

**MISSISSINAWA VALLEY
ELEMENTARY
2018-2019**

**STUDENT HANDBOOK
AND
BEHAVIORAL
EXPECTATIONS**



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Dear MVES Families:

Welcome to a new school year with new beginnings for success! We look forward to an AMAZING year working as a team with you!

Since we have the best students, parents, and teachers in Darke County, we have a responsibility to maintain the high level of appropriate behavior and positive attitude we expect everyone to demonstrate. This handbook will serve as a reference for the daily operation of the school, our rules, regulations, and expectations. There is a “Quick Start Guide” with every day need-to-know information towards the beginning of this guide. Following that, behavioral expectations are discussed in three main sections: **RESPECT, RESPONSIBILITY, and SAFETY**. **Owning your problems** is our 4th focus area, with **INTEGRITY** as the overarching expectation.

We urge students and parents alike to familiarize yourself with the information contained in this handbook. Read all items carefully as students **will** be responsible for knowing the contexts of the handbook.

We are proud of our school, faculty, and students. Striving for academic excellence will be our goal, which can only be reached with a cooperative effort on the part of the students, teachers, administration, parents and community. Partnering with us will lead to success for your child as well as our school. As always, please call or email with any and all questions and concerns.

Sincerely,

Mrs. Stephanie Klingshirn
Principal



Blackhawks are SOARing

Safety 1st.

Own your problems.

Act responsibly.

Respect yourself
and others

	Safe	Problem Solvers	Responsible	Respectful
<p>Classroom</p> <p>Voice Level: Teacher Choice</p> <p>0-Silence 1- Spy Talk 2- Low Flow 3- Formal Normal 4- Loud Crowd</p>	<ul style="list-style-type: none"> • Walk • Stay in your workspace • Use school supplies appropriately • Keep hands and feet to yourself • Be on time 	<ul style="list-style-type: none"> • Listen first • Think before you Speak, Act or Do • Try, and Try Again • Use your resources 	<ul style="list-style-type: none"> • Bring materials to class • Complete and return ALL classroom assignments • Show integrity 	<ul style="list-style-type: none"> • Use kind words • Follow adult directions the first time given • Stay in your personal space • Raise your hand before speaking • Take care of school and others property
<p>Walkways</p> <p>Voice Level: 0-1 Silence or Spy Talk</p>	<ul style="list-style-type: none"> • Face forward • Walk on the right-hand side • Wait for line to pass before crossing • Stay in personal space 	<ul style="list-style-type: none"> • Think before you act • Report safety issues to adults 	<ul style="list-style-type: none"> • Walk directly to your destination • Gather supplies quickly • Keep area clean 	<ul style="list-style-type: none"> • Follow traffic flow • Speak in low whispers • Stay in personal space
<p>Cafeteria</p> <p>Voice Level: 2 Low Flow</p>	<ul style="list-style-type: none"> • Carefully dispose of trash • Stay in personal space • Walk • Be on time 	<ul style="list-style-type: none"> • Think before you act • Report problems to adults 	<ul style="list-style-type: none"> • Eat your food • Clean up your area • Get supplies before you are seated 	<ul style="list-style-type: none"> • Speak in low whispers • Use good manners • Keep your hands, feet, and objects to yourself • Follow directions the first time given
<p>Playground</p> <p>Voice Level: 4</p>	<ul style="list-style-type: none"> • Stay within boundaries • Use equipment 	<ul style="list-style-type: none"> • Think before you act • Report problems to 	<ul style="list-style-type: none"> • Follow playground safety rules • Return 	<ul style="list-style-type: none"> • Treat nature kindly • Include everyone

<p>Loud Crowd</p>	<ul style="list-style-type: none"> • correctly • Gentle hands and feet • Be on time 	<ul style="list-style-type: none"> • adults • Think win-win 	<ul style="list-style-type: none"> • equipment • Accept consequences 	<ul style="list-style-type: none"> • Play fair • Use kind words and actions
<p>Restroom Voice Level: 1 Spy Talk</p>	<ul style="list-style-type: none"> • Always keep feet on the floor • Stay in personal space • Keep the floor dry, clear, and clean 	<ul style="list-style-type: none"> • Think before you act • Report problems to adults 	<ul style="list-style-type: none"> • Go, Flush, Wash, Exit • Use supplies and facilities correctly • Clean up after yourself 	<ul style="list-style-type: none"> • Give others privacy • Stay in personal space
<p>Bus Voice Level: 2 Low Flow</p>	<ul style="list-style-type: none"> • Seat on the seat • Back on back • Feet on floor • Inside voice level • Food-Free Zone 	<ul style="list-style-type: none"> • Think before you act • Report problems to adults 	<ul style="list-style-type: none"> • Keep your items inside bookbag and on lap • Stay in personal space 	<ul style="list-style-type: none"> • Follow adult directions the first time given • Use kind words and actions • Only speak with seat mates

Do the right thing even when nobody's watching!

QUICK START GUIDE

Mississinawa Valley Elementary

2018 - 2019 School Calendar

August '18						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September '18						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October '18						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
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21	22	23	24	25	26	27
28	29	30	31			

November '18						
Su	M	Tu	W	Th	F	S
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18	19	20	21	22	23	24
25	26	27	28	29	30	

December '18						
Su	M	Tu	W	Th	F	S
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

January '19						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
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27	28	29	30	31		

February '19						
Su	M	Tu	W	Th	F	S
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3	4	5	6	7	8	9
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17	18	19	20	21	22	23
24	25	26	27	28		

March '19						
Su	M	Tu	W	Th	F	S
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April '19						
Su	M	Tu	W	Th	F	S
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May '19						
Su	M	Tu	W	Th	F	S
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June '19						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July '19						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

-  School Closed/ Holidays
-  Teacher in-Service Day (no school for students)
-  Early Dismissal
-  First and Last Day of School
-  End of 9 Weeks
-  State Testing (Subject to change)

SCHOOL MASCOT

Blackhawks

SCHOOL FIGHT SONG

Go MV High School Blackhawks you will shine
With your colors flying we will cheer you all the time

RAH RAH RAH

Go MV High School, fight for victory
We'll spread the fame of your fair name
Go Mississinawa will this game – RAH!

Go Blackhawks Go

Go Blackhawks Go

Yea Black, Yea White, Yea Team Let's fight
Go MV High School Blackhawks you will shine
With your colors flying we will cheer you all the time

RAH RAH RAH

Go MV High School, fight for victory
We'll spread the fame of your fair name
Go Mississinawa win this game.

RAH!

SCHOOL COLORS

Black and White

TYPICAL SCHOOL DAY HOURS:

1. The student hours are from 8:00-2:30. All doors are locked during these times.
2. No students are to be in the building until 7:30 a.m. unless officially authorized.
3. Car riders should be dropped off and picked up at the "kindergarten drop-off" location only. Parents picking up students at the end of the day should wait outside the building at the kindergarten drop-off.
4. Students arriving after 8:00 and before 9:00 will be considered TARDY. Students arriving after 9:00 and before 11:30 will be considered absent for a half day. Students leaving after 1:30 will not be counted absent. Students arriving after 8:00 and leaving before 2:30 must be signed in and out by a parent in the office.

