

**2024-2025**



MARGARETTA ELEMENTARY SCHOOL

# Student Handbook

MISSION STATEMENT

*Empowering and Supporting Student Success By Nurturing Unique Abilities and Passions.*



# Letter of Welcome Margaretta Elementary Staff

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August 2025

Dear Margareta Elementary Students and Parents:

The Margareta Elementary Staff wish to welcome all of you back this fall.

Welcome to the new school year at Margareta Elementary School! We are thrilled to have the opportunity to work with your child and be a part of their educational journey. Our dedicated team of teachers and staff is committed to providing a supportive and engaging learning environment where every student can thrive. We believe in fostering a love for learning, social-emotional development, and encouraging academic growth. Together, let's make this a memorable and successful year for your child.

At Margareta Elementary, we value the partnership between home and school. We strongly believe that open communication and collaboration are vital to your child's success. Throughout the year, we will keep you informed about important events, academic updates, and opportunities for parent involvement. We encourage you to stay connected through our school website, Final Forms, and attending parent-teacher conferences. Your active participation and support play a significant role in creating a positive educational experience for your child.

Please make sure all Final Forms documents are up to date throughout the year. If you do have a change in address or phone number please contact the office (419-684-5357) and update Final Forms. Most communication will be done through Final Forms.

We look forward to seeing our students in the classroom year. Feel free to call the office (419-684-5357) or email me ([kwise@margarettaschooldistrict.com](mailto:kwise@margarettaschooldistrict.com)) with any questions or concerns you may have. TOGETHER, we can make this a successful year for all of our students!

Go Bears!

Keven Wise  
Principal

# MARGARETTA ELEMENTARY SCHOOL STAFF

## 2024-2025 Staff and Room Assignments

Mr. Keven Wise, Principal  
Mrs. Bonnie Preston, Secretary

Mr. Keith Taylor, Assistant Principal  
Miss Pam Solze, Office Paraprofessional

<u>Teaching Staff</u>	<u>Grade</u>	<u>Room</u>
Mrs. Susan Miller	Preschool Teacher	Room 00
Mrs. Karyn Barnette	Preschool Teacher	Room 12
Miss Elise Chaffins	Preschool Teacher	Room 11
Mrs. Sarah Lochotzki	Kindergarten	Room 9
Mrs. Shannon Bramel	Kindergarten	Room 10
Mrs. Kelsey Chapman	Kindergarten	Room 30
Mrs. Ashley Williams	Kindergarten	Room 29
Mrs. Beth Burkett	1 <sup>st</sup> Grade	Room 2
Mrs. Cheryl Troxel	1 <sup>st</sup> Grade	Room 3
Ms. Angie Miller	1 <sup>st</sup> Grade	Room 4
Mrs. Megan Olds	1 <sup>st</sup> Grade	Room 1
Mrs. Elizabeth Jacoby	2 <sup>nd</sup> Grade	Room 5
Mrs. Lynsey Polley	2 <sup>nd</sup> Grade	Room 6
Mrs. Allison Pressler	2 <sup>nd</sup> Grade	Room 8
Miss Olivia Powers	2 <sup>nd</sup> Grade	Room 7
Mrs. Sarah Riedy	3 <sup>rd</sup> Grade	Room 13
Mrs. Kaitlynn Kurt	3 <sup>rd</sup> Grade	Room 14
Mrs. Amy Bogard	3 <sup>rd</sup> Grade	Room 15
Mrs. Kristy Jensen	3 <sup>rd</sup> Grade	Room 16
Mrs. Tonya Foos	4 <sup>th</sup> Grade	Room 17
Mrs. Jessica Temari	4 <sup>th</sup> Grade	Room 18
Mrs. Jennifer Blevins	4 <sup>th</sup> Grade	Room 19
Mrs. Kelly Bohn	4 <sup>th</sup> Grade	Room 20
Mr. Luke Weyer	5 <sup>th</sup> Grade	Room 22
Mrs. Tami Haynes	5 <sup>th</sup> Grade	Room 24
Mr. Lars Livengood	5 <sup>th</sup> Grade	Room 26
Mrs. Carolyn Cook	5 <sup>th</sup> Grade	Room 28

## MARGARETTA ELEMENTARY SCHOOL STAFF 2023-2024

<u>Teaching Staff</u>	<u>Title</u>	<u>Room</u>
Mrs. Erica Grahl	Intervention Specialist	Room 21
Ms. Kyrsten Lawless	Intervention Specialist	Room C1
Mrs. Julia Ruck	Intervention Specialist	Room A
Mr. Corey Britton	Intervention Specialist	Room C1
Mrs. Emily Keller	Intervention Specialist	Room 21
Mrs. Tela Yetter	Speech Pathologist	Room T1
Miss Hailey Stoll	Speech Pathologist	Room T1
Mrs. Ashley Bush	Art Teacher	Room 23
Miss Chase Paczak	Music Teacher	Room 25
Mrs. Andrea Yaussy	Physical Education	Gym
Mrs. Tranette Novak	Literacy Supervisor	Old Office
Mrs. Teal Balduff	Title I Teacher	Old Office
Mrs. Dana Belak	Gifted Teacher	

### Support Staff

Mrs. Kathy Hall	School Psychologist
	School Psychologist
Ms. Brandi Carter	Elementary Counselor
Mr. Mark Freeh	Technology Director
Mr. Bradley Hoffman	Technology Aide
Mr. Tyler Henderson	Special Education Aide
Mrs. Nicole Blair	Special Education Aide
Ms. Donna McGory	Special Education Aide
Ms. Natasha Mccowen	Special Education Aide
Miss Jacqueline Henline	Special Education Aide
Mrs. Connie Todd	Special Education Aide
Mrs. Caitlin King	Special Education Aide
Mrs. Coleen Anders	Special Education Aide
Mrs. Anna Taylor	Special Education Aide
Mrs. Sheri Ross	Special Education Aide
Ms. Karli Reid	Special Education Aide
Mrs. Marlene Plank	Nurse
Mrs. Holly Yetter	Cook
Mrs. Stephanie Johnson	Cook
Ms. Jen Kuns	Cashier
Miss Kelly Barrett	Head Custodian
Mrs. Kim Bolinger	Custodian
Mrs. Vickie Bluhm	Custodian

### PTO

The PTO Executive Committee meets on a monthly basis. Parent meetings are held quarterly. The PTO meets at 6 PM in Room 103 (next to the office).

## SECTION 1: GENERAL INFORMATION

### EQUAL EDUCATION OPPORTUNITY (COMPLIANCE OFFICER)

This District provides an equal educational opportunity for all students.

Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin while at school or a school activity should immediately contact the School District's Compliance Officer(s):

Edward Kurt, Superintendent, Phone: 419-684-5322

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

### NON-DISCRIMINATION

Margaretta local schools affirms that no person shall, on the basis of sex, race, color, national origin, religion, military status, ancestry, age or disability be excluded from participation in, denied the benefits of, or subjected to discrimination under any educational program or activity conducted under its auspices. This shall extend to employees therein and to admission thereto. Inquiries concerning the application of this policy may be referred to the superintendent the designated coordinator. This policy shall prevail in all board policies concerning school employees and students.

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

### HIGHLY QUALIFIED TEACHERS

One hundred percent of the elementary teachers teaching core academic subjects meet and maintain a highly qualified status per Ohio department of education requirements. We also provide ongoing, high quality professional development for all instructional staff to focus on changing instructional practices that result in improved student performance. If you have any questions about highly qualified teacher status or yearly professional development, feel free to contact the principal at 419-684-5357.

### STUDENTS WITH DISABILITIES

The American's with Disabilities act (A.D.A) and Section 504 of the rehabilitation act (section 504) prohibit discrimination against persons with a disability in any program receiving federal financial assistance. This protection applies not just to students, but to all individuals who have access to the district's programs and facilities.

The laws define a person with a disability as anyone who:

- A. has a mental or physical impairment that substantially limits one or more major life activities;
- B. has a record of such an impairment; or

C. is regarded as having such an impairment.

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

### **STUDENT ADMISSION , PLACEMENT, AND/OR INFORMATION UPDATE**

**Admission:** New students are expected to enroll in the attendance district in which the natural or custodial parent(s) live. Upon entering the Margarettta School District parents/guardians are asked to call the Margarettta Board of Education Office and complete the appropriate registration forms. All appropriate registration forms are available on the Margarettta Local Schools website: [www.margarettaschooldistrict.com](http://www.margarettaschooldistrict.com). Please access this site and complete the necessary forms. The following documentation and information are required upon registration: completed registration forms, birth certificate, social security card, photo identification of parent/guardian, two proofs of residency, custody documents (if applicable), authorization of record release, immunization record, a copy of the current grade card. A Parent/Student Handbook is available on the school website. Admission will be granted upon completion of required documentation and registration forms.

**Placement:** Students that transfer to the school will be placed in classes according to pertinent information supplied by parents/guardians at the time of registration and informal placement tests until their cumulative records arrive from their previous school.

**Annual Student Information Update:** If you are a continuing Margarettta student; the annual student information needs to be updated at Margarettta Final Forms site. If you move or change your phone number throughout the school year, please remember to update that information.

### **SCHEDULING AND ASSIGNMENT**

The principal will assign each student the appropriate classroom and program. Any questions or concerns about the assignment should be discussed with the principal.

### **TRANSFER OUT OF DISTRICT/WITHDRAWAL**

Prior to withdrawing from the Margarettta Local Schools System the parent/guardian must contact the office. All fines and fees must be paid. All textbooks, library books, chromebooks, chargers and other school materials have to be returned. In compliance with the Missing Child's Act and state laws after receiving the proper request for transfer of records, records will be sent to the new school district within fourteen days.



## **CHANGE OF CUSTODY, SEPARATION, OR DIVORCE**

In order to protect your child and uphold the legal rights of parents the school **MUST be informed of any changes** in family status (such as separation, divorce, remarriage, etc.).

**Change of Address or Telephone Number:** If your **address** or **telephone number changes** during the school year **please** go to your Final Forms account and make any changes. This is vital in case of an emergency.

**Change of Custody:** Whenever parental custody or guardianship is changed the school must receive a copy of the change of custody papers.

**Separation:** The school must receive a copy of any temporary custody papers in the event of a legal separation.

**Divorce:** The school must receive a copy of the custody papers. The court determined custodial parent shall inform the school in writing of any limitations in the rights of the non-custodial parent. Absent such notice, the school will presume that the student may be released into the care of either parent.

## **FINAL FORMS**

The website <https://www.margarettaschooldistrict.com/FinalFormsNew.aspx> is what Margareta Schools uses for our student information. Final Forms is an essential part of our communications with parents. We need you to be sure everything on Final Forms is correct and kept up-to-date for your child.

Some of the ways it is used: to acquire emergency medical information, address, phone numbers, birthdates of students, transportation, field trip permission and much more. The principals and the teachers use it to communicate with you. It's also a place for you to upload forms that are needed by the school: proofs of residency, birth certificates, shot records, custody papers and parent ID's.

## **ARRIVAL AND DISMISSAL PROCEDURES**

Please adhere to the following guidelines when dropping off and picking up your child from school.

### **Arrival Procedures for car riders**

- **Arrival Time is 7:40 – we do not have staff on duty before 7:40.** If you arrive early, you are welcome to wait with your child in your car.
- **Arrival after 8:00 is considered tardy and you need to sign your child in outside the office. The student will then take the sign in slip to their teacher. Please give a**
- **reason why the child did not arrive on time for school.**

- Parents may drop off their child(ren) once they are beyond the “Student Drop Off” sign and within the marked drop off zone. Letting a student exit a vehicle before this point is neither safe nor permitted. **Children need to exit the car on the passenger side.**
- Students will go directly to their classrooms or to breakfast in the cafeteria.
- Parents who are dropping off must remain in their vehicles at all times.
- Cars must stay in line, parallel to the curb. No vehicle should pull around or pass another vehicle in line.
- Please adhere to a five mile per hour speed limit while driving on school grounds.

