

Morgan Local School District

Central Office

65 W. Union Avenue
P.O. Box 509
McConnelsville, OH 43756
Greg Gifford, Superintendent
Phone: 740-962-2782
Fax: 740-962-4931

Morgan East Elementary

4265 North State Route 376
McConnelsville, OH 43756
Carrie Price, Principal
740-962-3361

Morgan South Elementary

3555 State Route 792
Stockport, OH 43787
Chris Stanton, Principal
740-559-2377

Morgan West Elementary

9675 West State Route 37
Malta, OH 43758
Amanda Pierce, Principal
740-960-2390

MLSD Bus Garage

Transportation Director
740-962-3685

TABLE OF CONTENTS

Welcome	3
School Calendar	4
Parent/Guardian Signature Page	5
School-Parent/Guardian Compact Page	6
Daily Schedule/Emergency Closing	8
Attendance	9
District Automated Messaging Instructions	10
Energy Drink Restriction	12
Students w/Food Allergies and/or other needs	15
Administering Medicines to Students	16
Conduct	17
Administration of Student Code of Conduct	20
Cell Phone Policy	25
Transportation, School bus Behavior	27
Bus Discipline	28
Academics	30
Textbooks	32
Student Use of Computers/Internet	32
Safety	33
General School Procedures	34
Lost and Found Items	36
Student and Parent Resources	36
Student Computer Network/Internet	43
Acceptable Use Policy	

Please remove pages: 5-6, the Signature Pages found in the front of this handbook, fill in requested information and return to the school office by August 31, 2026!!!!

WELCOME

TO THE STUDENTS AND PARENTS OF MORGAN EAST, SOUTH, AND WEST SCHOOLS

On behalf of the Morgan Local Board of Education, faculty and staff, it is a pleasure for us to welcome each of you to Morgan Elementary Schools and the opening of another school year. This student/parent handbook contains much helpful information. Please take some time to read it, and then keep it handy for quick reference and use throughout the school year.

Learning is not an easy process. It involves mistakes, exploring the unknown and taking risks. Learning also requires consistent hard work. The teachers who will work with you want to teach you that effort leads to success. If you learn the importance of effort, courage and perseverance, you will have learned an invaluable lesson about what it takes to be a lifelong learner.

Our primary goal is to help each student become proficient in reading, writing and math and understand concepts of social studies and science. Let us always have a cooperative spirit between home and school to ensure this goal is met.

Finally, we must learn the importance of caring and helping each other. The ultimate determination of how good a school we have will depend not only on the quality of instruction but also on the way we treat each other in the daily routines of school life. Respecting and celebrating our differences and learning how to cooperate with one another are at the foundation of our future success.

Carrie Price
Principal
East Elementary

Chris Stanton
Principal
South Elementary

Amanda Pierce
Principal
West Elementary

2026-2027 SCHOOL CALENDAR

August	19	First Day of School
September	7	Labor Day – NO SCHOOL
	8-11	Morgan County Fair – NO SCHOOL
	25	Special Reports to Parents
October	23	End of First Grading Period
November	10	Parent/Teacher Conferences
	11	Veterans' Day - NO SCHOOL
	25-30	Thanksgiving Break - NO SCHOOL
December	4	Special Reports to Parents
	21-31	Christmas Break-NO SCHOOL
January	1	New Year's Break-NO SCHOOL
	4	ALL STAFF PD - NO SCHOOL
	15	End of Second Grading Period
	18	Martin Luther King Day NO SCHOOL
February	4	Parent/Teacher Conferences
	15	Presidents Day-NO SCHOOL
	19	Special Reports to Parents
March	11	ALL STAFF PD- NO SCHOOL
	19	End of Third Grading Period
	26-29	Easter & Spring Break - NO SCHOOL
April	23	Special Reports To Parents
May	27	Last Day for Students
	28	Last Day for Teachers

Parent/Guardian Signature Page for 2026-2027 School Year

Student Name: _____

Teacher: _____ Grade: _____

Parent/Guardian Name _____

(Please check all that apply)

Hand Book Policy:

☐

I have read and understand the expectations and responsibilities outlined in the Morgan Local School District Student/Parent Handbook 2026-2027.

Student Computer Network/Internet Acceptable Use Policy:

☐

Yes, I have read and understand the Student Computer Network/Internet Acceptable Use Policy, and I agree to all its terms and conditions. I confirm my child's intentions to abide by the terms and conditions therein.

School/Parent Compact:

☐

I have read, signed and returned the School/Parent Compact with my child

Photo Release Authorization:

☐

Morgan Local School District **and other school-related agencies** have my permission to use photographs of my child in educational articles it may publish in newspapers, newsletters and professional journals.

Share Information Waiver:

☐

Information obtained from the Direct Certification process from ODJFS or from Morgan Local Schools' Household Information Survey may be used for other things such as, but not limited to, determining the waiving of classroom fees.

Medication Policy:

☐

I have read and understand the responsibilities regarding administering Medicines to Students outlined in the MLSD Student Handbook.

Student Signature

Date

Parent Signature

Date

Please remove this page (5&6), and return to the main office along with your Emergency Medical Authorization Form by August 31, 2026.

Internet Accessibility Survey

Connectivity at home (Please check only which best describes the student's connectivity)

- ☐ The student has cellular hotspot or phone
- ☐ The student has broadband connectivity (cable, DSL or other non-cellular)
- ☐ The student does not have any access to either of the connections listed above

Student device access at home (Please check only which best describes the student's device)

- ☐ The student has a computer which is provided by the school
- ☐ The student has a computer which is provided by the student or the student's family
- ☐ The student has a smartphone which is provided by the student or the student's family
- ☐ The student does not have any of the devices listed above

Student's Parent Military Status (ORC3301.60)

- ☐ The student has at least one parent on active duty in either the Army, Navy, Air Force, Marines or Coast Guard
- ☐ The student has at least one parent on active duty with the National Guard
- ☐ The student has at least one parent in the Reserves
- ☐ The student does not have at least one parent in any of the situations listed above

Please sign and return to school, return to the main office along with your Emergency Medical Authorization Form by August 31, 2026.

SCHOOL-PARENT COMPACT

The purpose of the School-Parent Compact, found in the Elementary and Secondary Act (ESEA), Title I, Part A is to outline how parents, teachers, other school staff, and students will share the responsibilities for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the state standards.

School Responsibilities The school staff will:

1. Share responsibility for excellence in education.
2. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the student to meet the state standards.

3. Hold parent-teacher conferences two times during which items contained in this compact will be discussed as it relates to the individual child's achievement.
4. Provide parents with frequent reports on their child's progress.
5. Provide parents reasonable access to staff. Staff will be available for consultation, by appointment, during teacher's conference and at other times as pre-arranged.
6. Notify parents of changes affecting attendance, achievement, grades or behavior.
7. Provide parents opportunities to volunteer and participate in their child's class and activities. (Please contact your principal if interested. Fingerprinting and background checks are required for volunteers.)

Parent Responsibilities

The parent will:

1. Agree to Title I service for my child and recognize the importance of parent involvement for the success of my child's education.
2. Participate, as appropriate, in decisions relating to my child's education.
3. Monitor attendance.
4. Provide a place and time to study and make sure homework is complete.
5. Promote positive use of my child's extracurricular time.
6. Communicate through parent-teacher conferences, memos, telephone, and other school correspondence.
7. Participate in school events/activities, planning meetings, parent in-services, classroom visits, and volunteer programs.
8. Provide support for school policies and staff members with a positive attitude towards education and learning

Student Responsibilities

The student will:

1. Agree to be responsible for improving my academic achievement and success in school.
2. Attend school regularly.
3. Follow school rules, respect and cooperate with other students and adults.
4. Prepare for class, study and complete assignments.
5. Listen and participate in class.

Message from the Principal & Title I Coordinator:

I support this form of school/parent/student involvement. Therefore, I shall strive to do the following:

Provide an environment that allows for and encourages positive communication between the teacher, parent, and student; provide opportunities for parents to be involved in the school and in their child's education; encourage teachers to provide assignments and classroom instruction that reinforces State and Title I performance standards.

Daily Schedule
Grades K-6

East Elementary – 9 a.m. – 3:30 p.m.

South Elementary – 9 a.m. – 3:30 p.m.

West Elementary – 9 a.m. – 3:30 p.m.

Students are not allowed in the building unless they are under the direct supervision of a teacher, coach, or adult group leader. **Supervision is not provided by the school before or after the times listed above.** Students who come on school property before or after these times do so at their own risk. **Parents must provide a working telephone number in order to keep communication lines open.**

Emergency Closing

When the weather or any unforeseen calamity forces us to either start school late, close school all day, or dismiss the students early, please be advised that the following procedures will be implemented:

1. The decision to begin on a delay or close school for the day will be made as early as possible. Our target time is 5:30 a.m. Check the district website, Facebook page, or your email for the earliest notifications of closing or delays. Notification will also be made through our district messaging service.
2. Listen to any of the following radio/TV stations to determine if school is cancelled or operating on a delay.