CAFETERIA INFORMATION

Breakfast and lunch are served daily. The cost for students eating lunch in the cafeteria varies from year to year. Information will be sent home the first day of school regarding the cost for student lunches. Families can pay for student meals and monitor their purchases through the "PayForIt" system. To set up an account visit our website at www.mississinawa.k12.oh.us Please note: On delay days, breakfast is not served.

SCHOOL CLOSING - BAD WEATHER

Whenever the weather becomes too severe to conduct school in a safe manner, school may be delayed or canceled. The necessary information will be broadcast over radio stations **WZZY** (Winchester), **Z-93** (Dayton), and **WTGR**(Greenville), and television stations **WHIO (7)**, and **WDTN(2)** as well as our Facebook page.

In the event of an early dismissal, parents should have made arrangements with their child about where they should go. Parents should provide the school with this information.

LOST AND FOUND ARTICLES

The main office maintains a lost and found center. If you should lose any personal possessions, please check at the office. Should you find any misplaced articles around the school, please accept the responsibility for bringing them to the office so they might be returned to the owner. Lost and found box is emptied and items discarded quarterly.

REPORT CARDS

Report cards will be issued within one week following the end of the nine weeks grading period. They are an evaluation of progress. During the mid-point of each nine weeks, an interim report will be sent home to the parents.

GRADES

The following grade scale will be used.

100 - 90 = A

89 - 80 = B

79 - 70 = C

69 - 60 = D

59 - Below = F

PROMOTION AND RETENTION

A student will be promoted to the succeeding grade level when he/she has demonstrated sufficient proficiency in reading, math, English, science, and social studies to permit him/her to move ahead to the educational program of the next grade and has demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience for the next grade. Excessive/chronic absences (15 or more days) will also be a determining factor in the decision. Consistent with school board policy, the building principal shall make the final decision on promotion or retention.

GENERAL GUIDELINES

1. Students should not leave the school grounds during the day without permission. Parents wanting early dismissal for their child must complete a form in the office before leaving.
2. Students should have a consistent daily routine for how they get to school and how they get home. Parents must call the school and speak with secretary, Mrs. Denniston, by 2:00pm if their child will be going home from school differently than their typical routine.
3. Students may use the telephone in the office for **emergencies only** and when permission has been granted. All emergency communications between parents and students must take place through the school office.
4. All parents and visitors must report to the office upon entering the building.
5. All changes of address, custody, or telephone numbers should be reported immediately to the office so that the school knows who to notify in case of illness or emergency as well as keep current records.
6. All students and parents should be aware of our school-wide discipline policy.
7. Use of restrooms by students at times other than lunch and recess will require a teacher or another school official's permission
8. Dangerous, weapon-like, items such as knives and guns, whether real or for play, are prohibited.
9. Public displays of affection should be reserved for times outside the school day and off school grounds
10. Live animals should be kept at home unless granted permission by the principal.
11. Electronics (cell phones, tablets, etc.), toys, make-up, and sports equipment should also be kept at home unless teacher permission has been given.

CHAIN OF COMMAND

In the event of a concern or complaint, the proper chain of command should be followed.

Contact 1st: Classroom teacher, aide, or secretary

Contact 2nd: Building principal

Contact 3rd: Superintendent

Contact 4th: School Board Member

CONTACT INFORMATION

Secretary: Sandy Denniston 937-968-4111 ext. 2001 sandy_denniston@mississinawa.org

Principal: Stephanie Klingshirn 937-968-4111 ext. 2008

stephanie_klingshirn@mississinawa.org

Address: 10480 Staudt Rd.
Union City, OH 45390

JH/HS Principal: Jeff Winchester 937-968-4464 ext. 2005 jeffrey_winchester@mississinawa.org

Superintendent: Doug Dunham 937-968-5656 doug_dunham@mississinawa.org

Treasurer: Nick Hamilton 937-968-5656 nick_hamilton@mississinawa.org

School Board: Amy Hanes.....President Dale Breymier
Sandy Skidmore.....Vice-President Lori Cox
Matt Hiestand

BLACKHAWK BEHAVIORS

INTEGRITY

“Integrity” is the overarching standard by which all other expectations lead to. Two words that help define integrity are honesty and honor. **Honesty** implies a refusal to lie, steal, or deceive in any way. **Honor** suggests an active regard for the expectations of a student’s role. We often tell students that they are displaying integrity when they choose to do the right thing even when no one is watching. Students, staff, and parents are responsible for everything they say, think, feel and do.



SAFETY

ACCIDENT OR ILLNESS PROCEDURES

In case of accident or illness involving a student, school officials will attempt to notify parents by telephone as listed on school records. In case contact is not established, officials will refer to the emergency medical forms for further contacts.

ADMINISTRATION OF PRESCRIBED MEDICATION

Parents of students needing to take prescribed or over-the-counter medication should make every attempt to administer that medication at home whenever possible. If the student **must** take the medication at school, the following regulations shall apply:

1. No medication that is prescribed by a physician for a student shall be administered to that student unless:
 - a. The designated person receives a written request signed by the parent, guardian, or other person having care or charge of the student that the drug be administered to the student.
 - b. The signed statement that is presented to the following information:
 - 1) the name and address of the student
 - 2) the school and class in which the student is enrolled
 - 3) the name of the drug and the dosage to be administered
 - 4) the times at which the drug is to be administered
 - 5) the date the administration of the drug is to begin
 - 6) the date the administration of the drug is to cease
 - 7) any one or more phone numbers at which the physician can be reached in case of emergency severe, adverse reactions that should be reported to the physician and
 - 8) any special instructions for the administration of the drug, including sterile conditions and storage
2. The parents, guardian, or person having care of the child must agree to submit a revised statement signed by the physician if the previously provided information changes. **“Parent Permission” forms can be found in the back of this handbook.**

All drugs must be received by the person authorized to administer the medication in the container in which it was dispensed by the prescribing physician or a licensed pharmacist.

COURT ORDER FOR CHILD CUSTODY

If there is a court order indicating who has custody of a child, then it is the responsibility of the legal parent/guardian to provide the school with a copy of the court order in order that a copy can be placed in the child's permanent file and proper staff members notified. In all cases, it is required that the school be provided with most recent court order on file with the courts.

DISCIPLINE POLICY

The Mississinawa Valley Board acknowledges that conduct is closely related to learning and that an effective instructional program requires an orderly school environment. The Board shall require each student of this district to adhere to the rules and regulations promulgated by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. Such rules shall require students:

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

The Board has formulated the following policy in order that it may be in full compliance with the Ohio Revised Code (3313.66). In addition to procedural requirements, this policy also sets forth a student discipline code which outlines the conduct for which a student may be detained, removed, suspended, or expelled.