### **Dismissal Procedures for car riders**

#### **Dismissal time is 3:00.**

- Parents will display a sign on the passenger side that lists the name of any student they will be picking up. The sign needs to be displayed until your child/children is/are safely in the car. We will provide one copy of this sign per child. However, you will be responsible for making additional signs if needed.
- **If someone, other than the parent is picking up the child, you, as the parent, need to send in two notes stating the name of the person who will be picking up the child.**
- There will be a “caller” standing in the pick-up zone that will read off the name(s) from the sign into a 2-way radio as the parent passes by.
- Parents who are picking up must remain in their vehicles at all times.
- Cars must stay in line, parallel to the curb. No vehicle should pull around or pass another vehicle in line.
- All children will be loaded on the passenger side of the car only! Due to the quick stops and starts we cannot load children on the driver’s side of the car.
- Drivers should pull up directly behind the car in front of them to maximize the use of available space.
- Please adhere to a five mile per hour speed limit while driving on school grounds.
- **All car riders need to be picked up no later than 3:15. If your child is not picked up by this time and you have not called to inform us why you are running late, the bus garage will be called and you can pick up your child there.**

Arrival and dismissal times at Margareta Elementary are busy times. We are asking for your help to ensure that all our students arrive safely at school in the morning and at home in the afternoon. Parents are asked to avoid calling the school between 2:30 and 3:00 pm as the office staff is focused on dismissal. While our intent is to design arrival and dismissal procedures that are convenient for families, the safety of our students is our top priority. Should you find that it takes a few minutes for traffic to clear the area, your patience is greatly appreciated.

### **Late Arrival**

- If your child arrives after the final bell (8:00 AM) you need to bring the child into the building and sign them in. A student will not be allowed in to class without the signed slip for the teacher.
- Arrival after 8:00 AM is considered tardy.  
This tardiness will count against your child’s attendance hours.

## Early Dismissal

- If you must pick your child up early, please come to the main office to sign your child out. We will contact the teacher and have your child come to the office to meet you. Early dismissals will count against your child's attendance hours.
- **Two** notes stating the reason for dismissal with a phone number where the parent can be reached needs be sent to the homeroom teacher who will forward one copy to the office. This way both the teacher and the office have documentation as to the dismissal procedure.  
A "**Car Rider Permission Slip**" will be sent home at the beginning of the school year. This is to be filled out only if you are picking up your child **every day of the school year**. Otherwise **two** notes need to be sent in to the homeroom teacher, as stated above, even if you are picking up your child the same day(s) every week.
- **IN THE INTEREST OF STUDENT SAFETY – NO PHONE CALLS WILL BE ACCEPTED TO CHANGE THE WAY A CHILD GOES HOME AFTER 2:00PM.**
- End of the day phone calls to the office to change your children's dismissal plans create many problems for the school. These calls should be limited to emergencies only. When numerous calls are made to the office near the end of the school day, it is difficult for the office to honor these requests.
- Parents are asked to assist with dismissal procedures by making certain that children are clear about dismissal plans before they enter school each morning. Last minute changes in plans are often confusing to the children.

## ATTENDANCE REGULATIONS

The compulsory attendance laws of Ohio, along with the House Bill 410, hold parents responsible for their child's attendance.

### ***House Bill 410:***

Effective beginning with the 2017-2018 school year, the board of education of each city, exempted village, local, joint vocational, and cooperative education school district and the governing board of each educational service center **shall adopt a new or amended** policy to guide employees of the school district or service center in addressing and ameliorating student absences.

### ***House Bill 410 Definitions***

#### **Habitual Truancy:**

- Absent 30 or more **consecutive** hours without a legitimate excuse.
- Absent 42 or more hours in **one month** without a legitimate excuse.
- Absent 72 or more hours in **one schoolyear** without a legitimate excuse.

#### **Excessive Absences:**

- Absent 38 or more hours in **one month** with or without a legitimate excuse.
- Absent 65 or more hours in **one schoolyear** with or without a legitimate excuse.

#### **Chronic Absenteeism:**

- Absent 10 percent of the **school year** for any reason.

	<b>Consecutive Hours</b>	<b>Hours per Month</b>	<b>Hours per school-year</b>
<b>Habitual Truancy</b>	<b>30</b> without Legitimate excuse	<b>42</b> without legitimate excuse	<b>72</b> without legitimate excuse
<b>Excessive Absences</b>	---	<b>38</b> with or without legitimate excuse	<b>65</b> with or without legitimate excuse
<b>Chronic Absenteeism</b>	---	---	<b>10% or 92</b> with or without legitimate excuse

### ***Absence Intervention Team***

State law requires districts an Absence Intervention team for students who are habitually truant. The school-based absence intervention team will establish a student-centered absence intervention plan by identifying specific barriers and solutions to attendance problems.

Membership of each team should vary based on the needs of each individual student, but each team must include:

1. A representative from the school or district
2. Another representative from the school or district who has a relationship with the child.
3. The child's parent (or parent's designee) or the child's guardian, custodian, guardian ad litem or temporary custodian.

The Absence Intervention Team may also include:

1. School psychologist, counselor, or social worker.
2. Representatives from a public or non-profit agency.
3. A case worker from Children Services if there is an open case or if the child is in foster care.

Any student who meets the state attendance qualification of Habitual Truancy will be required to participate with parent, school attendance officer and principal in a student absence intervention plan. At any point during the absence intervention plan parents may be referred to the juvenile court judge.

**Unauthorized absences for any reason, count toward a student's total absentee record for the year.** Legal absences are as follows: **A)** doctor medical excuse; **B)** quarantine at home; **C)** death in the family; **D)** observance of religious holidays; and **E)** other absences **requested beforehand** by the parents and approved by the principal. These requests must be made by the parents **at least 5 school days prior** to the date of release. **Any absence for a reason other than stated above (A-E) is unauthorized. A student must be in school a full day in order to participate in an extra-curricular activity, school program or event.**  
**For more information see Board Policy 5200.**

### **REPORTING ABSENCES**

In order to be in compliance with Ohio State Law Senate Bill 321, the Missing Child Act, a requirement of our schools is that you must call the school the morning of your child's absence. **Please call between 7:15 and 8:00 AM.** We ask for your assistance and cooperation in reporting absences as we share your concern for the safety of your child. **Margaretta Elementary School's phone numbers are 419-684-5357 or 419-648-7731.** You can call in the evening and leave a message, or you can email [bpreston@margarettaschooldistrict.com](mailto:bpreston@margarettaschooldistrict.com) to report your child's absence. Please put in the subject line the student's name, give the reason for absence and then your email will be forwarded to the homeroom teacher.

Upon returning to school from an absence, **children are required to present an excuse written by their parent/ guardian or health care provider, to the homeroom teacher citing the cause of the absence.** The Administration reserves the right to verify such statements and to investigate the cause of each single or prolonged absence. Excessive absences may be a factor considered in student retentions.

## **SAFETY PROCEDURES FOR STUDENT PICK UP**

**Safety Measures:** For your child's safety, we require anyone wishing to remove a child from the building before or at regular dismissal to sign that child out. Verification of identity may be requested. The sign out log is located outside the office. You will be asked to sign your name, the child's name, your relationship to the child, the date, time, and reason for the removal before the child will be released from the building. **If someone other than the legal guardian is picking up a child a note or phone call from the legal guardian is required.**

In the interest of safety, students are not allowed to leave the school grounds during the school hours unless accompanied by a teacher in a school activity or released to their parent or legal guardian for an appointment or an emergency. If one parent has been awarded custody of the student in a divorce settlement, the **custodial parent** as defined in legal statute shall **inform the school in writing of any limitations in the rights of the non-custodial parent.** Absent such notice, the school will presume that the student may be released into the care of either parent.

## **SPECIAL SERVICES**

Several special services are offered by the school for the children's benefit. Parents who feel a need for special services should feel free to call and discuss the matter with the principal.

**School Psychologist** - Referrals to the psychologist are made by the teacher or the principal with parent approval.

**Title I Reading:** Margareta Elementary is a schoolwide Title I school.

**Speech Language Pathologist** - Referrals to the Speech Language Pathologist are made by the teacher or the principal with parent approval.

**School Counselor** - provides support for students with concerns that affect their potential to learn effectively and develop socially. Referrals to the counselor may be made by teachers, parents, or the principal when necessary.

**School Nurse** - assists children who have a health problem. Referrals to the nurse may be made by parents or staff when deemed necessary.

## **PARENT PERMISSION & NOTIFICATION**

### **Extra-Curricular Activities**

#### **Please send a note to school:**

--if your child is staying after school for an extra-curricular activity such as: biddy sports, organized groups (scouting, etc.), cheerleading camps, etc. **A note granting permission** is required to be sent to the school office **in addition to the sign up form.**

### **Animals**

NO pets, animals, insects, etc. are to be brought to school.

## **LIBRARY INFORMATION**

### **Borrowing Books:**

1. All materials **must** be checked out before they are removed from the library.
2. Library books are loaned for 7 days. Books can be renewed for another 7 days as needed. Reference books circulate to the classrooms only with librarian permission.
3. Overdue fines are not charged. However, students who have overdue books are denied borrowing rights until the overdue book(s) are returned.
4. Any student who takes out a library book is responsible for returning the book or paying what it would cost to replace it.

### **Lost or Damaged Books:**

Students are responsible for the library books that they borrow from the school library. Library books should be protected from damage by pets, water, food, etc. while in their possession. Fines are charged for damage that can be repaired, replacement cost is charged for books damaged beyond repair. Replacement cost is also charged for lost books. Repairable damage is defined as minor damage that can be mended with tape or glue, or can be corrected by rebinding the book. Non-repairable damage includes missing pages or any other damage that makes the book unusable.

## **MEAL SERVICE AND CAFETERIA RULES**

All students eat lunch in school. Students may bring a prepared lunch from home or hot meals may be purchased at school. Milk is included with the meal. Prepayment of lunches or milk may be made on a daily, weekly, or monthly basis. Students should not bring soda pop for their lunch beverage. The school can provide a substitute for food allergies, i.e. milk if we have a current note from your doctor.

Lunch charges are handled within the food service department. Contact the food service director, Carrie Keller at 419-684-5322 with any questions.

Rules of the student discipline code are in effect in the cafeteria as well as the ones listed below. Students are to:

1. wait in line quietly and talk quietly while in the cafeteria.
2. act in a polite and courteous manner.
3. clean up the area in which they have eaten.
4. Students are not permitted to take straws, milk cartons, food items, etc. from the area.

## **SCHOOL INSURANCE**

Parents have the opportunity to purchase school accident insurance for their children. The information is available on Margareta School District website.

## **STUDENT BIRTHDAY CELEBRATIONS**

Birthday treats should be store bought with ingredients clearly listed.

**We request that you do not send gum or suckers as a treat. We also request that you do not send flowers, balloons, or other gifts to be distributed to a student at school.** These items **will not** be taken to the classroom and you will be notified to come and pick them up in the office. While it may seem like a good idea, it is a disruption to the educational program. Most of these items cannot be transported on the bus.

## **LOST AND FOUND**

A lost and found table is located in the lobby on Bogart Road. Children who have lost articles should check the table. Articles of value will be kept in the school office. Children finding articles are asked to place them on the table. **Parents can help reduce lost articles, especially clothing and boots, supply bags, etc., by marking them with the child's name.** Left over lost and found items are donated quarterly.