WHIZ Radio & TV - FM 103.7, 92.7, AM 12.4 0		WOVA	FOX 22
WYBZ Radio	FM 107.3	WNUS Radio	FM 107
WMOA Radio	AM 1490	WRVB Radio	FM 102.1
WJAW Radio	FM 100.9	WIYE	CBS 47
WATH Radio	FM 105.5, AM 970	WLTP Radio	AM 910
WXIL Radio	FM 95.1	WDMX	FM 100.1
FROGGY	FM 99	WIYE	MY5 47
WHBR	FM 103.1	WTAP TV	15
WVNT	AM 12.30	WCMH TV	NBC 4
WADC	AM 1050	ABC	6
Z106	FM 106	FOX	28
		WBNS TV	10

3. In the event schools must be dismissed early, WMOA-WJAW, WNUS, WHIZ and WXIL will be notified. The other stations will not be called.
4. **Please do not attempt to call the school to determine if students are being sent home early. You will be notified through the district messaging service. Our phones must be used to make arrangements for students.**
5. **One Hour Delay** may occur during inclement weather or other emergency situations. Announcements will be made as listed. All buses will run one hour later than the normal schedule. Classes will begin one hour later than usual. Lunch will be served at the regular time. School will be dismissed at the regular time.
6. **Two Hour Delay** may occur during inclement weather or other emergency situations. Announcements will be made as listed. All buses will run two hours later than the normal schedule. Classes will begin two hours later than usual. School will be dismissed at the regular time.
7. If school is dismissed/cancelled due to weather conditions, all practices, athletic contests, and other school related activities will be cancelled unless notified by the building principal.

Attendance

School Attendance Areas

The Board determines attendance areas for the various schools of the District. The Superintendent recommends boundary lines, taking into consideration the best use of school facilities, the equalization of enrollments in classrooms, natural barriers and traffic hazards and patterns.

Students are expected to attend the schools in the areas in which they live; individual exceptions may be made within Board policy or may be made in the best interests of the student and/or the schools.

Transfer Students

INTRA-DISTRICT TRANSFER: A student residing in the Morgan Local School District may apply to attend another school in the District providing there is room in the desired class. Applications can be picked up at the County Office. The Superintendent will make the final decision in accordance with board policy. **Students must reapply each school year by May 30th.**

INTER-DISTRICT TRANSFER: A student wishing to attend a school outside of the Morgan Local School District must apply to that school. If accepted, a withdrawal from the Morgan Local School District must occur. A student from an adjoining District desiring to transfer to Morgan Local Schools must apply to Morgan Local. Applications can be picked up at the County Office. The Superintendent will make the final decision. **Students must reapply each school year.**

Student Absences And Excuses

Regular attendance by all students is very important. In many cases, irregular attendance is the major reason for poor school work; therefore, all students are urged to make appointments, do personal errands, etc., outside of school hours.

Reasons for which students may be excused include, but are not limited to:

1. personal illness of the student;
2. illness in the student's family;
3. death in the family;
4. quarantine for contagious disease;
5. religious reason or;
6. as determined by the Superintendent.

If your child is going to be absent you should call the school before 9:30 a.m. Calls may be left on voice mail extensions East – **5103**, West – **7103**, South - **6103** before the opening of school. If no telephone is available, a note with parent/guardian signature upon the child's return to school is required.

If your child had an appointment to see a doctor, dentist, counselor, or a court appearance, a signed medical slip from that office is required so that these absences will be excused. We will accept three parent contacts per semester without a signed medical excuse from the doctor, dentist, counselor or court official.

After these three parent contacts per semester, an official signed note will be required from the doctor, dentist, counselor or court or the absence will be unexcused.

Each student who is absent must immediately, upon return to school, make arrangements with his/her teacher(s) to make up work missed. Students who are absent from school for reasons not permitted by Ohio law may, or may not, be permitted to make up work.. Each case is considered on its merits by the principal and the respective teacher(s). If your child has an unexcused absence, please send a note explaining the reason for the absence or tardiness so that consideration may be given.

The Board does not believe that students should be excused from school for nonemergency trips out of the District. Students who are taken out of school for trips or vacations are not given permission to do so by the school. The responsibility for such absence resides with the parent(s), and they must not expect any work missed by their child to be retaught by the teacher. If the school is notified in advance of such a trip, reasonable efforts are made to prepare a general list of assignments for the student to do while he/she is absent. **Please sign the signature page to indicate your acknowledgement of this information.**

District Automated Notification Service

The District Automated Notification Service can deliver a wide variety of messages by phone or e-mail to parents and our staff at a very high speed. It will help enhance overall communication within our school community and improve our emergency response systems through contact being made for parent night invitations, report card distribution notices, homework information

messages, registration date reminders, school cancellation notices, etc.

We believe your child's attendance is an important factor contributing to the academic success of students. To keep you informed of your child's class attendance in a timely manner, we will be using the district automated notification system to notify you by phone and e-mail whenever your child is marked absent from class. The phone calls are usually made to your home phone in the evening. If you have a personal mobile phone, you have the choice of having the district automated notification system call your mobile phone to ensure that you personally get the messages.

Upon receiving an absence notice, please call the school office or send in a written note to let us know the reason for the absence.

To ensure correct delivery of all school messages to you, please complete the Contact Information section found on the Infinite Campus Parent Portal. and please make sure you update your phone numbers and e-mail addresses as needed throughout the year.

If you do not want the district automated notification system to call or send e-mail messages to you, please check the appropriate box found on the Infinite Campus Parent Portal. By doing this, you will be taken off the distribution lists.

Truancy

The Board endeavors to reduce truancy through cooperation with parents, diligence in investigating the causes of absence and use of strict guidelines in regard to tardiness and unexcused absence. The school will send a letter after three unexcused absences and the attendance officer will investigate after 5 unexcused absences. ORC § 3313.205 requires parents to provide an address and telephone number where they can receive notice of a child's absence from school.

When a student is determined to be truant and the parent, guardian or other person having care of a child has failed to ensure the child's attendance the attendance officer must investigate. If found truant, the child's parent must be notified in writing of the 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 one year.

There will be an absence intervention team developed for students who are "habitually truant". The team will develop an absence intervention plan to help the student overcome barriers to attendance.

Other Guidelines Concerning Attendance

Parents must come to the office to sign-in their child when absent ½ day (3 hours) or tardy. Students leaving during school hours **must** be picked up at the office. Parents should send a note the morning when students will be leaving early so teachers can prepare homework assignments. Children will be released

only to the custodial parent or guardian, or to an adult designated by the custodial parent or guardian. The school office staff must make positive identification of the adult checking the student out. The adult checking the child out must sign for the child's release.

School Day	9 a.m. – 3:30 p.m.
½ Day Absence a.m.	After 10:05 a.m.
½ Day Absence p.m.	12:05 p.m. – 2:55 p.m.
Tardy	9:20 a.m. – 10:04 a.m.
Leaving before the end of the day (p.m. Tardy)	2:56 p.m. – 3:25 p.m.

TARDINESS - After six tardies, a student will be required to make up lost school time through lunch or after-school detentions.

SPECIAL NOTE - ½ day (3 hours) absences will be combined to make whole days.

Energy Drink Restriction

To promote a safe and healthy learning environment, energy drinks are not permitted on school grounds during the school day or at school-sponsored activities.

Energy drinks often contain high levels of caffeine, stimulants, and other additives that can negatively impact students' health, behavior, and ability to focus in class. For these reasons, students may not bring, possess, or consume energy drinks at school.

Examples of prohibited energy drinks include, but are not limited to:

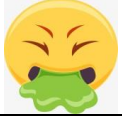
- Monster Energy
- Red Bull
- Bang Energy
- Rockstar
- 5-hour Energy
- Celsius
- Alani Nu
- Reign
- NOS
- Prime Energy (energy version)

This policy applies to all sizes and varieties, including sugar-free and "zero" versions.

Students are encouraged to bring water bottles to class to ensure proper hydration.

Students found in violation of this policy may be subject to disciplinary action consistent with the school's code of conduct.

Illness At School

Please keep student home from school if he/she has:		May return to school if he/she:
A <u>fever</u> -temperature of 100°F		Has been without a fever for 24 hours without the assistance of medication (Tylenol, Motrin, Advil)
<u>Vomiting</u> —two or more times in 24 hours.		Free from vomiting for 24 hours
<u>Diarrhea</u> —three or more loose watery stools in 24 hours.		Free from diarrhea for 24 hours.
<u>Body rash</u> with severe itching and fever.		Free from rash, itching or fever, and have been evaluated by my healthcare provider with a note permitting return to school.
An <u>Eye infection</u> -eye/eyes are red itching and/or painful with pus draining from the eye (green, yellow, white discharge).		Eyes are clear without drainage. Has completed 24 hours of antibiotic treatment and a note from the doctor.
<u>Sore throat</u> with a fever or swollen glands.		Fever free without assistance of medication (Tylenol, Motrin, Advil). Completed 24 hours of antibiotics if strep or scarlet fever. A note from doctor permitting return to school.
<u>Hospital stay or ER visit</u>		When released by medical provider with note indicating return to school date noting any limitations.