METHODS OF DISCIPLINE

Students who are attending school, a school sponsored activity, or are under the discretionary jurisdiction of the school are expected to abide by the rules and regulations of the school. The methods of discipline used by school employees to correct improper student behavior is not limited to, but may consist of the following:

- a. Verbal reprimand by the staff to improve student behavior
- b. Counseling by teachers, administrators, or members of the guidance staff
- c. Denial of privileges
- d. Assertive Discipline
- e. Parental Contact
- f. Detention
- g. Removal from class or activity
- h. Referral to a member of the guidance staff
- i. Referral to the Alternate Site Reassignment Program
- j. Saturday School
- k. Emergency Removal
- l. Suspension (in-school or out-of-school)
- m. Expulsion by the superintendent
- n. Juvenile Court Referral
- o. Time out

DEFINITION OF DISCIPLINARY TERMS

A. **Classroom Discipline:** Each teacher establishes rules of classroom conduct for students and consequences for violation of these basic rules. The consequences vary from teacher to teacher and from one grade level to the next.

B. **Detention:** A teacher or administrator may assign detention to a student for a violation of classroom or school rules. It is the responsibility of the student to notify their parents of the detention and arrange transportation home. The school is not obligated to furnish transportation to students who have been detained. Detention will take precedence over all extra-curricular activities and after-school employment.

C. Emergency Removal: The term emergency removal shall be understood to mean the removal of a student from curricular or extra-curricular activities or from the school premises because the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process.

D. Suspension: The removal from school and school related activities by the principal or superintendent for a period of one (1) to ten (10) days. Students suspended on a Friday will not be able to attend extracurricular activities held during the weekend following suspension. Students suspended on a Monday will not be able to attend extracurricular activities held during the weekend prior to the suspension.

E. Expulsion: The term expulsion shall be understood to mean the exclusion of a student from all school attendance and related activities by the superintendent for a period of not more than 80 school days.

F. Time Out: A teacher or other supervising staff member may remove a student from a class or an activity for disruption for a limited time. The student can also be assigned time out in a different classroom.

STUDENT DISCIPLINARY CODE

Examples of inappropriate behavior which most often occur and will result in disciplinary consequences, include but are not limited to the examples given:

A. Misconduct Behaviors

1. Disobeying classroom or school rules
2. Being tardy to class
3. Inappropriate actions, or dress which is dangerous, disruptive, and/or distracting to the educational process
4. Disrespect of school personnel through actions or verbal expression
5. Inappropriate care of classroom textbooks, supplies, or equipment
6. Failure to complete homework or school assignments
7. Hazing
8. Use of profanity or obscene language or inappropriate gestures
9. Plagiarizing and/or cheating or lying
10. Unexcused absence from class or school
11. Failure to come to class prepared
12. Unauthorized selling or trading of goods, toys,
13. Throwing snowballs
14. Harassment of other students or school personnel
15. Public displays of affection
16. Disruption of the school, the classroom, or another's educational welfare.
17. Fighting/Assaulting, or causing physical harm to another student or employee of the school or the threat or instigation thereof
18. False alarm
19. Illegal use of drugs, counterfeit drugs, or alcoholic beverages (possession, using, selling)
20. Smoking or the illegal use of tobacco products (possession, using, selling)
21. Fireworks
22. Skipping class, detention, or Saturday School
23. Any illegal or disruptive behavior (stealing, forging, etc.)
24. Insubordination (refuse to obey reasonable directions)
25. Excessive tardiness
26. Unauthorized use of electronic devices
27. Written, verbal, or physical sexual harassment
28. Destruction of school or other's property, textbooks, supplies, and equipment
29. Refusal to do reasonable and normal classroom work
30. Possession of a dangerous weapon or instrument which could cause physical harm to persons

or property (pocket knives, B-B guns, and cigarette lighters are included)

31. Written or verbal vulgarity
32. Possession of 'look alike' weapons
33. Other types of misconduct behaviors as determined by the administration

CORRECTIVE ACTION

The teachers, supervisors, and principal may use any or a combination of actions listed in the Methods of Discipline (a thru o). Although the principal may suspend a student up to ten days in addition to recommending expulsion to the superintendent, a progression of suspensions (3-5-10) is encouraged unless the action(s) of the student warrant deviation from standard practice.

PROCEDURES FOR STUDENT REMOVAL, SUSPENSION, OR EXPULSION

Emergency Removals-

If a student's presence poses a continuing danger to persons or property, or an on-going threat of disrupting the academic process, then the Superintendent, Principal or Teacher may immediately remove the pupil from the classroom or extra-curricular activities for up to 24 hours under his/her supervision but only the Superintendent, Principal, or his/her designee may remove the pupil from the premises. If a teacher makes an emergency removal, reasons for doing so must be submitted to the principal in writing as soon after the removal as practical. The due process requirements do not apply to emergency removals of less than 24 hours.

- A. The steps to follow if a Teacher or Administrator immediately removes a student for up to 24 hours which will not be considered for suspension or expulsion are as follows:
 1. Teacher or Administrator determines whether the removal is emergency in nature or a routine disciplinary action and conforms to criteria established by Board Policy.
 2. Teacher or Administrator submits in writing to Principal reasons for removal.
 3. If the student is reinstated to the curricular or extra-curricular activity under the teacher's supervision by the Superintendent or Principal prior to the hearing, written reasons for such reinstatement may be requested by the teacher. The teacher may not refuse to reinstate the pupil.
 4. An informal hearing within 72 hours of the initial removal is advised with the individual who ordered, caused, or requested removal being present.
- B. The procedural steps to follow if a Teacher or Administrator immediately removes a student which may lead to suspension or expulsion are as follows:
 1. Superintendent or Principal determines whether emergency removal conforms to criteria established by Board Policy.
 2. Student receives written notice of intent to suspend prior to hearing.
 3. Informal hearing must be held within 72 hours after the initial removal is ordered in which the student has the right to explain his actions. The person who ordered, caused or requested the removal must be present at the hearing.
 4. The decision to suspend or not to suspend is made.
 5. If the decision to suspend is made, the procedural steps for suspension will be followed. If the student is subject to expulsion, then the procedural steps for expulsion will be followed.

In an emergency removal, a pupil may be kept from attending the specific class or extra-curricular activity until the matter of his conduct is disposed of by either reinstatement, suspension, or expulsion.

Suspension-

It is a privilege for pupils to attend school which is conditioned on compliance with the reasonable rules, regulations, and requirements of the Board of Education. The Superintendent or Principal may suspend a pupil for not more than the (10) school days.

The procedural steps for the Superintendent or Principal to follow for a student suspension are as follows:

1. Written notice of intention to suspend is given to the student by the Superintendent or Principal.
2. The student must have an opportunity to appear at an informal hearing before the Superintendent or Principal to challenge the reasons for the intended suspension or otherwise explain his actions.
3. The decision to suspend or not to suspend is made.