## **EMERGENCY SCHOOL CLOSINGS OR DELAYS**

In the event that the Margareta Schools close, dismiss early, or experience a delay in opening time due to weather or other emergencies, you will receive a "One Call". All our families will receive a phone call telling you of the situation. More details regarding this "One Call" program are on Margareta's website.

The school closings will also be on the following TV stations: Toledo Channels 13 and 24, and Cleveland channels 19, 3 and 5. This information will also be on Margareta Schools Facebook page.

If you change your phone number, please be sure to change it in Final Forms.

**Family Emergency Plan:** Children should be made aware of what to do and where to go in the event of an early dismissal due to inclement weather or other emergency situations. It is recommended that you work out an emergency plan with your child.

## **EDUCATIONAL MATERIALS, FACILITIES, AND EQUIPMENT**

Textbooks are furnished by the school at no cost to the pupil. It is understood that these remain the property of the school. Facilities and equipment are also provided. Pupils are responsible for the care of all items entrusted to them. Students may be assessed fees for loss or damage.

## **STUDENT FEES AND PAYMENTS**

Student fees are to be paid at the beginning of school year. The yearly fee is \$50.00 for supplies and \$50.00 for technology. Those parents who cannot afford to pay fees immediately are to contact the office and make arrangements in writing of payment schedule. All school fees are due on or before September 30. We strongly recommend that school fees be paid by check or money order instead of cash. There will be a fee charged for returned checks. If you do send cash in your child, we will send home a receipt. **School fees may also be paid on line through Payschoolscentral.com. Please inform the school office if you paid with this method.**

## **SAFETY DRILLS**

Safety drills (fire, tornado, lockdown, evacuation) are of vital importance. Students will participate in these drills on a regular basis in accordance with Ohio law. Specific drill instructions will be provided at the beginning of the year by the teachers and periodically throughout the year as review and reinforcement. Directions for exit and drill procedures are posted in each room of the building. Different alarms are used to signal each of these drills.

## **TELEPHONE USE AND MESSAGES**

Please do not ask to have telephone messages transmitted from the parents to the pupil except in definite emergencies. Most requests can be handled by a note to the teacher.

The school telephone is for the use of staff conducting school business. Student use of the school telephone is restricted to emergencies only.

## **STUDENT USE OF ELECTRONIC DEVICES AND CELL PHONES**

Students at Margaretta Elementary are to leave cell phones and electronic devices (devices that contain batteries) in their book bags. In the event that a student chooses to bring an electronic device or cell phone to school and it is lost or stolen; the school WILL NOT be responsible. Any student using an electronic device or cell phone inappropriately during school hours and any after school functions/activities at Margaretta Elementary, including field trips, will receive the following consequences:

### **First and Second Offense**

The cell phone or electronic device will be confiscated and the parent will be asked to pick it up at the end of the day.



### **After Second Offense**

Failure to follow reasonable direction of administration will result in the electronic device being confiscated, and the parent will be asked to pick it up at the end of the day. The student will serve an after school detention.

## **STUDENT RECORDS AND RELEASE OF DIRECTORY INFORMATION**

Many student records are kept by the teachers, counselors and administrative staff. There are two basic kinds of student records: Directory Information and Confidential Records.

Directory Information can be given to any person or organization for non-profit making purposes when requested, unless parents of the student restrict the information in writing to the Principal. Directory Information includes (Bd. Policy #8330): student's name; address; telephone number; date and place of birth; major field of study; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; or awards received.

Directory information is not provided to any organization for profit-making purposes.

Parents and eligible students may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board within ten (10) days after receipt of the Superintendent's annual public notice.

Margaretta Local Schools provide parents of minor students an opportunity to review their child's permanent school records within 10 days of their request. In situations in which a student has both a custodial and non-custodial parent, both shall have access to the student's health and educational records unless agreed to otherwise in writing by both parents or specifically stated by court order as received by the District.

1. Requests to inspect a student's educational records shall be made directly to the building principal. The individual making the request shall be prepared to satisfactorily prove the following (as applicable):
  - a. age
  - b. parent or legal guardian
  - c. governmental agency with authority to or permission of the student or his/her parent to inspect the record
  - d. that they have written authority or consent of the student, if 18, or both parents if not 18, or of the custodial parent if the parents are divorced.
2. You will be given an appointment with the appropriate person to answer questions and to review the requested student records.

3. Copies of student records will be provided only where it is unrealistically impossible for the individual to personally view the record. Payment in advance shall be made to the school office at current cost per copy.
4. Certain individuals shall have access to the records without parental consent. They are: school superintendent, principal, assistant principal, psychologist, counselor, curriculum coordinator, all categories of teachers, and secretaries or aides acting under the supervision of one or more of the above certificated staff. Also included are legal or governmental agencies authorized by a warrant or court order.
5. Records pertain to the student's attendance at Margareta Schools.
6. All records shall be reviewed periodically with the intent of eliminating non-relevant and inaccurate information.
7. In cases of dual enrollment, records may be transferred between schools without parental consent.

## **VISITORS**

Please make an appointment if you wish to visit the school.  
You must have an ID with you to enter the building. All doors are locked when the students are here. You will be requested to sign in at the kiosk in the lobby.

## **SECTION 2: ACADEMIC ISSUES**

### **ACADEMIC PROGRESS REPORTING**

Our progress reporting system has been developed to communicate expectations and achievement of each student. Explanations of grade level requirements, pupil behavior and responsibility relating to student ability are given at individual parent-teacher conferences after the first quarter. The report card indicates pupil progress and achievement based on grade level expectations.

Student achievement is reported to parents on a quarterly basis. Follow-up conferences are held throughout the year with parents of students who exhibit deficiencies in academic and/or personal development areas. Interim progress reports are available to all parents on ProgressBook. If a student appears to be at risk for failure at the interim reporting time, notification will be provided so parents can seek a conference with the teacher to discuss actions to improve the poor grades. Please refer to the calendar included in this handbook for specific dates of progress reporting and scheduled conferences.

Teachers are available for conferences at other times and appreciate the chance to talk to you. The teacher would like to know you as it helps him/her know your child. Please make an appointment prior to such a conference since the teacher has a responsibility to the students during the school day and is often attending meetings before/after school hours. To email the teachers, their email address is their first initial and their last name @margarettaschooldistrict.com. You will find the teachers names on pages 2 and 3 of this handbook.

## GRADES

Margaretta Elementary has a standard grading procedure, as well as additional notations that indicate work in progress or incomplete work. Grades indicate the extent to which the student has acquired and demonstrated the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Standards are weighted at 75% and acquisition grades are weighted at 25%. A minimum of one grade per week should be entered every quarter with 4-5 standard grades. ProgressBook should be updated weekly.

The school applies the following grading system:

GRADES 2-5 (Grade 2 and 3 – reading and math only)

A	90-100%	Advanced – superior achievement at grade level
B	80-89%	Above Average – achievement at grade level
C	70-79%	Average – achievement at grade level
D	60-69%	Basic – achievement below grade level
F	00-59%	Fails to meet grade level indicators

Kindergarten and first grade student receive a standards grade card. Blanks indicate area(s) not assessed.

**CCSS and State Standards 75%:** Please make sure you track them.

Students do not earn a 0% There should not be a grade in gradebook below 49%.

1. Student who does not do the assignment = 49%.
2. Student who attempts the assignment = 50%
3. Student who tries but performs below the 50% will receive a 50%.
4. Basically: YOU should not have anything lower than a 49% in Progress Book.

## PROGRESS BOOK

Margaretta Schools use an online grade recording program called “Progress Book”. This program has a feature that allows parents to view their child’s grades and progress. In order to use this online tool, parents must have a user name and password. If you are not already using this feature, you can obtain an initial user name and password by contacting the school offices. The site can be accessed by going to the Margaretta School District home page:

[www.margarettaschooldistrict.com](http://www.margarettaschooldistrict.com) and clicking on the **Parent Access Website box**. If you need support please call the office at 419-684-5357.

## ACHIEVEMENT TESTING AND ASSESSMENT:

Periodic assessment of student progress is done on an ongoing basis in accordance with State standards and District policy. Classroom tests are used to assess student progress and assign grades. These are selected and/or prepared by the teachers to assess how well the students have made progress toward achieving the state standard based performance indicators and benchmarks

These assessments take many forms: paper pencil tests, projects, oral presentations, classroom participation, quizzes, observations, etc.

Achievement and ability indicator assessments are given across all grade levels in the district as is required by state and/or federal mandates and guidelines. Testing dates are announced in newsletters and on district and building calendars. Please plan to have your child in attendance on these days.

If necessary, intelligence tests, speech and language evaluations, individually administered achievement tests, and other special testing services are available to students needing these services. Depending on the type of testing, specific information and parental consent may need to be obtained. Margaretta Local Schools will not violate the rights of consent and privacy of a student participating in any form of evaluation.

## **STATE MANDATED TESTING**

All kindergarten students will be given the KRA (Kindergarten Readiness Assessment Test). This is required by the state to be completed by November 1.

### **Ohio's State Tests**

Math and Language Arts - Grades 3, 4, and 5

Science - Grade 5

### **English Language Proficiency Assessment for the 21<sup>st</sup> Century**

Assessment designed to assess Limited English Proficiency Students only will be administered annually.

## **PROCEDURES FOR STATE MANDATED TESTING**

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

Students, teachers and administrators are all responsible for insuring test security as mandated by state law. All state test questions and materials are considered part of the State Tests and are defined as secure test materials. Building and District Test Coordinators monitor test security procedures. Violations shall be handled as outlined in the district procedures in compliance with the law. For further information contact Mr. Keven Wise, Building Test Coordinator, by calling the Margaretta Elementary Office (419-684-5357).

## **HOMEWORK GUIDELINES**

Homework is an extension of classroom instruction. Students gain a sense of responsibility and develop study skills through an appropriate amount of homework. Homework does not always

mean written work to be returned to school, but in many cases is study, review, projects, and content reading.

Nightly homework per grade level should be approximately: Kdg – 10-15 minutes, 1<sup>st</sup> grade – 10-20 minutes, 2<sup>nd</sup> grade – 20-30 minutes, 3<sup>rd</sup> grade – 30 minutes, 4<sup>th</sup> grade – 30-45 minutes, and 5<sup>th</sup> grade – 30-45 minutes. If you find that your child is repeatedly spending more than the time indicated, please contact his/her teacher.

### **IDENTIFICATION OF CHILDREN WHO ARE GIFTED**

Margaretta School District identifies students who perform or show potential for performing at high levels of accomplishment in the areas of superior cognitive ability, specific academic ability, creativity, and visual and performing arts.

This identification system follows the assessment process of Ohio Revised Code 3324.01.07 and the recommended procedures by the Ohio Department of Education's Division of Gifted Education. Please contact Mrs. Dana Belak if you have questions regarding gifted identification or service. She can be reached at 419-684-5357 or [dbelak@margarettaschooldistrict.com](mailto:dbelak@margarettaschooldistrict.com).

### **MISSED CLASS WORK DUE TO VACATION**

If your family is planning a vacation during the school year please contact your child's principal and request an excused absence at least 5 days prior to departure. An excused absence allows your child to make-up missed work and receive credit for it. Please contact your child's teacher five days prior to your vacation.

Because skill development follows a sequential process some of the class work missed during the vacation dates may not be able to be given out prior to leaving for your trip. Important assignments will be compiled for your child during your vacation. Generally one day of make-up time is given for each day of excused absence.

### **PROMOTION, PLACEMENT, AND RETENTION**

Margaretta Schools recognizes that personal, social, physical, and educational growth of children varies and that they should be placed in an educational setting most appropriate to their needs at the various stages of their growth. Promotion to the next grade is based on the following criteria:

1. current level of achievement
2. completion of the course requirements at the presently assigned grade level
3. potential for success at the next grade level
4. demonstration of appropriate social, emotional, and physical maturity necessary for a successful learning experience in the next grade level.