SOME "HEALTHFUL " TIPS FROM THE NURSE'S OFFICE:

- **Medication forms (prescription and non-prescription) are located on the district's website.**
- It is an Ohio state law that all medications must be brought in by a parent or guardian with signed orders in their original containers.
- A change of clothes is a good idea if you work during the day or are far from home. Spills/accidents happen!
- If you have a phone number change please contact the school. It is important to have current numbers in case of emergencies.
- If your child has a fever above 100 please have them stay home and rest for 24 hours before returning to school.
- Please inform the school if your child has food allergies and has an Epi-Pen.

HANDWASHING IS THE BEST WAY TO PREVENT THE SPREAD OF GERMS!

ANNUAL HEALTH SCREENINGS

In accordance with Ohio Department of Health requirements and guidelines, school health staff conducts periodic health screenings to detect abnormalities in hearing, vision and scoliosis (curvature of spine). Health screenings may also be conducted when a concern arises. A permission slip will not be sent home for parent permission in advance of the screening. Parents may opt out by notifying the school nurse in writing.

Hearing/Vision Screening Information

Ohio State law requires vision and hearing screenings at certain grade levels:

- Vision Screening (Grades K, 1, 3,5,7,9,11)
- Hearing Screening (Grades K, 1, 3,5,7,9,11)
- All students with an IEP or 504 Plan
- All new or transfer students to MLSD are required to have a hearing and vision screening regardless of grade.

Scoliosis screenings are conducted during a student's 6th grade year.

A written notice will be sent home to parents/guardian if a student **does not** pass a screening. No correspondence will be sent for normal results; a parent/guardian may call the school to get the results of a screening.

Minor injuries and complaints will be appraised by school personnel. Minor injuries will be attended with accepted first-aid procedures. Parents will be notified and asked to pick up their student when it is necessary for the student to be sent home. In the event of serious illness or accident, school personnel will notify the EMS squad and the parent or persons listed on the emergency card.

Head Lice:

Pediculosis (head lice) infestation is common in the United States especially among pre-school and elementary children; approximately 6 to 12 million have infestations each year. Head lice are a nuisance but have not been shown to spread disease. Head Lice do not jump, fly or swim and can only crawl short

distances. The usual mode of transmission is through **direct head to head contact**. Transmission via clothing, hats, furniture and other objects can occur but the likelihood is low. By the time head lice are detectable they have been living on the host for approximately **2 or more weeks**.

Morgan Local School District is committed to maximizing students' academic performance and physical wellbeing in a healthy and safe environment. Should a case of head lice be brought to the school's attention, the school nurse/health aide or other trained designee will maintain the student's confidentiality, verify presence of an active lice infestation, and bring student cases to the attention of the parent or guardian. Students found to have live head lice may be sent home from school for treatment. Students will be expected to return to class the next day after being appropriately treated.

The principal, school nurse/health aide or trained designee will work cooperatively to address head lice in the school setting, follow current accepted practices, as well as, educate the school community about head lice and Morgan Local School District's Pediculosis (lice) Policy.

Bed Bugs: Due to the nature of bed bug infestations that can occur in households, the problem that they can be carried to school by way of backpacks, books, coats, and clothing, the district has developed a proactive plan to deal with this potential pest problem. It is the responsibility of the parents to check and examine their own households for bed bugs periodically and the district encourages families to be familiar on the prevention, detection, and extermination of bed bugs. If you have any questions regarding bed bugs in your home, refer to the Central Ohio Bed Bug Task Force website at www.centralohiobedbugs.org.

If a student has been positively identified as a host for bed bugs, whether it is the actual bug, or physician-diagnosed bites, that student will be asked to follow precautionary guidelines to prevent the spread of bedbugs in the schools.

It is the parent's responsibility to treat their home and the student's belongings. There is a checklist of appropriate inspection and cleaning details that parents must complete and sign in order for the student to be allowed to remain in the school setting. In the event of any actual bug sighting, parents of students in the identified location will also be notified for precautionary purposes only.

The source of bed bugs often cannot be determined. Bed bugs may be found in many places, including hotels, planes, and movie theaters. They can be found anywhere. It is unlikely for bed bugs to be spread in schools, however, the Morgan Local School District Board of Education will expect administrators and other personnel to conduct appropriate inspections as needed and, if indicated, treatment of the area where the bug was found will be conducted by licensed pest control specialists.

Students with Food Allergies And/or Special Dietary Needs

The Morgan Local School District is happy to accommodate students with special dietary needs. Students must provide written medical documentation from the treating physician in order to provide for this accommodation. Students with food allergies also must provide written documentation from their doctor.

This documentation includes, but is not limited to: a statement of what the allergy is, what dietary changes from the traditional school meal are necessary, and what specific foods must be omitted or substituted. This documentation should be given to the cafeteria manager, classroom teachers, the principal and the school nurse.

At the beginning of each school year or at the time of enrollment, parents are responsible for communicating any special dietary needs of their child, including food allergies, to the district. Food allergies can be life threatening. The risk of accidental exposure to foods can be reduced in the school setting if schools work with students, parents/guardians, and physicians to minimize risks and provide a safe educational environment for food-allergic students.

Administering Medicines To Students

Many students are able to attend school regularly only through effective use of medication in the treatment of disabilities or illnesses that do not hinder the health or welfare of others. If possible, all medication should be given by the parent(s) at home. If this is not possible, it is done in compliance with the following:

1. The school nurse or an appropriate person appointed by the Board supervises the secure and proper storage and administration of medications, including over-the-counter medications. The drug must be received in the container in which it was dispensed by the prescribing physician or others licensed to prescribe medication.
2. Written permission must be received from the parent(s) of the student, requesting that the school nurse or an appropriate person comply with the physician's order.
3. The school nurse or other designated individual must receive and retain a statement which complies with Ohio law and is signed by the physician who prescribed the drug or other person licensed to prescribe medication. This form is available on the Morgan Local website morganschools.org under District, then District Forms or in the school office.
4. The parent(s) must agree to submit a revised statement, signed by the physician or other licensed individual who prescribed the drug, to the nurse or other designated individual if any of the information originally provided by the physician or licensed individual changes.
5. No employee who is authorized by the Board to administer a prescribed drug and who has a copy of the most recent statement is liable in civil damages for administering or failing to administer the drug, unless he/she acts in a manner which would constitute "gross negligence or wanton or reckless misconduct."
6. No person employed by the Board is required to administer a drug to a student except pursuant to requirements established under this policy. The Board shall not require an employee to administer a drug to a student if the employee objects, on the basis of religious convictions, to administering the drug.

Students have the right to possess and use a metered-dose inhaler or a dry-powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms. The right applies at school or at any activity, event or program sponsored by or in which the student's school is a participant.

1. In order for a student to possess the inhaler, he/she must have written approval from the student's physician and parent or other caretaker. The principal and/or the school nurse must have received copies of these required written approvals. This form is available on the Morgan Local website morganschools.org under District, then District Forms or in the school office.

Epinephrine Autoinjectors

Students are permitted to carry and use an epinephrine autoinjector (epi-pen) to treat anaphylaxis (severe allergic reactions). The right to carry and use an epi-pen extends to any activity, event or program sponsored by the student's school or activity, event or program in which the school participates.

1. Student possession of an epi-pen is permitted only if the student has written approval from the prescriber of the medication and, if a minor, from his/her parents. Written approval must be on file with the principal and, if one is assigned, the school nurse. In addition, the principal or school nurse must receive a backup dose of the medication from the parent or the student. This form is available on the Morgan Local website morganschools.org under District, then District Forms or in the school office.

Immunizations

Students are required to be immunized against poliomyelitis, measles, diphtheria, rubella (German measles), pertussis, tetanus, mumps, Hepatitis B, chicken pox, meningococcal and others legally designated in accordance with State Statutes, (ORC 331.671), unless specifically exempt for medical or other reasons.

CONDUCT

Parent Relations

The Board feels that it is the parents who have the ultimate responsibility for their children's behavior, including the behavior of students who have reached the legal age of majority but are still, for all practical purposes, under parental authority.

During school hours, the Board, through its designated administrators, recognizes the responsibility to monitor students' behavior and, as with academic matters, the importance of cooperation between the school and the parents in matters relating to conduct.

For the benefit of the child, the Board believes that parents have a responsibility to encourage their child's career in school by:

1. supporting the schools in requiring that their child observe all school rules and regulations, and by accepting the responsibility for their child's willful in-school behavior;
2. sending their children to school with proper attention to his/her health, personal cleanliness, and dress;
3. maintaining an active interest in their child's daily work and making it possible for him/her to complete assigned homework by providing a quiet place and suitable conditions for study;
4. reading all communications from school, signing and returning them promptly when required;
5. cooperating with the school in attending conferences set up for the exchange of information of their child's progress in school, and
6. provide a working telephone number.

