Respect school property	Voice Level 0 Sit on bottom and sit still Follow all adult directions the first time given Use good manners	Voice Level 2 Use kind words and actions Follow all adult directions the first time given Respect school property
Be Responsible	Report to your assigned area	Get to class on time Keep hallways clean Go directly to your destination	Respond to "quiet" signal when prompted Clean up your table/floor area	Report disruptions, accidents, and injuries to an adult	Flush the toilet Report disruptions, accidents, and injuries to an adult Return promptly to line or classroom	Respond to "quiet" signal when prompted	Report disruptions, accidents, and injuries to an adult Keep bookbag zipped and on lap
Be Safe	Keep hands, feet, and objects to self	Walk in single file line Keep hands, feet, and objects to self	Remain seated until dismissed Follow line procedure Report spills to an adult Keep hands, feet, and objects to self	Take turns Use playground equipment properly Stay in the playground area Keep hands, feet, and objects to self	Wash hands with soap Keep feet on the floor Keep water in sink/toilet	Remain seated until dismissed Keep hands, feet, and objects to self	Remain seated Voice Level 0 at RR Crossing Keep hands, feet, and objects to self

STUDENT AND PARENT HANDBOOK SIGNATURE PAGE

PLEASE TEAR OUT AND RETURN TO MILLCREEK ELEMENTARY SCHOOL OFFICE WITHIN THE FIRST WEEK OF THE 2023-2024 SCHOOL YEAR.

My signature below indicates that I have received and read the policies contained in the Millcreek Elementary Student/Parent Handbook.

I understand that violations of the District and School rules and policies may result in school disciplinary action being taken toward my student.

Parent/Guardian Name (please print)_____

Parent/Guardian Signature_____

Student Name (please print)_____

Student Signature_____

Date_____

Grade_____

Homeroom_____