4. If the decision is to suspend, the school administrator shall within 24 hours send a letter of notification to suspend to the parents/guardians and Treasurer of the Board. The notice to suspend sent to the parents/guardians shall include:
 - a. Reasons for the suspension
 - b. The right to appeal to the Superintendent, then to the Board of Education
 - c. The right to representation at the appeal hearing before the Board of Education
 - d. That the appeal hearing before the Board may be held in executive session.

Expulsions-

It is a privilege for pupils to attend school which is conditioned on compliance with the reasonable rules, regulations, and requirements of the Board of Education. Only the Superintendent may expel a pupil from school if it becomes, necessary. Whenever a Principal decides that a student's behavior warrants expulsion from school, he/she will suspend the student and recommend that the Superintendent expel the student beyond ten days.

The procedural steps for the Superintendent to follow for a student expulsion are as follows:

1. Written notice of intention to expel given to the student and parent which include:
 - a. Reasons for the intended expulsion
 - b. Notification to appear identifying the time and place
 - c. The time shall not be earlier than three (3) nor later than five (5) days from the date of the notification letter
 - d. Superintendent may grant an extension of time
 - e. If an extension is granted, a new time and place is to be included
 - f. The Superintendent cannot compel a hearing in the event the pupil and parent choose not to have a hearing.
2. Provide the pupil and parent, guardian, or representative an opportunity to appear in person before the Superintendent to challenge the reasons.
3. The decision to expel or not to expel is made.
4. If the decision is to expel, the Superintendent shall within 24 hours after the hearing send a letter of notification to expel to the parents and Treasurer of the Board. The notice to expel sent to the parents and Treasurer shall include:
 - a. Reasons for the expulsion
 - b. The right to appeal to the Board of Education
 - c. The right to representation at the appeal hearing before the Board of Education.
 - d. That the appeal hearing may be held in executive session

Appeal Procedures of Suspension or Expulsion to the Board-

A pupil, parent, or guardian may appeal the suspension or expulsion by the Principal or Superintendent to the Board of Education. Such pupil, parent, or guardian may be represented in all appeal proceedings and will be granted a hearing before the Board. The hearing should be held in executive session with the administrator and pupil to have a full and fair opportunity to relate the facts supporting their position.

The procedures for an appeal of a suspension or expulsion to the Board are as follows:

1. Notification of suspension or expulsion sent to parents or guardians
2. Notification to the Superintendent of the intent to appeal suspension or expulsion to the Board of Education
3. Notification with 24 hours to the Superintendent of person representing the student at the hearing.
4. Notification by the Superintendent of the date, time, and place of hearing with the Board.
5. The hearing should be held before the Board in executive session with the administrator and pupil having an opportunity to support their actions or decision. The Board may affirm, reverse, or modify the suspension or expulsion by majority vote only in public session rather than executive session.
6. The board shall make a verbatim record of the hearing.
7. The decision of the Board may be appealed to the court under Chapter 2506 of the Revised Code.

DRILLS

FIRE - Ohio State Law requires that practice fire drills be held at least once a month, in order to assure the student's safety in case of an actual emergency. Directions and instructions are posted in every room and will be explained by the teacher during the first day of school. They may be given without notice.

TORNADO - Ohio State Law requires that practice tornado drills be held at least once a month during the tornado season which is from April through June. Directions and instructions are posted in each room and will be explained by the teacher during the first few days of school. They may be given without notice.

EARTHQUAKE - Students will assume a defense position under their desk immediately. At the teacher's discretion, they will leave the building following the standard fire drill procedure.

LOCK-DOWN - Lock-down drill procedures will be practiced a minimum of two times throughout the school year. Students are to follow the directions of their teacher or supervising adult at all times.

ELECTRONIC SURVEILLANCE

Mississinawa Valley Local Schools utilizes electronic surveillance equipment to assist in monitoring the interior and exterior of the facility, as well as transportation via school vehicle. This includes stationary and mobile cameras that may be utilized in area of concern. Students, staff, and visitors should assume they are being monitored in the public areas of the facility or when using school vehicles. Surveillance data will be used for safety purposes as well as to determine consequences for violations of the rules and regulations outlined in the student handbook.

LEAVING THE SCHOOL GROUNDS

During the school hours, the school is legally responsible for each student. It is therefore necessary to establish rules in order that we may fulfill this responsibility.

1. Under no condition are students to leave the school building or grounds without first reporting to the principal and receiving permission to leave.
2. No student will be excused from school during school hours without a note from home except in case of illness.
3. In case of illness, the school will contact the student's home to determine if someone is there to care for the student.
4. Early dismissal students must present a note from parents to the attendance officer prior to 9:30 a.m. for approval.

MISSING CHILD POLICY

The Board of Education believes in the importance of trying to decrease the number of missing children. Therefore, efforts will be made to identify possible missing children and notify the proper adults or agencies.

The principal shall request at the time of a pupil's initial entry to school a copy of his/her certificate of birth and copies of those records pertaining to him/her maintained by the school that he/she most recently attended. If the family/student does not present copies of the required documents within two weeks, the principal shall notify the police department having jurisdiction in the area where the student resides of this fact and of the possibility that the child may be a missing child.

The primary responsibility for supervision of a student rests with the parent or legal guardian. The school district staff will provide assistance with this responsibility to parents or guardians if requested.

Parents are asked to notify the school on the day a student is absent unless previous notification has been given in accordance with school procedures for excused absences. **Parents are asked to contact the school prior to 9:00 a.m. if their child will be absent from school on that day.** For those students whose parents do not call in when the student is unaccountably absent, the school authorities will call the home or work number provided. For those parents who do not call in and cannot be reached by telephone, the student's absence may be counted as unexcused.

Parents should provide the school with their current home and/or work telephone numbers and home address, as well as emergency telephone numbers. The Board shall designate the Superintendent as director of Information Programs for students, parents, and community members relative to missing children.

SEARCH AND SEIZURE

General searches of any person or personal property may be conducted at any time by school authorities when there are reasonable grounds to fear for the welfare or safety of the school community. This includes when officials have reasonable grounds to believe that a violation of the law or school rules and regulations has occurred or will occur. Abandoned materials (book bags, purses, etc.) are deemed suspicious and subject to search. Cell phones, cameras, and other equipment may be searched if there are reasonable grounds to believe that they were used to violate the law or school rules and regulations. LOCKERS and other storage areas supplied by the Board and used by the pupils are the property of the Board of Education. Therefore, the lockers and the contents of all lockers are subject to random search at any time without regard to whether there is a reasonable suspicion that any locker or its contents contains evidence of a violation of a school rule or the law. Illegal items or other possessions that may be used to disrupt or interfere with the educational process will be confiscated. Consequences will be applied according to the rules and regulations outlined in this handbook.

SUBSTANCE ABUSE

The Board recognized that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful and causes a serious problem with legal, physical, and social implications for the whole school community.

