

Miami View
Elementary/Middle School

Parent/Student Handbook
2020-2021

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2020-2021 Southeastern Local Schools

Miami View Elementary/Middle School

Table of Contents

	Page(s)
Letter from the Principal	3
Location Information and School District Policies	4
Mission Statement	4
Equal Education Opportunity	5
Attendance Guidelines	5
Arrival/Dismissal	9
Pick-up & Drop Off/School Closing and Delays/Parking	9
Volunteers	10
Parent Concerns/Conferences	10
Grading	12
Achievement/Diagnostic Testing	13
Gifted Screening and Identification	14
Academic Acceleration	15
Early Entrance	15
Title I/Parent Compact	17
Parents Right To Know	18
Title IX Student Grievance Procedure	18
Behavior	19
Demerits/Minor Misconduct/Quarterly Rewards	20
Homework	22
Major Misconduct	23
Field Trips	25
Anti-Harassment/Student Hazing/Bullying	25
Student Search	28
Dress Code	29
After School/Friday Detention/ Suspension/Homework Intervention	30
Cafeteria Conduct/Playground Safety/Hallway Rules	31
Transportation Rules/Guidelines/Change in Transportation	33
Bus Regulations/Discipline	34
General Information/Medicine Usage/	

Drug Testing/Emergency Medical/Immunizations	35
Cold Weather/Safety Drills/ Emergency Information	37
Family Educational Rights/Visitors	38
Personal Belongings-Bicycles/Skateboards/Gum	39
School Lunch Program/Fees/Fines	40
Student Accident Insurance/Library / Lost & Found/Parties/Sales	41
Cell Phones/Technology	42
Computer/Internet/	
Use of Student Names, Pictures, and Works	46
School Calendar	54

Southeastern Local Schools

Miami View Elementary/Middle School

2020-2021

Dear Students and Families,

Welcome to another exciting new school year! We are happy to welcome all of our new incoming and returning students. There is a lot going on at Miami View this year so we have prepared this handbook to provide you with general information about our school operations and activities.

Please review this handbook to familiarize yourselves with Miami View School and the Southeastern Local School District in general.

Our teachers and staff work very hard to meet the needs of our students. We strive to develop the maximum potential of each child while preparing them for success in a safe learning environment.

We also feel that parents play a key role in the academic development of our students. The importance of communication between the school and home is vital to a successful academic experience for your child. We invite all parents/guardians to become involved and participate in our activities. We have an active PTA, a great E3 committee and multiple volunteer opportunities. Come and join us!

We also believe in an open door policy. If you ever have any questions or concerns, always feel free to contact the teacher, the office, or the administration. We will help you in any way we can. Your issues are important to us and we will do our best to call you back within 24 hours of your initial contact.

Southeastern would like to remind all parents and community members to visit our website @ sels.us, our Facebook Page (Southeastern Local Schools @ setrojans), Twitter @ SELocalSchools and download our Southeastern App in the iTunes App Store. **Also please remember to sign up each year for our school messenger phone calls. These must be renewed each school year due to phone number changes and students leaving or graduating from the district. The district will be using the website, social media and school messenger to notify parents regarding school cancellations and emergencies.**

Thank you,

David Shea

Miami View Principal

Locating Information and School District Policies

In an effort to keep both parents and community informed of the current Board of Education Policies governing our school district, the following web site is provided.

<https://www.boarddocs.com/oh/selscl/Board.nsf/Public?open&id=policies>

Sharing our school district policies with you helps to keep our community informed while saving taxpayer dollars in duplication costs. Please see the secretary of either Miami View or the High School for a copy of a particular Board Policy, in the event that you do not have access to a computer. While there is no charge for the first 10 pages, a charge will be imposed for all pages after 10.

MISSION STATEMENTS

Southeastern Local School Mission Statement

To develop graduates who will be prepared to continue their education and to enter the workplace for the purpose of contributing to the benefit of themselves, their families and communities, and society. To develop lifelong learners who demonstrate exemplary character and responsibility, strong leadership, academic growth, work ethic, and communication skills in their communities.

Miami View Elementary Mission Statement

Through administrative leadership, staff guidance, and community support, Miami View students will:

- Prepare to continue their education
- Explore the opportunities the world of work will present
- Show respect and cooperation in their daily lives
- Value education for the purpose of contributing to the benefit of themselves, their families and communities and society

Miami View Middle School Mission Statement

The Miami View Middle School mission is to provide all students with a positive and challenging learning environment which empowers them to become responsible and productive citizens of the world.

Working as a partnership, the students, staff, parents and community commit themselves to developing the social, emotional, academic and physical well-being of all students.

Miami View Middle School students will demonstrate:

- Positive self-esteem, character skills and self-expression
- Responsibility for taking an active role in their own learning
- Effective communication and social skills
- Critical/creative thinking, problem solving, and decision making
- Informative literacy through the use of technology

- Individual excellence and a desire for lifelong learning

Student Agenda Books

Third through sixth grade students will receive an agenda for organizational purposes and a copy of the Student Handbook. K-2 students will receive a copy of the student handbook at the beginning of the year.

Equal Education Opportunity

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/sex (including sexual orientation or transgender identity), age, military status, ancestry, genetic information, or national origin while at school or a school activity should immediately contact the district's compliance officer:

Tim Bell, Director of Special Programs and Pupil Personnel:

937-462-8364 x 3011 or at tbell@sels.us

Complaints will be investigated in accordance with Board Policy. Any student making a complaint or participating in a school investigation will be protected from retaliation. The compliance officer can provide additional information concerning equal access to educational opportunity.

ATTENDANCE GUIDELINES

School Hours: 7:55 a.m. – 3:10 p.m.

The building will be closed at 3:30 p.m. for anyone not participating in a scheduled supervised activity. The school will not be responsible for students after this closing time or once students are off school property.

Absence from School

The educational program offered by this District is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Students are required by law to attend school during the days it is in session. The responsibility to attend school is shared by both the student and the parent.

Attendance Procedures

Should your child be absent please use the following procedures:

- 1) **Notify the school:** Parents or legal guardians are expected to inform the school of a student's absence. Please call the school (462-8364) between 7:30 a.m. and 8:30 a.m. the day of the student's absence. The school will contact the homes that have not reported the intended absence within 2 hours of the start of the day. The purpose of

these calls is not to excuse the student from school but rather to protect the family from a potential missing child situation. **Phone calls from the parent or from the school DO NOT excuse an absence. The absence will be marked unexcused until the school receives written documentation.** These procedures are outlined in Ohio Law (O.R.C. 3313.205).

2) Provide a letter of documentation: Students who have been absent must provide written documentation to verify absences either through a note signed by their parent or guardian or via a note from a doctor, dentist or other professional. These notes should be turned in to the main office before school takes up the morning following the absence. The note should include the student's full name, dates of absence, reason for absence and the parent's signature. The school reserves the right to verify such statements and to investigate the cause of each single absence or prolonged absence. Absences without a written reason are automatically unexcused. Parents and students are encouraged to make every attempt to schedule appointments after school hours. Appointments which must be scheduled during the school day will count toward the hours absent.

3) Make up Work: A properly documented excused absence will permit the student to make up work missed during the time of absence. The length of time allowed in which a student may turn in work because of excused absences shall be one day for each day missed. An excused absence does not release the student from responsibilities for tests or projects due on the day of his/her return to school if the student knew of the responsibility before the absence and the class activities of the day missed do not directly affect those responsibilities. The responsibility for getting assignments and making up work missed shall rest with the student. The parent may call the office and request homework assignments. Please allow 24 hours for the teacher to assemble the assignments.