No student will be promoted to the fourth grade if he/she attained a score in the range designated by O.R.C. 3310.0710 (A)(3) on the State mandated assessment except in accordance with the provisions of Policy 2623.02 – Third Grade Reading Guarantee or in accordance with state law.

### **THIRD GRADE READING GUARANTEE**

Ohio's Third Grade Reading Guarantee is a program to identify students from kindergarten through grade 3 that are behind in reading. Schools will provide help and support to make sure students are on track for reading success by the end of third grade.

In kindergarten through grade three, students will take iReady to determine if they are reading as well as they should be. If a child appears to be falling behind in reading, we will immediately start a reading improvement plan. This plan developed by the school, with parental input, will address each student's unique reading problems. This plan will be monitored to make sure your child's reading is improving.

### **RECOGNITION OF STUDENT ACHIEVEMENT**

Margaretta Schools feel that all children can learn and should be recognized for their achievements. Margaretta Elementary has many programs in place that recognize students for their various accomplishments. Polar Pride Award Assemblies will be conducted in May for all grade levels. In addition to the school-wide programs, each grade level also has planned activities and programs to promote excellence in student achievement.

## **SECTION 3: HEALTH AND MEDICAL CONCERNS**

### **MEDICATION AT SCHOOL: AUTHORIZATION REQUIRED**

Specific guidelines for administering medication at school fall under state law 3313.73 and 3313.716. Administering medication is not a function of the school; however regular classroom attendance may be impossible for some handicapped or chronically ill pupils without prescribed medication available during school hours. When it is necessary for school personnel to administer medication, these guidelines must be followed:

- A. A written and signed physician's request form\* identifying:
  - 1. student
  - 2. medication and dosage or procedure required
  - 3. time required
  - 4. possible reactions which should be reported to the physician
  - 5. special instructions including storage and sterile requirements
  - 6. date when medication or procedure is no longer needed
  - 7. date of request form
  - 8. physician's name, address, and phone number
  - 9. signatures of physician *and* parent
  - 10. all medication must be in **original container**

The proper form must be completed before any medication will be administered. **Medication Administration Forms are available from the school nurse and at: [www.margarettaschooldistrict.com](http://www.margarettaschooldistrict.com).**

- B. A section on the form above to be completed and signed by the student's parent/guardian authorizing the school personnel to administer the medication or procedure as instructed by the physician, and agreeing:
  - 1. to deliver the medication to the school in its original container only
  - 2. to notify the school if there is a change of physicians
  - 3. to notify the school if the medication, the dosage or the procedure is changed, or to be eliminated.

- C. Prior to the administering of any medical procedure to or for a student that:
1. such procedure is included in the child's IEP if applicable
  2. the procedure is included on the completed form mentioned in A. and B. above.
- D. However, students shall be permitted to carry and use, as necessary, an asthma inhaler, provided the student has prior written permission from his/her parent and physician and his submitted Form 5330 F3, Authorization for the Possession and Use of Asthma Inhalers, to the principal and any school nurse assigned to the building.
- E. Additionally, students shall be permitted to carry and use, as necessary, an epinephrine auto injector to treat anaphylaxis, provided the student has prior written approval from the prescriber of the medication and his/her parent/guardian, if the student is a minor, and has submitted written approval (Form 5330 F4, Authorization for the Possession and Use of Epinephrine Auto injector (epi-pen)) to the principal and any school nurse assigned to the building. The parent/guardian or the student shall provide a back-up dose of the medication to the principal or school nurse. This permission shall extend to any activity, event, or program sponsored by the school or in which the school participates. In the event epinephrine is administered by the student or a school employee at school or at any of the covered events, a school employee shall immediately request assistance from an emergency medical service provider (911). Students with diabetes authorized to attend to their diabetes care and management may do so in accordance with Policy 5336.
- F. Students shall be permitted to possess and self-administer over-the-counter topical sunscreen products while on school property or at a school-sponsored event.

### **ALLERGIES AND BEE STINGS**

It is the parents' responsibility to inform the school of the child's allergies, especially specific allergies (e.g. bee stings, peanuts). In the case of severe allergies, parents are responsible for providing the school with appropriate medication and a doctor's statement concerning how the medication is to be administered.

### **CONTROL OF BLOOD BORNE PATHOGENS**

The School District seeks to provide a safe educational environment for students and take appropriate measures to protect those students who may be exposed to blood borne pathogens in the school environment and/or during their participation in school-related activities. While the risks of students being exposed to blood borne pathogens may be low, student must assume that all body fluids are potentially infectious and must take precaution to follow universal procedures in order to reduce such risks and minimize and/or prevent the potential for accidental infection. See Board Policy 8453.02.

### **IMMUNIZATIONS**

Students must be current with all immunizations required by law, including but not limited to poliomyelitis, measles, diphtheria, rubella, pertussis, tetanus, and mumps, or have an authorized exemption from State immunization requirements. Kindergarten students must be immunized against Hepatitis B and chicken pox. For the safety of all students, the school principal may remove a student from school or establish a deadline for meeting State requirements if a student does not have the necessary immunizations or authorized exemption. In the event of a chicken

pox epidemic, the Superintendent may temporarily deny admission to a student otherwise exempted from the chicken pox immunization requirement. Any questions about immunizations or exemptions should be directed to the school nurse.

An immunization record must be kept on file for all pupils.

By October 15th of each year a school summary of the immunization status of initial entry pupils must be sent to the Ohio Department of Health. At the beginning of each school year, or at a pupil's initial entry, a pupil has 14 days to present written evidence that he/she is in compliance with the State Immunization Law. If, after the end of the 14-day grace period, the pupil hasn't submitted written evidence of compliance, the pupil should be excluded from school until evidence is submitted. A pupil is in compliance if he/she meets one of the following four criteria:

1. The parent submits written evidence that the pupil meets or exceeds the minimum immunization requirements.
2. The parent submits a statement, signed by the pupil's physician, that immunization may be detrimental to the pupil's health.
3. The parent submits a statement signed if objecting to immunization for good cause, including religious convictions.
4. The parent submits written evidence that the pupil is "in the process" of completing the required immunizations.

"In the process" means that the pupil is immunized against measles, mumps, and rubella and has had at least one dose of DPT/DT vaccine and one dose of polio vaccine. He/She must finish the series as soon as the schedule intervals between doses permits. This pupil while listed as incomplete is considered "in process".

## **HEALTH RECORDS AND EMERGENCY MEDICAL PROCEDURES**

The Emergency Medical Authorization Form needs to be filled out on Final Forms by the parent/guardian. In the event emergency medical treatment for a student is necessary, the district will utilize the information on this authorization form. It is vitally important that the emergency phone numbers listed remain current. The school is equipped to give only minor first aid in the event of an injury. Serious injury may necessitate contacting the Emergency Rescue Squad.

If your child has a health problem, ask your physician to put it in writing for the child's school records. Update medical information as necessary so we may remain current with any changes. Mutual understanding about health problems will help us to better care for your child. We suggest that you schedule a conference with us to discuss health concerns if appropriate.

Children who become ill at school can be better cared for at home by their parents. Parents are responsible for providing the school with work phone numbers, information as to where they can be reached during the school day, and/or the name and number of someone who can care for the sick child if they are not available.

## **GUIDELINES TO DETERMINE IF YOUR CHILD SHOULD STAY HOME**

- Temperature checks should be done at home if families have a thermometer.
- Wellness checks for symptoms will be conducted by families at home prior to coming to school.



- Anyone with a temperature over 100 degrees or exhibiting other symptoms should stay home.
- Symptoms include: SORE THROAT, PERSISTENT COUGH, SHORTNESS OF BREATH, LOSS OF SMELL, LOSS OF TASTE, CHILLS, MUSCLE ACHES, FATIGUE, RUNNY NOSE, DIARRHEA, or HEADACHE (outside of your normal health status).
- More information is included in Appendix H.

#### Fever:

- 100 degrees or higher on the day of or the night before school
- Keep home until fever free for 24 hours without medicine
- **If fever is accompanied by headache and stiff neck immediately seek medical attention.**

#### Colds:

- Accompanied by mild coughing, sneezing, aching and water eyes
- Keep home especially on the first day or two when they will be most contagious

#### Harsh/Bad Cough

- Need to stay home and possibly see your Health Care Provider (because of possibility of bronchitis, flu, pneumonia, whooping cough or croup)
- Return to school after cough improves and child is feeling better

#### Sore Throat

- Keep the student home if accompanied by fever; swollen glands; difficulty swallowing or talking; red and swollen throat
- Severe sore throat sometimes with headache and/or stomach upset may be symptoms of Strep Throat which requires treatment by a primary care provider to avoid serious illness or complications such as Rheumatic Fever
- Can also be a symptom of Mononucleosis.

#### Vomiting/Stomach ache/Diarrhea

- Keep at home for at least 24 hours after the last episode without medicine.

#### Earache

- See your health care provider if there is pain, drainage or bleeding from the ear canal.

#### Pink Eye (Conjunctivitis)

- Viral and bacterial are both contagious.
- Return to school no sooner than 24 hours after start of treatment.

#### Rash

- See Health Care Provider **before returning to school** as it may be one of several contagious diseases (including: fifth disease; strep or staph infection; impetigo; chicken pox; shingles; roseola; scabies)
- Some rashes may be a sign of more serious conditions
- Rashes may also come from:  
Contact with an allergen: example: poison ivy or poison oak  
Medication reaction

Food allergy

### **Lice/Nits and Scabies**

- Follow treatment guidelines from your health care provider, school official, and/or Over-the-counter treatment product
- Bring your child to school, according to school guidelines, after completing treatment to allow school nurse or designee to recheck for admittance to school.

If your child does need to return to school with a medication, please remember to bring the medication in its original container with the complete Medication Authorization Form signed by you and your health care provider. This is required to give any medications and/or over-the-counter (OTC) or prescription medications, including cough drops. \*Please note that an adult is required to bring the medication to school and pick it up at the end of its use.

Please contact your school nurse or building principal if you have questions regarding your child's illness or medications.

Thank you in advance for helping to build a healthy learning environment for all our students and staff.

### **SCHOOL WORK FOR STUDENTS THAT ARE ABSENT**

If a child is confined at home, the school feels that recovery of the child is more important than school work. However if the child is physically able to do some work, parents may arrange to pick up such work from the child's teacher if the child will be out for **more than one day**.

Teachers will make every effort to gather a child's work as quickly as possible, but please understand that they will need adequate time for the special preparation required.

Upon return to school one day of make-up time is generally given for each day of absence.

### **RECESS PARTICIPATION**

During the school day, time is provided to give students a chance for fresh air and exercise. Every child will participate in the outdoor activity with his/her class unless he/she has a documented health problem. Your doctor should give us instructions in writing if your child's activities must be restricted. Proper outdoor clothing for recess time is important so that your child can enjoy the recreation, even during Ohio's changing weather.

### **STUDENT ABUSE AND NEGLECT**

Margaretta Local Schools is concerned with the physical and mental well-being of the students of this district. Members of the staff at Margaretta Elementary will cooperate in the identification and reporting of cases of child abuse or neglect in accordance with the law.

### **CONTROL OF CASUAL CONTACT COMMUNICABLE DISEASES AND PESTS**

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice.

Specific diseases include: diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the local and state health departments.

## **CONTROL OF NON-CASUAL CONTACT COMMUNICABLE DISEASES**

In the case of non-casual contact communicable diseases the school still has the obligation to protect the safety of the students and staff. In these cases, the person in question will have his/her status reviewed by an appropriate panel of resource people to insure that the rights of both the affected individual and those of other students and staff members will be acknowledged and respected. The school will seek to keep students and staff members in school unless there is definitive evidence to warrant exclusion.

