



Marysville High School
Student Handbook
2024-2025 School Year



001.01 FORWARD

Welcome back to school! The faculty and staff at Marysville High School are excited for the start of another school year! We are proud of our academic and extra-curricular traditions and success! We hope each and every student takes advantage of all of the opportunities we offer for a well-rounded education. We challenge all students to set lofty goals, work hard, and to be prepared to dream big. Together, the sky's the limit on what can be accomplished. Each and every student stands on the cusp of success during and after high school.

As a Marysville High School student, you have certain rights and responsibilities as a member of our school community. This handbook provides you with information pertaining to these responsibilities. Upon receipt, each student is responsible for the information contained in the handbook, including the Student Conduct Code. It is important that you and your parent(s) or guardian(s) carefully review this document. The regulations have been adopted by the Board of Education and considered essential to maintaining a safe and fair learning environment

Respectfully,

Ken Chaffin,
MHS Principal

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EDUCATION

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Ken Chaffin, Principal
Katie Morgan, Assistant Principal
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Joey Day, Athletic Director

Marysville Schools Website: www.marysville.k12.oh.us

HABITS OF MIND

Marysville High School has made it a focus to adopt and integrate specific habits of mind into the building culture. Habits of mind are defined as dispositions that are skillfully and mindfully employed by characteristically intelligent, successful people when they are confronted with problems, the solutions to which are not immediately apparent. In essence, we want to support and foster student growth, success, and learning by integrating these habits of mind in the classrooms, hallways, and culture at Marysville High School. Students, as we all do, are faced with challenges big and small on a daily basis and how they face these challenges will define their short and long term success in life. If we can provide students with the tools and skills necessary to overcome adversity of any type, they can be successful in the future.

To begin, our staff created a Portrait of a Graduate (POG). The POG defines what skills we want our graduates to obtain during their years at MHS in order to be successful after graduation. As defined, we stated a Marysville Graduate is: civically responsible, a skilled communicator, an effective collaborator, and an innovative thinker. Our next step was to identify which research based habits of mind best supported those skills. Our staff collaborated, discussed, and selected the MHS habits of mind as: [persisting, managing impulsivity, listening with understanding and empathy, thinking flexibly and open to continuous learning, questioning and problem posing](#). We actively integrate these habits of mind into our building throughout the year.

We have our habits of mind displayed around the building and in all of our classrooms. Teachers are formally embedding them in their lessons and informally having conversations about them with students. In addition, we have developed a Habits of Mind committee made up of staff members who select and recognize students who are exhibiting the Habits of Mind in our building. These students are nominated by our staff members for a specific habit of mind that they exhibited. We select monthly HOM award winners and invite them to a luncheon and display their picture on our HOM board. It has been very impactful and rewarding to be able to see how proud students are as they are recognized for their accomplishments. They also set a great example for other students in the building as we attempt to positively impact our school culture.

The Habits of Mind also support our commitment to our students as they look towards the future. At Marysville High School we are intent on dedicating ourselves to making sure each student has a goal and plan in place when they graduate from MHS. To that end, we are displaying these commitments on a board in our cafeteria. It is our goal that each Senior is represented and that they have selected a commitment to a two or four year college, trade school, apprenticeship, military, workforce, or some other specific goal after graduation. Our charge moving forward is to support each student and their goals and prepare them to be successful in the real world by providing them with the skills, mindset, and experiences that set them up to achieve, no matter their path.

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001.02

MARYSVILLE HIGH SCHOOL: VALUING DIVERSITY

The staff at Marysville High School is committed to providing a safe, welcoming environment for all students regardless of their gender, ethnicity, race, culture, religious beliefs, sexual orientation, national origin, age, physical and mental abilities, and/or socioeconomic status.

The term “diversity” is meant in this statement to be inclusive of the categories just listed. Our statement on valuing diversity is intended to be practical, not political. We aim to demonstrate our view of diversity issues through our work with individual students, student groups, curriculum development, special assemblies, work programs, assessment, co-curricular activities and supervision.

We recognize the impact of diversity issues on all individuals such as personal development, building relationships, stereotypes, oppression, discrimination, and prejudice. We make an effort to promote the acceptance and understanding of individuals with diverse backgrounds and to educate ourselves and others on diversity related matters.

We encourage our staff and students to discuss and explore their own attitudes, values, and beliefs. We uphold the freedom for ourselves and others to remain committed to certain personal values. We also know that value conflicts and challenges can arise from issues related to diversity, and that recognition and discussion of these differences often lead to further understanding and growth for everyone. In our efforts to be sensitive to the needs and backgrounds of everyone, we welcome our staff and students to initiate potentially difficult discussions in appropriate ways for the greater benefit of those involved. We work to help students recognize and understand the value of our similarities and differences.

While some of the ideals in this statement may be lofty, we summarize our approach within this statement so that we can look to it as a guide for our practice of valuing diversity. Our hope is the staff and students at Marysville High School feel valued for the unique perspective, talents and characteristics they bring to our learning environment.

NONDISCRIMINATION

The Marysville Schools Board of Education policy of nondiscrimination extends to students, staff, job applicants, the general public and individuals with whom it does business and applies to race, color, national origin, ancestry, citizenship status, religion, sex, economic status, age, disability or military status.

Compliance Officer/Title IX & Civil Rights Coordinator

Name: Scott Stackhouse

Title: Dean of Students and Compliance Coordinator

Phone Number: 937-578-6100

Email: smstackh@mevsd.us

The compliance officer/civil rights coordinator is responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address any inquiries or complaints regarding discrimination/retaliation or denial of equal access in a prompt and equitable manner.

102.01

EMERGENCY CLOSINGS

When it is necessary to close school due to bad weather, building breakdown or other reasons that delay or effect the closing of the building, information will be announced on the district website www.marysville.k12.oh.us and automated phone calls will also be made. Please make sure your contact information is correct with our guidance department.

103.01

GRADING POLICY

The following percentages will be equated with the corresponding letter grades:

GRADING SCALE			WEIGHTED GRADING SCALE (AP/CCP*)		
LETTER GRADE	PERCENT RANGE	QUALITY POINT VALUE	LETTER GRADE	PERCENT RANGE	QUALITY POINT VALUE
A+	98-100	4.00	A+	98-100	5.00
A	93-97.9	4.00	A	93-97.9	5.00
A-	90-92.9	4.00	A-	90-92.9	5.00
B+	88-89.9	3.00	B+	88-89.9	3.75
B	83-87.9	3.00	B	83-87.9	3.75
B-	80-82.9	3.00	B-	80-82.9	3.75
C+	78-79.9	2.00	C+	78-79.9	2.50
C	73-77.9	2.00	C	73-77.9	2.50
C-	70-72.9	2.00	C-	70-72.9	2.50
D+	68-69.9	1.00	D+	68-69.9	1.25
D	63-67.9	1.00	D	63-67.9	1.25

*Not all CCP classes have a weighted grade – see the course handbook for more information.

Standards Based Instruction & Mastery Learning

Final Course Grades: Semester and year-long course grades will be calculated based on the student's demonstration of mastery on targeted learning standards taught and assessed during each course. A course grade is calculated by averaging the most recent score on all course learning standards taught and assessed during the year.

Final Course Grade Example: If there are 12 standards in a course, the student's standards scores listed below would calculate as follows.

Standards Scores					
St 1 80%	St 2 75%	St 3 100%	St 4 95%	St 5 60%	St 6 80%
St 7 77%	St 8 92%	St 9 95%	St 10 90%	St 11 88%	St 12 70%
Overall Course Grade: 83.5% B					

Learning Standards Scores: Teachers will use the gradebook to align standards to formative and summative assignments, activities, and/or assessments. Students will have reasonable opportunities to master (score 80% or above) each of these learning standards, especially those deemed critical. Formative learning assignments, activities, and/or assessments will be scored. Because mastery learning is an instructional commitment, those scores can be overridden with another meaningful attempt to demonstrate mastery within reasonable timelines. Therefore, students' most recent learning matters most on a standard grade because we believe fair and equitable access to instruction paired with meaningful feedback helps students truly learn.

Note: Now take a look at the same student's standard scores. This particular student would have been encouraged to continue engaging with learning to continue to work toward mastery if time allows.

St 1 80%	St 2 75%	St 3 100%	St 4 95%	St 5 60%	St 6 80%	Overall Course Grade
St 7 77%	St 8 92%	St 9 95%	St 10 90%	St 11 88%	St 12 70%	83.5% B

Grades throughout the quarter will be reported using a mastery system (see Grading Mastery by Learning Target chart).

Final grade reporting (end of quarter, semester or year) will convert to a traditional letter grade, based on their level of mastery on the course standards. A student's final grade is achieved through their overall demonstration of mastery of assessed standards throughout the school year.

Grading Mastery By Learning Target (Standard) during the Learning Process															
M+	Learner proficiently demonstrates extension of learning at mastery level on active learning target. (Learner exceeds the expectation of the learning target).														
M	Learner proficiently demonstrates expectation of active learning target.														
	<table border="1"> <thead> <tr> <th>Achievement %</th> <th>Letter Grade Conversion</th> </tr> </thead> <tbody> <tr> <td>98%-100%</td> <td>A+</td> </tr> <tr> <td>93%-97.9%</td> <td>A</td> </tr> <tr> <td>90%-92.9%</td> <td>A-</td> </tr> <tr> <td>88%-88.9%</td> <td>B+</td> </tr> <tr> <td>83%-87.95%</td> <td>B</td> </tr> <tr> <td>80%-82.9%</td> <td>B-</td> </tr> </tbody> </table>	Achievement %	Letter Grade Conversion	98%-100%	A+	93%-97.9%	A	90%-92.9%	A-	88%-88.9%	B+	83%-87.95%	B	80%-82.9%	B-
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AM	Learner demonstrates understanding of active learning target slightly below defined expectation of proficiency or mastery.														
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NY	Learner demonstrates understanding of active learning target significantly below defined expectation of proficiency or mastery.														
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0%-59.9%	F														
DNA	Learner did not attempt to demonstrate mastery on active learning target and/or learner provided insufficient evidence for evaluation of mastery on active learning target.														

Final Course Grades: Semester and year-long core courses will be graded on the same grading scale as the year previous. Students will receive feedback on targeted learning standards.

104.01 PROGRESS REPORTS

The grading periods at Marysville High School are divided into four nine week intervals. At the end of each nine week period, grades will be posted in PowerSchool. Parents are encouraged to monitor grades daily using the parent PowerSchool portal to directly connect to teacher grade books.

105.02 GRADUATION REQUIREMENTS

Completing these requirements makes you eligible to apply to a 4-year public college in Ohio.

Credits	Subject	Requirements
4	English	
4	Mathematics	Must include Algebra 2 or equivalent
3	Social Studies	Must include 1 credit each of US Government, US History, & World Studies
3	Science	Must include Physical Science (formerly Science 1 & 2), Biology, 1 credit of Advanced Science
0.5	Health	
0.5	Physical Education	Or exemption
1	Fine Arts	Must be taken at high school level (or exemption)
<i>Other Requirements</i>		
<p>Financial Literacy & Economics (Honors Economics, U.S. Government, Personal Finance Or Accounting/Finance meets this requirement) AP Government does not meet this requirement (Class of 2023, 2024, 2025)</p> <p>Financial Literacy & Economics (requirements change and students will be required to have a course that includes 60 hours of financial literacy and economics Class of 2026 and beyond)</p>		
<p>Elective Credits: Any credits taken in the above Core areas beyond the graduation requirements or taken in any other departments - Agriculture, Business & Technology, Fine Arts, Foreign Language (4 year colleges require at least 2 years in the same world language), Wellness, and Ohio Hi-Point Career Technology.</p>		
5	Elective Credits	If no exemptions used
5.5	Elective Credits	If PE exemption used
5.5	Elective Credits	If ½ credit Art exemption used
6	Elective Credits	If 1 credit Art exemption used
6	Elective Credits	If ½ credit Art and PE exemption used
6.5	Elective Credits	If 1 credit Art and PE exemption used
21	Total credits required to graduate	

In addition to earning the minimum 21 credits to graduate, students must also meet other requirements set forth by the State of Ohio. Please contact your child's guidance counselor for the most up-to-date information provided by the Ohio Department of Education.

HONORS DIPLOMA FOR COLLEGE PREP & VOCATIONAL CURRICULUM

*Students need to fulfill all but **one** criterion for any of the following diploma with honors:*

Subject	Academic Diploma with Honors for Classes 2011 and Beyond	Career-Technical Diploma with Honors for Classes 2012 and Beyond
English	4 units	4 units
Mathematics	4 units, including Algebra I, Geometry, Algebra II or the equivalent and another higher level course or a four-year sequence of courses that contain equivalent content	4 units, including Algebra I, Geometry, Algebra II or the equivalent and another higher level course or a four-year sequence of courses that contain equivalent content
Science	4 units, including physics and chemistry	4 units, including two units of advanced science ****
Social Studies	4 units	4 units
Foreign Language	3 units (must include no less than 2 units for which credit is sought), i.e., 3 units of one language or 2 units each of two languages	N/A
Fine Arts	1 unit	N/A
Electives	N/A	4 units of Career-Technical minimum. Program must lead to an industry recognized credential, apprenticeship, or be part of an articulated career pathway which can lead to postsecondary credit
Grade Point Average	3.5 on a 4.0 scale	3.5 on a 4.0 scale
ACT/SAT Score (excluding scores from the writing sections)*	27 ACT / 1210 SAT	27 ACT / 1210 SAT
Additional Assessment	N/A	Achieve proficiency benchmark established for appropriate Ohio Career Technical Competency Assessment or equivalent

107.01 VISITORS

For security reasons, all visitors to the building during the school day are required to enter the building by the entrance designated as the main entrance and sign in at the reception area. Visitors will be issued a visitor pass, which is to be displayed at all times during their stay in the building. Visitors are permitted only for the purpose of conducting official school business, must remain in the area of the building where that business is being conducted, and must leave the premises when the business has been completed.

Military Recruiters in the Schools

The names, addresses, school email addresses and telephone listings of secondary school students must be released to a recruiting officer of the armed forces if requested unless a parent or student (age 18 or older) submits a written request not to release the information.

108.01 CLEARING THE BUILDING AFTER SCHOOL

All students are required to leave the building at 3:00 p.m. each day. Any students in the building after this time must be under the direct supervision of a faculty member. Students enrolled in a school work program must leave the building immediately after their last scheduled class.

109.01 ADMINISTRATION OF MEDICATION

Prescription (Board Policy)

A student requiring prescription medicine at school must have a completed "Administration of Medication Request" form on file in the school office. This form must be completed by both the licensed healthcare provider who prescribes the medication and the parent/guardian of the student prior to school personnel being permitted to administer medication. If a medication dosage changes, a new "Administration of Medication Request" form needs to be completed by the licensed healthcare provider and parent/guardian. A copy of the complete board of education policy on prescription medication is available via the Marysville Schools [Board of Education site](#). All health forms can be requested in the school office and found on the Marysville Schools [Health Services](#) page.

Parents are to personally deliver all prescription medication to the main office at the school. Medication is to be in the original prescription container with the student's name, date, medication name, current dosage and time(s) to be taken on the container label. The prescription container label must match the information provided by the licensed healthcare provider on the "Administration of Medication Request" Form. It is the responsibility of the parent to refill all prescriptions as needed. If a student requires the same medication at home, most pharmacies will provide an extra pill bottle with a duplicate label. School personnel are not responsible for monitoring the supply of medication on hand in the school office for individual students.

Prescription medication left over at the school following the completion of the school year will be properly destroyed by school personnel if not picked up by the parent/guardian by June 15. Leftover medication will not be sent home with the student.

Non-Prescription Medications

Non-Prescription Medication (Grades K-4)

If a parent feels it is necessary for a student to have non-prescription (OTC – over-the-counter) medication during school hours, a completed “Administration of Medication Request” form must be provided, along with a container of the medicine. An adult must bring the medicine into the school office. The clinic does NOT provide these OTC medications for students. This includes but is not limited to Advil, Tylenol, Tums, Hydrocortisone cream, calamine lotion, medicated cough drops*, cough/cold medicine, etc. If a completed form cannot be obtained in time, a parent or approved adult on the emergency contact list may bring the medication to school to administer at the time it is needed. The medication may NOT be brought into school by the student. Also, a parent must notify the school explaining the need for medication and provide the name of the approved adult who will be bringing and administering the medication to the student. This adult must also show ID to administer medications.

*Non-medicated cough drops or throat lozenges may be brought in by a student in its original package WITH a note from a parent giving permission to administer. (Menthol, benzocaine, cough suppressants, numbing agents are considered medicinal ingredients.) Medicated cough drops will not be administered without an “Administration of Medication Request” form.