Notification of parents and students that compliance with the standard of conduct is mandatory. The Ohio legislators have enacted sections 2929.01 and 2925-37 of the Ohio Revised Code to prohibit the making, selling, and possessing of drugs and counterfeit drugs being punishable by law. For the purpose of this policy “drugs” shall mean:

- A. all dangerous controlled substances as so designated and prohibited by Ohio Statute
 - B. all chemicals which release toxic vapors
 - C. all alcoholic beverages
 - D. tobacco and tobacco products
 - E. any unauthorized or seemingly unauthorized drugs and also any marked or unlabeled substance that is manufactured, processed, or distributed by a person without legal rights to manufacture, process, or distribute it.
- This is commonly referred to as counterfeit drugs.

TRANSPORTATION RULES

Pupil Behavior

The driver shall be in charge of the bus at all times and shall be responsible for order. The driver shall report the unmanageable pupil to the principal. Disorderly conduct shall be sufficient reason for refusing transportation service to any pupil.

Whenever it becomes necessary to refuse a pupil transportation, the school authorities shall notify the parents of such refusal with a full explanation. Until such time as the school authorities have received assurance from the parents of future good conduct on the part of the pupil and the bus driver has been so advised, the driver shall not permit the pupil to board the bus.

A partial listing of expected pupil behavior is as follows.

01. Pupils must observe classroom conduct and obey the driver promptly and respectfully.
02. No one shall interfere with the driver's operation of the bus.
03. Pupils shall arrive at the bus stop before the bus is scheduled to arrive.
04. Pupils must wait in a location clear of traffic and away from the bus stops.
05. Behavior on the bus or at the bus stop must not threaten life, limb, or the property of another individual.
06. Pupils must go directly to an available or assigned seat.
07. Pupils must remain seated keeping aisles and exits clear while the bus is in motion.
08. No unauthorized person shall sit in the driver's seat or operate any of the controls.
09. Pupils must not use profane language.

10. Pupils must refrain from eating or drinking on the bus.
11. No one shall produce an open flame on the bus.
12. Pupils must not use tobacco on the bus.
13. Pupils must not have alcohol or drugs in their possession on the bus except for prescription medication required for a student.
14. Pupils must not throw or pass objects on, from or into the bus.
15. Pupils must not put head or arms out of the bus windows.
16. Students shall only talk in moderate (soft) tones.
17. Pupils may carry on the bus only objects that can be held in their laps.
18. No one shall damage or vandalize any part of the bus.
19. Pupils must board or get off the bus only at locations to which they have been assigned unless they have administrative authorization to do otherwise.
20. Students may only ride buses to which they have assigned.
21. Students must sit in the seats to which they have been assigned unless having bus driver permission to do otherwise.
22. Students must be silent at railroad crossings.

All of the above are meant to assure the safe transporting of our students.

Discipline Policy--Transportation

Riding the bus is a privilege not a right. If behavior becomes a problem while riding the bus, waiting to board the bus in the morning or after getting off the bus in the evening, the student may be denied the privilege of riding the bus.

Methods of Discipline

Failure to behave in an acceptable manner may result in a (1) warning, (2) temporary suspension of riding bus privileges up to 10 days, (3) expulsion of bus riding privileges for a period of not more than 80 school days. In addition to suspension of bus riding privileges, the school board discipline policy may be used in a conjunction with or as an alternative to the discipline methods described above.

Disciplinary actions may be implemented in any order based on the severity of the problem as determined necessary by the building principal and/or transportation supervisor.

Relevant Section of Ohio Law-ORC3327.01

“ . . . School districts where resident elementary school pupils live more than two miles from the school . . . the board election . . . shall provide transportationexcept when, in the judgement of such board, confirmed by the state board of education, such transportation is unnecessary or unreasonable.”

“A board of education fully complies with this section when it provides transportation for pupils by a conveyance which passes within one-half mile of the pupil’s residence or private entrance thereto. State V B of Edu., 102 OS 446,132 NE 16.”

Unauthorized Passengers 3301-83-17 (B)

No unauthorized passengers shall be transported on a school bus. (Examples: Pre-school age children, adults wanting a ride to work or town).

Forbidden Cargo

No animals, firearms, ammunition, explosives, glass containers or dangerous materials or objects which may interfere with the safe operation of the vehicle shall be transported.

Bus Assignments

Students will be assigned specific buses to ride. Students are expected to ride their assigned bus unless permission and approval is obtained from the building principal on a signed sheet of paper.

Students Getting Off At Unauthorized Stops 3301-83-13.

1. A student **may** on occasion, be permitted to get off at a stop other than his/her normal stop. However, parents must call the school at least three hours prior to the requested change and obtain approval from the transportation supervisor or his/her designee. **Approval will not be granted based on parent notes only.**
2. Parents are discouraged from requesting that the school transport their children on buses other than the ones to which they have been assigned, specifically the transportation of students from school to a party.

In all cases described above, upon boarding the bus a signed note from the transportation supervisor or his/her designee showing appropriate approval must be shown to the bus driver.

Seating and Load Capacity 3301-83-18

- (a) Bus routing and seating plans shall be coordinated so as to eliminate standing of pupils transported on a regular basis when a school bus is in motion.
- (b) Pupils will be assigned seats to insure maximum barrier protection.
- (c) In no event shall the number of passengers exceed one hundred ten per cent of the manufacturer's rated capacity.

Bus Stops

The following information in regards to bus stops on all main highways comes from the Ohio Highway Patrol.

1. All stops on the main highway shall be called flag stops and any student who is not ready when the bus stops will need to be passed up to prevent a serious traffic hazard on the main highways.
2. Approximately 75% of school bus accidents happen when buses are stopped on the highway. Therefore, bus stops should be consolidated as much as possible.
3. For the purpose of safety and efficiency, designated pick-up points and stops will be consolidated where student residences are located closely together. Students will be expected to walk to this designated location and wait for the school bus. Students will be unloaded from the buses at the same location.
4. Pupils may be required to walk up to one-half mile to a bus stop (Ref. OAG2274.1925).

Bus Time Schedule - Waiting For Pupils 3301-83-20

Shortly after the school year commences in the fall, the bus driver will establish a time schedule. Students will be informed of the time when their bus will pick them up. All drivers shall operate the bus on the time schedule. Should any driver operate his/her bus ahead of the established schedule, he/she should wait if necessary at any residence until he/she is no longer running ahead of schedule.

Accident Or Breakdown

When an accident or breakdown of temporary nature delays a trip for more than 45 minutes, the bus driver should report this back to the building principal, trip sponsor, transportation supervisor or superintendent so that parents waiting to pick up their children can be properly informed

Bus Turnarounds

Maintenance of bus turnarounds shall be the responsibility of the owner and will be used only after the driver has requested such use and obtained approval from the owner. If agreement for bus turnaround use cannot be obtained, either of two alternative solutions may be selected by the superintendent of schools. The two alternatives are as follows:

1. Have student(s) walk to usable turnaround located within one-half mile.
2. Recommend to the Mississinawa Valley Board of Education and the State Board of Education that transportation services not be provided on the basis that it is unnecessary or unreasonable.