Non-casual contact communicable diseases include sexually transmitted diseases or blood borne pathogens, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human-immunodeficiency), Hepatitis B, and other diseases that may be specified by the State Board of Health.

## **SECTION 4: STUDENT CONDUCT AND DISCIPLINE**

### **CODE OF CONDUCT**

A major component of the educational program of Margareta Elementary is to prepare students to become responsible citizens and workers by learning how to conduct themselves properly and in accordance with adopted Board Policy. Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law affecting students. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community. The Board has zero tolerance of violent, disruptive, or inappropriate behavior by its students.

### **Positive Behavior Intervention and Support (PBIS)**

Standards for the implementation of positive behavior intervention support and the use of restraint and seclusion were adopted by the State Board of Education on April 8, 2013 per ORC 3301.35.15. Margareta Elementary has a PBIS team which developed a range of systemic and individualized positive strategies to reinforce desired behaviors, diminish reoccurrences of challenging behaviors, and teach appropriate behaviors to students.

Students will meet the building-wide expectations of “BEARS”.

- B**ears  
**B**e responsible
- B**Ears  
**E**ngage in kind and honest behavior
- B**eArs  
**A**lways be safe
- B**eaRs  
**R**espect self and others
- B**earS  
**S**ucceed everyday



## **Aggressive Behavior Toward Students**

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

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

## **Harassing, Hazing, Intimidating, Bullying, Dating Violence and/or Cyber Bullying Behavior**

Harassing, hazing, intimidating, dating violence and/or bullying behavior by any student or school personnel in the district is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. Harassment, hazing, intimidation, dating violence and/or bullying means any intentionally written, verbal, psychological, graphic, or physical acts, including electronically transmitted acts, either overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school sponsored activity; in any district publication; through the use of any district-owned or operated communication tools, including, but not limited to district email accounts and or computers on school-provided transportation or at any official school bus stop.

## **Aggressive Behavior Toward Students (Bullying and/or Cyber Bullying)**

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

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

Use of the Network to engage in cyberbullying is prohibited. "Cyberbullying" involves the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal Web sites or any social media, and

defamatory online personal polling Web sites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others Cyberbullying includes, but is not limited to the following:

- A. Posting slurs or rumors or other disparaging remarks about a student or school staff member on a web site or on weblog;
- B. Sending e-mail or instant messages that are mean or threatening, or so numerous as to drive up the victim's cell phone bill;
- C. Using a camera phone to take and send embarrassing photographs/recordings of students or school staff members or post these images on video sharing sites such as You Tube;
- D. Posting misleading or fake photographs of students or school staff members on web sites.

To the extent permitted by the First Amendment, instances of cyberbullying off school grounds that disrupt the school environment or interfere with the learning process will be considered violations of the Student Code of Conduct.

### **Dress Code**

The following standards were developed by a joint committee of parents, students, teachers, and administrators of Margareta Local School District. The dress code provisions are not meant to keep students from expressing themselves, but to teach proper attire in a given situation and to permit the proper management, control, and safety of a conducive learning environment for the student body.

School dress standards will be in effect for all school events and field trips unless exceptions are specified in the field trip notifications. **Any clothing, dress style, hair style (e.g. unnatural hair color such as pink, purple, or green hair), etc. that distracts or disrupts the normal learning atmosphere or represents a potential safety hazard will not be permitted. Students are expected to dress appropriately for the activities they are engaging in as well as for weather conditions.** Outside daily recess activities are scheduled weather permitting. If a student's dress is inappropriate, parents will be called and asked to bring a suitable change of clothing.

### **Specific Provisions are as Follows:**

1. Hats, caps, sweatbands, sunglasses, and chains are not permitted to be worn in the building. They are not to be carried around school or attached to belts.
2. Hair and clothing must be clean and neat.
3. Clothing, patches, and buttons that contain advertisements, symbols, words, or pictures that are sexually suggestive, offensive, libelous, derogatory of others, obscene, profane, drug, tobacco, or alcohol related, or suggest violence are not permitted.
4. Winter outdoor apparel is not permitted to be worn in the classroom. (heavy coats, hats, gloves, etc.).
5. Clothing with holes must not expose skin or undergarments.
6. No clothing that is form fitted will be allowed to be worn alone (ex. running tights, spandex, leggings, etc.). These items must be worn underneath other apparel. No lounging pants, pajamas or slippers are permitted.

7. All lower wearing apparel must extend to the student's fingertips while said student is standing with arms by his/her side. (mid-thigh).
8. No halter tops, tube tops, tops with spaghetti straps, "see through garments", fish net shirts, or plunging necklines are permitted. These items will be acceptable if a shirt is worn under or over the items. Sleeveless tops must have straps the width of 3 fingers and fit closely under the arms.
9. Bare midriffs are not permitted. Shirts, blouses, and sweaters must cover the stomach area including when you bend over, reach, and move about.
10. Undergarments must be worn, but should not be visible.
11. Students must wear proper footwear, (shoes, boots, sandals with heel straps, tennis shoes, etc.). No cleats, shoes with wheels, or flip-flops will be permitted.
12. Sweatpants for elementary students (grades K-5) will be permitted.
13. Students are expected to dress for the weather. They must be prepared to go outside daily for scheduled recess activities, (weather permitting).
14. Sagging pants (pants which must be constantly pulled up, fit below the waist, which would fall down when legs are together, or which would show undergarments, etc.) are not permitted.
15. Low rise pants that expose the stomach, or back or butt area when sitting or standing are not permitted.

The responsibility of enforcing the dress code belongs to all students, parents, and faculty members.

### **Care of Property**

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The school may confiscate such items and parents may retrieve them in the school office. Items must be retrieved before the end of the current school year. They will not be held past that date.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or his/her parents will be required to pay for the replacement or repair. The student will also be subject to discipline according to the Student Discipline Code.

### **STUDENT DISCIPLINE CODE**

Discipline is within the sound discretion of the school's staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation. Pupil discipline directly affects the purpose and the total

achievement of the school. It is an area which needs attention and reflects the combined responsibilities of everyone. Helping to establish a desirable teaching/learning environment is the work of many people including students, parents, teachers, administrators, community, and members of the Board of Education. Habits learned or condoned in the schools will be carried over into private and community life.

We have initiated a form of the Behavior Management model at our school. Each classroom or grade level develops a set of rules, consequences, and rewards that will encourage the development of positive behaviors and self-discipline. Please refer to these plans for your child's classes.

### **Parent Involvement and Support:**

Parents can support their child's progress in school by:

- arranging for prompt and regular school attendance
- helping your child recognize that the teacher is acting in place of the parent while he/she is in school
- teaching and requiring of your child respect for the law, authority, and the rights and property of others
- encouraging your child to strive for his/her best effort
- arranging for a time and place for your child to complete homework
- taking an active interest in your child's school activities and progress reports
- communicating any questions and/or concerns to the teacher or principal
- participating in parent conferences and school activities
- working with the school to carry out specific recommendations made cooperatively in the best interests of your child
- helping your child understand and comply with the rules of expected conduct
- working cooperatively with the school in carrying out any necessary disciplinary action.

### **GUIDELINES FOR SUCCESS: RULES GOVERNING CONDUCT**

Students are expected to adhere to the guidelines to success as explained in this handbook. The following are major areas that could result in disciplinary action. **The absence of a behavior or any specific action from this list does not mean that such conduct does not violate the discipline code or cannot be punished.**

1. **Expected Conduct:** Students should observe school rules and reasonable directions or commands by school personnel. When a student refuses to accept the consequences for his/her inappropriate conduct a sterner action may result.
2. **Attendance:** Students should arrive on time for school and classes with proper supplies.
3. **Loitering/Trespassing:** Students ARE NOT permitted in the building **before 7:40 AM**. All students are to be out of the building by regular **dismissal time of 3:00 PM**, unless engaged in an activity which is directly supervised by a faculty member or other authorized adult with prior written permission on file in the office.  
No student should be in an unauthorized area (ex. storage room) without express permission of a staff member.
4. **Harassment/Bullying:** Every individual deserves to come to school without the fear of demeaning remarks or actions. Students shall not engage in any speech or action that threatens, intimidates, or torments another individual. Students shall not use improper language, direct an improper gesture, or engage in unwanted/unwelcome physical contact toward any student, school employee, or the general public. Types of harassment including,

but not limited to, gender, ethnic, religious, disability and sexual are strictly prohibited. Conduct constituting sexual harassment, may include, but is not limited to:

- A. Verbal harassment or abuse
- B. Repeated remarks with sexual or demeaning implications
- C. Students engaging in sexual jokes, posters, cartoons, etc. are included.

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

- A. Verbal:  
The making of offensive written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's race, color, national origin, religious beliefs, or disability.
  - B. Nonverbal:  
Placing offensive objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures based upon a person's race, color, national origin, religious beliefs, or disability.
  - C. Physical:  
Any intimidation or disparaging action such as hitting, pushing, shoving, hissing, or spitting, on or by a fellow student, based upon the person's race, color, national origin, religious beliefs, or disability.
5. **Fighting:** Behavior must not threaten life, limb or property of any individual. Students shall not engage in any behavior such as fighting or horseplay that may result in an attempt to cause injury to another or that may in such a manner reasonably cause injury to another if pursued. **Students should, at all times, keep their hands, feet, and other objects to themselves.**
  6. **Interference, disruption or obstruction of the educational process:**  
Any actions or manner of dress that materially and substantially disrupts or interferes with school activities or the educational process, or which threaten to do so are unacceptable. Such disruptions include, but are not limited to, delay or prevention of lessons, assemblies, field trips, athletic and performing arts events.
  7. **Vandalism:** A student shall not knowingly mar, deface, destroy or otherwise tamper with any property not owned by the student. Payment/restitution for damages will be assessed.
  8. **Weapons/Ammunition/Explosives:** A student shall not possess, handle, transmit, or conceal a weapon, an instrument of violence, ammunition, explosives, or any object which might be considered dangerous to self or others (including chemical, biological etc.). \*Definition: objects which may resemble or may be considered a dangerous weapon or instrument of violence, including, but not limited to, guns, look-a-like guns, knives, pocket knives, ice picks, razor blades, brass knuckles, bombs, look-a-like bombs, fireworks, ammunition.
  9. **Threats that Induce Panic:** Statements, written or verbal, which express an intent to kill, destroy, eliminate, bomb, use hazardous chemical or biological agents, do serious harm to individuals, or property including any type of terrorist activities.
  10. **Assault:** A student shall not assault a school employee, student, or other person on the school premises, while in the custody and control of the school, or in the course of a school-related activity.
  11. **Tobacco:** No student shall smoke or have in his/her possession a tobacco product in the school, on the school grounds, on the school bus, or at any school related activity.
  12. **Theft/Stealing:** No student should take, dispose of, or otherwise use property of another individual without their willing consent. Students should not knowingly accept, retain, or use stolen property. Students should not bring anything of value to school that is not needed for the learning process. The school is not responsible for student's personal property.
  13. **Playground Safety:** Safety is the main concern when using playground equipment. **Equipment must be used only in the manner for which it was intended.** Staff will instruct students on the safe way to use equipment. Children will be supervised on the



playground.

**The following playground procedures are to be followed without exception.**

1. Keep hands and feet to yourself at all times.
2. Respect others.
3. Follow all teacher directives the first time.
4. Follow all safety procedures.

The following safety procedures are to be followed without exception.