Non-Prescription Medication (Grades 5-12)

Dispensing of non-prescription medication (OTC – over-the-counter) is discouraged at school. If a parent feels that it is necessary for a student to have non-prescription medication at school, including but not limited to Advil, Tylenol, Tums, Hydrocortisone cream, cough drops, calamine lotion, he/she should first understand that school personnel will not dispense this medication unless ordered by a healthcare provider and an “Administration of Medication Request” form is provided, along with a container of the medicine. Please see the following requirements for a student to possess and self-administer non-prescription medication in each grade level.

Grades 5-6:

A student in possession of a non-prescription medication should only have a one-day dosage and note from the parent explaining the medication and its use. The non-prescription medication should be stored in the original marked container. Also, medication should be in safe containers; that is, no glass, sharp objects, or such things that could be dangerous to themselves or others. Upon arrival at school, the student is to give the medication and parent note to the nurse/designated personnel in the clinic, and medication will be kept in the clinic until needed. The medication will be sent home at the end of the day.

Grades 7-8:

A student in possession of a non-prescription medication should only have a one-day dosage and note from the parent explaining the medication and its use. The non-prescription medication should be stored in the original marked container. Also, medication should be in safe containers; that is, no glass, sharp objects, or such things that could be dangerous to themselves or others. Upon arrival at school the student is to give the note explaining the

medication and show the medication to the nurse/designated personnel in the clinic. The parent note will be copied and kept in the clinic, the student can then self-carry and self-administer the non-prescription medication. No such medication should be given to other students.

Grades 9-12:

A student in possession of a non-prescription medication should only have a one-day dosage and note from the parent explaining the medication and its use. The student can then self-carry and self-administer the non-prescription medication. The non-prescription medication should be stored in the original marked container. Also, medication should be in safe containers; that is, no glass, sharp objects, or such things that could be dangerous to themselves or others. No such medication should be given to other students.

Emergency Medicine Procedures

Asthma Inhalers

An “Administration of Medication Request” form must be completed by a parent and licensed healthcare provider and kept on file in the school clinic. If a licensed healthcare provider feels it is necessary for a K-12 student to possess an inhaler and carry it to and from school daily, a “Authorization Form Self-Medication - Asthma Inhalers” form must be completed by a licensed healthcare provider and parent. An “Asthma Action Plan” should also be completed by the licensed healthcare provider and parent to share with appropriate staff.

Emergency Medications

Medical conditions including severe allergies, seizure disorders, and diabetes may require emergency medication during the school day. For any emergency medication to be kept at school, an “Administration of Medication Request” form must be completed by a licensed healthcare provider and parent. A student may self-carry an epinephrine autoinjector or glucagon with him/her in a personal bag/backpack only if requested in writing by a licensed healthcare provider under “special storage conditions” on the “Administration of Medication Request” form. An applicable Action Plan should also be completed by a licensed healthcare provider and parent to share with appropriate staff.

109.02 HEALTH SCREENINGS

In accordance with the Ohio Department of Health (ODH) and the Ohio Department of Education guidelines, vision and hearing screenings will be completed as follows: vision in grades Preschool-Alt K-K-1-3-5-7-9-11, and hearing in grades Preschool-Alt K-K-1-3-5-9-11.

Optional dental screenings are offered to all students in the district yearly.

Screenings can be provided at times other than those listed above, if requested. Questions about the screening procedures should be directed to the school nurse/clinic aide. Parents who wish to have their student excluded from screenings may do so by completing the applicable waiver form.

PEDICULOSIS (HEAD LICE)

Occasionally we have reports of head lice, and although a nuisance, lice have not been shown to spread disease. If your student is suspected of having head lice at school, a parent/guardian will be notified by the end of the school day and offered lice management information. Your student's confidentiality will be maintained and he/she may remain at school until regular dismissal time. Once your student has had the first treatment of an effective medication that kills lice (pediculicide) he/she can return to school the following day. Parents must accompany their student to the school office upon arrival and wait while their student is checked to confirm lice management efforts. If your student is not treated when returning to school the following day, any days missed will be deemed unexcused. Even after treatment, your student's hair should be checked and combed daily to remove any nits. If you need assistance or have questions regarding lice management, please call your school's health clinic.

To Stay or To Go: Guidelines for How Long to Keep a Sick Child Home from School

It is sometimes difficult to decide when and how long to keep an ill child home from school. While it is always a good idea to contact your licensed healthcare provider for a specific diagnosis and treatment, the following are guidelines for some of the more common childhood illnesses with recommendations and the Ohio Department of Health's exclusion criteria. Please keep these guidelines available for future reference, and notify your child's school office if he/she is diagnosed with any of the following communicable diseases or any other contagious illness.

- Chicken Pox— This is a skin rash that progresses to blisters, then scabs. A slight fever may or may not be present. Your child should remain home until the sixth day after onset of rash or until all lesions are dry.
- COVID-19 (SARS-CoV-2)- Symptoms can include fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea. This list does not include all possible symptoms. If your child has a positive test or signs and symptoms consistent with COVID-19 he/she should stay home until criteria to discontinue isolation have been met.
- Fever—If your child's temperature is 100 degrees Fahrenheit or greater (or 1-2 degrees above the child's normal temperature) he/she should remain home until fever free for 24 hours, without the use of fever reducing medication (i.e. Tylenol, Advil).
- Flu/Influenza—Symptoms of the flu include abrupt onset of fever, chills, headache, and sore muscles. Runny nose, sore throat, and cough are also common. Your child should remain home from school until fever free for 24 hours, without the use of fever reducing medication.

- Impetigo—This consists of blister-like, pus-filled bumps that later develop into yellowish, crusted sores that are commonly found around the nose and mouth. Itching is common. Your child should remain home from school until 24 hours after starting an effective antibiotic and all sores are dry, or can be covered at all times.
- Pain—If your child complains or behavior indicates that he/she is experiencing persistent pain, he/she should be evaluated by a licensed healthcare provider before being sent to school.
- Pink Eye—Redness and swelling of the white(s) of the eyes or inside the eyelids, discharge from the eyes, itchy or scratchy eyes, or crusting of the eyelids or lashes may be present. Your child should remain home from school until 24 hours after starting an effective antibiotic.
- Ringworm—Symptoms may include a scaly, itchy, red circular bald spot on the scalp. Skin may have a red, itchy, ring-like rash. Your child should remain home until 24 hours after an effective treatment is started.
- Skin Rashes—Skin rashes of unknown origin should be evaluated by a licensed healthcare provider and the diagnosis reported to the office before your child is sent to school.
- Strep Throat & Scarlet Fever—Strep throat symptoms can consist of fever and red throat with pus spots. With scarlet fever, symptoms of strep throat may be present, as well as a strawberry appearance of the tongue and a sandpaper-like rash on skin and inside of the mouth. High fever, nausea, and vomiting may also occur. Your child should remain home from school until receiving 24 hours of antibiotic therapy and has been fever free and without vomiting for 24 hours.
- Vomiting and Diarrhea (Intestinal Viral Infections) - Your child should remain home until he/she has been without vomiting, diarrhea, or fever for 24 hours, without the use of fever reducing medication.

**Derived from the Ohio Department of Health Communicable Disease Chart -2022*

109.03 IMMUNIZATIONS

Immunizations

In order to safeguard the school community from the spread of certain communicable diseases and in recognition that prevention is a means of combating the spread of disease, the Board requires all students to be immunized against diphtheria, tetanus, pertussis (whooping cough),

poliomyelitis, hepatitis B, mumps, rubeola (measles), rubella (German measles), varicella (chickenpox), and meningococcal, in accordance with state statutes, unless specifically exempt for medical or other reasons.

Required immunizations prior to entering school:

Kindergarten and All Students

- DTaP - 4 doses required- 5th dose required if 4th dose is given before 4th birthday
- Polio - 3 doses required; 4th dose required if 3rd dose is given before 4th birthday
- Hepatitis B - 3 doses required, 4th dose may be required if minimum intervals are not met
- Measles/Mumps/Rubella (MMR) - 2 doses required; 1st dose must be given after child's 1st birthday
- Varicella - 2 doses required; 1st dose must be given after child's 1st birthday

7th Grade

- Tdap - 1 dose is required on or after the 10th birthday, prior to entry of 7th grade
- Meningococcal (MCV4)- 1 dose required on or after 10th birthday, prior to entry of 7th grade

12th Grade

- Meningococcal (MCV4)-1 dose required on or after the 16th birthday, prior to entry of 12th grade. (If the first dose was given on or after the 16th birthday, only one dose is required.)

For the full list of vaccine requirements please go to:

[Ohio Department of Health Immunization Requirements](#)

Students who do not have evidence of proper immunization will be excluded from school after fourteen (14) days, in accordance with Ohio Revised Code sections 3313.67 and 3313.671.

If your student will not be receiving vaccines for medical reasons or you have reason to object to a vaccination, a parent/guardian must complete an [Immunization Exemption Form](#) and return it to the school office.

111.03

FEES

Fees may be charged for lab equipment, workbooks, supplies, participation, and other items. These fees are documented in the MHS course handbook. Course fees will not be added to student(s) accounts until mid-September of the school year. Second semester course fees will be posted to the student accounts in mid-January. Student services and class participation fees will be added at the beginning of each school year (\$20 total). Fees should be paid in the office as soon as they are posted to the account. Fees accumulate throughout a student's K12 school career (unpaid fees incurred in elementary and middle school carry over to high school). Transcripts (grades and credits) will not be issued or sent for students who owe fees or replacement charges, nor will they walk at graduation. Students may not be permitted to attend prom, senior trip, or graduation and graduation practice until all fees are paid in full. Replacement charges will be assessed to students for lost/damaged textbooks and board

owned materials, uniforms, and/or equipment. If your check is returned for nonsufficient funds (NSF), your account will be debited electronically for both the face amount and returned check fee of \$30.00.

There is a participation fee for all athletic participation and also for some non-service oriented clubs and activities. PARTICIPATION FEES MUST BE PAID **BEFORE** THE FIRST OFFICIAL ACTIVITY OR CONTEST.

112.01

ACADEMIC ALTERNATIVES & ASSISTANCE

When a student at MHS exhibits behaviors such as not completing homework assignments on a regular basis, achieving poorly on tests and quizzes, becoming anxious about school in general, and/or earning failing grades, there are some options for obtaining assistance.

Student Support Team (SST)

If you feel your child is in need of academic assistance, please contact the student's guidance counselor or an administrator for this more in depth intervention service, which might include testing by the school psychologist to better define possible learning problems.

113.01

GUIDANCE - WHO TO SEE

The Guidance Staff is very interested in helping you with your academic or scheduling difficulties, and with personal problems that you might wish to discuss in confidence. You are assigned a guidance counselor based on your last name alphabetically. Your assigned counselor will help you with all your counseling needs including; college applications, Hi-Point Career Center, Special Needs IEPs, testing questions, transcripts, career options, financial aid information, work programs, CCP, etc. Students are strongly encouraged to contact the guidance office whenever you have the need. No question or problem is too large or too small.

Counselor Assignments by last name:

Mrs. Lindsey Mee: Students A-G

Mrs. Belinda Quisenberry: Students H-P

Mr. Nate Stackhouse: Students Q-Z

113.02

HOW TO MAKE AN APPOINTMENT

If you need to see a counselor, you need to make an appointment with the guidance secretary. Come to the guidance office before school or at lunch and schedule an appointment during one of your study halls. If it is an emergency situation, please indicate that to the secretary and arrangements will be made for you to see a counselor immediately. If you do not feel comfortable talking with your assigned counselor about a personal problem, arrangements can be made for you to talk with one of the other counselors.

113.03

SCHEDULE CHANGE GUIDELINES 2023-24

Each spring a series of scheduling activities takes place to assist each student in selecting appropriate courses for the following school year. Extensive time is spent developing written information in the form of the Course Planning Handbook and scheduling materials. Recommendation days by teachers and individual counseling appointments are available. The final step verifies the students' selections and offers them an opportunity to correct or change selections. Because of this detailed program, students have the best chance of developing a sound educational plan and an appropriate schedule for the following year.

REASONS THAT JUSTIFY CHANGES IN YOUR SCHEDULE

1. Semester imbalances
2. Replacement of summer school course(s) successfully completed
3. Schedule adjustments for Credit Flexibility options approved by the administration
4. Appropriate educational adjustments for students on an IEP
5. Inappropriate course level as dictated by the prerequisite
6. Requests that appear on the verification form or original schedule form but does not appear on printed schedules
7. *Level change*

Once a student, parent, and teacher recognize that the level of difficulty is such that the student is not successful, a level change should occur immediately. If the teacher and parent/student are not in agreement that a level change is necessary, the situation will be resolved by an administrator. If a level change is completed, the grades from the original class will follow the new course and be averaged at the end of the term.

WARNING: Dropping a course may endanger your grade placement or graduation status.

WARNING: Dropping a course may endanger your athletic eligibility. **During the nine week grading period preceding athletic participation, the student must be passing (5) equivalencies as defined by the Ohio Athletic Association. Classes repeated for a higher grade (unless repeating a failed course) do not count as one of the 5 equivalencies needed for athletic eligibility. Parents and students are responsible for monitoring the necessary athletic eligibility requirements. This applies to club sports as well. If you have any questions, contact the athletic office or coach for clarification.**

How does the Ohio High School Athletic Association Calculate Athletic Eligibility?

- A yearlong course with a value of 1 academic credit = 1 OHSAA equivalency per 9 weeks.
- A semester course worth $\frac{1}{2}$ academic credit = 1 OHSAA equivalency per 9 weeks.
- A blocked class worth 2 academic credits = 2 OHSAA equivalencies per 9 weeks.
- A semester course (Phys. Ed) valued at $\frac{1}{4}$ academic credit = $\frac{1}{2}$ OHSAA equivalency per 9 weeks
- A yearlong class (9th grade Choir) valued at $\frac{1}{2}$ academic credit = $\frac{1}{2}$ OHSAA equivalency per 9 weeks.

An athlete must pass (5) OHSAA Equivalencies during the nine week grading period preceding/during athletic participation.

PROCEDURES FOR ADDING AND DROPPING CLASSES

Schedule Change Timelines

Add:

- Schedule Change forms to add and delete classes will be available in the Guidance office each semester. Completed schedule change forms for 1st semester and year long classes must be submitted to the Guidance Office by the end of the 5th school day. Completed schedule change forms for classes beginning 2nd semester must be submitted to the Guidance Office by the end of the 5th day of 2nd semester. If you are dropping a class, you must have that teacher sign off that you discussed it with them. Their signature verifies that discussion.

- No classes will be overloaded to accommodate a schedule change.
- Teacher changes will only be granted in extreme circumstances and need administrative approval.

Withdrawal: (FULL YEAR CLASS) - Deadline dates are as follows:

- First 5 days of the 1st semester: Notation of the course will be expunged from the transcript
- By the last day of 1st 9 weeks: (WD) will be awarded on the student's final transcript.
- After the 1st 9 weeks: (WF) will be awarded as the student's final grade.

Withdrawal: (SEMESTER CLASS) - Deadline dates are as follows:

1st Semester

- First 5 days of 1st semester: Notation of the course will be expunged from the transcript.
- By the interim of 1st 9 weeks: (WD) will be awarded on the student's final transcript.
- After 1st 9 weeks interim: (WF) will be awarded as the student's final grade.

2nd Semester

- First 5 days of 2nd semester: Notation of the course will be expunged from the transcript.
- By the interim of 2nd 9 weeks: (WD) will be awarded on the student's final transcript.
- After 2nd 9 weeks interim: (WF) will be awarded as the student's final grade.

113.04 & 113.05

**ACCELERATED LEARNING & EDUCATIONAL OPTIONS
(I.E. CREDIT FLEXIBILITY)**

The Marysville Board of Education recognizes that an effective educational program is one that provides opportunities for students to customize aspects of their learning around their respective needs and interests. Credit Flexibility is one method to motivate and increase student learning by allowing access to more resources, customization around individual student needs and the use of multiple measures of learning.

Credit Flexibility shifts the focus from "seat time " to performance. Students can earn units of high school credit based on an individually approved Credit Flexibility plan. The intent of Credit Flexibility is to meet increased expectations for high school graduation in response to globalization, technology and demographics, and to meet the demand for college and career readiness skills.

Marysville High School offers Credit Flexibility opportunities to students in grades 8-12 in all classes. To successfully earn credit, mastery of content and certain abilities and skills must be demonstrated through a formal examination, a culminating project, and/or a presentation.

Accelerated learning continued:

There are three modes of credit flexibility

1. Test Out
2. Independent Study
3. Virtual Learning

ATHLETIC ELIGIBILITY

Courses attempted or grades received through Credit Flexibility may count toward athletic eligibility under the rules of the Ohio High School Athletic Association. Students will be required to show progress at the end of each quarter to ensure eligibility. Failure to do so would result in the credit NOT to be counted towards OHSAA athletic eligibility. Credit Flexibility credits earned in the summer will not count towards eligibility. However, courses attempted through credit flex

may not count at the NCAA Clearinghouse. Please work closely with the athletic director and your counselor if you are thinking about playing sports in college.