Student Rights And Responsibilities

Students, like all citizens, have rights guaranteed by the Constitution of the United States. The First Amendment, which ensures the freedom of religion, speech, press, assembly and petition and the Fourteenth Amendment, which guarantees due process and equal protection, apply in school environments. The rights of an individual are preserved only by the protection and preservation of the rights of others. A student is responsible for the way his/her rights are exercised and must accept the consequences of his/her action and recognize the boundaries of rights. Each exercise of an individual's rights must demonstrate respect for the rights of others.

These statements set forth the rights of students and the responsibilities which are inseparable from these rights, which include the right to:

1. equal educational opportunity and freedom from discrimination and the responsibility not to discriminate against others.
2. attend free public schools; the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school.
3. due process of law with respect to suspension and expulsion.
4. free inquiry and expression and the responsibility to observe rules regarding these rights and
5. privacy, which includes privacy with respect to the student's school records.

As part of the educational process, students should be made aware of their legal

rights and of the legal authority of the Board to make rules and delegate authority to its staff to make rules necessary for the orderly operation of the schools.

A copy of the school discipline code is posted in each of the schools and given to each student. This code describes in detail the offenses such as truancy, tardiness, property damage, etc., for which disciplinary action may be taken. Copies of the code are available to any parent in the principal's office.

Student Due Process Rights

The Board and school officials have the legal authority to deal with disruptive students and student misconduct. Due process, in the context of administrative proceedings carried out by school authorities, does not mean that the procedures used by the courts in juvenile proceedings must be followed. The Ohio and Federal Rules of Evidence do not apply. Students have clearly established means by which administrative due process is available for protection of his/her rights.

Due process procedures are:

1. applied equally to all and
2. enforced in a manner which involves:
 - A. adequate and timely notice and opportunity to prepare a defense.
 - B. an opportunity to be heard at a reasonable time and in a meaningful manner and,
 - C. the right to a speedy and impartial hearing on the merits of the case.

In cases of student suspension or expulsion, the specific due process procedures set by the Board's policy is followed.

Tolerance And Respect

Tolerance and respect for differences in others shall be shown toward all students and adults at all times in Morgan Local Schools. Unacceptable behavior is any comment or action that will embarrass, ridicule, or demean others under any circumstance including, but not limited to race, religion, gender, national origin, physical stature, and mental/emotional capacity.

Students unable to accept these parameters will be subject to the building discipline code (i.e., detention, suspension, ISS/OSS, recommended expulsion) at the discretion of the building principal. The student/students will be required to participate in an intervention activity such as group and/or individual learning, conflict resolution, peer mediation, tolerance and respect issues as provided by the appropriate school personnel.

Administration of Student Code of Conduct

Disciplinary procedures for violations of the Code of Conduct will be determined by the administrative staff. Depending upon the severity and frequency of violations, the following will be used to resolve the issue. In all situations due process will be followed:

- Conference(s) between teacher and student
- Referral to administration for a conference which could include teachers and/or parents
- Detention
- Alternate Education Placement (AEP)
- Saturday School
- Out-of-School Suspension (OSS)
- Referral to Student Assistance Services
- Expulsion from School
- Referral to an appropriate agency or juvenile court
- Emergency Removal of Student

Rules and regulations are adopted by the Morgan Local Board of Education for the health, safety, education, and moral benefit of all students. All types and aspects of student behavior will not and cannot be defined. The Superintendent and principals will implement a student conduct policy in the schools. Any violation of the behavior code will result in disciplinary action upon the first offense.

Disciplinary action at the discretion of the principal, to include but not limited to:

1. Disrupting learning of others
2. Possessing or using a device to disrupt the education of others
3. Defiance
4. Stealing Damaging or destroying school property (possible monetary reimbursement)
5. Threatening, intimidating, harassment, or bullying others
6. Possession of material or items detrimental to the moral growth of students
7. Public display of affection
8. Lying
9. Forgery
10. Gambling
11. Littering
12. Cheating (zero for assignment at discretion of teacher)
13. Running in the school building or other unsafe behavior
14. Pushing and shoving
15. Inappropriate and vulgar language

Recommended discipline up to 10 day suspension and/or expulsion in compliance with Ohio Revised Code for the following:

1. Fighting
2. Possession or use of a weapon
3. Extreme disrespect to a teacher

4. Extortion
5. Initiation of a fire drill or other catastrophe
6. Leaving school without permission or known truancy
7. Possession or use of tobacco
8. Possession or use of explosives
9. Possession or use of alcohol, narcotics, look-alike drugs, or other intoxicating compounds or similar materials

Detention

Detention may be assigned by the administration for a violation of the Student Code of Conduct. These are served during the student's regular lunch time and/or recess. Failure to report to detention will result in disciplinary action under the Student Code of Conduct.

Before Or After School Detention

A before or after school detention may be assigned by the building administration. This would be held in an assigned room at the school. Parents receive written notification of a detention and attendance is required for any student who is assigned. Failure to attend will result in disciplinary action under the student Code of Conduct. Transportation is the responsibility of the parent/guardian.

Alternative Educational Placement AEP)

Students who are in violation of the Student Code of Conduct may be assigned to Alternative Educational Placement (AEP) at their school at the discretion of the administration. AEP will be held under the following guidelines.

1. AEP will be held within the building and students are to report to the office immediately after exiting the bus or other means of transportation. Parents/guardians will be notified by mail of this disciplinary measure.
2. Students will be met by an AEP supervisor, who will take them to breakfast and then on to the AEP room. Students will need all textbooks, supplies, and materials necessary to complete all assignments provided by their teachers or the AEP supervisor. Assignments completed during AEP will be graded by the teacher who provides the assignment, and students will receive credit for all work completed.
3. Students assigned to AEP will be given the opportunity to use the restroom one time in the morning and one time in the afternoon.
4. All lunches will be eaten in the AEP room.
5. Attendance is required for any student who is assigned. Failure to attend will result in disciplinary action under the Student Code of Conduct.

6. Students who fail to cooperate in AEP may be assigned additional days by an administrator.

Saturday School

Fifth grade students may be assigned to a 3-hour Saturday School detention from 8 a.m. – 11 a.m. in the Principal's Office.

Out-Of-School Suspension

The Superintendent, principals, assistant principals and other 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 not extend beyond the current school year.

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.

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

1. The student is provided an opportunity for an informal hearing to challenge the reason for the intended suspension and explain his/her action.
2. Within 24 hours, 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.
3. Notice of this suspension is sent to the:
 - A. Superintendent;
 - B. Student's school record (not for inclusion in the permanent record);
 - C. EMIS Coordinator and
 - D. Director of Special Programs (for students with an IEP).
4. Permanent Exclusion. If the offense is one for which the District may seek permanent exclusion, the notice contains that information.

Appeal Procedure

Should a student or a student's parent(s) choose to appeal the suspension, he/she may appeal to the Superintendent within 10 days of the notice of suspension.

Appeal to the Court

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

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.

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.

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.

Searches Of Student's Person or Personal Property by School Personnel

Building administrators/designees are permitted to search the person and personal property (purse, backpack, gym bag, etc.) of a student where there is reason to believe that evidence will be obtained indicating the student's violation of either the law or school rules. The following rules apply in such cases.

1. There should be reasonable suspicion to believe that the search will result in obtaining evidence that indicates the student's violation of the law or school rules.
2. Searches of a student's person are conducted by a member of the same sex as the student.
3. Searches are conducted in the presence of another administrator or staff member.
4. Parents of a minor student who is the subject of a search are notified of the search and are given the reason(s) for the search as soon as feasible after completion of the search.
5. When evidence is uncovered indicating that a student may have violated the law, law enforcement officials shall be notified.
6. Strip searches should be discouraged. A substantially higher degree of certainty (more than a reasonable belief) is required prior to conducting such a search. In cases in which school officials believe a strip search is necessary, law enforcement officials should be called to conduct the search.

Morgan Local Schools
65 W. Union Avenue, P.O. Box 509
McConnelsville, OH 43756 740-962-2782

Dress And Grooming

The district reserves the right to limit all aspects of dress and grooming should it be determined to be disruptive to the educational process. Specifically, but not

limited to, abnormal hair color, the district does not permit body piercings of the naval, tongue, eyebrow and/or nose. Shoes that prove to be disruptive or pose a safety risk to students are not permitted. Any kind of grooming or dress which causes or is likely to cause disruption of the educational process, threaten the health or safety of persons in the school, or otherwise not be proper in a school setting, may be prohibited by the building principal. (Board Policy JFCA)

No clothing which exposes the midriff or reveals excessive portions of the body may be worn. Modified T-shirts or sleeves torn off, mesh shirts, or undershirts worn as outer garments are not acceptable. Pajama pants are not acceptable. Pajama pants are pants made of fleece and/or flannel. Skirts and shorts must be appropriate for the school setting. Shirts, tops, and other apparel may not endorse anything which is illegal, immoral or unwholesome, including but not limited to, violence based attire such as bloody images, displaying of knives, guns, etc. Students should dress appropriately for the weather.