Make up Work for Unexcused absences: The Southeastern faculty believes in the value of students completing all assigned work including work missed through unexcused absence. Therefore, all work missed through unexcused absence should be completed. Students who fail to make up work within the guidelines above shall receive a zero for all work missed.

What constitutes an Excused Absence?

(O.R.C. 3321.04)

The parent must provide a letter documenting the reason for an absence to the main office each time a student misses school.

An absence will be excused if it matches one of the following conditions. Any other absence will be marked unexcused.

1. Personal Illness: The approving authority may require the certificate of a physician if s/he deems it advisable.
2. Illness in the Family: The absence under this condition shall not apply to children under fourteen years of age.
3. Quarantine of the Home: The absence of a child from school under this condition is limited to the length of quarantine as fixed by the proper health officials.
4. Death of a Relative: The absence arising from this condition is limited to a period of three days unless a reasonable cause may be shown by the applicant child for a longer absence.
5. Home Work due to Absence of Parents or Guardians: Any absence arising because of this condition shall not extend for a period longer than that for which the parents or guardians were absent.
6. Observance of Religious Holiday: Any child of any religious faith shall be excused if his absence was for the purpose of observing a religious holiday consistent with his/her creed or belief.
7. Emergency—Emergencies or any set of circumstances which in the judgment of the Superintendent of Schools constitutes a good and sufficient cause for absence from school.

In addition, Parents/Guardians may excuse up to 8 absences per year by sending in a letter of documentation. After the 8 parental excused absences, only excuses on the above list will be accepted as excused absences.

Limits to Absenteeism

Students are permitted eight (8) absent events a year to be verified in writing by a parent or guardian. After eight (8) absent events, , including a doctor's or other appropriate professional verification where applicable will be required for all additional absences to be excused. If such verification is not provided if requested by the building administration, the absence will be counted as unexcused.

If combined excused and unexcused absences exceed 38 hours per 1 school month or 65 hours per 1 school year, then the student will be considered excessively absent. Parents will be notified via letter of excessively absent status within 7 days of triggering that status. At that point, the building administration may choose to refer the student to the Absence Intervention Team process or other absence intervention and remediation process/options available.

A student will be considered habitually truant if the student accumulates the following number of unexcused hours.

- 30 or more consecutive hours (4.5 days) OR
- 42 or more hours (6.5 days) in one school month OR
- 72 or more hours (11 days) in a school year

As a preventative measure, students and parents will receive notification of their attendance status via a letter after 32 unexcused hours and after 54 unexcused hours. According to Ohio Revised Code, all parents will receive an attendance notice after 65 absence hours, whether they are excused or not.

Once a student has been declared habitually truant as defined above, the following will occur:

- A. The Ohio Department of Education will be notified that the student has been declared habitually truant.
- B. An attendance intervention team shall be created for the student. The team will consist of:
 - i. The school district's attendance officer.
 - ii. A district employee who is familiar with the student.
 - iii. The student's parent/guardian or a representative in their place.
- C. Within 7 days of declaring the child habitually truant, the school shall make 3 attempts to secure parental participation on the absence intervention team. If the parent fails to respond, the school investigates whether the situation calls for a mandatory reporting to children services and will also tell the team to proceed to develop a plan without the parent's participation.
- D. Within 10 days of declaring the child habitually truant, the student will be assigned to the absence intervention team.
- E. Within 14 days after assigning the child to a team, an intervention plan will be developed to address the attendance issue.
- F. Within 7 days after the plan is created, the parents will be notified. The Ohio Department of Education will also be notified of an Absence Intervention Plan has been created.
- G. After 61 days of the implementation of the plan, if the student fails to participate in, or make satisfactory progress on the plan, a complaint will be filed with juvenile court. The school district will also notify the Ohio Department of Education that a complaint has been filed.
- H. If any of the 61 day time period falls during the summer months, the attendance intervention plan will be extended to cover an additional 30 days from the first day of the next school year.
- I. The state of Ohio requires parents and students to be notified by letter if they miss more than 38 hours in a month or more than 65 hours in a year whether the absences are excused or unexcused. This is the state of Ohio's definition of excessive absence. This information will also be reported to the Ohio Department of Education.

Future Absences from School

- A. Students planning on being absent must complete a "Special Request for Absence" form. "Special Request for absences," if approved, will count towards the total number of excused absences, as set forth above, per year. Students will not be excused for vacation purposes during the last week of a grading period or during Achievement and/or Diagnostic tests.

- B. Approval for a special absence may not be issued for more than five days. No more than ten days will be granted for various reasons of future absences in one year. Any absences over the total number of excused absences permitted per year as set forth above will be counted as unexcused.

Late Arrival and Early Dismissal

It is necessary that a student be in attendance throughout the school day in order to benefit fully from the educational program of the District. The Board of Education recognizes, however, that from time-to-time compelling circumstances require that a student be late to school or dismissed before the end of the school day. As agent responsible for the education of the children of this District, the Board shall require that the school be notified in advance of such absences by written or personal request of the student's parent, which shall state the reason for tardiness or early dismissal. Justifiable reasons shall be determined by the principal.

Tardiness to School (Late Arrival)

1. Students who enter class after the tardy bell will be counted as tardy to both school and class.
2. Students who enter the building after the tardy bell has rung must report to the Principal's office before reporting to class. The student will sign in and be issued an admit pass.
3. Students will be considered tardy if they report to school after 7:55 AM but before 8:25 AM. After 8:25 AM the student will be marked absent. All time, tardies and absences, will count towards absence hours.
4. On the fifth (per semester) and subsequent tardies, one (1) day noon room will be assigned for each following tardy. . After ten (10) tardies (per semester) the school may assign an after school detention for each following tardy.

ARRIVAL

Buses will arrive at school about 7:35 a.m. Supervision is provided at this time and doors will open for transported students to immediately report to their classrooms. The school cannot be responsible for students who arrive before 7:20 a.m.

Dismissal

Students are to leave the building and either get on their bus, go to the pick-up area or if you are a walker walk home. Only students who are in an extracurricular, athletic activity or after school detention should be on school grounds after school is out.

Change of Walking Home or Pick Up Plans at Dismissal

Requests for emergency changes in a student's normal dismissal plans must be received in the school office by 1:00 P.M. to insure safe and efficient processing.

School Closings or Delays

When emergencies require school to be closed, or delayed it will be announced on local radio, television stations, social media and with our One Call System. Please check the Southeastern website at www.sels.us for up to date information.

Miami View Parking

Parking is not permitted at any time in front of Miami View School between the signs that designate the fire lane. The South Charleston Police will ticket any unauthorized vehicle parked in a handicap space or fire lane.

Volunteers

Volunteers in our school provide an invaluable service to our students and staff members. We have many school activities that rely upon the services provided by volunteers. We appreciate the role of volunteers in our schools and encourage you to contact the building principal or your child's teacher if you are available to help in any way. **Adults who volunteer in the school and work directly with children on a one-to-one basis will need to have a criminal background check with fingerprints before they can begin their work. Volunteers must additionally be approved by the Board of Education. See Board Policy 3120.09, 4120.09, and Forms.**

Parent Concerns

Student Abuse and/or Neglect Policy

Ohio Revised Code 2151.421 mandates the reporting of suspected student abuse and/or neglect by school personnel and provides immunity for school personnel from civil or criminal liability for such reporting.