- a. FOLLOW DIRECTIONS and specific instructions of playground supervisors at all times
  - b. SWINGS: Sit properly on the swings. Only one person per swing. Swing back and forth only. No jumping from the swings. Keep clear distance from the swings when not playing on them.
  - c. Take turns on all equipment. If a group is on a diamond or playing field no one can disturb that game until the first group's recess is over.
  - d. No fighting, teasing or "horseplay".
  - e. No tackle games of any type. No tag games permitted including on the equipment. No body contact of any type.
  - f. Students are NOT to get balls or equipment that goes over the fence.
  - g. ONE WAY TRAFFIC only on climbing towers, tunnel, balance beams, climbing equipment and clatterbridge. Students are not to play under the clatterbridge.
  - h. ALL SLIDES: Students are to come down the slides **one at a time feet first sitting on their bottoms**. No jumping from the slide allowed. **Wait** for the person ahead of you **to get out of the way before coming down**. **No swinging from the bar** on the slide.
  - i. Only "soft" balls may be used on the playground.
  - j. No throwing of any objects such as ice, snow, sticks, stones, etc. Only approved playground balls may be thrown within equipment guidelines. Do not throw balls toward the building windows or against the walls.
  - k. All other rules under the "Guidelines for Success: Rules Governing Conduct" apply to the playground.
    - l. Stay off of ice. Sliding on the ice or playing on snow piles is not permitted.
  - m. Students are to line up as soon as the bell rings. They will enter the building only with permission of the playground supervisor or teacher.
  - n. Use all equipment safely in the manner for which it was designed.
  - o. No sharp items - scissors, pencils, knives, tools etc. are permitted.
  - p. No eating on the playground.
14. **Throwing or Kicking Objects:** Throwing snowballs or any other objects is not permitted due to the potential for serious injury. Kicking sand or dirt toward another student is also not permitted for the same reason.
  15. **Forgery:** Students shall not forge a parent's or other authorities' signatures on notes or official school forms.
  16. **Cheating and Plagiarism:** Any act of dishonesty by a student (ex. cheating on tests or assignments or plagiarism) is prohibited. Plagiarism is defined as copying or imitating the language, ideas, or thoughts of another and claiming them as your own. The student will not receive credit for the work.
  17. **Arson:** Purposely setting a fire is prohibited.
  18. **Gambling:** Students shall not engage in or promote games of chance, placing of bets, or

- risking anything of value.
19. **False Alarms or False Reports:** Students shall not knowingly turn in an alarm or report an emergency that does not exist.
  20. **Electronic Equipment and Toys:** Students should not bring electronic games, radios, tape recorders, pagers, cell phones, or other electronic equipment or other toys to school. Necessary electronic equipment and toys are supplied by the school for those activities deemed appropriate for these items. If they choose to bring such items; consequences will be delivered as outlined in STUDENT USE OF ELECTRONIC DEVICES AND CELL PHONES: page 12.
  21. **Hazing:** Students shall not plan, encourage, or engage in any hazing. Hazing is defined as doing an act or forcing another to do any act that may cause mental or physical harm as a condition for entrance into a club or organization.
  22. **Littering:** Students shall dispose of their waste materials in appropriate containers. Littering is prohibited.
  23. **Aiding or Abetting:** Students are expected to resist peer pressure and practice sound decision-making regarding their own behavior. Students shall not assist or encourage other students in violating school rules.
  24. **Sales at School:** Students are not permitted to bring items to school for sale to other students.
  25. **Gum:** Chewing gum is not permitted at school or on the buses.
  26. **Other Situations:** The administration has made every attempt to develop rules and regulations in the “Guidelines for Success” which would address most situations that might occur in the Margareta Elementary. If a situation occurs which is not covered in the “Guidelines for Success”, it is the responsibility of the administration to take prudent and responsible action to protect the educational process from disruption and/or the safety and welfare of students and staff in the school building.
  27. **Drugs and Alcohol:** No student shall possess, use, exhibit evidence of use, transport, attempt to sell or purchase, have under his/her control, offer to administer to another or be under the influence of any intoxicant, hemp or hemp products, hallucinogen, narcotic drug, unauthorized drug, any false substance represented as any of the above. Unauthorized drugs include all drugs except those issued as medication upon the orders of a duly licensed physician for medical purposes. All drug or alcohol offenses will be referred to the appropriate law enforcement agencies.

### **School Disciplinary Procedures For:**

**Possession and/or use of chemicals or alcohol on school property or at school sponsored events will result in:**

#### **PART I:**

1. The student being automatically removed from the classroom or school event.
2. Local law enforcement agencies will be contacted and Erie Count Juvenile Court Policies will be strictly adhered to.
3. The student will be considered in direct violation of Board Policy and will be penalized as such.
4. Penalty: This violation may result in a ten (10) day suspension from school and recommendation to the Superintendent of Schools for expulsion.
5. As an alternative to expulsion, however, the student and his/her parent or guardian may be given the opportunity of obtaining an outside diagnosis to determine the existence or extent of the student’s chemical dependence. The findings from this diagnosis will be incorporated into a support counseling program as described in part 3 procedures of the STUDENT ASSISTANCE PROGRAM set up by the School Board.
6. The support counseling requires the attendance of the student involved. Parent or

guardian attendance will be required when needed. Failure to live up to the alternative by either student, parent or guardian will result in removing the alternative.

**Selling and/or delivering chemicals or alcohol on school property or at school sponsored events will result in:**

**PART II:**

1. Steps 1,2, and 3 being followed in Part 1 School Disciplinary Procedures as outlined above.
2. Penalty: Ten (10) day suspension from school and recommendation to the Superintendent of Schools for expulsion. The serious nature of the offense of selling and/or delivering drugs or alcohol warrants the removal of the student from school attendance.
3. Participation in diagnosis will not be allowed as an alternative to expulsion for students apprehended for selling or delivering chemicals on school premises, during school hours, or at school approved activities, whether those activities are on school premises or off school premises.

**\*Policy of the Erie County Family Court Concerning Alcohol, Drug and Substance Abuse**

Until further notice the Juvenile Division of the Erie County Family Court shall enforce the following policy:

1. Any juvenile, who uses, possesses or consumes alcoholic beverages, drugs or other substances of abuse, is subject to immediate arrest. Upon arrest such juvenile shall be transported directly to the Erie County Detention Home. Upon the juvenile's arrival at the detention facility, the parents shall be notified and advised as to detention and release procedures.
2. Any juvenile admitting to or found guilty of unlawful consumption, use or possession of alcoholic beverages, drugs or substances of abuse is subject to all lawful dispositions, including but not limited to maximum fines, court costs, suspension and termination of driving privileges, alcohol/drug evaluations, screenings and counseling, detention and probation.
3. In each case the court shall make inquiry as to where and how the alcoholic beverages, drugs and substances of abuse were obtained by the juvenile. The juvenile shall be subject to being called before any court or lawful agency to testify as a witness against any and all other persons, businesses or establishments providing or aiding the juvenile in obtaining such substances.
4. Any person, business or other establishment that furnishes, sells or facilitates a juvenile in obtaining, using or consuming alcoholic beverages, drugs or substances of abuse is subject to appropriate charges being prosecuted against them, including but not limited to contributing to the delinquency of a minor, contributing to the unruliness of a minor and creating conditions which are injurious to the health, welfare, morals and safety of a juvenile. In addition thereto, such persons, business or establishment is subject to all lawful claims for civil damages arising out of personal injury, death or property damage resulting from furnishing, selling or otherwise facilitating a juvenile in obtaining, using or consuming such alcoholic beverages, drugs or substances of abuse. See appendix A for the complete text of Ohio Law relating to counterfeit drugs.

## DISCIPLINARY PROCEDURES

### Classroom Behavior Management Plans

Each grade level teacher shall determine the specific behaviors required of the students in the classrooms. These behaviors will serve as the rules for that classroom and will be posted in a prominent location in the classroom. These rules will be presented to the class on the first day of school. See appendix.

Disciplinary problems that occur in the classroom/playground which are not of a severe or major nature shall be resolved by the classroom teacher or supervising aide following the rules of the grade level/school.

Once the classroom rules have been established, the teacher shall determine the disciplinary consequences to be used for students that choose to misbehave. These consequences will be written on the Behavior Management Plan and will be posted. The consequences will become the discipline hierarchy. The number of times a student chooses to engage in inappropriate behavior will determine the discipline consequence he/she will receive. Sending the student to the principal's office will be at the end of the consequence hierarchy and also as a "severe" behavior consequence.

Positive consequences such as rewards or special activities will be used in the classroom to reinforce the behavior of students who choose to behave appropriately.

### Disciplinary Actions

Inappropriate behavior may result in one or more of the following disciplinary actions depending on the seriousness and/or frequency of the inappropriate conduct. All chronic offenders of school rules may be subject to suspension or expulsion from school if other disciplinary measures are not successful. Serious offenses involving dangerous weapons, drugs or alcohol may result in suspension and/or referral to law enforcement agencies.

Disciplinary Actions Include:

1. **Student Conference:** Discussion of violation of rules, review of the facts, and determining of appropriate consequences.
2. **Loss of Special Privileges or Activities:** These may include but not be limited to loss of recesses, field trips, classroom rewards, classroom parties, or special school-wide activities or programs.
3. **Time Out:** Supervised temporary removal from the classroom or activity for a period of time. Students may be asked to complete class work or a special work project during this time.
4. **Suspension:** Suspension is defined as the denial of a student the permission to attend school. Immediate removal of a student is in order if the student's presence disrupts the teaching/learning atmosphere, endangers other persons, or damages property. Only the building principal or assistant principal, following due process, may suspend a student.

## **SEARCH AND SEIZURE**

Search of a student and his/her possessions may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of the law or the school rules. A search may also be conducted to protect the safety of others. All searches may be conducted with or without the student's consent. All searches will be conducted in a reasonable manner following Board of Education Policy.

Students are provided desks, totes, lockers, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is a reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not searches.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and turned over to the police. The Margareta Schools reserves the right not to return items which have been confiscated.

## **INTERROGATION OF STUDENTS**

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

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

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

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

## **SECTION 5: TRANSPORTATION**

### **BUS TRANSPORTATION REGULATIONS AND STUDENT CONDUCT**

The Board furnishes transportation in compliance with state law. This fact does not relieve parents of students from the responsibility of supervision until such time as the student boards the bus and after the student leaves the bus at the end of the school day. Students on a bus are under the authority of, and directly responsible to, the bus driver. The driver has the authority to enforce the established regulations for bus conduct. Disorderly conduct or refusal to submit

to the authority of the driver is sufficient reason for refusing transportation services or suspending transportation services to any student once proper procedures are followed. The Board authorizes the Superintendent or other administrators to suspend a student from school bus riding privileges only for a period of up to one school year. The only due process required is notice to the student of an intended bus riding suspension and an opportunity to appear before the administrator considering the suspension before it happens

Rules of conduct for student bus passengers are basic and are necessary for safe operation. During the loading or unloading period, certain rules must be followed to assure the student's safety. A student should wait until the bus comes to a full stop before moving toward the bus, and if on the opposite side of the road, wait until a signal from the driver is given indicating that it is safe to cross.

The following regulations apply to students who use bus transportation:

1. Be at the bus stop 5 minutes before the bus is scheduled to arrive.
2. Wait at the bus stop in a safe location clear of traffic.
3. Behavior at the bus stop and on the bus must not threaten life, limb or property of any individual.
4. Go directly to an available or assigned seat.
5. Remain seated keeping aisles and exits clear.
6. Observe classroom conduct and obey the driver promptly and respectfully.
7. Pupils must not use profane language or improper gestures.
8. No eating and drinking on the bus.
9. Do not bring toys, electronic games, walkmans, radios, pagers, cell phones, or other personal electronic items to school.
10. Pupils must not have alcohol, tobacco, drugs, or any false substance represented as either in their possession on the bus except for prescription medication required for a student. Students should show medication and permission slips to the driver upon entering the bus.
11. Do not throw or pass objects on, from or into the bus.
12. Pupils may carry on the bus only objects that can be held in their laps. Balloons, glass, and live animals are not to be transported on the bus.
13. Pupils must leave or board the bus at locations to which they have been assigned unless they have parental and administrative authorization to do otherwise. **Students are not permitted to change buses or ride a bus other than their assigned bus to and from school.** If you have questions regarding this please call the transportation department at **419-684-7714.**
14. Do not put head or arms out of the bus windows.
15. Refrain from making excessive noise.
16. Pupils must not possess, handle, transmit, or conceal any object which might be considered a dangerous object, instrument of violence, or object which could compromise the safety of the bus or passengers.
17. Do not vandalize or damage school or private property. Restitution for damages will be assessed.
18. Follow all school rules as outlined in the Student Discipline Code.