How To File Complaints (Or Compliments)

Complaints in regard to transportation services are to be taken to the following persons in chronological order.

1. Bus Driver
2. Principal of building in which your child(ren) is (are) in attendance
3. Transportation Supervisor
4. Superintendent
5. Board of Education

Complaints should be taken to the persons in the order listed above. Complaints shall be in writing if any person in the above "chain of command" is to be bypassed.

Private Roads and Lanes

School buses will not travel private roads or lanes. The fact that state financing is based only on public road mileage, the limitations of time and gas necessitate the above regulation.

VISITORS

Visitors are always welcome. We have a Watch D.O.G.S. program in place for this purpose. Visitors should have a pre-arranged time set up with their child's teacher(s) or principal. Upon arrival, visitors must check in at the office and fill out/wear a visitor's badge during their stay. (Section 3313.20 of the Ohio Revised Code, the school has the right to request all visitors entering the school building to report to the office.) We ask that visitors limit the length of their stay to a time agreed upon by the teacher. Students from other districts are prohibited from visiting the school at any time during the school day.



RESPECT

DISRUPTION/CELL PHONES/ELECTRONIC DEVICES

All phones must remain off / not used and out of sight during class unless permitted by the classroom teacher for instructional purposes. **Any phone causing a disruption will be confiscated immediately by the staff.** All emergency communications between parents and students must take place through the school office.

Digital music, cameras, and other electronic equipment may be permitted at the discretion of the staff. Students are prohibited from recording and/or distributing any digital audio, pictures, or video without permission.

All equipment in this category may be confiscated. Refusal to relinquish devices will result in additional consequences for disrespect / defiance. The office assumes no responsibility for the safe keeping of this equipment.

** Note: Digital devices account for most thefts at the elementary and high school. Secure all your belongings throughout the day. The best advice is to leave them at home.

DRESS CODE

The students at Mississinawa Valley Local Schools are expected to dress appropriately at all times for their respective age and/or grade level. Research shows that proper dress is conducive to better student behavior and achievement.

Good personal hygiene is expected for all students. Because poor hygiene infringes on the rights of others, students who arrive at school with offensive body odor or dirty clothing will be sent home.

The dress code provisions listed below are not meant to keep students from expressing themselves, but to teach proper attire in a given situation and to permit proper management and control of the learning atmosphere for the student body. All students are expected to dress in a manner which will not bring undue attention to him/herself.

School dress standards will be in effect for all school days, activities, and field trips unless prior approval or exceptions are granted. Any clothing or dress style that distracts or disrupts the normal learning atmosphere in the classroom will not be permitted. Footwear and undergarments must be worn at all times.

Students are permitted to wear shorts the 1st and 4th nine weeks of the school year if the shorts are at an appropriate length which can be defined as shorts at a length that is within one inch of the fingertip of the index finger when arms, hands, and fingers are fully extended downward along side the torso. Examples of unacceptable clothing for students include:

1. Hats, caps, scarves, or other head covering which cover a large portion of the head and are worn inside the building
2. Clothing which show the stomach or back area when arms are extended directly outward perpendicular to the body
3. Clothing with arm holes that are not tight fitting and expose the bra or bra area
4. Clothing which show the bra or bra area or have straps less than 2"(K-6)/3"(7-12) wide
5. Clothing with holes or torn places with certain one-day exceptions due to normal wear or accidental damage
6. Pants which are pulled down far below the waistline and reveal the underclothes or underwear area when arms are extended directly outward perpendicular to the body regardless of the length of the shirt
7. Wallet chains
8. Outdoor apparel worn inside
9. Short skirts, or dresses which can be defined as a length that is shorter than fingertip length of the index finger when arms, hands, and fingers are fully extended downward along side the torso.

10. Short shorts which can be defined as a length that is shorter than one inch of the fingertip of the index finger when arms, hands, and fingers are fully extended downward along-side the torso and/or short with less than 3”(K-6)/3.5”(7-12) inseam.
11. Cut-off shorts or pants
12. Biking shorts
13. Pajama pants
14. Clothing with excess ornaments or jewelry that might cause damage or injury.
15. Clothing or personal possessions containing messages that are obscene, sexually suggestive or make references to violence, illegal drugs, alcohol or tobacco products

In all instances, school officials will determine when an item of clothing is disruptive or objectionable. If it is determined that the above guidelines are not met, then a parent call will be initiated and the student will be sent home to change the apparel of style which is objectionable. Students refusing to cooperate will be considered to be insubordinate and handled accordingly.

HARASSMENT

The Board of Education recognizes that a staff member has the right to work and a student has the right to receive an education in an environment untainted by all form of harassment or discrimination. Offensive conduct that has the purpose of unreasonably interfering with work performance or creating an intimidating, hostile, discriminatory, or offensive educational environment disrupts the educational process and impedes the legitimate pedagogical concerns of the District.

PROCEDURE

1. Any member of the school community who believes that he/she has been subjected to any form of harassment will report the incident to the principal.
2. The principal will attempt to resolve the problem in an informal manner through the following process:
 - A. The principal will confer with the charging party in order to obtain a clear understanding of that party’s statement of the alleged facts.
 - B. The principal will then attempt to meet with the charged party in order to obtain their response to the complaint.
 - C. The principal will hold as many meetings with the parties as is necessary to gather the facts.
 - D. On the basis of the principal’s perception of the problem, they may:
 - 1) Attempt to resolve the matter informally through conciliation, or
 - 2) Report the incident and transfer the record to the Superintendent. After reviewing the record made by the principal, the Superintendent may attempt to gather further evidence necessary to decide the case and to determine appropriate action to be taken.

All matters involving harassment complaints will remain confidential, if possible.

LOCKERS

Lockers will be supplied to all students. Lockers for students in grades K-3 are located in the classrooms and do not have doors or locks. Lockers for students in grades 4-6 are located in the hallways. Students are not permitted to use locks on the lockers. For this reason, student should not leave valuable items in their locker. While these lockers are for students use, they are the property of the school and appropriate care and respect of the locker must be taken. Any damage to the locker will be the student’s responsibility.



RESPONSIBILITY

PARENT’S RESPONSIBILITIES

The parent is the most important influence in the development of a child. For the most part, the example set at home is what is seen in the classroom. Parents are encouraged to set the stage for their child's education by setting good examples at home, having positive attitudes toward school, and letting their child know that he/she is important.

Part of the responsibility of a parent includes contacting the school or teacher whenever feeling that the child could be better served and responding to opportunities to come in and get acquainted.

Although there is not a specified amount of days that a child must be in attendance in order to be considered for promotion, parents must realize the need for consistent attendance in order for skill achievement to develop.

Parents are responsible for reporting changes in address, telephone number, or physician so that records can be kept accurate.