Student Custody

If one parent has been awarded custody of a student by the courts, the custodial parent will present the custody document(s) to the school and a copy will be made for the student's file. Changes in the custody order will be submitted to the school, copies made, and added to the student's file. A letter from an attorney does not constitute a legal document; only court records that contain the valid signature of a Judge or Magistrate, as appropriate, are permissible.

All non-custodial parents have the right to review student records and communicate with school personnel concerning their child's progress regardless of the custody arrangement, unless otherwise ordered by a court. Step-parents may review records or conference with school personnel as determined on a case-by-case basis pursuant to guidance promulgated by the United States Department of Education under the Family Educational Rights and Privacy Act

If one (1) parent has been awarded custody of the student by the courts, the parent with custody shall provide the school with a copy of the custody order and 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. No student who has a medical

disability which may be incapacitating may be released without a person to accompany him/her. No student shall be released to anyone who is not authorized by the parents.

Parent Access to Records

1. Miami View is in compliance with state and federal laws regarding maintenance of student records.
2. Both custodial and non-custodial natural parents have the right to inspect and review their student's official student records and related information upon request to the Principal or designee (unless the school has a court order denying access to one or both parents).
3. Parents have the right to a response from school officials to reasonable requests for explanations and interpretations of the student's records.
4. Parents have the right to a hearing to challenge the contents of the student's records.

Student Records and Confidentiality

Information concerning a student is considered confidential and is protected by both the Family Educational Rights and Privacy Act ("FERPA") as well as Ohio Revised Code Section 3319.321. Only school staff with reasonable need will have access to the records. No information will be shared with outside agencies without parent written consent, or unless otherwise provided by law (FERPA and/or ORC Section 3319.321).

Parent/Teacher Conferences

Parent's first contact is the teacher; a conference or telephone call may be requested. To contact a staff member, please email the teacher or call Miami View School (462-8364) and leave a message for the staff member to return the call, send a note or an email message.

Miami View holds two scheduled parent/teacher conference times each school year. Conferences are scheduled at teacher or parent request.

Procedures to Resolve Parent Concerns

1. Parents should request a conference with the teacher to resolve the concerns.
2. If the concern or question remains unresolved with the teacher, it may be brought to the Principal.
3. If the concern or question remains unresolved with the Principal, it may be brought to the Superintendent.

For additional information see Board Policy 9130.

Classroom and School Placement

It is the philosophy of Miami View School to place each student where he/she can be most successful. Each year students are grouped into new classes based on the following criteria: academic success, special services needed, social and behavioral factors, a balance in the ratio of girls and boys, and other criteria that balances the class.

School and Classroom Visitation

All visitors including parents must report to the office upon arrival in accordance with state law. Classroom visits must be arranged with the Principal prior to the visit. To schedule a visit, please contact our Principal or Guidance Counselor. A consultation with a teacher may be arranged by request.

Grading

Grading System

Miami View School operates on a nine-week reporting system. The school year is divided into four quarters equaling two semesters. Grade cards are sent home with students at the end of every quarter. Parents/Guardians are to sign and return the grade card envelope to the teacher. Interim reports are sent home after five weeks of each new grading period.

Grade 1

The following subjects will receive a grade of S+, S, S-, N, and U in the following subjects: Reading, math, writing/spelling, science, social studies, art, music and physical education.

S+ = Outstanding

S = Satisfactory, work is at grade level

S- = Work is slightly below grade level

N = Student is not working at grade level and needs to improve

U = Unsatisfactory

Grades 2-3

The following subjects will receive a grade A, B, C, D, or F: reading, math, and writing/spelling. The following subjects will receive an S, N, U: science, social studies, art, music, and physical education.

Grades 4-6

The following subjects will receive a grade A, B, C, D, or F: English, reading, math, science, social studies, art, music/band and physical education. Minimum requirements for passing courses are as follows (using the 12-point scale): A one-semester course requires 2 points. A year course requires a minimum of 4 points with at least 2 points being earned in the second semester. Failing grades in both of the second semester grading periods will result in failure for the year regardless of points earned in the first semester.

Percent	Letter	Points
99-100	A+	12
96-98	A	11
93-95	A-	10
91-92	B+	9

88-90	B	8
85-87	B-	7
83-84	C+	6
80-82	C	5
77-79	C-	4
75-76	D+	3
72-74	D	2
69-71	D-	1
68.99 and below	F	0

Honor Roll

"A" Honor Roll - This honor for highest achievement will be given to all students in grades 5-6 who earn an "A" in all subjects.

"A - B" Honor Roll - This honor will be given to all students in grades 5-6 who earn either an "A" or "B" in all subjects. Semester and end of the year averages will be calculated using the 12-point scale.

Promotion, Placement, and Retention: See Board Policy 5410

A student will be promoted to the succeeding grade level when s/he has:

1. Completed course and State-mandated requirements at the presently assigned grade;
2. In the opinion of the professional staff, achieved the instructional objectives set for the present grade;
3. Demonstrated sufficient proficiency to permit him/her to move ahead in the educational program of the next grade;
4. Demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade.

A student may be placed at the next grade level when retention would no longer serve any good purpose. Parents have the right to appeal grade promotion, placement, or retention decisions made by the school district through the building principal. Pursuant to Ohio law, the Superintendent has the final authority to assign students to grades and courses.

Achievement and Diagnostic Testing

Students are subject to a variety of state mandated tests throughout the school year.

- Students in grades K-2 will take a diagnostic test in reading and math.
- Students in grades 3-6 will take achievement tests in subject areas as assigned by Ohio Department of Education.
- Second and fifth grade students will take a Cognitive Abilities Test to determine ability.
- Second and sixth grade students will take the Terra Nova test to determine subject achievement.

Gifted Screening and Identification

A child shall be identified gifted as exhibiting creative thinking ability to children of a similar age, if within the previous 24 months the child scored one standard deviation above the mean, minus the standard error of measurement, on an approved individual or group intelligence test and also did either of the following: 1) Attained a sufficient score, as established by the department of education, on an improved individual or group test of creative ability; or 2) Exhibited sufficient performance, as established by the department of education, on an approved checklist by a trained individual of creative behaviors.

Students are screened for gifted identification in 2nd grade (twice), the 5th grade, and again in 6th grade, in a group setting using the CogATs or the Terra Nova tests. Students will be identified for superior cognitive, creative thinking, reading/writing, math, science, and social studies. The first screening in 2nd and 5th grade will be prior to December 31st and the second screening in 2nd and 6th grade will be after January 1st.

The district shall provide two opportunities per year for assessment in the case of children requesting assessment or recommended for assessment by the student, their teachers, parents, other students or others. The first screening will be prior to March 1st and the second screening will be prior to June 1st.

Requests for assessment should be made to the Director of Student Services who will notify the school counselor.

Any child transferring to the district shall be tested for gifted services within ninety (90) days at the request of the parents.

Only instruments approved by the Ohio Department of Education shall be used for screening, assessment, and identification of children who are gifted.

Students who are being assessed for gifted identification shall have appropriate testing instruments administered to them by qualified personnel, including the school psychologist.

Students who are being assessed for gifted identification shall have appropriate testing instruments administered in their native language.

Each assessment instrument used to identify areas of giftedness has been assigned a “screening score.”

This score is used as an indicator that additional screening is necessary to determine giftedness. By using this process, the district ensures equal access to screening and further assessment by all district children, including culturally or linguistically diverse children, children from low socioeconomic backgrounds, children with disabilities, and children for who English is a second language.