College Credit Plus/Dual Enrollment: This program developed by the State of Ohio was placed into law effective for the 2015-16 school year and is known as College Credit Plus. This jumpstart to your college and career program combines dual enrollment as well as other career enhancement pathways. Dual enrollment or now known as College Credit Plus courses enable a student to earn high school and college credit concurrently. Teachers meet the requirements for adjunct professor status and work with the college professors in offering the same college curriculum offered at the college. These credits will transfer to most colleges in Ohio and throughout the U.S. However, final acceptance of credit is up to the discretion of the individual institution.

COLLEGE CREDIT PLUS COURSES

The deadline to add or drop a College Credit Course is based on the deadline set by the College Credit Plus Partner (Clark State & Columbus State). Withdrawing after their stated deadline means the course will be recorded on the college transcript as a “W” and students will incur the associated fees.

COLLEGE CREDIT PLUS:

Ohio’s College Credit Plus can help you earn college and high school credits at the same time by taking college courses from colleges and/or universities. The purpose of this program is to promote rigorous academic pursuits and to provide a wide variety of options to college ready students. Taking a College Credit Plus course from a public college or university is free, which means no cost for tuition, books, or fees. If you choose to attend a private college or university, you may have limited costs. If you are a student in grades 7-12, you can apply for College Credit Plus admission to a public or participating private college. The college will admit you based on your college readiness in one or more subject areas. Your school counselor can help you understand your options, deadlines, and how to proceed. You may not participate in the College Credit Plus program beyond your anticipated high school graduation date.

How Can College Credit Plus Benefit Me? College Credit Plus provides more options for you to pursue rigorous academic coursework beyond the high school classroom. Under College Credit Plus, you can complete your freshman year of college or more, or explore college content that interests you. Earning college credits while you’re in high school can reduce your time and costs of attending college after high school.

Does College Credit Plus Differ from the Previous PSEO Program? College Credit Plus is a student directed program. Students and their families can explore courses offered at all Ohio public colleges and participating private colleges for possible participation in College Credit Plus. Unlike PSEO, College Credit Plus is open to students beginning in the seventh grade and districts are not permitted to restrict an otherwise qualified student’s participation in any way. College Credit Plus (CCP) does not replace the requirements to earn a high school diploma. This includes earning 18 points or more on the graduation tests. Even if you are enrolled in college courses, you must take the end of course exams in English I, English II, Algebra I and Geometry. You do not have to take the end of course exams in Physical Science, American Government, and American History if you are enrolled in College Credit Plus courses that substitute. A CCP student’s end of course grades in Physical Science, American Government, and American History will correspond with a point scale used for graduation requirements.

How Do College Courses Earn Me High School Credit? College Credit Plus allows high school students to earn college credit and apply that credit toward their high school graduation requirements. Successful completion of a three or more credit hour college course will result in 1.0 Carnegie unit earned at the high school. A two credit hour college course will earn students 2/3 of a high school credit and a one credit hour college course will convert to 1/3 of a high school credit.

How Are High School Graduation Requirements Affected? High school graduation requirements will not be waived as a result of participation in College Credit Plus. You will not receive a diploma until after the course is successfully completed and the graduation requirement is met. However, you may participate in the graduation ceremony if proof is presented that you are progressing satisfactorily one week prior to graduation.

Where Can I Take College Classes? Some college courses under College Credit Plus may be offered at your high school. You may also travel to the college where you have been admitted or enroll in one or more online courses offered by that college.

My High School Has a Formal Arrangement With a Local College to Offer College Credit Plus. Are Those the Only Courses I Can Take? No. After you are admitted to a college, you can take any courses offered by that college that you are college ready to take. Also, each Ohio high school has developed two sample pathways – one leading to 15 credits and another to 30 credits. These should be included in your high school's course offerings. However, students have no obligation to take courses identified on a pathway or to complete a pathway. Students can take courses offered in person or online by any public or participating private college in Ohio.

Will College Credit Plus Grades Appear on My High School Transcript? Yes. High school credit awarded for courses successfully completed under College Credit Plus will satisfy or exceed the graduation requirements and subject area requirements of the school district. Courses successfully completed under College Credit Plus must be listed by course title on the high school transcript. All College Credit Plus courses will be computed into the GPA using the same scale as Advanced Placement Courses in our district, based on the common subject area, not curriculum, of the weighted Advanced Standing class/course.

How Does College Credit Plus Impact Athletic Eligibility? If you are a student athlete, you must remain eligible in accordance with the Ohio High School Athletic Association (OHSAA) bylaws. To be athletically eligible, students must be passing five, one credit courses or the equivalent per grading period with the high school and college courses combined. Most College Credit Plus courses taken during a semester will equal one Carnegie unit, allowing students to earn more than the required five for athletic eligibility. Please check with your counselor to ensure that the coursework you are taking is compliant with the OHSAA.

What Are My Academic and Social Responsibilities? You will be expected to follow the rules and regulations set by the college/university. You will also be expected to follow the rules and regulations set for high school students detailed in the student handbook. Once enrolled, you are eligible to receive advising from campus based support services of that institution. Additionally, you will continue to have access to your school counselor and all other resources available to high school students. Participation in College Credit Plus does not guarantee you admission to college after high school. You should follow the regular undergraduate application process for whatever college you plan to attend after high school.

What Courses Are Available through College Credit Plus? Once you are admitted to a college for College Credit Plus, you may take any course in the college's course catalog that is not remedial or religious, and that applies toward a degree or professional certificate, in a subject area in which you are college ready.

Who Pays for College Admission, Textbooks, Fees, and Transportation? Students attending a public college will not be charged for tuition, books, or fees. Students attending a private college may be charged based on the particular private college and where the course is delivered, in accordance with law. Although the amount students can be charged may vary, 2019-20 the maximum is \$166 per credit hour. Responsibility for transportation rests with the student. Students who qualify for the free and reduced lunch program may not have to pay any fees to a private college. Please talk with your counselor for details.

What If I Fail a Class? Classes failed or withdrawn with an “F” will receive an “F” on the high school and college transcripts and will be computed into the high school and college GPA. If you do not receive a passing grade, the district will seek reimbursement for the amount of state funds paid to the college on your behalf for that college course. The school district may withhold grades and credits received for high school courses taken until reimbursement has been made. See the MEVSD College Credit Plus board policy - click here: [CCP Board Document](#)

ZOO SCHOOL:

If you are a high school student who is independent, interested in animals with a strong interest in zoo related careers and research, The Columbus Zoo & Aquarium has a program for you. The Columbus Zoo & Aquarium School curriculum is research focused, zoology based, and an authentic experience. This program is designed to give students a greater insight and understanding of the demands and excitement of science in a nontraditional setting. This class takes place at the Zoo during the school year. Please see your guidance counselor for information.

113.06

WITHDRAWAL FROM SCHOOL

Should it be necessary for you to withdraw from Marysville High School, it will be required that you and/or your parent/guardian come in to the Guidance Office on your last day of school and start the withdrawal procedure by informing Guidance where you will be moving to and the name of the school you will be attending. You and your parent/guardian will be required to sign the withdrawal form. You will then be asked to clean out your locker, take the withdrawal form and your books to each one of your teachers, librarian and At Risk Coordinator for signatures. Return the withdrawal form to the Guidance Office. Your final step will be to take care of any obligations (fees) in the Library and the Main Office. Grades and/or credits cannot be forwarded to your new school until all obligations (fees/books) are fulfilled.

REQUESTING EDUCATIONAL RECORDS AFTER GRADUATION : When requesting educational records (transcripts, Social Security forms filled out, grade report cards, etc.), please allow up to 72 hours for the request to be filled depending on the volume of business in the guidance office. A retrieval fee of \$5.00 will be assessed for requested transcripts older than five years. Transcript request form and payment information can be found on the guidance webpage.

114.01

STUDENT CONDUCT CODE MARYSVILLE EXEMPTED VILLAGE SCHOOL DISTRICT

PART I: RIGHTS AND RESPONSIBILITIES

The Marysville Board of Education shall, in compliance with State Law, provide for the educational opportunity of all residents between the ages of five and twenty one living within the school district. All students have a right to avail themselves of all educational resources necessary to receive an education. This includes curricular, as well as co-curricular activities.

In the process of pursuing their education, students have the responsibility not to interfere with the rights of others who are also pursuing the same educational opportunities. By accepting the

right to participate in school programs on or off school property, the students shall also accept the responsibility to conduct themselves according to the rules, regulations, and provisions governing the operation of these programs. Students may be subject to the provisions of the Code of Conduct while on school property (which includes while waiting at school designated bus stops), while attending school related functions off school property, and while in route or traveling to and from school or a school related function. In addition, misconduct which occurs on property adjacent to the school and immediately prior to or immediately following the school day will constitute a violation of the Code of Conduct.

Students attend Marysville Schools under the direction of state law and with the full benefits of constitutional protection for their rights as citizens. They therefore can act, speak, or behave as young citizens within a large scope of options. This code, published in conformity with O.R.C. 3313.661, specifies the school's expectations.

PART II: CODE OF CONDUCT

Students who violate any of the rules of conduct may find themselves subject to disciplinary action, which may include, but will not be limited to emergency removal from the class or the activity, detention, suspension, extended school, filing of unruly charges in Union County Juvenile Court, and/or expulsion. Examples given in the various rules are not intended to be exhaustive.

Rule 1: DISRUPTION OF SCHOOL

A student shall not by use of violence, force, coercion, harassment, threat, deception, or any other means, cause disruption of or obstruction to the educational process; including all curricular and extracurricular activities. Some examples of disruption may include unusual dress and appearance or dress code violation, excessive public display of affection, being in an unauthorized area, distribution of unauthorized or unapproved publications on school property, setting unauthorized fires, making bomb threats, strikes or walkouts, inappropriately setting off fire alarms, use of fireworks, continually or intentionally causing a disturbance, fighting, gambling, engaging in gang related activity, etc.

Rule 2: DANGEROUS WEAPONS OR INSTRUMENTS

A student shall not possess, handle, transmit, or conceal any weapon or instrument capable of harming another person, such as guns, rifles, knives, ice picks, switchblades, brass knuckles, explosive devices, laser pointers, etc., or any instrument other than a weapon that a reasonable person would believe to be a weapon because of its similarity in shape, size, color, markings, labeling, or packaging. Included in this prohibition would be the use of chemicals and gases, Mace, smoke bombs, matches, lighters, and other incendiary devices, etc.

Rule 3: a) HARASSMENT or b) SEXUAL HARASSMENT

A student shall not engage or participate in the harassment in any form (physical, psychological, racial, religious, sexual, verbal, nonverbal) of another individual or individuals. Please see section 118.01 and 119.01 for definitions of types of harassment.

A student shall not harass, intimidate, disparage, incite, provoke, stalk, bully/cyber-bully, or threaten any individual on school premises or otherwise disrupt the school environment. For this purpose, harassment or intimidation includes but is not limited to: inappropriate contact, unauthorized touching, slurs, profanity, written information, text messages, instant messaging, social networking sites, photos, videos, denigrating remarks or actions, obscene gestures, the wearing or display of insignia sign buttons, clothing, or apparel, or other verbal or physical conduct including, those based on race, color, national origin, ancestry, citizenship, religion, handicap, age, gender, or sexual orientation that have the purpose or effect of:

- (1) causing or intending to cause any other student or school employee to be reasonably placed in fear of his or her personal safety,
- (2) causing or intending to cause a hostile, intimidating, or offensive environment for any other student or school employee,
- (3) causing or intending to cause material disruption of the educational process,
- (4) unreasonably interfering with a student's curricular, co-curricular, or extracurricular performance, or
- (5) otherwise unreasonably having a negative impact on a student's educational opportunities.

A student who believes he/she has been a victim of harassment should report and file a complaint in the Principal or Guidance Counselor's office. In addition to disciplinary action issued by school officials, violations may be reported to the appropriate law enforcement agency. If the investigation finds an instance of harassment, intimidation, and/or bullying/cyberbullying by an electronic act or otherwise, has occurred, it will result in prompt and appropriate remedial and/or disciplinary actions. This may include suspension or up to expulsion for students. Retaliation may result in disciplinary action as indicated above. Deliberately making false reports about harassment, intimidation, bullying and/or other aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and may result in disciplinary action as indicated above (see also 118.01 and 119.01).

Rule 4: DAMAGE OR DESTRUCTION OF SCHOOL AND/OR PRIVATE PROPERTY

A student shall not cause or attempt damage to school property, including trees, landscaping, fences, athletic facilities, desks, lighting fixtures, heating and air conditioning fixtures, instructional materials, etc. Also, a student shall not cause or attempt to cause damage to private property on school premises during the school day, or during a school activity, function, or event off of school grounds at any time. Students shall not delete computer files without permission or knowingly introduce a computer virus into any computer/system.

Rule 5: INSUBORDINATION

A student shall comply with the direction of teachers; student teachers, substitute teachers, teacher aides, administrators, or other authorized school personnel during any period of time when the student is under the authority of the school personnel. Failure to comply with directives, or discipline procedures shall constitute insubordination.

Rule 6: PROFANITY/ABUSIVE LANGUAGE

A student shall not use profanity, abusive, or obscene language, either written or verbal in communicating with any faculty member, any other authorized school personnel, visitor, or other student. Included in this prohibition would be the use of obscene gestures, signs, pictures, or publications.

Rule 7: TRUANCY AND TARDINESS

Truancy is declared when a student is absent from school or class or any portion thereof without school authorization and parental consent. Excuses from school must meet the State and Board of Education conditions as outlined in the student handbook, and the Ohio Revised Code. Repeated violations of tardiness shall be considered a violation of Rule 7. (see also Board of Education Attendance Policy). Once a student arrives at school, s/he may not leave school property prior to the end of the designated school day without parental permission.

Rule 8: THEFT/FORGERY

A student shall not take or attempt to take into his/her possession the public property or equipment of the school district or the personal property of another student, teacher, visitor, or

employee of the school district, or transmit any unauthorized academic information while in the control and custody of the school or at a school related activity. Students shall not engage in copyright infringement or unauthorized copying. Students are prohibited from “hacking” into any unauthorized computers, sites, or information. Students may not sign another person’s name on any document having to do with school related matters, nor add their own name inappropriately to any school document, nor alter any school document without prior permission.

Rule 9: SCHOOL BUS RULES

Students are to abide by the rules and regulations established for the use of bus transportation. These rules apply to regularly scheduled bus runs, extracurricular activities, and field trips. School bus transportation will be denied for up to one school year for students who violate school bus rules.

Rule 10: VIOLATIONS OF DIRECTIONS, POLICIES, RULES, ETC.

A student shall comply with directions of teachers, counselors, teacher aides, administration, or other authorized school personnel including all provisions of the computer network usage policy (found in this handbook), during any period of time when the student is under the authority of school personnel. Students are to remain in appropriate/assigned areas of the building at all times.

Rule 11: USE OR POSSESSION OF TOBACCO, VAPE PENS, E-CIGARETTES

Students will not be permitted to use or possess, or display evidence of having used tobacco, e-cigarettes, vape pens, as well as products associated with those items in any form (including, but not limited to, cigarettes, cigars, clove cigarettes, chewing tobacco, snuff, any other form of tobacco, betel nut, nicotine oil or fillers), in school buildings, on school grounds, at any school-related activity, or off of school property if the use is connected to activities or incidents that have occurred on property owned or controlled by the district. The prohibition includes using or possessing matches or lighters.

Rule 12: USE/POSSESSION OR SALE/DISTRIBUTION OF NARCOTICS, ILLICIT DRUGS, MIND ALTERING INHALANTS, DRUG PARAPHERNALIA, EXCESS AMOUNTS OF ACROSS THE COUNTER DRUGS, MEDICATION PRESCRIBED FOR ANOTHER INDIVIDUAL, OR ALCOHOL

A student shall not possess, use, handle, transmit, conceal, sell, distribute, aid and abet, or display evidence of having used, (or attempt to possess, use, handle, transmit, conceal, sell, distribute, aid and abet, or display evidence of having used) mind altering chemicals (alcohol or other drugs including but not limited to; prescribed, across the counter, mind altering inhalants, or illegal) or possess instruments for administering drugs on school district property, at school supervised/sponsored activity off school property, or during travel on school provided transportation, except as prescribed by a physician. A violation of this rule may result in disciplinary action, which could include: emergency removal, suspension, and assignment to an educational group assessment, or expulsion. This statement also applies to:

·across the counter medication or chemicals in an amount in excess of that recommended for one school day (or if on a school trip, the amount needed by that individual for the duration of that trip);
·mind altering inhalants;
·counterfeit controlled substances, also known as look-alike drugs. “Counterfeit” or “look-alike” drugs are:

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 such trademark, trade name or identifying mark: (O.R.C., Sect. 2925.01(P));

2. Any unmarked or unlabeled substance that is represented to be a controlled substance, manufactured, processed, packed or distributed;
3. Any substance that is represented to be a controlled substance but is not a controlled substance or is a different controlled substance; or
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, packing, distribution, or the price for which it is sold or offered for sale.