STUDENT ATTENDANCE POLICY **“On time, every day, all day!”**

Students are more likely to succeed in school, academics, extracurriculars and building skill sets when they consistently attend school. Excessive absences interfere with students' progress in mastering knowledge and skills necessary to be prepared for higher education and the workforce upon high school graduation. Because of this, in December 2016, the Ohio legislature passed House Bill 410 to address excessive absences and truancy. Below is a summary of House Bill 410 and new procedures that Mississinawa Valley has implemented and will be following.

How absences are tracked: Attendance is no longer tracked by days – it is tracked by **hours**. This is why we emphasize being “on time, every day, all day.” Every minute counts.

“Habitual truancy” is now defined as:

- Absent 30 or more consecutive hours without a legitimate excuse;
- Absent 42 or more hours in one school month without a legitimate excuse;
- Absent 72 or more hours in one school year without a legitimate excuse

“Excessive absences” are now defined as:

- Absent 38 or more hours in one school month with or without a legitimate excuse;
- Absent 65 or more hours in one school year with or without a legitimate excuse.

If a student is deemed to have excessive absences, Mississinawa Valley parents will be notified in writing when their students has been excessively absent.

If a student is deemed habitually truant, the student and parent/guardian will be referred to an Absence Intervention Team to develop a corrective plan for attendance issues.

If the student does not make progress or continues to be excessively absent after the implementation of a corrective plan, the law requires school administrators to file a complaint with the juvenile court.

Mississinawa Valley will record student attendance based on cumulative record of all minutes a student is and is not in school, beginning with the start of the school day and ending with dismissal. This record will include if a student leaves and returns during the school day. We understand it is sometimes necessary for a student to be absent from school for medical appointments, but parents are encouraged not to allow these mid-day appointments to become a regular habit to enhance a student's probability of success.

To report a student absence, parents/guardians should contact Sandy, the elementary secretary, at 937.968.4111 before 9:00a.m.

COURT ORDER FOR CHILD CUSTODY

If there is a court order indicating who has custody of a child, then it is the responsibility of the legal parent/guardian to provide the school with a copy of the court order in order that a copy can be placed in the child's permanent file and

proper staff members notified. In all cases, it is required that the school be provided with most recent court order on file with the courts. In a divorce or custody situation, it is the responsibility of the parents to communicate with each other regarding school events and progress. In such situations, only one (1) parent-teacher conference will be scheduled for the child.

DAMAGE TO SCHOOL PROPERTY

Students who damage school property will be required to pay for the damage. The school office should be notified immediately of such damage. State law is explicit on this point: "No person shall maliciously injure or deface a school house. . . its fixtures, books or appurtenances or commit a trespass upon the enclosed grounds attached thereto or fixtures placed thereon, or an enclosure or sidewalk about such grounds."

EARLY DISMISSAL REQUESTS

During the school year, there may be times in which you will need to take your child out of school before the actual close of the school day. If you so desire to take your child out of school early, we ask that you first come to the office to sign an early dismissal form so that we have an accurate record of the time and date that your child was dismissed.

Requests for early dismissal should be limited to unavoidable circumstances and avoided completely if at all possible. When necessary, they will be granted for doctor and dentist appointments that could not be scheduled other than during the school day and family emergencies.

EMERGENCY MEDICAL FORMS

All students must have on file in the office an emergency medical form. This form **must** be completed and in the office the first week of school. This form **must** contain the telephone numbers of that student's parents or close relatives or friends or neighbors which we should contact for emergency purposes. If no one can be reached, officials will take the student to desired doctor or hospital which will also be listed on the emergency medical form. **Parents who supply the school with incorrect telephone numbers, numbers of people who have not agreed to act as guardian in the parents absence, or no telephone numbers of someone to contact in case of emergencies will be reported to Children's Services.** They also will incur the cost of any ambulance charges that may occur in incidents where no one can be reached. It is the responsibility of the parent or guardian to inform the school of child's specific medical problems.

HOMEWORK

All assignments shall be completed and turned in at the appropriate assigned times. Homework is assigned to reinforce skills, review material, and as practice, building responsibility. Students failing to complete homework (on time) will be dealt with as per the school's discipline code.

IMMUNIZATIONS

Ohio School Law requires that all students entering school must be properly immunized or provide information for the reason of noncomplying. At the present time, to be eligible to receive education in the Mississinawa Valley Schools, each student must provide evidence of completion of the following immunizations requirements or will not be permitted to enter school until such requirements are satisfactorily met.

DPT/TD	Four immunizations-Kindergartens need five immunizations if the fourth dose was before 4 years of age
Varicella	2 nd dose given prior to kindergarten
Polio	Four immunizations prior to entering kindergarten - 4 th dose should be on or shortly after 4 th birthday

MMR	K-3 and 7-12 Two immunizations. Dose 1 must be administered on or after the first birthday. The second dose must be administered at least 28 days after dose 1 Grades 4-6 -One immunization on or after the first birthday. Hepatitis B-Three immunizations for students K-3
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LIBRARY

Students and families are invited to use the library. Students checking out library books are responsible to return them in the same condition in which they got them. Students will be made to pay for any lost or damaged library books.

STUDENT ACCESS TO NETWORKED INFORMATION RESOURCES

District Computer Network / Internet Rules

The purpose of the district computer network is to further the learning of students in the district. Access to the district computer network, and through it Internet resources, is given to students who agree to act in a considerate and responsible manner. Use of the district computer network is a privilege, not a right. Access requires responsible and lawful use. Parental permission is required for students to have independent access to resources via the Internet. Please review the Acceptable Use Policy (AUP) at www.mississinawa.k12.oh. Responsible use means that **everyone** has a part:

Students are responsible for appropriate behavior on school computers and networks just as they are in a classroom or in a school hallway. General school rules for behavior apply. Specific guidelines for computer may also exist for individual classrooms or computer labs. If a student is in doubt about whether a computer related behavior is permitted, it is her/his responsibility to ask a teacher or other staff member. Students are also responsible for reporting improper use to a staff member.

Teachers are responsible for guiding students toward appropriate educational resources on the Internet, for instructing students in the evaluation of electronic information, and for supervising student behavior while using computers.

Parents and guardians are responsible for supervision of Internet use outside school, and for setting and conveying standards that their children should follow when using electronic resources.

It is the responsibility of **each user** to employ the district computer network in support of education and research consistent with the goals and objectives of the Mississinawa Valley Local School District.

Acceptable uses of District Computer Networks

Students will use electronic information resources to:

- Access global educational resources
- Enter partnerships to expand their learning options
- Broaden their research capabilities by using primary sources
- Develop higher level thinking skills
- Differentiate and evaluate available sources of information
- Gain essential skills needed for the 21st century

Unacceptable uses of District Computer Networks

The following behaviors are examples of unacceptable uses of district computing equipment and are not permitted. This list is not intended to include every prohibited behavior.