Parents will receive notification in writing of assessment scores within thirty (30) days of receipt of assessment results.

The district accepts scores, completed within the preceding twenty-four (24) months on assessment instruments approved for use by the Ohio Department of Education, provided by other schools and/or trained personnel outside the school district.

An appeal by the parent may be made for reconsideration of the results of any part of the identification process. Parents should submit, in writing, the nature of the concern to the superintendent (or designee) who will convene a meeting with the parent and will issue a final decision and reasons within thirty (30) days of appeal.

Students may participate in the following options to obtain gifted services: accelerated coursework, postsecondary classes, advanced placement, honors classes, and resource rooms, subject acceleration, grade acceleration, and college credit plus

Academic Acceleration

Any student residing in the district may be referred by a staff member or a parent/guardian to the principal for an evaluation of a possible acceleration placement. Students may refer themselves or a peer through a staff member who has knowledge of the referred child's abilities.

An acceleration committee will determine whether the student will be permitted to accelerate a whole grade or take a subject at a higher grade level. Copies of referral forms for evaluation for whole grade level or individual subject acceleration are available on the school website

The Woodcock Johnson and the Wechsler Individual Achievement Test are evaluations used for subject acceleration. The Iowa Acceleration Scale is an evaluation used for whole grade acceleration and Kindergarten early entrance.

Early Entrance

A child is eligible for entrance into kindergarten if s/he attains the age of five (5) on or before August 1st of the year in which s/he applies for entrance. The Board may admit a younger child

to kindergarten if the child satisfies the Board's early entrance criteria. A child under age six (6) who is enrolled in kindergarten will be considered of compulsory school age.

The Board will admit to kindergarten any child who has not attained the entrance age requirement of this District, but who was properly enrolled in a public or chartered nonpublic school kindergarten before transferring to the District.

A child is eligible for entrance into first grade if s/he attains the age of six (6) on or before September 30th of the year in which s/he applies for entrance and has completed the kindergarten program of this District or an equivalent program elsewhere and has been recommended by the teacher for advancement to the first grade. The Board may admit to first grade a younger child who has successfully completed kindergarten if the child satisfies the Board's early entrance criteria.

Any student residing in the district may be referred by a staff member, a parent/guardian of the child, a preschool educator who knows the child or a pediatrician or psychologist who knows the child. The referral shall be made to the principal of the school.

Such children may also be evaluated at the discretion of the principal of the school to which the student may be admitted. Before a student is evaluated for early entrance, the principal (or his/her designee) of the school to which the child may be admitted shall obtain written permission from the child's parent/guardian.

Evaluations related to referrals submitted to the school principal between August 15th and April 15th, will ordinarily be completed and a written report issued within forty-five (45) calendar days of submission of the referral to the school principal.

Evaluations related to referrals submitted to the school principal between April 16th and August 14th will ordinarily be completed and a written report issued within forty-five (45) days of the start of the school year.

Children considered for early entrance shall be evaluated using an acceleration assessment process approved by the Ohio Department of Education.

An acceleration evaluation committee consisting of the parent/guardian, a school district member with expertise in the appropriate use of academic accelerating, the principal or designee, and a teacher from the grade to which the student may be admitted shall be created to determine whether early entrance is appropriate for that child. The parent/guardian shall receive a written summary of the outcome of the evaluation process.

Appeals on any decisions must be made to the superintendent in 30 calendar days.

If the student is recommended for early entrance, the acceleration evaluation committee will develop a written acceleration plan as outlined in Board Policy 5512.

Example of Title I Southeastern Local Schools
Parent -Student Compact

If your child has been recommended for Title I services based on beginning and/or mid-year assessments. He/She will receive Title I intervention services for 30-45 minutes a day, four to five days a week, during regularly scheduled grade level interventions. ***No instruction time will be missed for these services, as all students will be in interventions at the given grade level time.***

Title I is the largest federal program for elementary and secondary schools. The purpose of Title I is to ensure that all students have a fair, equal, and significant opportunity to obtain a high quality education and reach proficiency on challenging state academic achievement standards and state academic assessments. ***Title I services focus on improving the academic achievement of students who need assistance above and beyond that provided by the regular classroom resources.*** Supplementary educational services are provided by highly qualified teachers and aides.

In keeping with Title I guidelines, we are responsible to form a compact with our parents. It is also our responsibility to provide a high-quality curriculum and instruction in a supportive and effective environment that enables the child to reach performance standards. ***This compact merely asks your cooperation and support in a number of different ways.***

Parents that agree to Title I services for their child will be responsible for supporting the learning of my child in some of the following ways:

- See that my child attends school regularly
- Check with my child for information sent home, promptly read, sign it and return to school
- Attend parent-teacher conferences
- Provide a quiet place for my child to complete homework assignments, study, and read

Students will strive to:

- Be responsible to come to school prepared with my homework and necessary supplies
- Show respect for myself, my school, and other people
- Work to resolve conflicts in positive, nonviolent ways
- Work hard to do my best in class

As a school we will:

- Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the state’s student academic achievement standards.
- Hold parent-teacher conferences during which this compact will be discussed as it relates to the individual child’s achievement.
- Provide parents with reports on their children’s progress. Specifically, the school will provide reports as follows: Progress Reports and Report Cards.
- Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents as follows: during their planning period, scheduled parent/teacher conferences, through email or phone during their normal scheduled hours.
- Provide parents opportunities to volunteer and participate in their child’s class, and to observe classroom activities, as follows: Must have prior approval from the principal.
- Providing instruction in a way that will motivate and encourage students.
- Providing a safe and positive atmosphere for learning.

Parents Right to Know

The Every Student Success Act (“ESSA”) was passed into law in November of 2018. It is a federal law that requires that all schools receiving Title I funds hire properly certified or licensed teachers and instructional paraprofessionals for core content areas. Ohio has a corresponding law authorized by ESSA, Ohio Revised Code Section 3319.074. Under these laws, all teachers and instructional paraprofessionals of core content areas must hold the appropriate license for their teaching assignment based on grade level, core academic subjects, and student population. Our school receives Title I funding. Accordingly, under ESSA and Ohio Revised Code Section 3319.074, at the start of each school year, we must notify all parents/guardians of each student enrolled in the District that the parent/guardian may request information on the professional qualifications of each classroom teacher and paraprofessional who provides instruction to the student. We must provide the information in a timely manner to any parent/guardian who requests it.

Instrumental Music Program

Students in grades five and six have the opportunity to participate in instrumental band instruction.

Student Council

Students have the opportunity to help formulate school practices and activities through the Student Council. The Student Council is composed of two representatives from each homeroom in grades five and six. An election is held in May to determine the officers of the Council. A member of the faculty serves as advisor.