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

A student who becomes a behavior problem on the bus shall be disciplined in accordance with the Student Discipline Code and may be deprived of the privilege of riding on the bus. Immediate removal is authorized when the pupil's presence poses a danger to persons or

property or a threat to the safe operation of the school bus. A student may be suspended from the bus for any violation of the Bus Regulations or the Student Discipline Code.

### **VIDEO TAPING ON THE SCHOOL BUSES**

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

### **REQUESTING CHANGES IN REGULAR TRANSPORTATION SERVICES**

Parent permission is **required** if you wish to have your child dropped off at **another stop** along their **regular** bus route. Any requests for a child to ride a **different** bus **cannot be honored** due to capacity loads on many of our routes. If you have questions regarding this please call the transportation department at **419-684-7714**.

If your child is going to visit another child after school notes **from both children's parents** are required. **Transportation must also be provided unless no bus changes are necessary.**

### **SCHOOL PARKING AND TRAFFIC REGULATIONS**

We are extremely concerned about the safety of the children on their way to and from school. You can help keep them safe by following safety guidelines for parking and traffic control around the school.

**SPEED LIMIT IN THE PARKING LOTS AND AROUND THE BUILDING IS 5 MPH. WATCH CAREFULLY FOR CHILDREN EXITING OR PLAYING NEAR OR AROUND THE BUILDING AND PARKING AREAS.**

All vehicles are prohibited in bus loading and unloading zones during restricted hours\*\*\* before school and prior to and during dismissal\* or whenever school buses are present in this area.

Parking lots are provided on the side of the building for parents or visitors. Please obey all exit, entrance and no parking signs. Please do not park on the grass. Use extreme caution. Our children are counting on you to help keep them safe.

#### **Walking/Bicycle Riding:**

For the protection of our students walking or riding bikes to and from school is not permitted.

## **Appendix A – Annual Notification Required for Buildings Containing Asbestos**

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

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

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



## Appendix B

Margaretta Local School District  
Annual Parent Notification  
Right to Request Teacher Qualification  
Home Language Survey

Dear Parent or Guardian:

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

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

- A. if the teacher has met state licensing requirements for grade level and subjects in which the teacher is providing instruction;
- B. if the teacher is teaching under an emergency status for which state licensing requirements have been waived;
- C. the type of college degree major of the teacher and the field of discipline for any graduate degree or license; and
- D. if your child is receiving Title I services from a paraprofessional and, his/her qualifications.

If you would like to request this information, please contact your child's school.

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

Grades K-5	Margaretta Elementary	419-684-5357
Grades 6-12	Margaretta High School	419-684-5351

Sincerely,

Edward Kurt  
Superintendent

### Notification of Rights Under FERPA for Elementary and Secondary Schools

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

These rights are:

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

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

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

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

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

1. Political affiliations or beliefs of the student or student’s parents;

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

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

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

Inspect, upon request and before administration or use –

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

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

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

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or part by the education department.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

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

## Appendix C

# MARGARETTA LOCAL SCHOOLS

## 1:1 DEVICE HANDBOOK For STUDENTS and PARENTS

Margaretta Local School District (MLSD) is implementing a 1:1 program, one Chromebook computer for each student, in grades K through 12. This program along with Google's G Suite for Education will provide access to communication, resources, and learning tools like never before and are part of our journey to implement student centered learning. Students will be able to communicate, create and collaborate, as well as develop and apply their critical thinking skills in a new age of digital media that was not available to the world just a few years ago.

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

### **Ownership of the Chromebook**

MLSD retains sole right of ownership and possession of the Chromebook. The Chromebooks are loaned to the students for educational purposes only for the academic year. Moreover, MLSD administrative staff and faculty retain the right to collect and/or inspect Chromebooks at any time, including via electronic remote access, and to monitor student work or to alter, add or delete installed software or hardware.

### **Receiving Your Device**

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

### **Student's Responsibilities**

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

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

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

### **Responsibility for Electronic Data**

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

### **Devices Left at Home**

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

### **Protecting Your Data and Files**

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

### **Respect the Privacy of Others**

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

### **Audio & Sound**

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

## **Margaretta Local Schools Technology Protection Plan**

MLSD recognizes that with the implementation of the 1:1 program there is a need to protect the investment by both the district and the student/parent. This MLSD Technology Protection Plan (MLSD TPP) covers the Chromebook loaned to the student against accidental damage, up to the replacement parts cost of the Chromebook (\$270). The charger is NOT covered by this plan and is the sole responsibility of the student. Coverage is 24 hours per day, on or off school property. **Damage to the 1:1 Chromebook or need for its replacement due to intentional, reckless, willful, malicious and/or wanton misconduct is not covered.**

**Plan coverage is effective from the date that the Chromebook is received and shall end on the last day for students of the academic year as published on our website or Where the student leaves the district prior to the end of the school year. (If a student ceases to be enrolled in the district, he or she is to return the Chromebook to the school in full working order, including all accessories and components.) Where the student uses the device for inappropriate and/or offensive purposes as described in the Acceptable Use Policy.**  
**At the district's written request to do so.**

The MLSD TPP premium cost will be assessed as part of every student's technology fee each academic year.

- Participation in the MLSD TPP is mandatory for all district 1:1 device users
  - The MLSD TPP premium will not be prorated and is non-refundable.
  - You will be issued one charger with your Chromebook. The MLSD TPP does not cover the \$60 charger if lost or damaged.
  - In the event of accidental damage there will be a \$10.00 per incident fee to cover labor.
- The MLSD TPP will cover up to a total of \$270 in parts replacement over the school year, regardless of how many labor charges are incurred.

### **Vandalism and Theft**

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

### **Technical Issues/Damage/Loss**

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

### **Device Identification**

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

### **Personalizing Devices**

Students are permitted to place school appropriate stickers on the top of their Chromebooks. Stickers containing images of weapons, alcohol, drug or gang related symbols or pictures are not

permitted per school/district policies. Stickers CANNOT cover the asset tag number or the indicator light. Stickers are not permitted on the sides or bottom of the Chromebook.

Students are permitted to install school appropriate personal apps on their Chromebooks. If storage on the Chromebook becomes an issue all school required applications have a priority over student downloads and may require the student to uninstall personal apps.

### **Check-In**

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

### **Care of the Device**

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

- Use only a soft, lint-free microfiber cloth to clean the screen.
- Avoid getting moisture and liquids on the device/accessories.
- Do not use window cleaner, household cleaner, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the device.
- Devices must never be left in an unlocked or unsecured space such as a locker or car.
- Under no circumstances should devices be left in unsupervised areas including school grounds, athletic fields/areas, cafeterias, computer labs, classrooms, dressing rooms, and hallways. Unsupervised devices will be confiscated and disciplinary action may be taken.
- Students will not have the opportunity to charge their devices at school, devices are to come to school, each day, charged to 100%.
- Too much pressure may crack the screen, avoid placing anything on top of the device or in between the screen and keyboard.
- Ensure there is plenty of safe and protected space in your bag or locker in order to avoid accidental damage.
- Never place or consume food or drink near the device. Do not use your device at cafeteria tables when food or drink is present.
- Extreme heat or cold can harm the device. Never leave the device in a hot or frozen car.
- Never leave your device on the floor, a chair, or sofa. Stepping or sitting on the device could cause significant damage.
- Do not disassemble or attempt to repair the device, or take the device to a third-party for repair. All repairs must be made by the MLSD Technology Department or designated third parties.

### **Transporting Devices**

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

**Passwords** Students will be required to maintain an updated password on their device. Students may NEVER share, distribute, or otherwise allow other students access to their password. At

any time, a parent, teacher, or school administrator may request and obtain the password and access to the device.

## **CHROMEBOOK FAQ's**

### **Q. What is a Chromebook?**

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

### **Q. What kind of software does a Chromebook run?**

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

### **Q. How are these web-based applications managed?**

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

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

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

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

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

### **Q. Is there antivirus software included with the Chromebooks?**

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

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

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

## **Chromebook Care Reminders**

- Take good care of your new Chromebook. You will use the same Chromebook for 3-4 years.
- Carry your Chromebook with both hands.
- It is highly recommended that a protective bag or cover be purchased to protect the Chromebook.
- Set your Chromebook on a flat surface to use it. An example of a flat surface is a desk or table.
- Keep food and drinks away from your Chromebook. In other words, do not eat or drink while you are using the Chromebook. Instead, take a study break away from your Chromebook.
- Never place a heavy object or a lot of objects on top of your Chromebook.
- Charge your Chromebook every night at home.
- If you close the lid of your Chromebook, you will help save the battery.
- You can use your Chromebook when the battery level is low. Just remember to charge when you get home.
- When you plug in your Chromebook to charge it, look for the charging light indicator. This will assure you that your Chromebook is being charged.
- Let the Chromebook completely charge to a full battery.
- Charging a Chromebook could take up to 4 hours. Therefore, plug it in to charge and go do something else.
- Extreme heat or cold can harm the device. Never leave the device in a hot or cold car.



## **Appendix D**

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Board of Education Policy No. 2266  
Policy Manual

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### ***MANDATORY***

#### **COMPLAINTS OF SEXUAL HARASSMENT**

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

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

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

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

Dr. Jennifer Theis, Principal, Margaretta High School

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

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

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## 1. Definitions

a. Sexual harassment – conduct on the basis of sex that satisfies one or more of the following:

(i) A school employee conditioning education benefits on participation in unwelcome sexual conduct (*i.e.*, *quid pro quo*); or

(ii) Unwelcome conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school’s education program or activity; or

(iii) Sexual assault (as defined in the Clery Act, 20 U.S.C. 1092(f)), dating violence, domestic violence, or stalking as defined in the Violence Against Women Act.

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

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

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

## 2. Duty to Respond

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

## 3. Supportive Measures

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

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

Supportive measures may include:

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

#### 4. Complaint Procedure

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

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

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

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

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

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

## 5. Investigation

a. The investigator should remember that the investigation requires a balancing of the respondent's rights, the complainant's right to an environment free of sexual harassment, and the Board's interest in a prompt and fair investigation. The burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rests on the District and not on the parties. The investigator shall not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

b. The investigator shall send written notice to both parties of the allegations set forth in the complaint upon receipt of a formal complaint. The notice must include sufficient details known at the time, including the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known. The notice must include a statement that the respondent is presumed not responsible

for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process; that the parties may have an advisor of their choice, who may be an attorney, and may inspect and review evidence; and notice of any provision in District's Code of Conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process. If a party chooses to have an advisor, he/she may be accompanied to any related meeting or proceeding by the advisor.

c. The investigator shall meet with the complainant within a reasonable period of time from the time of making the complaint. However, the investigator is urged to meet with the complainant as soon as possible.

d. Following the meeting with the complainant, the investigator shall conduct an adequate, reliable, and impartial investigation to determine if sexual harassment has occurred. The investigation shall include a conference with the respondent and the complainant, as well as any and all other methods which are considered necessary to determine whether harassment has occurred. Both parties must be permitted an equal opportunity to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence. The parties shall not be restricted from discussing the allegations under investigation or from gathering and presenting relevant evidence.

e. The investigator will not access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the District obtains that party's voluntary, written consent to do so.

f. Both parties shall be provided an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the District does not intend to rely in reaching a determination regarding responsibility, and inculpatory or exculpatory evidence, whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation.

g. The District shall provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate.