- Sending, receiving, or displaying offensive messages or pictures, including ethnic or gender related slurs or jokes
- Using obscene language or gestures
- Using district computer resources for purposes without clear educational value
- Threatening, harassing, insulting, or attacking others
- Damaging computers or any items relating to computer systems, either physically or by intentionally altering software with viruses, "worms," or similar methods
- Violating copyright laws or revealing trade secrets
- Using another person's password, disclosing one's own password to others, or impersonating someone else
- Trespassing in another person's folders, work, or files
- Intentionally wasting limited resources (such as network bandwidth, disk space, and/or consumables)
- Using district computing resources for non school-related commercial purposes and/or transactions
- Using district computing resources for illegal purposes

Consequences

- a) Violations may result in loss of access.
- b) Additional disciplinary action may be determined at the building level in line with existing practice

- regarding inappropriate language or behavior.
- c) When applicable, law enforcement agencies may be involved.

PLAYGROUND INFORMATION

During recess, students will be going outside to the playground if the weather is permissible. If the weather is bad, classrooms will be used. As a rule, students are not usually taken outside if the temperature falls below 20 degrees F. Please dress the students accordingly. To be excused from recess, a student must have a note from a parent (not to exceed two days) or a written excuse from a doctor. Continuous writing of two day excuses from the parent is not permitted.

TEXTBOOKS

Textbooks are provided by the Board of Education for student use. As soon as the books are assigned to a student, it becomes his responsibility to care for them. Lost, stolen or damaged books must be paid for by the student or parent. The school will determine the amount of damage in each instance. A charge will be assessed, but will not be limited to torn pages, writing in books, water damage, and broken bindings.

SCHOOL MEDICATION PERMISSION AND INSTRUCTIONS
Over The Counter Medication Form
 Parent/Guardian Permission

Student's Name: _____ Birth Date: _____

Address: _____

School: Mississinawa Valley Local Schools _____ Grade: _____

Allergies: _____

I am requesting permission for my child named above to use or receive medication. I will notify the school immediately if there is any change in the use of the medication. I release and agree to hold the Board of Education, its officials, and its employees harmless from any and all liability for damages or injury resulting directly or indirectly from this authorization.

*** A new form must be completed each school year**

Please Note: *Students are not to be texting or calling parent/guardian saying they are ill and wanting to come home. Students must receive permission by the school nurse and the secretary to leave school if they are ill. Students may not sign out for an appointment and leave school unless the secretary receives a call/note from the parent/guardian. Student violators will receive an unexcused absence plus disciplinary action.*

Please CIRCLE approved meds for your child: (Any liquid medications must be provided by parent/guardian)
 The following medications are kept on hand in the nurse's clinic for use as needed.

- | | | |
|--|---|--|
| Generic Acetaminophen 325mg
1 or 2 tabs (circle dose) | Generic Acetaminophen 500mg
1 tab | Generic Ibuprofen 200mg
1 or 2 tabs (circle dose) |
| Generic Junior Strength Ibuprofen
100mg (for ages 2-11)
1 or 2 or 3 tabs (circle dose) | Generic Junior Strength Acetaminophen
160 mg (for ages 6-11)
1 or 2 or 3 tabs (circle dose) | Allergy Relief
Diphenhydramine HCl 12.5mg
1 or 2 or 3 tabs (circle dose) |
| Benzocaine
Sting Relief | Lidocaine
Burn Gel | Hydrocortisone
Cream |
| | Calamine
Lotion | Lip
Ointment |
| | | Tums
1 or 2 tabs (circle dose) |
| Topical
Cooling Gel | Aloe
Gel | Antibiotic
Ointment |
| | Cough
Drops | Tooth & Gum
Oral Pain Reliever |
| | | Menstrual Complete
1 or 2 tabs (circle dose) |

Over The Counter Medication Provided by Parent/Guardian: (Medication must be in the original container)

Name Medication: _____ Dose: _____ Route: _____
 Reason for Use: _____ Special Instructions: _____
 Start Date: _____ End Date: _____

Parent/Guardian Signature _____

Date _____

Contact Phone Number: _____

Contact Name: _____

Contact Phone Number: _____

Contact Name: _____

Medication Administration Record (MAR)

Prescribed Medication Form

(ALL MEDICATION MUST BE IN ORIGINAL BOTTLES) (Including Asthma Inhaler and Epinephrine Autoinjector Use)

Student Information

Student Name _____ Date of Birth _____

Student Address _____

School _____ Grade _____ Teacher _____ School Year _____

List any known drug allergies/reactions _____ Height _____ Weight _____

Prescriber Authorization

Name of medication

Dosage _____ Route _____ Time/Interval _____

Date to begin medication _____ Date to end medication _____

Circumstances for use

Special instructions

Treatment in the event of an adverse reaction

Epinephrine Autoinjector Not applicable
 Yes, as the prescriber I have determined that this student is capable of possessing and using this autoinjector appropriately and have provided the student with training in the proper use of the autoinjector.

Asthma Inhaler Not applicable
 Yes, if conditions are satisfied per ORC 3317.716, the student may possess and use the inhaler at school or at any activity event or program sponsored by or in which the student's school is a participant.

Procedures for school employees if the student is unable to administer the medication or if it does not produce the expected relief.

Possible Severe Adverse Reactions(s) per ORC 3317.716 and 3313.718

a) To the student for whom it is prescribed (that should be reported to the prescriber)

b) To the student for whom it is not prescribed who receives a dose

Other medication instructions

Does medication require refrigeration: Yes No Is the medication a controlled substance? Yes No

Prescriber Signature _____ Date _____ Phone _____ Fax _____

Prescriber Name (print)

Reminder note for prescriber: ORC 3313.718 requires backup epinephrine autoinjector and best practice recommends backup asthma inhaler

Parent/Guardian Authorization

[X] I authorize an employee of the school board to administer the above medication [X] I understand that additional parent/prescriber signed statements will be necessary if the dosage of medication is changed. [X] I also authorize the licensed healthcare professional to talk with the prescriber or pharmacist to clarify medication order.

[X] Medication form must be received by the principal, his/her designee, and /or the school nurse. [X] I understand that the medication must be in the original container and be properly labeled with the student's name, prescriber's name date of prescription, name of medication, dosage, strength, time interval, route of administration and the date of drug expiration when appropriate.

Parent/Guardian Signature _____ Date _____ #1 contact phone _____ #2 contact phone _____

Parent/Guardian Self-Carry Authorization

[] For Epinephrine Autoinjector: As the parent/guardian of student, I authorize my child to possess and use an epinephrine autoinjector as prescribed at the school and any activity, event, or program sponsored by or in which the student's school is a participant. I understand that a school employee will immediately request assistance from an emergency medical service provider if this medication is administered. I will provide a backup dose of the medication to the school principal or nurse as required by law.

[] For Asthma Inhaler: As the parent/guardian of this student, I authorize my child to possess and use an asthma inhaler as prescribed at the school and any

activity event, or program sponsored by or in which the student's school is a participant.

Parent/Guardian Signature	Date	#1 contact phone	#2 contact phone
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REV 10/28/16