Title IX Student Grievance Procedure

All students shall be allowed to participate in all curricular and extra-curricular programs under the direct or indirect sponsorship of the Board of Education. No student shall be excluded from, denied the benefits of, or subjected to discrimination on the basis of sex, including sexual harassment. Exceptions shall be allowed by administrators only on the basis of physical or safety limitations or legal prohibitions. Pursuant to Office of Civil Rights Title IX regulations, sexual harassment is as an unlawful form of sex discrimination and includes, sexual assault, dating violence, domestic violence, and stalking. The District offers supporting measures to every alleged victim of sexual harassment as provided in Board Policy and Administrative Guidelines, as well as District procedures. Any student who feels that he/she has been discriminated against may appeal for relief through the procedure outlined in Board Policy 2260. Such students should consult the guidance counselor or principal for an explanation and assistance with the procedure. The Board of Education endeavors to create strong and clear procedural rights for both alleged victims and the accused in its investigation of complaints by incorporating due process and fair treatment of all parties. The District will implement its grievance process for every formal complaint of sexual harassment and will respond meaningfully to offer supporting measures to every alleged victim of sexual harassment. Further, the District will treat complainants and respondents equitably by offering supportive measures to a complainant and by following the grievance process before imposing disciplinary consequences or sanctions on a respondent. However, the District may implement an immediate removal where an individualized safety and risk analysis results in the District's determination that emergency removal is necessary to protect a student or other individual from an immediate threat to physical health or safety.

Homework

Homework is a valuable, integral part of the learning process. A Homework Intervention Policy has been implemented in the district along with the use of student agenda books.

Philosophy

We want every student to be successful. Homework reliability and good behavior are important. If you are successful in these two areas, you will have a positive experience this year. On the other hand, if these areas become a problem, there are consequences.

Student Planner and Privileges

Each student in grades 3rd through 6th will receive a student planner/agenda that will be used for keeping track of homework assignments and communication with parents. **The staff expect you to write down your homework assignment every day.** Parents should check the planner nightly.

Homework Policy

The following is the homework policy for the fifth and sixth grades. If you have a late, missing, or incomplete assignment you must turn it in by the beginning of class time. The first time this

happens , you may use a homework pass to excuse the assignment. The assignment must be completed the next day. The second time do not do this, a homework intervention will be assigned and a zero will be given for the assignment. This policy starts over every nine weeks. Students that do not complete a homework assignment will lose 2 reward points per assignment. In addition, the teacher may assign one of the following: noon room, after school detention, office referral. Students can avoid a zero by turning in the assignment for half credit the next day. Parents will be notified of the homework intervention. The notice does require a parent signature.

The following is the homework policy for the second, third and fourth grade. The first time you miss a homework assignment you can use a homework pass. The second time, you will receive a noon room, the third time you miss a homework assignment, you will receive an after school detention. Parents will be notified of the homework intervention. The notice does require a parent signature.

The following is the homework policy for the first grade. Each time a homework assignment is not complete, a noon room is assigned.

Student Behavior

Southeastern employs the PBIS (Positive Behavior Interventions and Supports) model using both the Ohio Department of Education's Model Policy and corresponding standards throughout the district. PBIS is a system of evidence based prevention and intervention practices along a multi-tiered continuum that supports the academic, social, emotional, and behavioral support of all students.

PBIS is built around the following concepts:

- 1) Behavior Expectations are defined
- 2) Behavior Expectations are taught
- 3) Appropriate behavior are taught
- 4) Decisions are behavior management are data based
- 5) Behavior errors are corrected and consequences are appropriately

School Wide Behavior Expectations

- I am SAFE
- I am RESPECTFUL
- I am RESPONSIBLE

Respect for law and for those persons in authority will 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 will also be expected of all members of the school community. The Board has zero tolerance of violent, disruptive or inappropriate behavior by its students.

Respect for real and personal property; pride in one's work; achievement within the range of one's ability; and exemplary personal standards of courtesy, Respect for real and personal property; pride in one's work; achievement decency, and honesty will be maintained in the schools of this District. Students are subject to discipline of the Code of Conduct for behavior on school property (including school buses), at school functions off school property, and if the conduct is directed to an employee of the school district. Generally, misbehavior that occurs off school property is a police matter.

Minor Misconduct Code

Kindergarten through grade three classrooms will develop classroom rules and teachers will assign appropriate consequences.

Consequences for grades Kindergarten and 1st may include but are not limited to homework intervention, calling parents, sending notes home, missing recess, attending noon room, or conferencing with the Principal. Continued violation of the classroom rules in the minor misconduct code may be treated as a violation of the major misconduct code.

Grades 2nd, 3rd and 4th grade may include but are not limited to homework intervention, calling parents, sending notes home, missing recess, attending noon room, after school detention or conferencing with the Principal. Continued violation of the classroom rules in the minor misconduct code may be treated as a violation of the major misconduct code.

In grades 5th and 6th violations will be placed into two categories: minor and major. Depending on the infraction, the result may be a conference with the Principal and/or designee, letter to parents, noon room, after school detention, Friday Detention, isolated learning plan, in school suspension, out of school suspension, and expulsion. Continued violation of the rules in the minor misconduct code may be treated as a violation of the Major Misconduct Code.

Violations will be tracked each quarter and will determine if a student qualifies for the quarterly reward.

Minor Misconducts

The following is a list of possible minor misconducts that may result in a discipline outcome. This list is not meant to be all inclusive. Repeated infractions of the same minor misconducts may be treated as a violation of the major misconduct code.

- Late to class
- Gum Chewing
- Failure to follow directions
- Minor disruptive conduct in the classroom or hallway
- Food or drink in inappropriate locations
- Failure to come to class prepared
- Profanity
- In the hallway or outside without a pass
- Improper cafeteria behavior
- Possession of inappropriate pictures or literature

- Unauthorized use of a cell phone
- Public displays of affection
- Marking on furniture or locker
- Violation of the dress code
- Leaving the class without permission
- Disrespect towards a teacher or other staff member
- Falsifying a pass, note, or other communication
- Stealing***
- Lying***
- Being present in a restricted area**
- Miscellaneous: Any action that interferes with the orderly operation of the class/school

**Restricted areas: Restrooms without a pass; the outside of the building, including the parking lot, except the usual times before school and after school (unless supervised by a teacher); the kitchen; a room or area not supervised by a teacher; teachers' workroom and restrooms.

***These violations could also fall under the Major Misconduct Code section if necessary.

Quarterly Rewards

There will be rewards every nine weeks for those students in 5th or 6th grade who meet the following criteria:

- 5 or fewer minor rule violations
- 1 or less major rule violation
- All passing grades
- 2 or less homework interventions
- No in-school or out-of-school suspensions

Cheating, Copying, and Plagiarism

Zeros will be given for cheating, copying on tests, or copying homework answers from other students. Students who knowingly allowed the copying to occur will be considered as guilty as the students who copied. Students are expected to do their own work. Plagiarism (copying from a book, encyclopedia, website, or article) is usually obvious and will not be tolerated. Students should create their own sentences when doing research.

Major Misconduct Code

A violation of any of the following rules may result in any or all of the following disciplinary action including Emergency Removal, Friday School, In-school restriction, suspension or expulsion.