## 6. Post-Investigation Procedures

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

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

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

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

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

## 7. Final Determination

a. Following receipt of the investigator's report and recommendation, the decision maker (who cannot be the same person as the Title IX Coordinator or investigator) must issue a written decision which sets forth the decision maker's determination of responsibility or non-responsibility based on the relevant standard of evidence. The written decision shall include the following elements:

1. Identification of the allegations potentially constituting sexual harassment.

2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held.

3. Findings of fact supporting the determination.

4. Conclusions regarding the application of the school district's code of conduct to the facts.

5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the school district imposes on the respondent, and whether remedies designed to restore or preserve equal access to the school district's education program or activity will be provided by the school district to the complainant.

6. The District's procedures and permissible bases for the complainant and respondent to appeal.

b. The decision maker must objectively evaluate all relevant evidence, including both inculpatory and exculpatory evidence.

c. Credibility determinations shall not be made on based on a person's status as a complainant, respondent or witness.

d. The decision maker must provide his/her written decision to the parties simultaneously within 15 school days of receipt of the investigator's report and recommendation.

e. The Title IX Coordinator is responsible for effective implementation of any remedies set forth in the written determination.

## 8. Informal Resolution

The District may offer informal resolution options if a formal complaint is filed, at any time prior to reaching a determination regarding responsibility, provided both parties give voluntary, informed, written consent. The District shall not require, as a condition of enrollment or continuing enrollment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints. Any party has the right to withdraw from informal resolution and resume the grievance process with respect to the formal complaint. The investigator may not require the parties to participate in an informal resolution process. The investigator will not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student. If an informal resolution is sought by the parties, a written statement to that effect shall be signed by the parties, and the informal resolution process will conclude within 20 school days of the parties' signature.

## 9. Appeals

a. The District will offer both parties the opportunity to appeal from a determination regarding responsibility, and from a dismissal of a formal complaint or any allegations therein on the following bases:

(i) Procedural irregularity that affected the outcome of the matter;

(ii) New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and/or

(iii) The Title IX Coordinator, investigator, or decision maker had a conflict of interest or bias that affected the outcome of the matter.

b. An appeal must be submitted in writing to the Title IX Coordinator within five school days of the issuance of the determination regarding responsibility, which includes a statement specifying the grounds for the appeal. The opposing party will be notified of the appeal and provided five school days from such notice to submit to a statement in support of the outcome.

c. An "Appeal Decision Maker" shall be designated by the Superintendent to review the investigative report and the statements submitted by the parties as part of the appeal. The Appeal Decision Maker shall investigate whether a basis for overturning the decision regarding responsibility exists. The Appeal Decision Maker shall not be the same person as the decision maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator.



d. The Appeal Decision Maker shall issue a written decision describing the result of the appeal and the rationale for the result, and shall provide the written decision simultaneously to both parties and their advisors within 20 school days of the Title IX Coordinator's receipt of a parties' notice of appeal of the original decision maker.

#### 10. Dismissal of Complaints

a. Complaints must be dismissed by the decision maker where the allegations, if true, would not meet the Title IX jurisdictional conditions:

(i) The actions complained of do not meet the definition of "sexual harassment";

(ii) The actions complained of were not against a person in the United States;

(iii) The actions complained of did not occur in the District's education program or activity.

b. Complaints may be dismissed by the decision maker where:

(i) A complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;

(ii) The respondent is no longer enrolled or employed by the District; and/or

(iii) Specific circumstances prevent the District from gathering evidence sufficient to reach a determination as to the allegations contained in the formal complaint.

c. The Title IX Coordinator will promptly send the parties simultaneous written notice of any dismissal decision, and the reason(s) therefore.

d. Both parties shall have the right to appeal a dismissal decision by submitting written notice of appeal to the Title IX Coordinator within five school days of the issuance of the dismissal notice. The Appeal Decision Maker shall review the notice of appeal and issue a decision regarding the appeal in writing to both parties within 10 school days of the issuance of the notice of dismissal.

## 11. Discipline and Remedies

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

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

## 12. Training

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

## 13. Time Limits

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

law enforcement activity; or the need for language assistance or accommodation of disabilities.

#### 14.Consolidation of Formal Complaints

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

#### 15.Record Keeping

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

a.Each sexual harassment investigation including any determination regarding responsibility and any audio or audiovisual recording or transcript, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the recipient's education program or activity;

b.Any appeal and the result therefrom;

c.Any informal resolution and the result therefrom;

d.All materials used to train Title IX Coordinators, investigators, decision makers, and any person who facilitates an informal resolution process. The District shall make these training materials publicly available on its website; and

e.Records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. The District must document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the education program or activity. If the District does not provide a complainant with supportive measures, then the District shall document the reasons why such a response was not clearly unreasonable in light of the known circumstances.

LEGAL REFS: Title IX of the Education Amendments of 1972

34 C.F.R. 106

Adopted: August 10, 2020

COMPLAINTS OF SEXUAL HARASSMENT

**Margaretta Local School District**

Mr. Edward P. Kurt, Superintendent

Mrs. Diane Keegan, Treasurer

[Date]

[Name]

[Address]

Re: Notice of Formal Complaint of Sexual Harassment

Dear [Name]:

On [Date], the District’s Title IX Coordinator received a formal complaint in which it is alleged that [Respondent’s Name] (hereinafter “Respondent”) sexually harassed [Complainant’s Name] (hereinafter “Complainant”). The alleged conduct constituting sexual harassment set forth in the complaint is as follows:

Date/Time of incident: \_\_\_\_\_

Location of incident: \_\_\_\_\_

Description of incident: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

A copy of the District’s Board Policy on sexual harassment is included with this letter. The Board Policy outlines the grievance process, including the informal resolution process.

The Respondent is presumed not responsible for the alleged conduct. A determination regarding responsibility shall be made at the conclusion of the grievance process.

Both the Complainant and Respondent may have an advisor of their choice, who may be, but is not required to be, an attorney. Such advisor may be present during any grievance proceeding or related meeting, and may inspect and review evidence. If you choose to have an advisor, please provide his/her name and contact information to the Title IX Coordinator as soon as possible.

Please be advised that Paragraph/Section \_\_\_ of the Code of Student Conduct prohibits knowingly making false statements, including knowingly submitting false information during the grievance process.

You will be contacted in the near future by an individual who has been designated by the District to conduct an investigation of the complaint.

If you have any questions, please contact me immediately.

Sincerely, Title IX Coordinator

Dr. Jennifer Theis, Principal

Margaretta High School

## Appendix G

10/1/2019

### Margaretta Local School District

#### **Academic Acceleration Policy:**

Academic acceleration may involve whole-grade or individual subject acceleration. Academic acceleration occurs when a student is not only doing the caliber of work necessary to be promoted to the next grade or enrolled in the next course in the academic sequence, but also demonstrates the ability to do the caliber of work required of students in that next grade level/subject/course. An acceleration evaluation committee will determine whether the student will be permitted to skip a grade level (i.e., whole-grade acceleration), or take a subject at a higher grade level or skip a course in the usual and customary academic sequence (i.e., individual subject acceleration).

Any student residing in the District may be referred by a staff member or a parent/guardian to the principal of his/her school for evaluation for possible accelerated placement. Students may refer themselves or a peer through a staff member who has knowledge of the referred child's abilities. Copies of referral forms for evaluation for whole-grade or individual subject acceleration will be available at each school building. The principal of each school (or his/her designee) will solicit referrals of students for evaluation for accelerated placement, and notify all staff s/he supervises the referral process.

Students referred for accelerated placement will be evaluated in a prompt manner. The building principal will schedule the evaluations. Normally, changes in a student's schedule will occur only at the start of the semester.

Before a student is evaluated for accelerated placement, the principal (or his/her designee" shall obtain written permission from the student's parent/guardian.

#### **Early Entrance to Kindergarten:**

Children referred for early entrance kindergarten must turn 5 by January 1 of the school year they wish to enroll. If the child is younger than this, the child will not be considered for early entrance to kindergarten.

Upon referral and parent permission, the principal will have a kindergarten teacher conduct the student through the kindergarten screening process. If the child scores at least a 36 or the approved high average score on the Kindergarten Screening Assessment, the principal will then continue with the acceleration process. If the child does not meet this criteria, the child will enter kindergarten the year of which his/her birth date allows them to enter.

#### **Acceleration Process:**

Evaluations related to referrals that occur during the school year will ordinarily be completed and a written report issued within forty-five (45) calendar days. Evaluations related to referrals that occur at the end of the school year or during the summer will be completed and a written report issued before the end of the school year, if possible, or within forty-five (45) calendar days after the referral is made.

Upon referral, the student's principal (or his/her designee) shall convene an acceleration evaluation committee to determine the appropriate learning environment for the referred student. This committee shall include the following:

- A. A parent/guardian, or representative designated by the parent/guardian

- B. A gifted education coordinator or gifted intervention specialist, or if neither is available, a school psychologist or guidance counselor with expertise in the appropriate use of academic acceleration may be substituted
- C. A principal or assistant principal from the child's current school
- D. A current teacher of the referred student
- E. A teacher at the grade level or course to which the referred student may be accelerated

The acceleration evaluation committee shall be responsible for conducting a fair and thorough evaluation of the student. The acceleration evaluation committee will consider the student's own thoughts on possible accelerated placement in this deliberation. In the event that career-technical programs are considered for acceleration, a career-technical educator shall be consulted as a part of the evaluation process.

Students considered for whole-grade acceleration will be evaluated using an acceleration assessment process approved by the Ohio Department of Education.

Students considered for individual subject acceleration will be evaluated using a variety of data sources, including measures of achievement based on state academic standards (in subjects for which the State Board of Education has approved content standards and consideration of the student's maturity and desire for accelerated placement).

The acceleration evaluation committee shall issue a written decision on the outcome of the evaluation process to the principal and the student's parent/guardian. This notification shall include instructions for appealing the decision.

Appeals must be in writing to the Superintendent within thirty (30) calendar days of the parent/guardian receiving the committee's decision. The Superintendent or his/her designee shall review the appeal and notify the parent/guardian of his/her decision within fourteen (14) calendar days of receiving the appeal. The Superintendent or his/her designee's decision shall be final.

If the student is recommended for whole-grade or individual subject acceleration, the acceleration evaluation committee will develop a written acceleration plan (WAP).. The parent/guardian shall be provided with a copy of the plan. The plan shall specify:

- A. Placement of the student in an accelerated setting;
- B. Strategies to support a successful transition to the accelerated setting;
- C. Requirements and procedures for earning high school credit prior to entering high school (if applicable); and
- D. An appropriate transition period for accelerated students.

A staff member will be assigned to oversee implementation of the acceleration plan and to monitor the adjustment of the student to the acceleration setting.

Any time during the transition period, a parent/guardian may request in writing an alternative accelerated placement. In such cases, the principal shall direct the evaluation committee to consider other accelerative options and to issue a decision within fourteen (14) days of receiving the request. If the student will be placed in a different accelerated setting from the initially recommended, the student's acceleration plan shall be revised accordingly, and a new transition period shall be specified.

At the end of the transition period, the teachers or parents may request a follow up meeting to discuss the student's progress and success in the accelerated placement. The decision to continue the acceleration, make adaptations to the acceleration, or reconsider the placement will be made by the original committee. If the acceleration is continued, the accelerated placement shall become permanent. The student's record shall be modified accordingly, and the acceleration implementation plan shall become part of the student's permanent record to facilitate continuous through the curriculum.