Hats, caps, or other head gear will not be worn in the building. The only exception to this rule is for special "spirit day" or fund raising activities as approved by the Principal. Sunglasses will not be worn in school unless prescribed by a physician to be worn indoors for medical reasons. Chains, dog collars, or excessive jewelry are not permitted.

Shoes must be worn at all times **and be appropriate for the activities of the day**. Students are expected to wear gym shoes for physical education. THE PRINCIPAL WILL USE HIS/HER DISCRETION IN DETERMINING IF THE DRESS CODE IS BEING FOLLOWED.

Prohibited Articles

All electronic devices are the owner's responsibility and NOT the responsibility of the school/district. Use of electronic devices is only permitted with teacher permission for instructional purposes. All such devices are to be stored in student locker or cubby when not being used for instruction. Students and parents are reminded that Morgan Local School District cannot be held liable for any such devices that are damaged, lost, and/or stolen while at school. Not adhering to this rule will result in confiscation of the device(s). If the electronic device contains inappropriate material, the student will be suspended from school and the device will be turned over to the local law enforcement. Information gathered will also be shared with parents.

- 1st violation – confiscated and returned at end of school day.
- 2nd violation – confiscated and returned to parent at their request.
- 3rd violation – confiscated and sent to the County Office.
- 4th violation and all subsequent violations – confiscated and sent to the County Office and with an in-school suspension.

Policy JFCK-Use of Cellphones and Electronic Communications Equipment Devices by Students:

Approved-Board Agenda 7-15-2024

Recognizing the impact of student cellphone use on student mental health and achievement and the distractions cellphones present within the classroom, use of student cellphones must be as limited as possible during school hours.

The Board directs the Superintendent/designee to develop procedures governing student use of cellphones that:

1. Limit student use of cellphones during the school day as much as possible;
2. Reduce cellphone related distractions in the classroom as much as possible and
3. Permit a student to use a cellphone or other electronic communications device for student learning or to monitor or address a health concern if included in a student's individualized education program or plan, a 504 plan or other reason deemed appropriate by the Superintendent/designee to monitor a student health concern.

Such procedures must be included in all student handbooks. Student cellphones and electronic communications devices may only be used in compliance with these procedures. Students violating District procedures or building regulations for use of cellphones and other electronic communications devices may have their phone or device confiscated and may be subject to discipline.

The Board reserves the right to restrict all student cellphone use during the school day.

The District assumes no liability if a student's phone or electronic communications device is broken, lost or stolen. Notices of this policy are posted in a central location in every school building, in the student handbooks and posted in a prominent location on the District website.

Bullying, Harassment And Hazing

Ohio law [Ohio Revised Code (ORC) 3313.666(B)(E)] defines bullying, harassment and intimidation in Ohio schools as any intentional written, verbal, graphic or physical act that a student or group of students exhibits toward another student more than once, and that 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.

Morgan Local Schools is committed to eliminating and preventing all forms of harassment. It is a violation of school rules, and often of the law, for any student to harass or intimidate another student or staff member. It is also a violation of school rules for any student to be involved in any form of hazing or coercion of another student. If a student or staff member is the victim of any unwanted sexual conduct or communication of derogatory remarks, conduct, or action concerning his/her class, athletic involvement, gender, religion, race, ethnic group or disability, the student or staff member should report such behavior to

the office. All reports shall be kept confidential and shall be investigated as soon as possible. Different kinds of bullying/harassment are:

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" toward a fellow student, staff member, or other person associated with the District by refusing to have any form of social interaction with the person.

Non-Verbal

Place objects, pictures, or graphic commentaries in the school environment. Making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the District.

Physical

- 1) Any intimidating action
- 2) Any disparaging action such as hitting, hissing, or spitting on a fellow student, staff member, or other person associated with the District.

Any student found guilty of bullying, harassment or hazing could be assigned to detention, ISS, OSS or recommended for expulsion. The student's parent(s) will be notified. All incidents will be reported to the Superintendent of Morgan Local Schools and law enforcement may be notified.

Non-Discrimination

It is the policy of the Morgan Local Board of Education that there shall be no discrimination, on the basis of sex, race, color, national origin, religion, or handicap, among students or employees in any program of our schools, whether curricular, co-curricular, or extra-curricular. We believe in equal opportunities in each program and attempt to meet needs of students and employees equally where interest demonstrates the need for such programs.

If, however, students feel they have a complaint and are unable to resolve the issue with the building principal, they may address the complaint in writing to TITLE IX Compliance Coordinator, Joel Fox at P.O. Box 509, McConnelsville, Ohio 43756.

The Compliance Coordinator will meet with an advisory committee and render a decision within two weeks after receiving the complaint and notify the complainant and superintendent in writing.

Student Assistance Programs

The Superintendent is authorized to establish one (1) or more assistance programs for students which provide for effective intervention in areas such as substance abuse, crisis situations, and other situations which have an impact on students' emotional mental, and/or social well-being and affect their ability to benefit from educational experiences.

Students involved in the Before/After School Programs should request a student handbook from the school office specifically generated for the Before/After School Program.

Transportation **School Bus Behavior**

Alternate Stop

Students that need to be transported to a destination other than their primary address will need to have an "Alternate Stop" form filled out and on file with the transportation office prior to the date of this change. Students are allowed one (1) alternate stop per school year. A new form will need to be filled out at the beginning of each school year.

The safety and well-being of all students is our utmost concern. Therefore, safety regulations regarding school bus transportation are necessary. To insure safe operation of buses, it is necessary for student passengers' behavior to be orderly and cooperative. Drivers will require orderliness on the buses.

Parents as well as students are requested to read the following safety regulations. Compliance by students results in safety for all; noncompliance may result in the loss of the school bus riding privilege. Principals will handle cases requiring disciplinary measures, but while on the bus, students are under the authority of and directly responsible to the bus driver.

Driver Responsibilities

1. Drivers will remind students of their responsibilities and establish procedures for seating, loading, and behavior.
2. A driver shall have the authority to take such means as may be necessary to control the disorderly conduct of students.
3. Drivers will report discipline problems or bus damage to the principal for action.
4. A driver may request the principal to deny transportation for a time to a disorderly student. The principal may do so by notifying the parents and Superintendent of his/her action.
5. Possession of tobacco products will not be permitted.
6. Drivers are not permitted to make stops (other than for emergencies) at any place except pick-up points for students, as shown on the bus time schedule. Other stops can be made only when authorized by the principal or transportation supervisor.
7. Students will not be left on a bus unattended.
8. Drivers are to treat students and parents with dignity and courtesy in expectation that such treatment will bring the same behavior toward them.

Pupil and Parent Responsibilities

1. Parents and pupils must assume that school bus transportation is a privilege to the

- student, not a right.
2. Pupils will ride on assigned buses. Parents must request in writing to permit deviation from this rule. Requests shall be made to the building administrator. In case of an emergency situation the parent should contact the Building Administration to make other arrangements.
 3. Pupils will ride their assigned buses both to and from home to school unless a an "Alternate Stop" form is filled out and on file with the transportation office. Parents will assume the responsibility of the child when such a request is made and granted.
 4. Parents are responsible for the safety and conduct of pupils while going to and from pick-up points and for their meeting the bus on schedule.
 5. Buses operate on a time schedule as outlined by the transportation supervisor and approved by the Superintendent and District Board of Education. Students need to be at bus stop ready to be picked up five minutes prior to bus arrival.
 6. Parents shall be held responsible for any damage to a bus by their children.
 7. No headphones, earbuds, etc. are permitted to be used on the bus.
 8. Eating and littering are not permitted on buses.
 9. Drugs of any type, or other intoxicating compounds, including alcohol, shall not be permitted on buses at any time.
 10. Possession or the use of tobacco in any form is not allowed on the bus at any time.
 11. Noise on the bus shall be kept to a minimum at all times to assure safety of operation.
 12. Absolute quiet must be maintained at railroad crossings or other dangerous areas.
 13. Nothing shall be thrown out of the bus nor anything held so it extends out of the window.
 14. All parts of students' bodies shall be kept inside the school bus at all times.
 15. While students are riding on the bus, animals, balloons, firearms, ammunition, explosives, or other dangerous materials or objects which may interfere with the safe operation of the vehicle shall not be transported.
 16. Students may transport musical instruments, class projects, or articles if they can be held in the student's lap and do not block the driver's view.
 17. No student shall stand up, or be out of his/her seat in any fashion while the bus is in motion.
 18. Students shall be required to perform rear door emergency evacuation drills. These will be supervised by the driver.
 19. Students shall be waiting, in an orderly manner, at the assigned loading area (point of safety) to board the bus when it stops in the morning. No pushing or shoving allowed when boarding the bus.
 20. Students will sit two or three to a seat. Seats are to be assigned by the driver. The number of passengers shall not exceed ten (10) percent of the manufactured rated capacity. No one is allowed to stand.
 21. Electronic devices are the responsibility of the student. Lost, stolen, or damaged items are not the responsibility of the school district.