Rule 13: INAPPROPRIATE DRESS

Students shall refrain from dressing or appearing in a fashion that: (a) interferes with the student's health or welfare or that of others; or (b) causes disruption or directly interferes with the educational process. (see also 134.01 Dress, and Code of Conduct Rule 1)

Rule 14: EXTORTION

A student shall not obtain or attempt to obtain another person's property, either by implied or expressed threat.

Rule 15: TRESPASSING OR LOITERING

A student shall not be present in a school building or on school grounds at unauthorized times when his/her presence may cause disruption of an activity, function, or the educational process.

Rule 16: FALSE IDENTIFICATION

A student shall not use or attempt to use false identification to mislead school personnel.

Rule 17: BREAKING AND ENTERING

A student shall not break and enter, or attempt to break and enter, school or private property either on school grounds or at any school activity, function or event off school grounds.

Rule 18: CHEATING/PLAGIARISM

A student shall not engage in cheating or plagiarism. Cheating includes but is not limited to: (a) copying homework from another; (b) securing answers in a dishonest manner; (c) allowing one's work to be copied by another; (d) transmitting answers from one class to another. Plagiarism is taking and using one's own thoughts, writings, drawings, etc. of another. Plagiarism includes, but is not limited to: (a) failing to document with quotation marks any material copied directly from other sources; (b) failing to acknowledge paraphrased materials (someone else's ideas); (c) failing to provide a bibliography; or (d) failing to provide sources for any visual drawing, sketch, painting, etc.

Rule 19: COMPUTER, NETWORK, AND INTERNET USAGE

A student shall not violate the Board's Internet/Network Acceptable Use Policy. Failure to comply with the policy may result in loss of computer/network/internet privileges and/or other disciplinary action.

Rule 20: GAMBLING

A student shall not engage in games of chance or other forms of gambling for money or valuables.

Rule 21: MISCONDUCT AGAINST A SCHOOL OFFICIAL OR EMPLOYEE OR THE PROPERTY OF SUCH A PERSON REGARDLESS OF WHERE IT OCCURS :

Students shall comply with all state laws and municipal ordinances with regard to their conduct toward the person or property of school officials, employees, or other students. Examples of misconduct include but are not limited to vandalism, destruction of property, harassment (of any type), and assault (verbal or physical).

Rule 22 – MISCONDUCT BY A PUPIL THAT OCCURS OFF OF SCHOOL PROPERTY BUT IS CONNECTED TO ACTIVITIES OR INCIDENTS THAT OCCURRED ON PROPERTY OWNED OR CONTROLLED BY THE DISTRICT:

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

Rule 23: GENERAL MISCONDUCT

General misconduct is considered as anything, which disrupts the educational environment and is not listed elsewhere in the Student Code of Conduct. This includes, but is not limited to, being in an unauthorized area, out of assigned area without a pass, loitering in the restroom and/or hall, running, boisterousness, horseplay, public display of affection, and extreme loudness.

Students are expected to comply with reasonable requests made by staff in all non-instructional areas, as willingly and as quickly as they are expected to do in the classroom. Students should understand that the authority of school district personnel does not end at the classroom door, but extends to every inch of the building and grounds. Students are expected to cooperate with all school personnel and/or volunteers.

Rule 24: a. ASSAULT b. FIGHTING c. INSTIGATION d. PHYSICAL AGGRESSION e. THREATENING BEHAVIOR

A student shall not cause physical injury, menace, intimidate, or behave in such a way as to attempt, threaten, or cause physical injury to other students, school employees, or other persons while under the jurisdiction of the school and/or on school property. A student shall not engage in inappropriate contact or unauthorized touching. A student shall not assemble to observe nor encourage an assault or fight, nor inhibit school personnel from intervening when a fight or assault occurs. It should also be noted that any individual whose deliberate behavior directly leads to a fight between parties might be considered a participant.

Rule 25 - BULLYING - A student shall not bully another student or staff member. Bullying means any intentional written, verbal, graphic or physical act OR electronically transmitted acts that a student or group of students exhibited toward another particular student more than once AND the behavior both causes mental or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student.

Rule 26 - INTERFERENCE WITH AN INVESTIGATION

A student shall not interfere with school personnel during an investigation or apprehension. This includes failing to tell the truth, serving as a “look-out” for a person(s) violating rules, withholding information, destroying evidence or information, attempting to prevent the discipline or apprehension of another person, or sharing information about ongoing or current investigations (to include via social media, text message or other electronic mediums).

STUDENT DISCIPLINE

Suspension from Extracurricular Activities

The Superintendent, building administrators, or other persons employed by the Board to supervise or coach a student activity program, may prohibit a student from participating in any particular or all extracurricular activities of the District for offenses or violations of the student code of conduct for a period not to exceed the remainder of the school year in which the offense or violation of the student code of conduct took place.

Extended School Day

The student may be required to serve an extended school day. This afterschool consequence may be assigned for a time period of up to three (3) hours.

Emergency Removal of Student

If a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, the Superintendent, principal, assistant principal or personnel employed to direct, supervise or coach a student activity program may remove the student from the premises. When the behavior is sexual harassment as defined by Title IX regulations, the student may be removed on an emergency basis, provided that the District undertakes an individualized safety and risk analysis, determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal, and provides the student with notice and an opportunity to challenge the decision immediately following the removal.

If either suspension or expulsion is contemplated, a due process hearing is held on the next school day after the removal is ordered. Written notice of the hearing and the reason for removal and any intended disciplinary action is given to the student as soon as practicable prior to the hearing. The student has the opportunity to appear at an informal hearing before the principal, assistant principal and the Superintendent/designee and has the right to challenge the reasons for the removal or otherwise explain his/her actions. The person who ordered or requested the removal is present at the hearing. Within one school day of the decision to suspend, written notification is given to the parent(s) of the student. This notice includes the reasons for the suspension and the right of the student or parent(s) to appeal to the Superintendent/designee.

In an emergency removal, a student can be kept from class until the matter of the alleged misconduct is disposed of either by reinstatement, suspension or expulsion. Students in grades pre-K through three may only be removed for the remainder of the school day and must be permitted to return the following school day. The District may only proceed with a related suspension or expulsion in compliance with State law.

In all cases of normal disciplinary procedures in which a student is removed from a curricular or extracurricular activity for less than 24 hours and is not subject to further suspension or expulsion, due process requirements do not apply.

In-School Suspension

A student may be required to serve an in-school suspension. When all of such a suspension is to be served in a supervised learning environment within the school setting, this is to be considered an in-school suspension. Students must be allowed to complete any classroom assignments or assessments missed because of the suspension and receive at least partial credit.

Out-of-School Suspension

The Superintendent, principals, assistant principals and other designated administrators may suspend a student from school for disciplinary reasons outlined in the student code of conduct. A student cannot be suspended from school solely because of unexcused absences. When an employee has actual knowledge that the behavior is sexual harassment, the Title IX Coordinator must be contacted. The Title IX sexual harassment grievance process will be followed, if

applicable, prior to imposing any discipline that cannot be imposed without resolution of the Title IX process. No period of suspension is for more than 10 school days. If, at the time a suspension is imposed, fewer than 10 days remain in the school year, the Superintendent cannot apply any or all of the period of suspension to the following year. The District permits students to complete any classroom assignments missed due to suspension. Students will receive at least partial credit upon completion of any assignment missed due to suspension. Grade reductions are permitted, but students will not receive a failing grade on a completed assignment solely due to the student's suspension.

The guidelines listed below are followed for all out-of-school suspensions.

1. The student is informed in writing of the potential suspension and the reasons for the proposed action.
2. The student is provided an opportunity for an informal hearing to challenge the reason for the intended suspension and explain his/her actions.
3. An attempt is made to notify the parent(s) by telephone if a suspension is issued.
4. Within one school day, a letter is sent to the parent(s) stating the specific reasons for the suspension and including notice of the right to appeal such action.
5. Notice of this suspension is sent to the:
 - A. Superintendent and
 - B. student's school record (not for inclusion in the permanent record).
6. Permanent Exclusion — If the offense is one for which the District may seek permanent exclusion, the notice contains that information.

Out-of-School Suspension Appeal Procedure

Should a student or a student's parent(s) choose to appeal the principal's suspension, he/she must do so within 10 calendar days of the notice of suspension. The appeal shall be in writing and made to the Superintendent. If dissatisfied with the Superintendent's decision, an appeal may be made to the Board. At the request of the student or of the student's parent(s) or attorney, the meeting may be held in executive session. All witnesses are sworn and a verbatim record is kept of the hearing. The decision of the Board shall be acted upon at a public meeting. The student may be excluded from school during the appeal process.

Out-of-School Suspension Appeal to the Court

Under State law, appeal of the Board's or its designee's decision may be made to the Court of Common Pleas.

Student Expulsion

At times, the behavior of a student can be considered so serious as to justify total removal from the educational program for a prolonged period of time. Actions meriting expulsion are outlined in the student code of conduct. A student cannot be expelled from school solely because of unexcused absences. When an employee has actual knowledge that the behavior is sexual harassment, the Title IX Coordinator must be contacted. The Title IX sexual harassment grievance process will be followed, if applicable, prior to imposing any discipline that cannot be imposed without resolution of the Title IX process.

Only the Superintendent may expel a student. Expulsion is the removal of a student for more than 10 days, but not more than one year. An expulsion can extend beyond the end of the

school year if there are fewer school days than expulsion days remaining. The Superintendent may apply any remaining part or all of the period of the expulsion to the following school year.

The Superintendent shall give the student and parent(s) written notice of the intended expulsion, including reasons for the intended expulsion. The student and parent(s) or representative have the opportunity to appear on request before the Superintendent/designee to challenge the action or to otherwise explain the student's actions. This notice shall state the time and place to appear, which must not be fewer than three school days nor more than five school days after the notice is given.

Within 24 hours of the expulsion, the Superintendent shall notify the parent(s) of the student and the Treasurer.

The notice shall include the reasons for the expulsion, the right of the student or parent(s) to appeal to the Board or its designee, the right to be represented at the appeal and the right to request that the hearing be held in executive session.

Permanent Exclusion

If the offense is one for which the District may seek permanent exclusion, the notice shall contain that information.

One Year Expulsion

Unless a student is permanently excluded, the Superintendent shall expel a student from school for a period of one year for bringing a firearm or knife to a school within the District or onto any other property owned or controlled by the Board, or for possessing a firearm or knife at a school or on any other property owned or controlled by the Board, which firearm or knife was initially brought onto school property by another person, except that the Superintendent may reduce this requirement on a case-by-case basis. Any such expulsion shall extend, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place. A student may be expelled for up to one year for firearm-related or knife-related incidents occurring off school property while at a school-sponsored interscholastic competition, extracurricular event or other school-sponsored activity.

The Superintendent is authorized to expel a student from school for a period not to exceed one year for making a bomb threat to a school building, or to any premises at which a school activity is occurring at the time of the threat. Any expulsion under this provision extends, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place.

A student may be expelled for up to one year if he/she commits an act that inflicts serious physical harm to persons or property if it was committed at school, on other school property or at a school activity, event or program.

Expulsion Appeal to the Board

A student or a student's parent(s) may appeal the expulsion by the Superintendent to the Board or its designee. The expulsion appeal must be within 14 calendar days after the notice of intent to expel was provided to the student, parent, guardian or custodian. The appeal request shall be in writing to the Treasurer and at the request of the student or of the student's parent(s) or

attorney, the meeting may be held in executive session. The student may be represented in all such appeal proceedings and is granted a hearing before the Board or its designee. All witnesses are sworn and a verbatim record is kept of the hearing. The decision of the Board shall be acted upon at a public meeting. The student may be excluded from school during the appeal process.

Expulsion Appeal to the Court

Under State law, the decision of the Board may be further appealed to the Court of Common Pleas.

114.02

STUDY HALL RULES

Study halls are a time for students to be able to use their time constructively for study and class preparation. Students are expected to bring study or reading materials and actively use those materials. There is to be no activities which could create a disturbance that might affect the quiet environment for students who wish to study.

115.01

STUDENT LOCKERS

Each full time student at Marysville High School will be provided with a student locker and the combination to that locker. If assistance is needed, students should inquire in the office. The school administration retains absolute control and authority over all student lockers. Lockers are intended for storage only and the administration reserves the right to conduct a search at any time. Students will not be given access to a fellow student's locker. The use, care, and security of the assigned locker will be the responsibility of the student. Damage done to assigned lockers may result in the student/parent being billed for repair costs. Neither the administration, nor the teaching staff, will accept any responsibility for any property in student lockers. It is therefore suggested that students not share nor rig their lockers.

116.01

ATTENDANCE

ATTENDANCE AND TARDINESS

Students are expected to attend school regularly and to be on time to develop habits of punctuality, self-discipline and responsibility. Students must be in regular attendance if they are to derive benefits from our educationally focused activities.

Continuity in the learning process is seriously disrupted by excessive absence. Students who have good attendance generally achieve higher grades, enjoy school more and are better prepared for college and/or careers.

Due to Ohio Revised Code, school district's must track student attendance in hours/minutes.

Excused Absences

The following reasons for excused absence are established by State law and by regulations of the Ohio Department of Education and are adhered to by the Marysville Exempted Village School District (MEVSD):

1. Personal illness of the student (see medical absences for more information)

2. Illness in the home necessitating the presence of the child
3. Quarantine of the home by local health officials
4. Death of a relative (limited to three days unless reasonable cause can be shown for a longer absence)
5. Observance of a religious holiday consistent with the student's established creed or belief
6. College visitation
7. Absence due to a student being homeless
8. Alternate Learning Experiences: ALE's must be approved by the building principal(s) at least two weeks (or ten school days) before the absence occurs
9. Absences due to a student's placement in foster care or change in foster care placement or any court proceedings related to their foster care status.
10. Pre-enlistment reporting to military enlistment process station
11. Absences of a student of a military family for purposes of visiting their parent, legal guardian or custodian who is an active duty member or the uniformed services that has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting; the amount excused absences is at the discretion of the superintendent/designee

Medical Absences

The most common reason for absence is personal illness. The following are MEVSD policies governing the excuse of absence for medical reasons.

1. Parent Excused:
Parents may excuse an absence due to a child's personal illness. A parent or guardian may excuse up to 6 instances for K-12 students. Doctor excused absences, administrative excused absences, and other forms of excused absence do not count toward this total. When the 6 parent excused limit is reached for personal illness, the building administration has the discretion to require supporting medical documentation to excuse absences beyond that limit. If required, you will be notified by your child's school office via mail and or phone. If medical documentation is required and not provided, absences will be marked as unexcused for the remainder of the school year if a parent excused absence occurs.
2. Doctor Excused:
Please submit doctor's notes to the school office upon the return of your child to school. This may include medical, behavioral and dental appointments.

To Stay or To Go: Guidelines for How Long to Keep a Sick Child Home from School

To Stay or To Go: Guidelines for How Long to Keep a Sick Child Home from School

It is sometimes difficult to decide when and how long to keep an ill child home from school. The following are guidelines for some of the more common childhood illnesses and our usual recommendations. It is always a good idea to contact your physician for specific diagnosis and treatment. Please keep these guidelines available for future reference.

Chicken Pox— This is a skin rash that progresses to blisters, then scabs. A slight fever may or may not be present. Your child should remain home until the sixth day after onset of rash or until all lesions are dry.

Fever—If your child's temperature is 100 degrees Fahrenheit or greater (or 1-2 degrees above the child's normal temperature) he/she should remain home until fever free for 24 hours, without the use of fever reducing medication (i.e. Tylenol, Advil).

Flu—Symptoms of the flu include abrupt onset of fever, chills, headache, and sore muscles. Runny nose, sore throat, and cough are also common. Your child should remain home from school until symptoms diminish and your child is fever free for 24 hours, without the use of fever reducing medication.

Head Lice—Lice are small wingless insects that lay eggs called nits. Nits firmly attach to the hair shafts near the scalp. They are small white specks and are commonly found at the nape of the neck and behind the ears. Following lice infestation, your child may return to school after receiving treatment with a pediculicide shampoo and he/she has been cleared by the health clinic staff.

Impetigo—This consists of blister-like, pus-filled bumps that later develop into yellowish, crusted sores that are commonly found around the nose and mouth. Your child should remain home from school until 24 hours after starting an effective antibiotic and all sores are dry, or can be covered at all times.

Pain—If your child complains or behavior indicates that he/she is experiencing persistent pain, he/she should be evaluated by a physician before being sent to school.