Major misconduct violations are:

1. Disruption of school - a student will not cause disruption or obstruction of the education process by:
 - a. Engaging in fighting or other violent behavior - Miami View has a zero tolerance policy for fighting, violent behavior and language/gestures (in any form) of a threatening nature, including but not limited to use of guns, bombs, or weapons

towards students or school personnel. Students who violate this policy may be suspended or expelled

- b. Making unrealistic noise, using grossly abusive or offensive language, or behaving in an offensive manner
 - c. Threatening harm or harassment to another student or to a faculty member
 - d. Creating a risk of physical harm to person or property
 - e. Indecent exposure
 - f. Disrespect towards a staff member
 - g. Use/Possession of Laser Pointer
2. Damage to property - A student will not knowingly mar, deface, destroy, steal, or otherwise tamper with any property not owned by the student. This includes vandalism to computer equipment and unauthorized use of the Electronic Information System.
 3. Physical assault of a staff member, student, or other person associated with the district, which may or may not cause injury. Injury to a staff member may result in charges being filed and subject the student to expulsion.
 4. Pornography-Students may not possess, write, draw or access in any form, including the Electronic Information System (copy sent home).
 5. Insubordination:
 - a. No student will use foul or improper language directed toward a teacher, administrator, or staff member.
 - b. No student will repeatedly refuse to obey a reasonable request by a teacher, administrator, or staff member.
 - c. No student will use a physical gesture of a demeaning nature directed at a teacher, administrator, or staff member.
 6. The unauthorized use of fire in the building or on school property is strictly forbidden. This includes the lighting of lighters and the striking of matches. Possession of lighters and matches is prohibited.
 7. Plagiarism in any form is prohibited.
 8. Leaving school grounds without authorization is prohibited.
 9. Southeastern Schools have a "Drug Free" zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity-sale; use, distribution, or use of tobacco, drugs, alcohol, fake drugs, steroids, inhalants or look-alike drugs is prohibited. If caught, the student will be suspended or expelled and law enforcement officials may be contacted.
 10. Possession of a weapon: A weapon includes conventional objects like guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon or an object converted from its original use to an object used to threaten or injure another. This includes, but is not limited to padlocks, pens, pencils, chairs, jewelry, and so on. Criminal charges may be filed for this violation. Possession of a weapon will subject a student to expulsion and possible permanent exclusion.
 11. Stealing from a student or faculty member is prohibited.

12. Lying to a staff member is prohibited.

Gang Activity

The board recognizes that the harm done by the presence and activities of gangs in the public school exceeds the immediate consequences of such activities as violence and destruction of property. Gang activities also create an atmosphere of intimidation in the entire school community. Both the immediate consequences of gang activity and the secondary effects of such are disruptive and obstructive to the process of education and school activities.

In order to insure safe and violent free schools, the Board of Education established the policy that gangs and gang activities are prohibited in the Southeastern Local Schools according to the following:

Definition: For the purposes of this policy, a "gang" is any group of two or more persons who displays or communicates membership in that group and whose purposes include the commission of illegal acts or the violation of disciplinary rules of the Southeastern Local Schools.

Prohibitions: In accordance with the Safe Schools Act of 1994, no student on or within 1,000 feet (3 football fields) of school property, to and from school, or at any school activity will:

1. Wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, brand, tattoo, sign or other item that evidences or reflects membership in or affiliation with any gang.
2. Engage in any act, either verbal or nonverbal, including gestures or a handshake, which demonstrates membership or affiliation with any gang.
3. Engage in any act that furthers the interests of any gang or gang activity, including, but not limited to:
 - a. Soliciting membership in or affiliation with any gang
 - b. Soliciting any person to pay for "protection", or threatening any person, explicitly or implicitly, with any other illegal or prohibited act
 - c. Painting, writing, tattooing or otherwise inscribing gang-related graffiti, messages, symbols, or signs, on school property or personal property
 - d. Engaging in violence, extortion, or any other illegal act
 - e. Soliciting any person to engage in physical violence against any other person

Academic Field Trips

Students must demonstrate good behavior. Specific eligibility will be listed on the permission slip for each trip.

FIELD TRIPS

Well-planned field trips that complement classroom instruction are of great value and are encouraged if economically feasible. After receiving confirmation from the principal and

superintendent, a note explaining the details of the field trip, the date, time, dress, method of eating, cost (if any), and destination.

- Permission slips for field trips should be signed by the parent/guardian and promptly returned to the school.
- Notification slips will be sent home prior to all field trips.
- All parent chaperones on field trips must ride the bus to and from the destination with their group.
- Chaperones are not permitted to bring younger brothers/sisters/children on the trips.
- Parents are not to meet their child at the site of the field trip.
- Parents are not allowed to smoke at any time when chaperoning a school field trip.

Anti-Harassment

The Board of Education recognizes that a student has the right to learn in an environment untainted by sexual or other forms of harassment or discrimination. Offensive conduct, which has the purpose or effect of unreasonably interfering with learning performance or creating an intimidating, hostile, discriminatory, or offensive learning environment disrupts the educational process and impedes the legitimate pedagogical concerns of the District. Sexual and other forms of harassment will not be tolerated.

Sexual harassment includes all unwelcome sexual advances, requests for sexual favors, and verbal or physical contacts of a sexual nature. Other prohibited harassment includes conduct, which has the purpose or effect of creating an intimidating, hostile, discriminatory, or offensive learning environment on the basis of gender, religion, race, color, national origin or ancestry, age, disability, marital status, and/or any other legally protected characteristic.

The harassment by a student of a staff member, fellow student of this District, or third party (e.g. visiting speaker, athletic team member, volunteer, parent, etc.) is strictly forbidden. Any student who is found to have harassed a staff member, or third party, or student will be subject to discipline in accordance with law and the Code of Conduct.

Cyber-bullying is an Electronic Act, which is electronically transmitted bullying and includes, but is not limited to, the use of email, cell phone and pager text messages, instant messaging, defamatory personal websites, and defamatory online personal polling websites. Examples of cyber-bullying include, but are not limited to,

- Posting slurs or rumors or other disparaging remarks about or misleading or fake photographs of a student or staff member on a web site or weblog
- Sending email or instant messages that are mean or threatening or harassing
- Using a camera phone to take and/or send embarrassing photographs

If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

The harassment or bullying by a student of a staff member, fellow students of this District, or third party (e.g. visiting speaker, athletic team member, volunteer, parent, etc.) is strictly forbidden. Anyone who is found to have harassed, intimidated, or bullied a staff member, student, or third party on school property or a school bus, at school-sponsored events, or materially or substantially disrupted the educational environment and discipline of the school, off school property will be subject to discipline in accordance with law and the Code of Conduct. See Board Policy 5517.01 for more information. Additionally, students and parents should be aware that cyber speech which is found to be defamation of another can result in civil liability for damages.

Anti-Harassment Complaint Coordinators

The following individuals will serve as "Anti-Harassment Complaint Coordinators" for the School District:

Tim Bell, Director Special Programs and Pupil Personnel

937-462-8364 x 3011

tbell@sels.us

230 Clifton Road

or

PJ Bertemes, Southeastern Jr/Sr H.S. Principal

937-462-8308 x 2010

pbertemes@sels.us

195 E. Jamestown Street

See Board Policy 5517 for further details and information regarding the District's Anti-Harassment Policy.

Student Hazing

The Board of Education believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property, and/or off school property if the misconduct is connected to activities or incidents that have occurred on school property. No administrator, faculty member, or other Board employee will encourage, permit, condone, or tolerate any hazing activities. No student will plan, encourage, or engage in any hazing.

Hazing will be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, team, or organization that causes or creates a substantial risk of causing mental or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing will not lessen the prohibitions contained in this policy.

Administrators, faculty members, and other employees of the Board will be alerted to possible situations, circumstances, or events which might include hazing. If hazing or planned hazing is discovered, the students involved will be informed by the discoverer of the prohibitions contained in this policy and will be ordered to end all hazing activities or planned activities immediately. All hazing incidents will be reported immediately to the Superintendent. Students, administrators, faculty members, and other employees who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil and criminal penalties in accordance with law.

The Superintendent will distribute this policy to all students and Board employees, and will incorporate it into building, staff, and student handbooks. It will also be the subject of discussion at employee staff meetings or professional development programs.

See Board Policy 5516 for further details and information regarding the District's Anti-Hazing Policy.