Continued disorderly conduct or refusal to submit to the authority of the driver will be sufficient reason for refusing transportation service to any student. When it becomes necessary to refuse a student transportation due to misconduct, the school administrator shall notify the parents of such refusal with a full explanation for this action.

Bus Discipline

Bus Conduct Reports

Drivers are to report student misbehaviors to the building principal and document by usage of the "BUS CONDUCT REPORT".

Student Bus Suspension Guidelines

Maximum: Up to Ten (10) School Days

1. Use of tobacco in any form
2. Fighting on the bus
3. Profanity
4. Striking the bus driver
5. Throwing objects on, at, or off the bus
6. Possession or consumption of alcohol, drugs or other intoxicating compounds
7. Departure from emergency exit
8. Destruction of bus property (5 days and payment of part damaged)
9. Failure to remain seated
10. Refusing to obey driver
11. Lighting matches
12. Hanging out of window
13. Spitting
14. Disobeying bus monitor
15. Bothering others
16. Vandalism
17. Sexual misconduct

Procedures For Routine Student Suspensions From Bus

Suspensions will be determined at the time of the conference with the building principal and student. The principal shall use his/her discretion about whether to suspend or not and the length of suspension. Depending on the infraction, students may be subject to both school and bus discipline.

Special Note

Principals may use an alternative method for suspension in special situations.

Verbal Warnings

No bus conduct report issued.

First Rule Infraction

Formal warning. Parent/Guardian contacted by the driver or principal. A "Bus Conduct Report" marked first offense is issued. Conference with principal may be held.

Second Rule Infraction

Student advised a "Bus Conduct Report" marked second offense will be issued. Depending upon the severity of the rule infraction, the student is suspended from riding the bus for one day. Notice to student's parents/guardian stating the dates and reason of suspension is mailed.

Third Rule Infraction

Length of suspension to be determined at the time of the meeting with principal, driver, and/or transportation supervisor. A "Bus Conduct Report" marked third offense mailed along with notice to student's parent/guardian stating the dates of and reason for suspension is mailed.

Fourth Rule Infraction

Possible five day bus suspension. Procedure for third rule infraction will be followed.

Fifth and Any Further Rule Infraction

Possible ten day bus suspension. Procedure for third rule infraction will be followed.

Students Will Never Be Removed Or Suspended From a Bus Until Proper Procedures Have Been Followed And Parents Or Guardians Have Been Notified.

Students suspended from one bus/vehicle are suspended from riding all District Transportation.

SPECIAL NOTE: Under the Ohio Administrative Code #3301-82-20 titled General Rules we wish to emphasize the following two rules:

Animals, firearms, ammunition, weapons, explosives, or other dangerous materials or objects are prohibited on school buses. Equipment such as music instruments, athletic uniforms, etc., which cannot be held by passengers in their seats, shall be stored in the rear of the bus. When it is necessary to transport such equipment concurrently with pupils, space shall be provided to comply with this rule without having standees in the bus.

Equipment required in the assistance of the handicapped shall be used and stored as required by local policies. A clear aisle to the exit doors must be maintained at all times.

Academics

Class Assignments

It is our intent to have our classrooms heterogeneously grouped, meaning there will be an equal amount of struggling students, average students, and students who advance readily. We also cluster our students who have been identified as either special education or gifted. Trained teachers at each grade level will have the majority of these two groups. We do this so that our students will be able to receive a maximum amount of specialized instruction from the special education teacher, or gifted teacher. However, clustering DOES NOT disturb the heterogeneously grouped classrooms. If you as a parent or guardian, would like to request a particular teacher, please contact the school, in writing by the end of the first week in May. It is always best if you could request two teachers. We cannot guarantee that your child will be placed in a particular teacher's classroom, but consideration will be given.

Expectations In The Classroom

All students will:

- Be prepared for class everyday (book, paper, writing instrument, etc...)
- Complete and turn in class assignments and homework when given.
- Allow teacher to teach class activities without interruption.

Should students fail to follow the above guidelines, the following will result:

- If disruptive to the learning of others, the student may be removed from the classroom.

Homework

The purpose of homework is to practice skills learned during the school day. The time to complete homework should equal approximately 10 minutes per grade level per night. For example, a third grader should have approximately 30 minutes of homework per evening. In primary grades students are expected to practice reading and their math facts. If students are requiring more than the expected time to complete work please check with the teacher to make certain they are not bringing home unfinished classwork.

Honor Rolls

Student achievement should be recognized in the academic area by honoring a student for academic excellence. Beginning at the fifth grade, the highest mark of academic achievement is the All A's List. The student must receive a 4.0. An A- will not qualify for the All A's List. Students are recognized for academic achievement for a grade equivalent of 3.5-3.999 for placement on the Principal's List. Students are recognized for academic achievement for a grade equivalent of 3.0-3.499 for placement on the Honor Roll.

Promotion – Retention

The promotion of each student is determined individually. The following factors are taken into consideration: reading grade, mental ability, age, physical maturity, emotional and social development, social issues, home conditions and grade average.

Promotion: When a student receives passing grades in language arts (reading, writing, and spelling), social studies, mathematics, and science, the student is promoted.

Retention: When a student is unable to achieve at the assigned grade level, indicated by failure in at least two of the above listed subjects, the child could be retained. Other factors taken into consideration are inadequate social and emotional maturity and/or reading one or two years below grade expectancy and failure to pass state of Ohio required testing. Kindergarten students are evaluated on adequate readiness skills for reading or writing.

Placement: A student having failing grades may be assigned to the next higher grade with discretion only with approval of the principal. Factors taken into consideration are: satisfactory completion of the work of the present grade; adequate ability as determined by performance and standardized tests; adequate emotional coverage for the grade, and certification of consent by parent or guardian on file.

Any student who is truant for more than 10% of the required attendance of the current school year and has failed two or more of the required curriculum subject areas in the current grade is retained, unless the student's principal and the teachers of the failed subject areas agree that the student is academically prepared to be promoted to the next grade level.

If you have questions concerning promotion, retention, or placement, please see

the building principal.

Textbooks

The Morgan Local Board of Education provides all basic textbooks at no cost to students of our school. The condition of the books will be recorded at the time the books are issued to the student. Students are responsible for providing book covers for all textbooks.

Lost And/Or Damaged Book Fee Procedure

Lost Book	One year old books	90% of new cost value
	Two year old books	80% of new cost value
	Three year old books	70% of new cost value
	Four year old books	60% of new cost value
	Five year old books	50% of new cost value
	Six year old books & beyond	20% of new cost value
Damaged Book	Discipline may result in addition to the following:	
	1.	Minor or very little damage Examples: Writing in books (in pencil) torn pages, etc. \$1.00
	2.	Moderate damage (not extreme) Examples: Bent but not broken cover excessive writing in ink, etc. \$2.00
	3.	Severe damage Examples: Cut pages, broken binding and/or back, etc. See lost book section.

Fines

When school property, equipment or supplies are damaged, lost or taken by individuals, a fine is assessed. The fine is reasonable, seeking only to compensate the school for the expense or loss incurred. The late return of borrowed books or materials from the school libraries is subject to appropriate fines.

All fines collected are sent to the Treasurer for deposit in the general fund of the Board.

Grades and credits from courses taken will be held until all fines have been paid.

Student Use Of Computers/Internet

While the goal of Morgan Local Schools is to provide comprehensive and varied experiences in technology, it must be understood that there are expectations and responsibilities in connection with the use of technology.

Each student will be expected to follow the direction of the teacher or other responsible adult as to the proper use of equipment and software. Only the technology coordinator or teacher, or those directed by them, may install or

modify software. This includes the installation of all files from personal disks.

Vandalism will not be tolerated. Vandalism is defined as a malicious attempt to harm or destroy data of another user or the modification of control settings or access software resulting in the delay of use by another user. This also includes the setting of passwords.

Before using the Internet through the Morgan Local Schools network, each student must read the Acceptable Use and Internet Safety Policy found on pages 43-46 of this handbook and verify that you have read and understand the policy by marking the appropriate place on the Parent/Guardian Signature Page. This must also be signed by the parent or guardian. These signed forms will be kept on file by the staff member designated to establish E-Mail/Internet accounts. THIS AGREEMENT IS ONLY VALID FOR THE CURRENT SCHOOL YEAR.

The principal may revoke the student's privileges for Internet/Computer misuse for a period of time appropriate to the offense, and other consequences within the Student Discipline Code may apply.

Identification of Children Who Are Gifted

Definition

"Gifted" means students who perform or show potential for performing at remarkably high levels of accomplishment when compared to others of their age, experience, or environment and who are identified under division (A), (B), (C), or (D) of section 3324.03 of the Revised Code.

Screening and Assessing

The District uses a three-part approach to screen students who perform or show potential for performing at high levels of accomplishment in the areas of superior cognitive ability, specific academic ability, creativity, and visual and/or performing arts. Please contact your school office to see forms PB1 and PB2. These are a part of the gifted handbook, available at each school office.

Safety

Visitors To The Schools

To ensure that no unauthorized persons enter buildings, all visitors entering a school must first report to the school office, to receive authorization to visit elsewhere in the building. (This policy does not apply when parents have been invited to an assembly program.)