Pink Eye—Redness and swelling of the white(s) of the eyes or inside the eyelids, discharge from the eyes, itchy or scratchy eyes, or crusting of the eyelids or lashes may be present. Your child should remain home from school until 24 hours after starting an effective antibiotic.

Ringworm—Symptoms may include a scaly, itchy, red circular bald spot on the scalp. Skin may have a red, itchy, ring-like rash. Your child should remain home until 24 hours after an effective treatment is started.

Skin Rashes—Skin rashes of unknown origin should be evaluated by a physician and the diagnosis reported to the office before your child is sent to school.

Strep Throat & Scarlet Fever—Strep throat symptoms can consist of fever and red throat with pus spots. With scarlet fever, there are all of the symptoms of Strep throat, as well as a strawberry appearance of the tongue and a sandpaper-like rash on skin and inside of the mouth. High fever, nausea, and vomiting may also occur. Your child should remain home from school until receiving 24 hours of antibiotic therapy and has been fever free and without vomiting for 24 hours.

Vomiting and Diarrhea (Intestinal Viral Infections) - Stomach ache, cramping, nausea, vomiting, and diarrhea are often present, along with a possible fever, headache, and body aches. Your child should remain home until he/she has been without vomiting, diarrhea, or fever for 24 hours, without the use of fever reducing medication.

**Derived from the Ohio Department of Health Communicable Disease Chart*

Unexcused Absences, Intervention Plan and Habitual Truancy

Absences not covered under the excused absence policy are marked unexcused. The accumulation of multiple unexcused absences may result in the following actions in alignment with district policy and Ohio Revised Code.

Marysville Schools strive to reduce truancy through cooperation with parents, diligence in investigating the causes of absence and use of strict guidelines in regards to unexcused absence.

When building administration determines that a student has been habitually truant and that the parent, guardian or other person having care of a child has failed to ensure the child's attendance at school, State law authorizes Marysville Schools to require the parent to attend an educational program. The school must investigate any case of supposed truancy within the

district and must warn the child, if found truant, and the child's parent in writing of the legal consequences of being a "habitual" truant.

A "habitual truant" is any child of compulsory school age who is absent without a legitimate excuse for 30 or more consecutive hours, 42 or more hours in one month, or 72 or more hours in a school year. The parent is required to have the child attend school immediately after notification.

Regarding "habitual truants," the school must take as an intervention strategy any appropriate action contained in Board policy and or allowable by State law. School administration will use a continuum of strategies to reduce student absence including, but limited to:

1. Notification of student absence standing to parent or guardian
2. Provide a truancy intervention plan which meets requirements according to State law for any student who is a habitual truant;
3. Provide counseling via a school guidance counselor for a habitual truant;
4. Request or require a parent or guardian of a habitual truant to attend parental involvement programs;
5. Request or require a parent of a habitual truant to attend truancy prevention mediation programs;
6. Notification to the registrar of motor vehicles;
7. Taking legal action.

Truancy Intervention Plan

When a student's absences meets the threshold for habitual truancy, the following will occur

- Within 7 days of the triggering absence:
 - Building Administrator selects members of the absence intervention team;
 - School makes 3 meaningful attempts to secure the participation of the student's parent/guardian on the absence intervention team;
 - If the student's parent/guardian is unresponsive, the district investigates whether the failure to respond triggers mandatory reporting to the appropriate children's services agency and instructs the absence intervention team to develop the intervention plan without the parent;
- Within 10 days of the triggering absence, the student will be assigned to the selected absence intervention team;
- Within 14 school days after the assignment of the team, the school will develop the student's truancy intervention plan;
 - The Union County Court Mediator may be a member of the absence intervention team;
- If the student does not make progress on the plan within 60 days or continues to be excessively absent, the school will file a complaint in Union County Juvenile Court no later than the 61st day after the implementation of the truancy intervention plan.

If a student becomes habitually truant within 21 school days prior to the last day of instruction of a school year, the district may either assign a school official to work with the student's parent/guardian to develop an intervention plan during the summer and implement the plan no later than seven days prior to the first day of instruction of the next school year, or reconvene the absence intervention process on the first day of instruction of the next school year.

Filing a Complaint with Juvenile Court

The attendance officer or building administrator must file a complaint against the student in juvenile court by the 61st day after implementation of the absence intervention plan when:

1. the student's absences have surpassed the threshold for a habitual truant;
2. the district has made meaningful attempts to re-engage the student through the absence intervention plan, other intervention strategies and any offered alternatives to adjudication and/or;
3. the student has refused to participate in or failed to make satisfactory progress on the plan or any offered intervention strategies or alternatives to adjudication as determined by the absence intervention team.

If the 61st day after the implementation of the intervention plan falls on a day during the summer months, the district may extend the implementation of the plan and delay the filing of the complaint for an additional 30 days after the first day of instruction of the next school year.

Unless the absence intervention team determines the student has made substantial progress on their absence intervention plan, the attendance officer or building administrator must file a complaint against the student in juvenile court if the student is absent without legitimate excuse for 30 or more consecutive hours or 42 or more hours during a school month at any time during the implementation phase of the intervention plan or other intervention strategy.

Excessive Absence

The school provides notice to the parent of a student who is absent with or without excuse for 38 or more hours in one school month or 65 or more hours in a school year within seven days after the date of the absence triggering the notice. At the time of notice, the District may take any appropriate action as outlined in this policy as an intervention strategy. Doctor Excused absences will not count towards the Excessive Absence hour thresholds.

Tardiness to School

THESE POLICIES REFER TO A STUDENT BEING TARDY TO SCHOOL. PLEASE REFER TO BUILDING LEVEL POLICY CONCERNING TARDINESS TO CLASS.

Students who arrive at school within two hours of the start of school will be considered tardy unexcused unless a note from the parent is received stating why the student is tardy and the reason is considered an "excused absence" by State law. Students who are unexcused tardy for 5, 10, or 15 times during a nine week quarter will be issued a 30 minute detention. Detention time is to be served before or after school, or at a time designated by the assigning staff member. Students will be expected to report as required by the staff member. Failure to do so will result in further disciplinary action. Students will be notified one day in advance of the time of the detention in order for the student to have an opportunity to notify their parents of the detention. Sixteen (16) or more unexcused tardies is considered excessive and will result in an extended school (2 hours after school).

Excused tardiness requires a custodial parent note listing an excused reason (see reasons previously listed for "excused absences") and should be submitted according to building procedures.

A pattern of unexcused tardiness may cause the school to make a referral to the Union County Mediation Program.

Vacations

Vacations are not classified as an "excused absence" by Ohio Revised Code. Absences associated with a vacation may only be excused if written notice has been given to and approved by the building principal two weeks (or ten school days) PRIOR to the start of the trip. Principals have the discretion to excuse these absences by classifying them as an Alternate

Learning Experience if sufficient educational rationale is provided by the parent/guardian as well as depending on the child's attendance and academic standings. Individual teachers will provide students the work missed and determine the time limit for make-up work. It is the responsibility of the student/parent to request all school work missed.

Parents/Guardians Away From Home

When a child will be attending school, yet the parents/guardians will be away on vacation or for other reasons, then the school should be notified prior to this in writing. The duration of the trip and the temporary caretaker's name and phone number should be included in the note.

Leaving School for Appointments

Students leaving MUST be signed out by the adult picking them up. Children will be released only to the custodial parent or guardian or to an adult designated by the custodial parent or guardian. The office staff will call the student to the office. No student will be released to an adult in the classroom. If someone other than the parent or guardian will pick up the child, the parent or guardian MUST send a note or call the office in advance. A photo ID must be presented, if applicable.

For high school students, if a parent/guardian communicates to the school that his/her child is allowed to leave school for an appointment, the child will be released at the appropriate time. It is preferred the parent/guardian communicates with the school the day before the appointment or early in the morning the day of the appointment.

When Your Child is Going to be Absent from School

Ohio law ("Missing Children's Act") requires schools to contact parents when a student is absent from school. The intent of the law is to notify parents as soon as possible that their child is not in school in case of kidnapping, truancy or other dangerous situations a child may encounter on the way to school without the parent's knowledge. Ohio law requires schools to contact the parent/guardian when a student is absent from school. The school must make one attempt to notify the parent/guardian about the student's unexcused absence within 120 minutes of the start of the school day.

You can help make the Ohio Law protect our students in a very simple way. If your child is going to be absent from school on any day, the following is necessary:

1. Call your child's school attendance line:

Marysville High School: 937-578-6215

Marysville Early College High School: 937-578-7315

2. A written note or email by the parent/guardian must accompany your child upon the first day he/she returns to school. This written communication is to be submitted to the school office. The written communication must list the student's name, date of absence, reason for absence and parent/guardian signature. Students are to give absence notes to the homeroom teacher who will then give it to the school office.

116.02

ATTENDANCE PROCEDURE

The following procedures will be followed in dealing with attendance matters at Marysville High School. There are 3 methods to report an absence:

- Email the school at **attendance@mevsd.us** the day of an absence. Please include the specific reason and date for the absence. **This is the preferred method.**
- Fax a note to 937-578-6213. Please include the specific reason and date for the absence.

· Call the school attendance line at 937-578-6215 and leave a message.

If you have not contacted the attendance office by 9:45 A.M. the day of your student's absence you will receive an automated call and an email detailing your student's absence. Written documentation may be required using email, fax, or by sending in a note with your student. Students wishing to sign out for appointments or illnesses must follow the above outlined procedures. Assignments may be made up and credit issued only when an absence has been excused by the office using these procedures.

118.01

ANTI-HAZING/ANTI-BULLYING POLICY

It is the policy of the Marysville Board of Education that hazing or bullying activities of any type are not conducive to the educational process and shall be prohibited at all times. No administrator, faculty member, or other employee of the school district shall encourage, permit, condone, or tolerate any hazing activity. No student, including leaders of student organizations, shall plan, encourage, or engage in any hazing.

Anti-Hazing/Anti-Bullying Policy continued:

Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation or harassment to any student and/or organization that may cause harm to any person.

Bullying is an intentional written, verbal or physical act that a student has exhibited toward another particular student more than once. Bullying behavior may cause mental or physical harm to the other student and if the behavior is severe, persistent, or pervasive it can create an intimidating, threatening or abusive educational environment for the other student. Permission, consent, or assumption of risk by an individual to hazing or bullying does not lessen the prohibition contained in this policy.

Administrators, faculty members, and all other employees of the school district shall be particularly alert to possible situations, circumstances, or events, which might include hazing and/or bullying. If hazing and/or bullying is discovered, students involved will be notified by a school employee of this policy and will be required to end all hazing and/or bullying activities immediately. All hazing incidents shall be reported immediately to the Superintendent. Administrators, faculty members, students, and all other employees who fail to abide by this policy may be subject to disciplinary action, and may be liable for civil and criminal penalties in accordance with Ohio law.

119.01

HARASSMENT

The school believes that every individual deserves to come to school without fear of demeaning remarks or actions. The harassment of other students or staff members or any other individuals is not permitted. This includes any speech or action that creates a hostile, intimidating, or offensive learning environment. Conduct constituting harassment may take different forms, including but not limited to the following:

SEXUAL HARASSMENT

A. Verbal: The making of written or oral sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other person associated with the district.

B. Non-Verbal: Causing the placement of sexually suggestive innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other person associated with the district.

C. Physical Contact: Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, pushing the body, or coerced sexual intercourse, with a fellow student, staff member, or other person associated with the district.

GENDER/ETHNIC/RELIGIOUS/DISABILITY HARASSMENT

A. Verbal: Written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc. toward a fellow student, staff member, or other person associated with the District; conducting a "campaign of silence" towards a fellow student, staff member, or other person associated with the District by refusing to have any form of social interaction with the person.

B. Non-verbal: Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the District.

C. Physical: Any intimidating or disparaging action such as hitting, hissing, or spitting on a fellow student, staff member, or other person associated with the District.

Any student who believes that s/he is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the District should make contact with a faculty member, counselor, or administrator to report such actions. The student may make contact either by a written report or by telephone or personal visit. During this contact, the reporting student should provide the name of the person(s) whom s/he believes to be responsible for the harassment and the nature of the harassing incident(s). A written summary of each such report will be prepared promptly and a copy forwarded to the Principal.

Each report shall be investigated in a timely and confidential manner. While a charge is under investigation, no information will be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved is to discuss the subject outside of the investigation.

If an investigation reveals that any harassment complaint is valid, then appropriate remedial and/or disciplinary action will be taken promptly to prevent the continuance of the harassment or its recurrence.

Given the serious nature of harassing behavior, the school recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges. Under no circumstances will the school tolerate threats or retaliation against anyone who raises or files a harassment complaint.

120.01

COLLEGE DAYS/CAMPUS VISITATIONS

Verification of the College Visit: Within 48 hours of return to school (2 school days) the student must provide the Attendance Office with an official letter/note with university/college insignia verifying the student visit. If all procedures above are met, the date will be marked as excused in attendance.

Seniors are permitted 5 days for excused college visits.

Juniors are permitted 3 days for an excused college visit.

*Taking additional days requires administrative approval.

121.01

MEDIA CENTER

The Media Center is located near the main entrance to the building on the first floor. The facility is designed for use by students in research work, individualized, or independent studies. There are also books, magazines and newspapers for your casual enjoyment. We hope you will make good use of this facility in your educational program and preparation. Because of the large demand on this facility for student use, your cooperation is needed for its efficient operation. There will be a limited number of students permitted in the center during any single class period.

122.01

COMMONS (CAFETERIA)

The commons provides Class A school lunches at a reasonable price. A selection of Ala Carte items is available also. The lunch period is closed and all students must eat lunch at school either purchased at the cafeteria, or brought from home. No student may leave the school grounds during the lunch hour. After eating lunch, students are to throw their trash in the trash cans and return to their seats. Students are to remain seated until the dismissal bell. During nice weather, students have the option of eating in the courtyard, or going into the courtyard after they have thrown their trash in the trash containers.

Your lunch period is listed on your class schedule as one of those periods. **Students are not permitted to leave the school grounds for lunch unless it is an emergency situation and the building administrator grants permission. Students are not permitted to door dash, grub hub or other food delivery methods. A parent may bring lunch to school if needed.**

123.01

EMERGENCY DRILLS

FIRE: Fire drills are required every month with no notice given to the students. Directions are posted in each room as to which door to exit. Students are to leave quietly and in single file. All windows in the rooms are to be closed, as well as the door. Students are to walk to the assigned area and stand with their class until the signal is given to reenter the building. Teachers are required to take attendance once their class is clear of the building to insure that all students are accounted for. The building principal or the fire departments are the only authorized individuals to initiate a fire signal. Any unauthorized use of the fire warning system will be immediately reported to the local police and fire officials.

TORNADO: Tornado drills are required monthly during the spring months. A bullhorn will be available in case of a power failure. On the signal, students shall go to the assigned area. Teachers will take attendance once the safe area is reached, and shall report any discrepancies to the building principal. A PA announcement will signify the return to the classrooms.

124.01

DEFINITION OF A FULL TIME STUDENT

In order to be enrolled as a student at Marysville High School, regardless of age, a student must be registered for a minimum of five credits during any semester. These credits may be made up

of approved work/study programs, educational options/credit flexibility opportunities, or College Credit Plus options in addition to Marysville High School course offerings.

125.01

DEFINITION OF SOPHOMORE, JUNIOR, & SENIOR STATUS

All students need to achieve 21 credits to be eligible to graduate.

Criteria for each class designation are listed below:

Freshman – 1st year student (Class of 2027)

Sophomore – 2nd year student (Class of 2026)

Junior – 3rd year student (Class of 2025)

Senior – 4th year student (Class of 2024)

126.01

ACADEMIC RECOGNITION AT COMMENCEMENT

We believe it is important for universities to look carefully at the individual applicant to see beyond class designations, which can sometimes be skewed in a competitive high school like MHS. Seniors will be honored at commencements based upon the following standards of academic achievement:

- Valedictorians: 4.1 GPA (seven semesters) Transcripts will reflect 5%, 10%, 20% and 50% of each graduating class. One set of valedictorians from Marysville High School and Marysville Early College High School
- Summa Cum Laude: 4.000+ (seven semesters)
- Magna Cum Laude: 3.750 to 3.999 (seven semesters)
- Cum Laude: 3.500 to 3.749 (seven semesters)

Two Valedictorians will be selected to speak at commencement. Candidates will submit an application and speech to a panel of teachers who will make the selections.

127.01

EARLY GRADUATION POLICY

The staff and administration of Marysville High School does not advocate students graduating in less than four years (eight semesters). At the same time, we recognize that in certain situations it may be advantageous for a student and his/her family to consider graduation after completion of six or seven semesters. In order for a student to be considered for early graduation, he/she must meet the conditions listed below (any deviation from the listed conditions must be approved by the principal and superintendent):

1. A student must file an application for early graduation.
2. In order to graduate at the end of six semesters, a student must have earned a minimum of 14 credits at the end of their sophomore year and have passed all required courses in grades nine and ten (credit requirement to increase proportionally if the total number of credits required for graduation is increased).
3. Students must have passed all parts of the Ohio Graduation Test or New Generation Assessments.