Bullying

Bullying rises to the level of unlawful harassment when one or more persons systematically and chronically inflicts physical hurt or psychological distress on one (1) or more students or employees and that bullying is based upon one (1) or more Protected Classes, that is, characteristics that are protected by Federal civil rights laws. It is defined as any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational or work environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school or work performance or participation; and may involve:

- A. teasing;
- B. threats;
- C. intimidation;
- D. stalking;
- E. cyberstalking;
- F. cyberbullying;
- G. physical violence;
- H. theft;
- I. sexual, religious, or racial harassment;
- J. public humiliation; or

K. destruction of property.

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

For more information refer to board policy 5517.01

Student Search

The Board of Education recognizes that the privacy of students or their belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion or in an unreasonable manner.

The district provides storage spaces such as lockers and desks for student use. Such spaces remain the property of the school district and, in accordance with law, may be the subject of random search. Where locks are provided for such places, students may lock them against incursion by other students, but in no such places shall students have such an expectation of privacy as to prevent examination by a school official. The principal or designee is allowed to conduct random searches of such spaces.

School authorities are charged with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search the person or property, including vehicles, of a student, with or without the student's consent, whenever they reasonably suspect that the search is required to discover evidence of a violation of law or of school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age.

For more information refer to board policy 5571

Dress Code

Education implies the process of growth involving the whole student. While the most important emphasis is given to intellectual growth, opportunities are available for social, cultural and recreational activities. We believe that it is important for students to develop good dress and grooming habits that will be of value to them in and out of school. The following is an emphasis upon moderation so that extreme dress does not disrupt the educational process.

General Policy: Dress or appearance that constitutes a threat to student health or safety, disrupts the educational process, damages school property, or is blatant exhibitionism will not be permitted.

General Code:

1. Clothing that is dirty, ragged or questionably pictured and/or worded is not permitted. Ragged clothing includes jeans or other clothing with holes or worn very thin. Questionable clothing includes but is not necessarily limited to: advertisements or mention of alcoholic beverages, drugs or smoking, profanity, sexual connotations, violence, gang affiliation or activity, controversial slogans such as swastikas or confederate flags, slogans that suggest any of the above including concert T-shirts.
2. Extremely short skirts, dresses and shorts are not permitted. Shorts should have a tailored bottom. Cut off shorts are not acceptable.
3. Students may have the top two buttons (collar button and the next one) of their shirt unbuttoned, or equivalent thereof open. Shirts with low necklines or that expose bare midriff are not allowed.
4. Sleeveless shirts must be tight fitting around the arm. Tank tops, muscle shirts, sundresses, and similar clothing may not be worn unless authorized by the principal.
5. Any type of see through clothing, including mesh, is not permitted.
6. Hats and sunglasses are not to be worn inside the building unless authorized by the principal.
7. Extreme hair ornaments, colors, or lengths that are a hazard or a distraction from the educational process are not permitted.
8. Facial hair must be neatly trimmed.
9. Jewelry that pierces the body other than acceptable earrings are not permitted. Earrings that hang down more than one inch from the earlobe are considered distracting and a potential safety hazard and are not permitted.
10. Shoes that are appropriate for the weather and are not a safety risk must be worn at all times.

Restricted Areas

1. Restrooms - without a pass
2. The outside of the building, including the parking lot, except the usual times before school and after school unless with a teacher
3. The kitchen
4. Any room or area not supervised by a teacher or staff member
5. Teachers' workroom/restrooms

After School

Detention/Homework Intervention

1. After school detention will be held after school, 3:15 - 4:00 p.m., Monday through Friday. Students are to be present the entire time of the detention and are responsible for

bringing additional work as needed. The demeanor of the detention will be one of silent, individual work.

2. Students will be excused from detention on the assigned night for one of the following reasons:
 - a. Doctor's appointment (verification must be given to the assigning teacher).
 - b. Family Emergency/Crisis (written explanation must be given to the assigning teacher).
3. An unexcused absence from homework detention will result in a Friday School. Failure to attend the assigned Friday School may result in 1 day In-School-Restriction.
4. Students will receive 24-hour written notice of the detention.
5. Students who are absent on the day of the assigned detention will serve the detention the day they return to school. Failure to make up this detention will count as a failure to attend.

Friday Detention

Friday Detention will be used as a consequence to assist in enforcing the conduct of the students. Below are the rules and procedures for Friday Detention.

1. Friday Detention will be held at Miami View in a supervised room from 3:15 p.m. until 5:00 p.m. for 4-6th grade students.
2. Students must report promptly at 3:15 p.m. to the assigned area. Students tardy to Friday Detention will not be granted admission and will be required to serve one day In School Restriction.
3. Assigned students are responsible for obtaining sufficient work from all classroom teachers prior to attending Friday Detention.
4. If a student arrives at Friday Detention unprepared or is lethargic or disruptive, he/she may be assigned 1 day In-School-Restriction.
5. Students must sit quietly in their seats and cause no disturbance of any kind. Talking is not permitted.
6. Students who fail to attend an assigned Friday Detention may be assigned 1 day In-School-Restriction.
7. Students are not to bring food, drink, or chew gum.
8. Students will receive one 3 minute break during Friday Detention.
9. Any violation of the guidelines will result in additional consequences as determined by the staff and administration.
- 10. If school is not in session on Friday there will be NO Friday Detention. The office will contact the students the next day school is in session to verify the next Friday Detention date.**

Excuses

1. Students may be excused from a session for just cause (and be assigned at a later date) as determined by the administration. Such requests to be excused must come from the parents, be submitted in writing prior to the session, and state the reason for the request.
2. Students who fail to attend or complete an assigned session without prior approval may be assigned 1 day In-School-Restriction.

3. In cases of illness or emergency on the day of the assigned session, parents should call the school between 8:00 a.m. and 1:00 pm on that day (Phone 462-8364).

Students accumulating more than four (4) Friday Detentions that have not been served may be suspended or expelled.

Suspension from School

1. "In-school" - students are suspended from classes but complete the day's work in a designated area under direct supervision. Students will receive credit for completed work. Suspended students are not permitted to participate in or attend after-school activities.
2. "Out-of-school" - students who are suspended from school are not permitted to be on school property and attend after-school activities for the duration of the suspension. Students will receive credit for completed work.

Alternatives to Suspension

The In-school Isolated Learning Plan is an alternative to suspension in which a student is removed from the regular class for a time period to be determined by the Principal.

Cafeteria Conduct

Students are expected to be considerate and respectful of others; to use proper table manners and conduct.

1. Students are expected to keep their hands to themselves
2. Arm wrestling and games are not permitted
3. Students may not share or bother another student's food
4. Student may purchase one sweet snack and one salty snack before school and during lunch
5. Food may not be taken from the cafeteria unless it is secured in a lunchbox, book bag, or gym bag
6. Students are expected to talk quietly and only to those seated near them.
7. Students are expected to take their trays or trash to the proper area after eating and return directly to their seat.
8. Tables are to be totally quiet when the whistle sounds.

Cafeteria Consequences

1. Students will be assigned to sit at the silent table for the remainder of lunch. Students at the silent table must eat without talking, disturbance, distractions, or motions to other students.
2. Students may be assigned one or more additional days at the silent table.
3. Students will receive a disciplinary referral to the Principal or other administration.

Special Situations

1. Students throwing food or fighting will be sent to the office.

2. Students who create a mess will stay and clean the cafeteria.
3. An accumulation of violations will result in action by the office at any time deemed necessary.