If you need to meet with your child's teacher, you need to make an appointment. You may do this by calling the teacher and make an appointment for before school, after school, or during their planning. No phone calls will be transferred to the teacher unless the teacher is on their plan time to protect instructional time, unless there is an emergency. Parents are to refrain from walking their child to the classrooms in the morning as this time is reserved for the teacher to prepare for the instructional day, and engaging in conversations with the teacher at this time hinders this planning. Children also learn independency by walking

themselves to their classrooms.

Unauthorized persons are not permitted in school buildings or on school grounds. School principals are authorized to take appropriate action to prevent such persons from entering buildings and loitering on school grounds.

Release of Directory Information

The school proposes to designate the following personally identifiable information contained in a student's education records as "directory information."

1. name
2. extracurricular participation
3. achievement awards or honors
4. weight and height, if a member of an athletic team
5. grade level
6. building of attendance

The above information is disclosed without prior written consent, except when the request is for a profit-making plan or activity.

If the parent/guardian does not want this information to be released when requested, please submit your request in writing to your building principal within two weeks after the beginning of school. See File JO of the Bylaws and Policies of the Morgan Local Schools for more information.

Evacuation & Lockdown Procedures

Evacuation and lockdown procedures have been established. Teachers will discuss and may practice these procedures with the students. Students are expected to follow these procedures and obey all directions given by the teacher. Fire and tornado signs are posted and periodically drills are exercised as required by law. Please contact the Superintendent at 962-2782 if you wish to review the Emergency Procedures Manual.

Playground Safety

For the safety of your child we have strict rules that are to be followed by all using the playground. There is at least one school employee on duty at all times to enforce the safety rules and regulations.

Any type of game or activity that is judged by school authorities to be harmful is forbidden. Playground rules are reviewed with children during the first week of school.

General School Procedures

Lunchroom Operations And Procedures

Students are welcome to a breakfast as they enter the building until classes begin at the cost of \$1.85. Lunch periods vary per class. Students are welcome to a school lunch at the cost of \$2.60, or they may bring a sack lunch. Students bringing sack lunches are not permitted to use refrigerators in the kitchen. Glass

bottles or containers are not permitted in the cafeteria. Students may purchase an extra milk for \$0.50. Adults may purchase a breakfast for the cost of \$3.00 or a lunch for the cost of \$5.00.

Students should be courteous, deposit all litter in wastebaskets, return all trays to the appropriate area, and leave the table and floor around them in a clean manner for others to follow. No food is to be carried from the lunch area without permission.

Student Desks/Cubbies/Lockers

The majority of students will be issued desks/cubbies/lockers for storage of books and other related items. The school will assign these. Students are not to bring valuables to school without prior permission from the teacher. Any valuables brought to school are the student's responsibility. The administration reserves the right to inspect any desk/cubby/locker at any time there is a reasonable suspicion of the possibility that the rights and safety of others have been violated or that the desk/cubby/locker is being used in violation of the school behavior code. See Board Policy JFG if further clarification is needed.

Do not bring more money to school than is required for one day's activities. Never leave money in your desk, coat, or book bag. The school cannot be responsible for lost money.

Student desks/cubbies/lockers are the property of the District, and since random searches have a positive impact on reducing drugs and other criminal activity, it is the policy of the Board to permit the building administrator to search any desk/cubby/locker and its contents as the administrator believes necessary. Such notice will be posted at or near the entrance to the school grounds and at the main entrance to each school building.

Holiday Celebrations

A policy has been developed by the school to set guidelines concerning which holidays may have room parties. The holidays are as follows:

Halloween
Winter Break
Valentine's Day

Please contact your child's teacher regarding snacks to celebrate a child's birthday.

Telephone: The school telephones are for school business and emergencies. Students will be restricted in the use of the telephones for emergencies only.

Forgotten items are not emergencies.

Recesses

Recesses will be outside unless the weather is too inclement: raining, snowing, or extremely cold. All students are expected to participate unless they are ill or have a note from home to be temporarily excused from recess. A note from a physician is needed to excuse a student from recesses for a period of more than

three (3) days or if it is a frequent occurrence. Bicycles, skateboards and roller blades are not allowed.

Lost And Found Items

The office will serve as a clearing house for items that are either lost or found. Any item left unclaimed will be donated to a charitable organization twice annually. (Christmas season and end of school year.) Please check the office if your child is missing items.

Student and Parent Resources

Support Groups

Parent-teacher support groups are vital to the total operation of our schools as their support helps to bridge the gap between the school and the community. We urge you to join our support groups whose members are parents, teachers, and community members. Newsletters or notices are sent home periodically.

Volunteers

Morgan Local Schools encourages parents and community citizens to be trained as school volunteers. Please contact your school principal if you are interested in serving as a volunteer. Volunteers are appreciated and welcome in our schools. All volunteers **must be fingerprinted and Board approved** to work in the Morgan Local School District. **Volunteers need be fingerprinted every year.** New volunteers may pick up a form in the school office and take a copy of that along with their driver's license to the Morgan Local School District Central Office to submit fingerprint information. **Some costs may apply.**

Students may not bring friends or relatives from other districts to school as visitors. Visitation will be permitted for students who provide proof that they are going to enroll in the Morgan Local School District.

For the protection and best interest of our students, all visitors, including volunteers, must sign in through the school office and receive a badge before visiting in any area of the school.

Student Records

All parents/guardians have the right to inspect the contents of their child's cumulative file, and we encourage parents to do so. Parents must sign the appropriate form to review the file. If you wish the files to be released to a third party, you must also sign granting your permission. (Parents/guardians must call to set up an appointment with their child's building principal to facilitate this procedure.)

Pre-School and Special Education Teachers will review health and cumulative records annually for their students.

Parental Involvement In Education

The Morgan Local Board of Education believes that durable and significant learning by a student is more likely to occur when there is an effective partnership between the school and the student's parents. Such a partnership means a mutual belief in and commitment to significant educational goals for a student, a collaboration of the means for accomplishing those goals, cooperation on developing and implementing solutions to problems that may be encountered, and continuing communication regarding the progress in accomplishing the goals.

The District encourages parental participation, through **meetings** and other forms of communication, in:

1. establishing the learning outcomes for their child with the goals of developing a responsible, adult member of society;
2. developing and implementing appropriate strategies for helping their child achieve the learning objectives that lead to accomplishing the learning outcomes;
3. providing a school and home environment which encourages learning and augments, at home, the learning experiences provided by the school;
4. establishing and supporting a consistent and shared approach to child guidance and discipline, and;
5. providing for the proper health, safety and well being for their child.

Right to Know - Teacher Qualifications

You have the right to know about the teaching qualifications of your child's classroom teacher. The federal law, No Child Left Behind, requires that any local school district receiving federal Title I funds, Improving the Academic Achievement of the Disadvantaged, must notify parents of each student attending any school receiving Title I funds that they may request information regarding the professional qualifications of the student's classroom teacher, including the following:

1. Whether the teacher has met the Ohio teacher licensing criteria for the grade level and subject areas in which the teacher provides your child's instruction.
2. Whether the teacher is teaching under emergency or temporary status that waives State-licensing requirements.
3. The college degree major of the teacher and any other graduate degree or certification (such as National Board Certification).
4. Whether your child is provided services by instructional paraprofessionals (sometimes called teacher's aides) and their qualifications.

You may request this information by writing to Morgan Local Schools, 65 W. Union Ave.,
McConnelsville, OH 43756. Or you may fax your request to Morgan Local Schools at (740)962-4931. Be sure to include the full name of your child, your

full name, your complete address including zip code, and the name of your child's teacher.

Ohio Parent Information and Resource Center

The Ohio Department of Education's Parent Information and Resource Center is a great resource for parents looking for information on a wide variety of topics. The center strives to make sure that every child in Ohio succeeds in learning by focusing on four goals. The center works to prevent failure in learning by getting students the help they need early, to target interventions and remediation to students who are struggling to learn, to create partnerships with parents and communities to support student achievement, and to modify and/or adapt general education curriculum, as appropriate, so that all children have equal access to learning.

Agencies who work together with the Center include the Center for Students, Families and Communities, the Office of Early Childhood Education, the Office of Ohio Literacy, the Office for Exceptional Children, the Office of Child Nutrition Services and the Office of Supportive Learning Environments.

Parents and community members may contact any of the agencies listed above by calling 1-866-253-1829 (toll free) or by logging on the Ohio Department of Education's website at <http://education.ohio.gov/Parents>. Your child's school also has a wide variety of resources available for parents. Please contact your building's principal with any request for information about student services, or contact *Anita Eldridge-Metz*, Curriculum Director at 962-2782.

Parental Involvement in Title I

The Title I program is based on an annual assessment of educational needs. This assessment includes identification of educationally deprived children in the public and private schools in this district. Title I services are provided to all eligible students.