4. In order to graduate at the end of the first semester of the senior year a student must have completed all graduation requirements by the conclusion of that seventh semester.

128.01

HONOR ROLL & MERIT ROLL

The honor roll is compiled at the end of each 9 week period. Honor roll designations include 3.50-4.0+ grade point average. Merit roll designation includes 3.00-3.49 grade point average.

128.02

ACADEMIC HONOR & MERIT AWARDS

Academic Honors Awards can be recognized annually to students who have earned and maintained a cumulative grade point average of 3.50 or higher through one, three, five, or seven semesters (freshmen, sophomore, junior or senior year). Academic Merit Awards are presented annually to students who have earned and maintained a cumulative grade point average of 3.00 – 3.49 through one, three, five, or seven semesters (freshmen, sophomore, junior or senior year).

129.01

INCOMPLETES

An incomplete (I) on a grade card indicates the student has assignments that need to be made up. Incompletes may only be issued with prior approval of the Principal or Assistant Principal. Teachers will notify students who have been approved for incompletes and explain what must be done to make them up.

Students will have the appropriate and approved number of days to make up the work for that grading period (generally, five (5) days after each of the first three grading periods; all incompletes for the fourth and final nine week grading period should be made up prior to the teacher turning in final grades). Incompletes not made up within the time limit will result in the student failing that course for the grading period. Any deviation from this procedure must have the approval of the building principal.

130.01

WORK PERMITS

Persons under eighteen years of age may need a work permit for certain types of work. These permits and additional information are available in the Main Office. In order to be issued a work permit, a student must maintain regular attendance and satisfactory progress toward meeting requirements for graduation. An existing work permit may be canceled for failure to maintain such attendance or progress.

131.01

TEXTBOOKS

All basic texts are loaned to students for their use during the school year. Workbooks and other supplies are paid for by the student. Textbooks are to be kept clean and handled carefully. The student will be assessed for misuse, abuse, or lost books.

132.01 LEAVING THE BUILDING

Leaving the building or grounds is forbidden unless written permission has been obtained from the office. No “sign outs” will be given without parental permission either in writing or by phone. All notes are to be dated and signed with the parent's signature and contain the specific reason for signing out. During the school day, all students are to be accountable to a teacher or a valid supervisor. Attendance must be kept in all classes and study halls. Students who fail to check out through the office will be subject to discipline.

133.01 PARKING PERMITS - USE OF AUTOMOBILES

Students wishing to drive to school are required to register their car by purchasing a parking pass (\$30 full year/\$15 half year). The fee is used to partially offset costs for parking lot security (security personnel, maintenance and upkeep of the parking lot facility and surveillance cameras, and purchase of the parking tags which identify the car as one that ‘belongs’ in the designated student parking areas.) The parking permit must be displayed prominently in the student’s car at all times. Normal parking and driving rules are to be followed. All students are to park only in the student parking lot in areas designated for cars. Students parking their cars in the student parking lot do so at their own risk. The school does not assume any responsibility for cars parked in the student parking lot. Illegal parking, double parking, reckless operation and other traffic violations will not be tolerated. Students are not permitted in the parking lot during the school day unless leaving school on an approved sign out. Failure to comply with these conditions may result in removal of driving privileges and/or suspension and/or expulsion. At the end of the school day, students remaining at school may be required to move their cars to a different section of the student parking lot in order to accommodate some after school activities in the lot. Students are responsible for any items found in their car that may violate school policy, whether they have knowledge of those items or not.

134.01 DRESS

DRESS Students may not dress or appear in a manner or fashion that (a) interferes with the student’s health or welfare or that of others, or (b) causes disruption or directly interferes with the educational process. Parents may be asked to remove such a child and/or have them change their clothes. If a student is sent home to change clothes, any class time missed will be unexcused. The administration, faculty and Board reserve the right of final judgment on what is appropriate and acceptable. Examples listed below are not intended to be exhaustive. Students may not wear the following items:

- Clothing containing printing and/or graphics, which is (or which could be interpreted as) obscene, vulgar, profane or defamatory, or constitutes “hate speech” (e.g. anti-race, anti-government, anti-religion, anti-school, etc.)
- Clothing which depicts, displays, or advertises substances that are prohibited in schools (e.g. cigarettes, alcoholic beverages, drugs, etc.)

Students must wear shoes at all times.

135.01 BUS RULES

Riding the school bus is a privilege, which is granted to those eligible students. Ensuring the safe transportation of students to and from school is the top priority of the bus driver. The following rules have been adopted to help assure that safe transportation:

1. There shall be no eating or drinking on the bus.
2. Students are to stay in their assigned seat while the bus is moving.
3. There shall be no use of tobacco, bad language, rude gestures, or teasing on the bus.
4. Students shall keep hands, feet, and personal objects to themselves, and inside the bus.
5. Students shall obey the instructions of the bus driver at all times. Students who choose to disobey the school bus rules will find themselves subject to disciplinary action, which may include detention, suspension, or denial of bus riding privileges for up to one school year.

136.01 ELECTRONIC DEVICES USE OF ELECTRONIC DEVICES AT SCHOOL

1. Cell phones and other electronic devices must be silent and kept out of sight during class time, unless otherwise directed by individual teachers in their classrooms. Parents are reminded that in cases of emergency, the main office is the appropriate point of contact to ensure your child is reached quickly and assisted in an appropriate way.
2. Cell phones and other electronic devices may not be used in any manner that disrupts classroom lessons or other activities, such as assemblies, hallway traffic, or the ability to be on time to classes.
3. Cell phones, cameras, or other devices should not be used to photograph or film teachers, students or other district employees without their consent.
4. Electronic devices may be used in the Commons or Monarch Commons during a student's designated lunch period.
5. Students violating the acceptable use policy as defined in section 144.02 will be subject to disciplinary action.

CARE OF ELECTRONIC DEVICES

1. Students who bring cell phones or other electronic devices to school are solely responsible for the safety and security of those devices.
2. The school accepts no responsibility for cell phones or other electronic devices that are lost, damaged, or stolen at school, or while traveling to and from school.
3. Students found not in compliance with the policy may be subject to disciplinary action as outlined in 200.01, Student Conduct Code, Part II: Code of Conduct.

District-Issued Device Policy

Students in grades 5-12 will be provided with a specific district-issued device. This device is an integral part of the educational experience and should be charged nightly to ensure functionality throughout the school day. Optional accidental damage protection (ADP) is available for these

devices. Elementary students will have access to a district-owned device during their school day when needed.

While district-issued devices are required for classroom use, grades 5-12 students may bring their own device if they choose. Students are responsible for ensuring they have their district-issued device with them in class daily. Teachers and/or administrators have discretion in allowing students to use personal devices, as certain educational software and programs may only be available on district-issued devices. This also applies to elementary school students as the school provides access to a district-owned device during their school day.

137.01 GANG ACTIVITY

It is recognized that harm done by the presence and activities of gangs in the schools can exceed the immediate consequences of such activities as violence and destruction of property. Gang activities also create an atmosphere of intimidation in the entire school community. Both the immediate consequences of gang activity and the secondary effects of such are disruptive and obstructive to the process of education and school activities.

Gang Activity continued:

In order to help insure safe and violence free schools, gangs and gang activities are prohibited in Marysville High School according to the following:

A. Definition: For purposes of this policy, a “gang” is any group of three or more persons who displays or communicates membership in that group and whose purposes include the commission of illegal acts or the violation of disciplinary rules of Marysville High School.

B. Prohibitions: In any area under the control of the school district, or at any activity supervised by school personnel employed by the district, no student shall:

1. Wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign, or other item that evidences or reflects membership in, or affiliation with, any gang.
2. Engage in any act, either verbal or nonverbal, including gestures or handshakes and demonstrations of membership in or affiliation with any gang.
3. Engage in any act that furthers the interests of any gang or gang activity, including, but not limited to:
 - a. soliciting membership in, or affiliation with, any gang;
 - b. soliciting any person to pay for “protection” or threatening any person, explicitly or implicitly, with any other illegal or prohibited act;
 - c. painting, writing, tattooing, or otherwise inscribing gang related graffiti, messages, symbols, or signs (or graffiti, messages, symbols or signs that are not gang related, but that a reasonable person would believe to be gang related due to similarity in shape, size, color, or form), on school property or personal property;
 - d. engaging in violence, extortion, or any other illegal act or other violation of school policy;

- e. soliciting any person to engage in physical violence against any other person.
4. Violations: Students who violate this policy shall be subject to suspension and/or expulsion, in addition to applicable criminal and civil penalties.

138.01

GUIDELINES FOR STUDENT BEHAVIOR IN EXTRA AND CO-CURRICULAR ACTIVITIES

Students are reminded that when they are participating in or in attendance at any extra or co-curricular activities, they may be governed by the Student Conduct Code and all school rules and regulations in the same manner as they are during the regular school day.

Coaches and activity advisors may implement rules that are more stringent than those contained in this handbook provided that the students involved are made aware of those rules and given a copy of the same.

A student may not quit one activity and start another within the same “season” as defined by the specific rules of the activities involved.

The Superintendent, building administrators, or other persons employed by the Board to supervise or coach a student activity program, may prohibit a student from participating in any particular or all extracurricular or co-curricular activities of the District for offenses or violations of the student code of conduct for a period not to exceed the remainder of the school year in which the offense or violation of the student code of conduct took place.

138.02

STUDENT ATTENDANCE AND PARTICIPATION IN EXTRA AND CO-CURRICULAR ACTIVITIES

In order to attend or participate in interscholastic or intramural athletic practices, contests, or events, or participate in extra or co-curricular activities (including contests, practices or meetings), the student must be in attendance at school for at least five full and consecutive periods on the date of the scheduled event or activity. In the case of practices, contests, meetings or events held on a non-school day, in order to participate, the student must have been in attendance for at least five full and consecutive periods of the school day most immediately prior to the practice, contest, meeting, or event. A building administrator shall have the authority to waive this requirement in consultation with the appropriate coach, advisor or sponsor.

138.03

ATHLETIC ELIGIBILITY

In order to be eligible to participate in athletics, high school students (grades 9-12) must be enrolled in a member school (includes options mentioned in “Educational Options” section 107.07 of the Parent Student Handbook), and must have received passing grades in a minimum of five periods of classes the nine weeks prior to your sport. These five periods cannot include the following 0.25 credit courses: Physical Education, Strength Conditioning, Fitness and Sport, and 9th Grade Men’s or Women’s Chorus. However, if two of these 0.25 credit courses are taken, they would count as ONE of the five required periods of classes. The minimum

requirement for eligibility is a 1.50 GPA. For additional information on eligibility, see also the MHS Athletic Handbook and the MHS Course Description Book. Please see the Athletic Director, your coach, or guidance counselor if you have any questions.

138.04 DETENTION PROCEDURES

Staff members may issue detentions to any student who is disrupting a class or showing disrespect in any way. Unexcused tardiness may be another reason for detention. Detention time is to be served before or after school, or at a time designated by the assigning staff member. Students will be expected to report as required by the staff member. Failure to do so will result in further disciplinary action. Students will be notified one day in advance of the time of the detention in order for the student to have an opportunity to notify their parents of the detention.

139.01 STUDENT RECORDS: ANNUAL NOTIFICATION DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that the Marysville Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the Marysville Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Marysville Schools to include this type of information from your child's education records in certain school publications.

Directory Information continued:

Examples include but are not limited to:

- A playbill, showing your student's role in a drama production
- The annual yearbook
- Honor roll or other recognition lists
- Graduation programs
- Sports activity sheets, such as athletic programs, showing weight and height of team members, etc.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEA's) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories names, addresses and telephone listings unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. If you do not want the Marysville Schools to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing within two weeks from the beginning of school, or within two weeks of the student's enrollment

in school. The Marysville Schools have designated the following information as directory information:

- Student's name
- Student's address
- Student's date of birth
- Student's extracurricular participation
- Student's achievement awards or honors
- Student's height and weight if a member of an athletic team

The form is available in the school office and on the MHS website (Directory Opt-Out form)

140.01

DISTRIBUTION OF LITERATURE IN SCHOOL

Any person who desires to post or distribute any type of literature to students on school property is required to obtain the approval of the Building Principal prior to such posting or distribution. The cleanup of any litter resulting from the posting or distribution of such literature shall be the responsibility of those making the posting or distribution.

Approval will not be granted for the posting or distribution of any literature, which contains any of the following elements:

- a) A personal attack on any individual
- b) Profanity, pornography, or obscenity
- c) The inciting or urging of students to riot, demonstrate, or do anything, which could cause or tend to cause a disruption in the school
- d) Statements or meanings which are derogatory or demeaning to any individual or group of individuals
- e) Anything else deemed to be inappropriate.

141.01

STUDENT GRIEVANCE PROCEDURE

It is believed that the faculty makes every effort to treat each student in a firm, fair, and impartial manner in the application of school rules and regulations. There are times when students may question this and/or have other legitimate concerns. Every reasonable student concern shall be treated with careful consideration. When there are legitimate student grievances or concerns, this procedure shall be followed:

1. The student shall submit a written explanation of the concern to the Principal or Assistant Principal within five (5) school days of its occurrence.
2. The Principal or Assistant Principal shall investigate the area of concern and return a finding within five (5) days of receipt of the appeal.
3. The student may submit a written appeal of these findings to the Superintendent within five (5) school days. The Principal, Assistant Principal, shall submit a copy of their findings to the Superintendent in case of an appeal.

142.01

EMERGENCY REMOVAL

If removal is subject to suspension or expulsion, notice and hearing procedures must be followed the next school day after the removal is ordered. Students in PreK-3 may only be removed for the remainder of the school day and must be permitted to return the following

school day. The school may proceed with a related suspension or expulsion in compliance with State law. If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process, either within a classroom or elsewhere on the school premises, then:

1. The Principal or Superintendent may remove the student from curricular or extracurricular activities or from the school premises.
2. A teacher may remove a student from curricular or extracurricular activities under the teacher's supervision, but not from the school premises altogether. Reasons for such removal must be submitted to the Principal by the end of the school day.
3. When emergency removal of a student occurs, then:
 - (a) A hearing must be held as soon as practicable after the removal, but within seventy two (72) hours after the initial removal is ordered;
 - (b) The hearing must be held in accordance with either the suspension or expulsion procedure, depending on the probable action that will be taken;
 - (c) The person who ordered, initiated, or requested the removal must be present at the hearing.

142.02 SUSPENSION

1. Suspensions:

a. The Superintendent, principals, assistant principals and other designated administrators may suspend a student from school for disciplinary reasons outlined in the Student Code of Conduct. No period of suspension is for more than 10 school days. Suspensions may extend beyond the current school year if, at the time a suspension is imposed, fewer than 10 days remain in the school year. The Superintendent may apply any or all of the period of suspension to the following year. Students must be allowed to complete any classroom assignments or assessments missed because of the suspension and receive at least partial credit.

Suspension continued:

b. Prior to any suspension (except in-school suspension), the Superintendent, principals, assistant principals and other designated administrators have been granted authority to suspend, they must:

(1) Give the student: (a) written notice of intent to suspend, (b) the reasons for the intended suspension, and, (c) if the proposed suspension is based on a violation for which the student could be permanently excluded and if the student is sixteen or older, the notice must include a statement that the superintendent may seek to permanently exclude the student if he/she is convicted of or adjudicated a delinquent child for that violation.

(2) Provide the student an opportunity to appear at an informal hearing before an administrator granted such authority to challenge the reasons for the intended suspension or otherwise explain his/her actions.

(3) The notice and hearing can be held immediately following the alleged violation of the conduct code.

(4) Whenever possible, principals will consult with a mental health professional under contract with the District or school prior to suspending a student in grades pre-K

through three. If needed, the principal or mental health professional will assist the student's parent in locating additional mental health services.

2. If it is determined, as a result of the hearing, that the student should be suspended, the following shall occur:
 1. Within twenty four (24) hours of the suspension, the parent, guardian, or custodian of the student must be notified in writing. Immediate contact of the parent may be made by telephone.
 2. The notice must include: (a) the reasons(s) for the suspension; (b) the right of the parent, guardian, or custodian to appeal the action to the Board of Education or its designee; (c) the right to be represented in the appeal; (d) the right to request that the hearing be held in executive session. Appeals must be made in writing to the Superintendent within 72 hours of the date of suspension.
 3. Any work missed during out of school suspension may be made up.
 4. A student may be required to serve an in-school suspension. When all of such a suspension is to be served in a supervised learning environment within the school setting, this is to be considered an in-school suspension. Students must be allowed to complete any classroom assignments or assessments missed because of the suspension and receive at least partial credit.
 5. The Superintendent may apply any or all of the period of the suspension to the following school year.
 6. The Superintendent may require a student to perform community service in conjunction with or in place of a suspension. The Board may adopt guidelines to permit the Superintendent to impose a community service requirement beyond the end of the school year in lieu of applying the suspension into the following school year.
 7. Should any of the days of scheduled suspension be days when school is canceled for any reason, the days of suspension that fall on days of school cancellation will not count as days of suspension, and those days will be rescheduled to the next day(s) school is in session.