The Morgan Local Board of Education believes parental involvement is a vital part of the Title I program. Parental involvement includes parental contribution to the design and implementation of programs under this title, participation by parents in school activities and programs, and training and materials that build parents' capacity to improve their children's learning in both the home and the school. To build a partnership between home and school, the District:

1. Informs the parents of the program, the reasons for their children's participation and the specific instructional objectives;
2. Trains parents to work with their children to attain instructional objectives;
3. Trains teachers and other staff involved in programs under this title to work
4. Develops partnerships by consulting with parents regularly;
5. Provides opportunities for parents to be involved in the design, operation and evaluation of the program and provides opportunities for the full participation of parents who lack literacy skills or whose native language is not English.

Annual Notice Regarding Asbestos

In the past, asbestos was used extensively in building materials because of its insulating, sound absorbing, and fire retarding capabilities. Virtually any building constructed before the late 1970s contained some asbestos. Intact and undisturbed asbestos materials generally do not pose a health risk. Asbestos materials, however, can become hazardous when, due to damage or deterioration over time, they release fibers. If the fibers are inhaled, they can lead to health problems, such as cancer and asbestosis.

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA), which requires schools to be inspected to identify any asbestos containing building materials. Suspected asbestos-containing building materials were located, sampled (or assumed) and rated according to condition and potential hazard. Every three years, Morgan Local Schools has conducted a re-inspection to determine whether the condition of the known or assumed asbestos containing building materials (ACBM) has changed and to make recommendations on managing or removing the ACBM.

The law further requires an asbestos management plan to be in place by July 1989. Morgan Local Schools developed a plan, as required, which has been periodically updated. The plan has several ongoing requirements: publish a notification on management plan availability and the status of asbestos activities; educate and train its employees about asbestos and how to deal with it; notify short-term or temporary workers on the locations of the asbestos containing building materials; post warning labels in routine maintenance areas where asbestos was previously identified or assumed; follow set plans and procedures designed to minimize the disturbance of asbestos containing building materials; and survey the condition of these materials every six months to assure that they remain in good condition.

The following buildings contain no asbestos-containing building materials; therefore, no operations and maintenance programs or future inspections are required: East Elementary, South Elementary, West Elementary, Morgan Middle School, and Morgan High School.

It is the intention of Morgan Local Schools to comply with all federal and state regulations controlling asbestos and to take whatever steps are necessary to ensure students and employees a healthy and safe environment in which to learn and work. You are welcome to review a copy of the asbestos management plan in school district administrative office. The superintendent, is our designated asbestos program coordinator, and all inquiries regarding the asbestos plan and asbestos-related issues should be directed to them.

Notification Of Rights Under FERPA for Elementary And Secondary Schools

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

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School Principal a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate. Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School Principal, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or the student of the records request unless it states in its annual notification that it intends to forward records on request.)
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Morgan Local

School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue SW
Washington, DC 20202-5901

(Note: Names of students', addresses, and telephone listings may be designated and disclosed as "directory information" under the Family Educational Rights and Privacy Act (FERPA). The parents can opt out of "directory information" at the start of each school year.

Protection of Pupil Rights

The Protection of Pupil Rights Amendment (PPRA) applies to programs that receive funding from the U.S. Department of Education (ED). PPRA is intended to protect the rights of parents and students in two ways:

1. It seeks to ensure that schools and contractors make instructional materials available for inspection by parents if those materials will be used in connection with an ED-funded survey, analysis, or evaluation in which their children participate; and
2. It seeks to ensure that schools and other contractors obtain written parental consent before minor students are required to participate in any ED-funded survey, analysis, or evaluation that reveals information concerning:
 - Political affiliations
 - Mental and psychological problems potentially embarrassing to the student and his/her family;
 - Sex behavior and attitudes;
 - Illegal, anti-social, self-incriminating and demeaning behavior;
 - Critical appraisals of other individuals with whom respondents have close family relationships;
 - Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; or
 - Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Parents must be consulted before the administration of invasive physical examinations or screenings that the school may administer to a student. Parents will be informed about the collection, disclosure or use of personal information from students for the purpose of marketing or selling that information.

Parents or students who believe their rights under PPRA have been violated may file a complaint with ED by writing the Family Policy Compliance Office. Complaints must contain specific allegations of fact giving reasonable cause to believe that a violation of PPRA occurred. For additional information or technical assistance, you may contact the following address:

Family Policy Compliance Office
U. S. Department of Education
400 Maryland Avenue SW
Washington, DC 20202-5901

Complaint Procedure

Morgan Local Schools have provided parents and other stakeholders concerned with the appropriate delivery of services to children a simple method for considering their claims of inappropriate district or Ohio Department of Education (ODE) action. These procedures allow for the timely resolution of complaints at little or no cost to either the person filing the complaint or to the district.

Before submitting a complaint about a school or district action, the ODE requires that all complainants first contact the appropriate personnel at the building or district where the child attends and attempt to resolve issues at the local level first. If they cannot be resolved, these discussions will help clarify the issues for ODE so that a complaint can be more quickly considered, investigated and resolved according to the procedures listed below.

A complaint is defined as a written allegation that a school district or the ODE has violated the federal and/or state laws and/or rules/regulations.

Complaints must be mailed to the ODE at the following address:

Ohio Department of Education
Office of Federal Programs
Attention: Complaint Coordinator
25 South Front St., MS #404
Columbus, Ohio 43215-4183

The ODE will issue a letter of acknowledgement to the complainant and send a copy of the letter to the district superintendent. The letter will contain the name of the consultant assigned to investigate the complaint, a statement of the ways in which the ODE may investigate a complaint, and the ODE's commitment to issue a resolution in the form of a "Letter of Findings".

Concerns/Complaints/Board Policy

The Morgan Local Board of Education believes that each day we need to continue to improve. Therefore, if you feel a problem exists, it is important to get it resolved. Constructive criticism is welcomed when motivated by a sincere desire to improve the quality of the educational programs or to equip the schools to do their tasks more effectively.

The Board of Education believes that complaints are best handled and resolved as close to their origin as possible. Therefore, the proper channeling of complaints involving instruction, discipline or learning materials will be as follows:

<u>Concern</u>	<u>Contact</u>	<u>Phone</u>
Teacher	Teacher	School
Building	Principal	School
East Elementary	Carrie Price	740-962-3361
South Elementary	Chris Stanton	740-559-2377
West Elementary	Amanda Pierce	740-960-2398
Transportation	Russ Clifton	740-962-3685

Morgan Local Board of Education

Bryon Griffin, President
Emily Bellville, Vice President
Lynn Copeland
Beth Kutscherenko
Jeff Shaner

Bus, Custodial, and Cafeteria problems should be called to the attention of the Building Principal. Unresolved problems that have been addressed through the proper channels, should be directed to the Superintendent, (740) 962-2782.

Complaints about school personnel will be investigated fully and fairly. However, before any such complaint is investigated, it must be submitted in writing and signed. Forms for this purpose are available in the principal's office.

All complaint procedures will comply with board policy and negotiated agreements.

Morgan Local Schools Student Computer Network/Internet Acceptable Use Policy

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 which may be offensive to .

- another user or intended to harass, intimidate or bully other users;
3. accessing personal social networking websites for non-educational 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.

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 District may also use monitoring devices that to the extent permitted by law, maintain a running log of Internet activity, and record which sites a particular user has visited.

"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 intranet and
software programs 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.

Monitoring of School-Issued Devices

For the following provisions, “school-issued device” means
hardware, software, devices and accounts that a school district,
acting independently or with a technology provider, provides to an
individual student for dedicated student use. “Technology provider”
means a person who contracts with a school district to provide a
school-issued device for student use and creates, receives or
maintains education records pursuant or incidental to its contract
with the District. “Technology provider” does not include a county
board of developmental disabilities, educational service center,
information technology center, assessment provider, curriculum
provider, or city, local, exempted village or joint vocational school
district that enters into a service contract with a school district that
includes issuing school-issued devices to students.

In compliance with State law, the District and technology providers in
contract with the District are prohibited from electronically accessing
or monitoring the following except when otherwise authorized by law:

1. location-tracking features of a school-issued device;

2. audio or visual receiving, transmitting or recording features
3. of a school-issued device;
4. student interactions with a school-issued device, including, but not limited to, keystrokes and web-browsing activity.

These prohibitions on electronic access and monitoring of school-issued devices do not apply to the following circumstances:

1. where limited to a noncommercial educational purpose for instruction, technical support or exam-proctoring by District employees, student teachers, staff, a vendor or the Ohio Department of Education and Workforce (ODEW);
2. the activity is permitted under a judicial warrant or subpoena unless otherwise prohibited by State or Federal law;
3. the District or provider is notified or becomes aware that the device is missing or stolen;
4. the activity is necessary to prevent or respond to a threat to life or safety and access is limited to that purpose;
5. the activity is necessary to comply with Federal or State law;
6. the activity is necessary to participate in federal or state funding programs.

In any year the District or a technology provider elects to generally monitor a school-issued device under any of these circumstances, the District

If you are interested in your child having internet access, please check the appropriate box on Infinite Campus.