142.03 EXPULSION

Expulsion is any removal for more than ten (10) days. Only the Superintendent may expel a student. When the Superintendent finds

it necessary to expel a student, the following procedures must be utilized:

1. Written notice must be given to the student and his/her parent, guardian, or custodian;
2. The notice must include: (a) written reasons for the intended expulsion; (b) the right of the student and parent, guardian, or custodian to appear before the Superintendent or his/her designee to challenge the expulsion or explain the student's action; (c) time and place of the hearing, which must not be less than three (3) no later than five (5) days after the notice is given, unless the Superintendent grants an extension. If an extension is granted, the Superintendent is required to notify the student and parent, guardian, custodian, or representative of the new time and place;
3. Written notification of the decision, and the right to appeal to the Board of Education, or its designee, is required. The notice must include: (a) the reasons for the expulsion; (b) the right to be represented in the appeal; (c) the right to request the hearing be held in executive session.
4. Expulsions may be imposed for up to eighty (80) days.
5. Expulsions of up to one year may be imposed for the following violations:
 - a. Bringing or possessing a firearm on school property or at a school related event regardless of where it occurs;

- b. Bringing or possessing a knife on school property or at a school related event, regardless of where it occurs, and
 - c. any act committed on school property or at a school related event that would be a crime if committed by an adult and that results in serious physical harm to persons or property
 - d. Firearm shall mean any weapon (including a starter gun) which is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer or any destructive device. "Destructive device" includes any explosive, incendiary or poisonous gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one quarter ounce, mine or device similar to any of the devices described above.
 - e. Knife shall mean a weapon or cutting instrument consisting of a blade fastened to a handle; a razor blade; or any similar device (including sharp, metal martial arts weapons such as ninja throwing stars) that is used for, or is readily capable of, causing death or serious bodily injury.
6. An expulsion can extend beyond the end of the school year if there are fewer school days than expulsion days remaining in the school year. Under such circumstances, the Superintendent may apply any remaining part or all of the period of expulsion to the following school year;
 7. The Superintendent may require a student to perform community service in conjunction with or in place of an expulsion. The Board may adopt guidelines to permit the Superintendent to impose a community service requirement beyond the end of the school year in lieu of applying the expulsion into the following school year.

142.04

APPEALS OF SUSPENSIONS OR EXPULSIONS

A student, parent, guardian, or custodian may appeal suspension or expulsion. Suspension by building principals shall be appealed to the Superintendent. Suspension by the Superintendent and/or expulsions shall be appealed to the Board of Education. A verbatim record will be kept of the hearing, which may be held in executive session at the request of the student, parent, guardian, custodian, or representative. Outlined below are the specific appeal hearing procedures to be followed:

1. Introduction of purpose, legal rights, and hearing procedure.
2. Presentations of reasons for suspension/expulsion by the building administrator and/or superintendent or representative.
3. Presentation of reasons for appeal of the suspension/expulsion by student, parent, guardian, custodian, or representative.
4. Questions by the superintendent and/or Board to either or both parties concerning the suspension and/or expulsion.
5. Closing statements by both parties.
6. A verbatim record of the proceedings.
7. Notification of the appeal decision will be sent to the person making the appeal.

142.05

PERMANENT EXCLUSION

The board may seek the permanent exclusion of a student 16 years of age or older who is either convicted in criminal court or adjudicated delinquent by a juvenile court of any of the following offenses that occur on school grounds or at a school function:

1. illegal conveyance or possession of a deadly weapon or dangerous ordnance, carrying a concealed weapon, aggravated trafficking, trafficking in drugs, trafficking involving the possession of bulk amount of a controlled substance or the sale of a controlled substance and/or;
2. aggravated murder, murder, voluntary or involuntary manslaughter, felonious or aggravated assault, rape, gross sexual imposition or felonious sexual penetration, if the victim is a district employee;

In addition, complicity in any of the above acts, whether or not that complicity takes place on school grounds or at a school function, may also be the basis for permanent exclusion.

143.01

SEARCH, SEIZURE, AND INTERROGATION

STUDENT INTERROGATION

Interrogations by Police or the Department of Job and Family Services/County Children Services Board

The Board of Education is committed to protecting the students from individuals not associated with the school system, but also recognizes its responsibility to cooperate with law enforcement agencies and the Department of Job and Family Services/County Children Services Board. The following steps will be taken:

1. Except as specified below or where a school administrator has made an independent determination that reasonable grounds exist for conducting an interrogation without parental consent, law enforcement agencies and or Children Services will not be permitted to interview students without the express permission of the student's parent or legal guardian.

Interrogation continued:

2. If possible, the student's parent or legal guardian should be notified before the student is questioned by police or officials from Children Services, so that the parent/legal guardian may be present, if they so desire.
3. Whenever possible, police officers and/or Children Services should contact and/or question students out of school. When it is absolutely necessary for an officer or Children's Services official to make a school contact with a student, the school authorities will bring the student to a private room and the contact will be made out of the sight of others as much as possible.
4. The school principal must be notified before a student may be questioned in school or taken from a classroom.
5. A school official will request to be present when an interrogation takes place within the school.

6. Students shall not be permitted to leave the school with an officer or Children's Services official unless the official presents the Principal with a Court Order granting the official custody or specifically granting Children's Services permission to remove the student.
7. Law enforcement officers, Children Services, or others shall not be permitted to interrupt normal school activities during the course of their investigations.
8. Police/Children's Services may interview minor students without prior parental permission if they are investigating allegations of child abuse involving the parent/guardian, at the discretion of the principal.

SEARCH AND SEIZURE

Search of School Property

The following rules apply to the search of school property assigned to a specific student (e.g., desk, locker, etc.) and the seizure of items in his/her possession or on his/her person:

1. Desks and/or lockers/cubbies assigned to a specific student remain the property of the school district. Random, unannounced searches of desks and/or lockers and their contents may be conducted.
2. General housekeeping inspection of school property may be conducted with prior notice.
3. Searches of desks or other storage spaces and their contents may be conducted when school authorities have reasonable suspicion to believe that the area being searched contains evidence of a crime or violation of school rules.
4. Items, the possession of which constitutes a crime or violation of school rules, or any other possessions reasonably determined to be a threat to the safety or security of others may be seized by school authorities at any time.

*The Board reserves the right to conduct canine searches.

Searches of a Student's Person or Personal Property by School Personnel

Principals and their designees are permitted to search the person and/or personal property (e.g., purse, knapsack, backpack, gym bag, etc.) of a student when there is reasonable cause/suspicion to believe that evidence will be obtained indicating the student has violated either the law or school rules/policies/regulations. Ordinarily, search of a student's personal property will be for specifically identified item(s) and will be conducted when possible in the student's presence and with the student's knowledge.

144.01

SUBSTANCE ABUSE POLICY STATEMENT

The use and abuse of mood altering chemicals in the Marysville community is a problem, as it is throughout the country. The Board of Education, administration and staff of the Marysville Exempted Village Schools recognize a shared responsibility with the entire community to address this issue.

The Board recognizes that chemical dependency is an illness, which **MUST** be treated. Since abuse and dependency are detrimental to learning and development of those affected, the

Board is committed to working with the home and community agencies to create a school environment free of chemical use.

The Board believes it to be beneficial in protecting the health, safety, and welfare of its students to educate students about problems dealing with chemical abuse and dependency and to offer to identify agencies/counselors to help students.

MARYSVILLE EXEMPTED VILLAGE SCHOOLS
ADMINISTRATIVE PROCEDURE

USE/POSSESSION or SALE/DISTRIBUTION OF NARCOTICS, ILLICIT DRUGS, MIND ALTERING INHALANTS, DRUG PARAPHERNALIA, EXCESS AMOUNTS OF ACROSS THE COUNTER DRUGS, MEDICATION PRESCRIBED FOR ANOTHER INDIVIDUAL, OR ALCOHOL

See Rule I2 of MEVS Student Conduct Code

A student shall not possess, use, handle, transmit, conceal, sell, distribute, aid and abet, or display evidence of having used mind altering chemicals (alcohol or other drugs including but not limited to; prescribed, across the counter, mind altering inhalants, or illegal) or possess instruments for administering drugs on school district property, at school supervised/sponsored activity off school property, or during travel on school provided transportation, except as prescribed by a physician. A violation of this rule may result in disciplinary action, which could include: emergency removal, suspension, and assignment to an educational group of at least six (6) hours, assessment, or expulsion. This statement also applies to:

- across the counter medication or chemicals in an amount in excess of that recommended for one school day (or if on a school trip, the amount needed by that individual for the duration of that trip);
- mind altering inhalants;
- counterfeit controlled substances, also known as look-alike drugs.

“Counterfeit” or “look-alike” drugs are:

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 such trademark, trade name or identifying mark: (O.R.C., Sect. 2925.01(P));
2. Any unmarked or unlabeled substance that is represented to be a controlled substance, manufactured, processed, packed or distributed

Substance abuse continued:

3. Any substance that is represented to be a controlled substance but is not a controlled substance or is a different controlled substance; or
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, packing, distribution, or the price for which it is sold or offered for sale.

USE/POSSESSION

The following action will be taken when the appropriate administrator or other authorized person finds that based upon consideration of all of the circumstances and evidence of the incident, there is reason to believe that a student on school district property, at any school supervised/sponsored activity off school property, or during travel on school provided transportation, has been using or has been in possession of alcohol, other drugs, drug paraphernalia, medication prescribed for another individual, excess across the counter drugs, mind altering inhalants, or look-alike drugs:

1. The student may be suspended for ten (10) days and an expulsion review will be conducted. Within five (5) working days the appropriate administrator and a core team

member (selected individuals trained in intervention) will schedule a meeting with the student's parent or guardian. (Other school staff with a vested interest in the student or incident, or a chemical counselor, may also be present.) This meeting will be referred to as an intervention meeting.

a. A mandatory minimum of three (3) of the ten (10) days of out of school suspension will be served. The appropriate administrator will choose the length of the suspension based on the incident. The administrator may choose to enforce the full ten (10) days of out of school suspension.

b. At the intervention meeting, the length of the suspension may be altered if the student and parents commit to the six (6) hours of educational group and assessment done by a CCDCIII licensed chemical counselor and any further recommendations of the agency doing the educational group, sign the no use/abuse contract, and sign a release of information to the agency doing the educational group. (Failure to attend and participate at every assigned session of the educational group may result in the ten (10) day suspension being reinstated and recommendation for expulsion.)

The initial educational group or counseling session shall occur within two (2) weeks of the first day of suspension. (see also Substance Abuse Policy next page)

The parents/guardians have full financial responsibility of payment in advance of attendance for the educational group, assessment, and any further recommended treatment.

Should the parent/guardian fail to attend the intervention meeting and/or reject educational group/assessment/further agency recommendations, expulsion review may proceed and the ten (10) day suspension may be imposed.;

c. By the first educational group session, the core team (selected individuals with training in intervention) shall have collected data sheets from the building staff, cumulated the data, and provide this to the parents/guardians and the agency doing the educational group.

Use/Possession continued:

d. Local law enforcement officials may be contacted and charges may be filed.

e. If the student follows all school guidelines, he/she may forfeit the privilege of participating in 10% of all total competitions or equal amount of participation time for all non-athletic extracurricular activities in which he/she may be presently involved. If a student does not follow all school guidelines he/she may forfeit the privilege of participating in 25% of all total competitions or equal amount of participation time for all non-athletic extracurricular activities in which they may be involved during the school year. Any forfeiture period may carry over from one semester to the next or from one school year to the next, as determined by the building principal.

2. A second violation of this policy (use/possession) within two calendar years of the first violation may result in a ten (10) day suspension and an expulsion review will be conducted.

3. Within (5) days the appropriate administrator and a core team member will schedule a meeting with the student's parent or guardian. (Other school staff with a vested interest in the student or incident, or a chemical counselor, may also be present). This meeting

will be referred to as an intervention meeting. At this meeting, findings will be presented and recommendations stated.

An incident report will be forwarded to local law enforcement officials and charges may be filed.

a. If the student follows all school guidelines, he/she may forfeit the privilege of participating in 25% of all total competitions or equal amount of participation time for all extracurricular activities in which he/she may be presently involved. If a student does not follow all school guidelines he/she may forfeit the privilege of participating in 50% of all total competitions or equal amount of participation time for all extracurricular activities in which they may be presently involved. Any forfeiture period may carry over from one semester to the next or from one school year to the next, as determined by the building principal.

3. A third violation of this policy (use/possession) in the student's school career (grades K-12) will result in an automatic ten (10) day suspension and an expulsion recommendation and hearing and charges may be filed with local law enforcement agencies.

Such a student shall be deemed to have forfeited his/her privilege of participating in all extracurricular activities throughout the remainder of their middle school and/or high school career

SALE/DISTRIBUTION

The following actions will be taken when the appropriate administrator or other authorized person, finds that there is reason to believe that the student has been selling or distributing or aiding and abetting the sale/distribution of drugs/alcohol/prescriptions/mind altering inhalants/drug paraphernalia/excess across the counter drugs on school district property, at any school supervised/sponsored activity off school property, or during travel on school provided transportation.

1. The student may be suspended for ten (10) days and an expulsion review will be conducted.

Within (5) days the appropriate administrator and a core team member (selected individual with intervention training) will schedule a meeting with the student's parent or guardian. (Other school staff with a vested interest in the student or incident, or a chemical counselor, may also be present.) This meeting will be referred to as an intervention meeting.

Sale/Distribution continued:

a) a mandatory minimum of five (5) of the ten (10) days of out of school suspension will be served. The appropriate administrator will choose the length of the suspension based on the incident. The administrator may choose to enforce the full ten (10) days of out of school suspension.

b) At the intervention meeting, the length of the suspension may be altered if the student and parents commit to the six (6) hours of educational group and assessment done by a CCDCIII licensed chemical counselor and any further recommendations of the agency doing the educational group, sign the no use/abuse contract, and sign a release of information to the agency doing the educational group. (Failure to attend and participate at every assigned session of the educational group may result in the ten (10) day suspension being reinstated and recommendation for expulsion

The initial educational group or counseling session shall occur within two (2) weeks of the first day of suspension.

The parents/guardians have full financial responsibility of payment in advance of attendance for the educational group, assessment, and any further recommended treatment.

Should the parent/guardian fail to attend the intervention meeting and/or reject educational group/assessment/further agency recommendations, expulsion review may proceed and the ten (10) day suspension may be imposed.

c) By the first educational group session, the core team (selected individuals with training in intervention) shall have collected data sheets from the building staff, cumulate the data, and provide this to the parents/guardians and the agency doing the educational group.

d) Local law enforcement officials may be contacted and charges may be filed.

e) If the student is involved in any extracurricular activity (activities), he/she shall be deemed to have forfeited/lost all privileges associated with participation in any extracurricular activity (activities) for one calendar year.

2. A second violation of this policy (sale/distribution) during a student's school career will result in an automatic ten (10) day suspension and a recommendation for expulsion, and charges will be filed with a local law enforcement agency.

a. If the student is involved in any extracurricular activity (activities), he/she shall be deemed to have forfeited/lost all privileges associated with participation in any extracurricular activity (activities) for the remainder of their school career.

SUSPECTED USE/ABUSE/DEPENDENCY

Teachers and staff members will be provided with specially prepared referral sheets with regard to a student suspected of use/abuse/dependency. These referrals are to be directed to the appropriate individual (appointed by the building principal) who will maintain a file. When the quantity and/or quality of the referrals make action imperative, the appropriate individual will call a meeting. Personnel trained in intervention will attend the meeting to share information. This group, called a core team, may recommend the following actions.

1. request the building administrator to schedule a meeting with the parent/guardian of the student to share the cumulative core team report, recommend assessment, sign the student no-use contract, and/or recommend educational group attendance;
2. refer the student to a counselor (i.e. guidance counselor, onsite counselor); and/or
3. contact a parent/guardian to let them know that staff in the building are suspecting a problem exists with the student and possibly offer for the parent/guardian to see the core team cumulative report;
4. continue to monitor the student's progress.

Suspected Use/Abuse continued:

If the parent(s) refuse assessment or treatment and the team remains convinced of its position, the parents and student will be informed that:

1. Monitoring of the student's progress will be continued; and/or
2. The core team may recommend to the appropriate administrator that he/she investigate the student's possible violation of the Substance Abuse Policy.

EXTENDED ABSENCE FOR HOSPITALIZATION

A student who is absent from school because of hospitalization in a treatment center will be treated the same way as any other illness that requires hospitalization.

PROCEDURES FOR HELPING STUDENTS WITH CHEMICAL PROBLEMS

It is the practice of MEVS to provide students alternatives toward alleviating chemical use, abuse, and dependency problems. Accordingly, students and parents should realize that in addition to a structure of "logical consequences" for chemical use involvement, the schools may also offer programs designed to inform, support, and guide students toward recommended routes of recovery. Any student expressing concern or evidencing a need may be provided the

opportunity for assistance. The intent is to allow students the opportunity for assistance. The intent is to allow students and/or parents to express concerns related to chemical use, without fear of punishment. Assistance may be offered in the following ways:

1. Availability of the Guidance Department for individual counseling and referral;
2. Support groups for students with use/abuse/dependency problems;
3. Continued monitoring of student's progress by the core team; and
4. An intervention meeting with a student and/or parent/guardian based on staff concerns of possible use/abuse/dependence. Such meetings may be requested by a parent/guardian. This meeting may be attended by family members and staff with a vested interest in the student. These meetings are designed to confront students with suspected or proven chemical problem(s) in a caring way to help him/her recognize the problem.

Referral for assessment may be made when a student's use or suspected use warrants professional consideration. Assessment will be at the cost of the parent/guardian and the school can provide a list of local agencies and individuals who are qualified to do so.

Referral to various treatment centers can be made when needed.

145.01
MARYSVILLE EXEMPTED VILLAGE SCHOOLS NETWORK
ACCEPTABLE
USE POLICY

COMPUTER/ONLINE SERVICES
(Acceptable Use and Internet Safety)

Technology can greatly enhance the instructional program, as well as the efficiency of the District. The Board recognizes that careful planning is essential to ensure the successful, equitable and cost-effective implementation of technology-based materials, equipment, systems and networks.

Computers and use of the District network or online services support learning and enhance instruction, as well as assist in administration. For purposes of this policy computers include District-owned desktop computers, laptops, tablets and other mobile computing devices.

All computers are to be used in a responsible, efficient, ethical and legal manner. Failure to adhere to this policy and the guidelines below will result in the revocation of the user's access privilege. Unacceptable uses of the computer/network include but are not limited to:

1. violating the conditions of State and Federal law dealing with students' and employees' rights to privacy, including unauthorized disclosure, use and dissemination of personal information;
2. using profanity, obscenity or other language that may be offensive to another user or intended to harass, intimidate or bully other users;
3. accessing personal social networking websites for noneducational purposes;
4. reposting (forwarding) personal communication without the author's prior consent;
5. copying commercial software and/or other material in violation of copyright law;

6. using the network for financial gain, for commercial activity or for any illegal activity;
7. “hacking” or gaining unauthorized access to other computers or computer systems, or attempting to gain such unauthorized access;
8. accessing and/or viewing inappropriate material and
9. downloading of freeware or shareware programs.

The Superintendent/designee shall develop a plan to address the short- and long-term technology needs and provide for compatibility of resources among school sites, offices and other operations. As a basis for this plan, he/she shall examine and compare the costs and benefits of various resources and shall identify the blend of technologies and level of service necessary to support the instructional program.

Acceptable Use continued:

Because access to online services provides connections to other computer systems located all over the world, users (and parents of users who are under 18 years old) must understand that neither the school nor the District can control the content of the information available on these systems. Some of the information available is controversial and sometimes offensive.

The Board does not condone the use of such materials. Employees, students and parents of students must be aware that the privileges to access online services are withdrawn from users who do not respect the rights of others or who do not follow the rules and regulations established. A user’s agreement is signed to indicate the user’s acknowledgment of the risks and regulations for computer/online services use. The District has implemented technology-blocking measures that protect against access by both adults and minors to visual depictions that are obscene, child pornography, or, with respect to the use of computers by minors, harmful to minors. The web filtering software the district has purchased tracks and logs internet activity of each student user.

“Harmful to minors” is defined as any picture, image, graphic image file or other visual depiction that:

1. taken as a whole and with respect to minors appeals to a prurient interest in nudity, sex or excretion;
2. depicts, describes or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts or a lewd exhibition of genitals and
3. taken as a whole, lacks serious literary, artistic, political or scientific value as to minors.

The District will educate minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. The Superintendent/designee will develop a program to educate students on these issues.

Annually, a student who wishes to have computer network and internet access during the school year must read the acceptable use and internet safety policy and submit a properly signed agreement form. Students and staff are asked to sign a new agreement each year after reviewing the policies and regulations of the District. The District reserves the right to amend policies and regulations as necessary throughout the school year. Users are notified of the updated policies and regulations and must comply with the updated requirements. These policies and regulations also apply to use of District-owned devices, or accessing of District network, internet and software programs on and off District property. All users using platforms established for e-learning regardless of whether the student or employee is using a personal or District provided device must be used in accordance with the standards for conduct outlined in this policy and the accompanying regulation. Users in violation of this policy or the accompanying regulation may be subject to discipline.

Acceptable Use continued

The following guidelines and procedures shall be complied with by staff, students or community members who are specifically authorized to use the District's computers or online services.

1. Use appropriate language. Do not use profanity, obscenity or other language which may be offensive to other users. Illegal activities are strictly forbidden.
2. Do not reveal your personal home address or phone number or those of other students or colleagues.
3. Note that electronic mail (email) is not guaranteed to be private. Technology coordinators have access to all messages relating to or in support of illegal activities and such activities may be reported to the authorities.
4. Use of the computer and/or network is not for financial gain or for any commercial or illegal activity.
5. The network should not be used in such a way that it disrupts the use of the network by others.
6. All communications and information accessible via the network should be assumed to be property of the District.
7. Rules and regulations of online etiquette are subject to change by the administration.
8. The user in whose name an online service account is issued is responsible for its proper use at all times. Users shall keep personal account numbers and passwords private. They shall use this system only under the account numbers issued by the District.
9. The system shall be used only for purposes related to education or administration. Commercial, political and/or personal use of the system is strictly prohibited. The administration reserves the right to monitor any computer activity and online communications for improper use.
10. Users shall not use the system to encourage the use of drugs, alcohol or tobacco nor shall they promote unethical practices or any activity prohibited by law or Board policy.
11. Users shall not view, download or transmit material that is threatening, obscene, disruptive or sexually explicit or that could be construed as harassment, intimidation, bullying or disparagement of others based on their race, color, national origin, ancestry, citizenship status, sex, sexual orientation, age, disability, religion, economic status, military status, political beliefs or any other personal or physical characteristics.
12. Copyrighted material may not be placed on the system without the author's permission.
13. Vandalism results in the cancellation of user privileges. Vandalism includes uploading/downloading any inappropriate material, creating computer viruses and/or any malicious attempt to harm or destroy equipment or materials or the data of any other user.

14. Users shall not read other users' mail or files; they shall not attempt to interfere with other users' ability to send or receive electronic mail, nor shall they attempt to read, delete, copy, modify or forge other users' mail.
15. Users are expected to keep messages brief and use appropriate language.
16. Users shall report any security problem or misuse of the network to the teacher, his/her immediate supervisor or building administrator.

146.02

TERMS AND CONDITIONS FOR ELECTRONIC NETWORK USAGE.

1. Acceptable Use.

Access to the electronic network is made available for the purpose of supporting educational research, education and collaboration in and among educational institutions in the United States and elsewhere. All electronic network usage must be consistent with these purposes, the terms of this AUP and all provisions of law governing the actions of the user.

Terms and conditions for Electronic Network usage:

2. Uses Not Acceptable.

The following are examples of types of specific conduct that is not an acceptable: "hacking" or gaining unauthorized access to other computers or computer network use. The enumeration of the following is by way of example and not by way of limitation.

- a) Transmission or reception of any material in violation of any United States or State law or regulation, including the unauthorized transmission or reception of copyrighted material; the transmission of any harassing, threatening or obscene material, or material protected by trade secret; transmission of any vulgar or obscene material.
- b) Use of the electronic network for any commercial purpose or for political lobbying (other than the expression of personal views).
- c) Installation of software not owned by the Marysville Exempted Village School District. All software licenses will be maintained by the Principal at each school. All copyright laws and regulations are to be observed.
- d) Anything that would cause damage to another's person or property.
- e) Use, or attempts to use the Board's computer network or the Internet to gain unauthorized access to other computers or computer systems is strictly prohibited. (see also #8 of the Student Code of Conduct)

3. Privacy.

The Marysville Exempted Village Schools reserves the right to monitor, inspect, copy and review at any time and without prior notice any and all usage of the electronic network and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the Marysville Exempted Village School District and no user shall have any expectation of privacy in such material.

4. Warranties/Indemnification.

The Marysville Exempted Village School District makes no warranties of any kind, either express or implied, in connection with the electronic network access provided under this agreement nor shall the School District be responsible for any loss, cost or damages of any kind suffered, directly or indirectly, by any user of the electronic network under this agreement. The user, and, in the case of minor pupil, the pupil's parent or guardian agrees to indemnify and hold the School District harmless from any and all loss, cost or damages resulting from the use

authorized under this agreement, including but not limited to any fees or charges incurred through purchases of goods or services by the user over the electronic network.

5. Security.

A password is provided to each authorized user under this agreement. User agrees not to disclose his/her password to any person and to use only the password provided in accessing the system. Users will notify the Building Principal or Principal's designee of any improper password use on the part of any person and any other security problem observed in connection with the electronic network usage.

6. Vandalism.

Vandalism is any unauthorized attempt to harm, modify, or destroy data of another user, the electronic network or any computer system connected to the electronic network. This includes, but is not limited to the uploading or creation of computer viruses or malware. Vandalism is strictly prohibited.

7. Controversial or Offensive Material.

The Board, either by itself or in combination with the Data Acquisition Site providing Internet access, will utilize current filtering software or other technologies to prevent students from accessing visual depictions that are (1) obscene, (2) child pornography,

Electronic Network Usage continued:

and/or (3) harmful to minors. The Board will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or any other material, which is objectionable or inappropriate for minors. Internet filtering software or other technology based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students.

Access to the electronic network is provided for educational purposes only. Pupils, staff and parents or guardians are advised that access to the electronic network may include the potential for determined users to gain access to information, communication and/or services on the Internet which the Board has not authorized for educational purposes and/or which they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial, and which is inappropriate for school aged pupils. It is the responsibility of each user to confine his/her use of the system to the proper uses and avoid access to or use of inappropriate material. Students accessing the Internet through the school's computers assume personal responsibility and liability, both civil and criminal, for unauthorized or inappropriate use of the Internet. Any user becoming aware of the access to such material by any other user shall immediately report that access to the Building Principal or Principal's designee.

8. Confidentiality of Student Information

Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by Ohio law, for internal administrative purposes or approved educational projects and activities

9. Network Expectations.

All users are expected to abide by the generally accepted rules of network etiquette, which include but are not limited to, the following:

- A. Be polite. Use appropriate language. Swearing, vulgarities, suggestive, obscene, belligerent or threatening language are strictly prohibited.
- B. Beware of illegal activities, which are strictly prohibited.
- C. Do not reveal your personal address or phone numbers or that of any other students or colleagues.

- D. Do not arrange a face to face meeting with another computer user without parental permission if you are a minor.
- E. Note that electronic mail (email) and other files are not guaranteed to be private. People who operate the system do have access to all mail and may read what is sent or received. Sending inappropriate messages will be subject to disciplinary action. The sending of illegal messages or engaging in illegal activities will also be reported to law enforcement authorities. Users may not repost (forward) personal communications without the author's prior consent.
- F. Do not use the network in such a way that would disrupt the use of the network by other users.
- G. All communications and information accessible via the electronic network should be assumed to be private property. Proper observation of copyright laws is expected and citations for material abstracted must be made.
- H. When using building assigned accounts, the user should remember that he/she is representing the building each time that account is used.

Electronic Network Usage continued:

- I. A user should not reveal his/her password to anyone. Anyone with that password may change it, thus making it impossible for that user to access the account, or they may engage in inappropriate activity using that account. Student Users will be held responsible for all usage occurring through their account and appropriate disciplinary action will be taken against the account holder when use of such an account violates school policy. Account holders are encouraged to change their password on a regular basis, particularly when they feel that another individual may have gained access to their password.

10. Termination of User Privileges.

Violation of any of the above may result in reduction, limitation, or termination of the user privileges at any time without prior notice or hearing of any kind. Violation of the above by Marysville Exempted Village School District pupils is also a violation of the Student Conduct Code and may result in punishment as provided therein. Violation of the above on the part of staff may result in appropriate discipline or termination of employment.

147.00

1:1 DEVICES

If students are assigned a 1:1 technology device the following rules and guidelines apply.

Protecting Your Data and Files

Students are responsible for the appropriateness of all files, data, and internet history on their device. 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. 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. Do not access another individual's materials, information, or files without permission.

Cost of Repairs

Marysville School District recognizes that with the implementation of the one-to-one initiative there is a need to protect the investment by both the District and the student/parent. Repairs will be billed at the direct cost of the repair without any markup. Repair costs to the device will be applied to the student's fee account.

Audio & Sound

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

Device Identification

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

Technical Issues/Damage/Loss

Take your device to your school's office or library if you experience any technical problems or damage. If it cannot be fixed at that time, a loaner device may be issued to you, if available. All device policy agreements remain in effect for the loaner device. If your device is stolen or damaged by another party, please report it to the office immediately. Your claim will be investigated further by the school district and/or the appropriate police agency.

Accidental damage is the responsibility of the parent/guardian.

Homeowner's Coverage for Take Home Devices

For devices which are permitted to leave school grounds students or parents may wish to carry their own personal insurance to protect the device in cases of theft, loss, or accidental damage. Please consult with your insurance agent for details about your personal coverage. However, the student's liability is limited only by MEVSD policies, not the private policy. If the private policy will not cover the full cost of the damage or loss, the student/parent is still responsible for the difference.

MEVSD Accidental Damage Plan

The district will provide an option to enroll in an Accidental Damage Plan (ADP). If paid in full prior to any damage, the ADP will release the parent/guardian from having to pay for loss or damage for the following reasons;

- Damages resulting from normal use and accidents.
- Loss or damages resulting from theft. An official copy of a police report is required.
- Loss or damages resulting from fire. An official fire report from the investigating authority is required.
- Loss or damages resulting from natural disasters.
- Damage resulting from a power surge.
- Damages resulting from vandalism by another individual. If found guilty, the vandal will be liable to pay for damage/replacement.
- The plan will cover two incidents per school year.
- The Building Administration will determine if the damages were due to negligence or accident.
- Exclusions (items not covered):
 - Device charger and/or case, unless included in theft or fire
 - Intentional damages
 - Lying or falsification within any damage report
 - Not carrying device in district-approved protective case (if provided)
 - Not reporting known damages on the next scheduled school day
 - Negligence
 - Loss or damages resulting from fraudulent, intentional, or criminal acts

Parents may enroll in the ADP by completing the district ADP application and paying the fee.

Intentional Damage

Students/parents will be held responsible for costs associated with ALL intentional damage to devices. Should the cost to repair exceed the cost of purchasing a new device, the student will pay for full replacement value. Lost items such as chargers and cables will be charged the actual replacement cost.

Vandalism and Theft

In cases of theft, vandalism, and other criminal acts, a police report MAY be filed by the student or parent and presented to the building principal.

Check-In

Devices must be returned to the building media center during the final weeks of the school year by the date announced each spring. All devices, cases, cables and accessories distributed to the student must also be returned. 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 device and/or accessory. 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 device is property of Marysville Exempted Village Schools and all users will follow these rules and the Acceptable Use Policy for Technology. Students are responsible at all times for the care of the device to which they are assigned.

- Use only a soft, lint-free microfiber cloth to clean the screen.
- Avoid getting moisture & 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 remain FREE of any writing, drawing, stickers, or labels that are not the property of MEVSD.
- 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 usually not have the opportunity to charge their devices at school, devices are to come to school charged to 100%.
- Too much pressure may crack the screen, avoid placing anything on top of the device.
- Avoid cramming the device in a bag or locker.
- 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. All repairs must be made by the MEVSD Technology Department.

Technology Support

Technology support will be available in the Media Center during the school day. After hours support will not be available.

Transporting Devices

When transporting the device between classes or outside the building you are required to close the lid and keep the device in a padded case. NEVER walk with the device open.

Students who are permitted to take their devices home are encouraged to take their devices home every day after school, regardless of whether or not they are needed.

Personalizing Devices

Students are permitted to change desktop backgrounds and application themes with school appropriate media. The presence of weapons, alcohol, drug or gang related symbols or pictures are not permitted per school/district policies. The presence or access of pornographic materials or inappropriate language is not permitted. Students are permitted to install school appropriate personal apps on their devices. If storage on the device becomes an issue all school required applications have a priority over student downloads and may require the student to uninstall personal apps.

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.

Devices Left At Home

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