Playground Rules

1. Students will move quietly and orderly to and from the playground.
2. Students may not leave the school grounds.
3. Students may not return to the building without the duty teacher's permission.
4. Students may not enter the parking lot or play near parked cars.
5. Students may not enter the creek area or road without first obtaining the duty teacher's permission.
6. Students may not engage in games that involve pushing or tackling.
7. Students may not climb on pole supports for swings and slides or trees.
8. Students may not stand on playground equipment inappropriately.
9. Students will sit one person per swing, and swing straight.
10. Students will step off the swing and not jump or "bail out".
11. Frisbees, hard balls, yo-yos and skateboards are not permitted on the playground.
12. Students will not bring electronic devices to the playground.
13. Students will not bounce balls against the building.
14. Students will avoid puddles and mud.
15. Students will not slide on, or throw snow or ice.
16. Students will not pick up, kick, or throw dirt, gravel, rocks, sand, snow, mulch, etc.
17. When the playground is covered with snow, only those students wearing proper foot attire may leave the blacktop.

Hallway Rules

1. Students will move quietly and orderly in the hallway.
2. Students will keep their hands to themselves.
3. Students will not run in the hallway.
4. Students will not bother materials and equipment in the hallway.
5. Students will use a hall pass when not accompanied by a staff member.

Transportation

Request for Change in Transportation

These guidelines are established to provide the safest transportation possible for our students.

1. Students will have only one pick-up and one drop-off location each 9 weeks. Due to student care needs, the pick-up location may be different from the drop-off location.
2. Emergency changes in pick-up or drop-off locations will only be approved for a family emergency situation, if the school office is notified in writing and an alternative stop is available on file in the office.
3. Requests for emergency bus route changes must be received in the school office by 1:00 P.M. to insure safe and efficient processing.

4. It is the responsibility of the parent, not the school, to solve temporary scheduling problems by arranging rides or supervision with relatives or neighbors.
5. Parents/guardians failing to provide proper supervision at the drop-off points may be referred to the Clark County Department of Children's Services or the Clark County Sheriff.

It is against state law to pass a school bus loading or unloading students. The same is true for traffic within a bus-loading zone on school property. This is for the protection of all students.

Parents are responsible for:

1. The safety and actions of students while going to and from the point of safety and while waiting for buses.
 2. Students meeting their buses on schedule. Bus schedules will not permit waiting on tardy students.
 3. Any damage done to a bus by their child/ren. Assessments will be made to reimburse the school district for damages.
- School personnel will not enter disputes involving parents and students prior to pick-up or after return to the point of safety.
 - The Board of Education has adopted bus regulations for students. The regulations are posted in each bus and are available to students and parents. Students and parents are asked to read these regulations and abide by them.
 - Students and parents must consider the school bus as an extension of the classroom. Therefore, the students must conduct themselves in a manner consistent with established standards for classroom teachers.
 - In conjunction with this, the driver is the authority over the conduct on the bus and deserves the same respect and cooperation as the teacher in the classroom. Requests from the bus driver are to be honored by the student without question.
 - Students should arrive at the designated point of safety no more than five minutes before the scheduled arrival of the bus. While waiting for the bus, students should respect the rights of property owners in the area.
 - Students should go directly from home to the point of safety and return directly home from drop-off points.

Bus Regulations for Students

1. No student will get on or off the bus while it is in motion.
2. Students must cross the street ten feet in front of the bus, in full view of the driver and at the driver's signal indicating it is safe to cross.
3. Upon boarding the bus, students will go directly to their seats and be seated.
4. Students will not swear, be loud, or use improper language at any time.

5. Students will not smoke on or around the buses.
6. The bus driver will give permission to adjust windows and vents.
7. Students are expected to be ready when the school bus approaches.
8. Students will not talk to the driver unnecessarily while on the route.
9. Students will conduct themselves on the bus approximately as they would in a classroom. Reasonable conversation is permissible.
10. Students will not drop paper and other litter on the floor of the bus.
11. Students will not throw, shoot or otherwise propel any items or substances on the bus or from the bus.
12. Students will be silent at railroad crossings.
13. Animals are not permitted on the bus.
14. Students will not possess a gun, knife or other weapon or substance of a dangerous or objectionable nature.
15. Glass containers are not permitted on the bus.
16. Students will not deliberately disobey, abuse, or otherwise show disrespect for the driver.
17. Students will not fight, push, or engage in other unruly behavior on the bus.
18. Students will be respectful of other students, adults, and driver on the bus.
19. Student will not deliberately damage, mar, deface, or tamper with any part of the bus or its equipment.
20. Cell phones or other electronic communication devices are not permitted on regular school routes.

Bus Disciplinary Procedures

In instances of undesirable behavior, violation of bus regulations, and other discipline problems, the following procedure is suggested. This procedure recognizes that the problem should be corrected at the level of the bus driver. When a student misbehaves on the school bus, the driver will fill out a "Student Misconduct Report" marking the appropriate reason for the report. Each reason listed on the report is a violation of the Ohio Revised Code pertaining to safe school bus operation.

1. First offense: The student is reminded by the driver that his/her actions are out of order and unacceptable.
2. Second offense: The driver reports the incident on a student misconduct report to the building Principal. The Principal will hear and counsel the student and take whatever disciplinary action is warranted, ranging from after school detention for minor offenses to denial of transportation and/or suspension from school for severe misbehavior. The student's parent should be notified by telephone or letter of the offense and the action taken. The parent should be advised that further offenses could result in denial of transportation.
3. Third offense: The driver will report as above. The Principal will hear the student and take whatever disciplinary action is necessary including denial of transportation for a

period of time not to exceed ten days. Parents will be informed of the breach of conduct and the action taken.

4. Fourth offense: The driver will report as above. The Principal may temporarily suspend the student from all transportation privileges for a period not to exceed ten days and will initiate an informal hearing procedure.
5. Fifth offense: The driver will report the incident as above. The Principal may temporarily suspend the student from all transportation privileges and will initiate a formal hearing procedure.

GENERAL INFORMATION

Emergency Medical Information

Annually, before the first day of October, the Board of Education will distribute to parents or guardians of all students the Emergency Medical Authorization Form. Thereafter, the Board shall, within thirty (30) days after the entry of any student for the first time into a public school in this State, provide the child's parent with a copy of the Emergency Medical Authorization Form.

State law requires that all students have an emergency medical authorization completed, signed by a parent or guardian, on file in the Miami View School Office. These forms give required information for contacting a pupil's parents or an alternative person in case of an emergency and provide the name of the family physician and dentist. It is the parent's responsibility to provide updated information to the office.

Students with specific health care needs should submit a request in writing with proper documentation by a physician to the school office. The physician's documentation must be updated yearly.

Use of Medications

The Board of Education shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours, or if the child is disabled and requires medication to benefit from his/her educational program.

For purposes of this policy, "medication" shall include all medicines including those prescribed by a physician and any non-prescribed (over-the-counter) drugs, preparations, and/or remedies. "Treatment" refers both to the manner in which a medication is administered and to health-care procedures which require special training, such as catheterization.

Before any prescribed medication or treatment may be administered to any student during school hours, the Board shall require the written prescription from the child's physician accompanied by the written authorization of the parent. Both must also authorize any self-medication by the student. Before any non-prescribed medication or treatment may be administered, the Board shall require the prior written consent of the parent along with a waiver

of any liability of the District for the administration of over-the-counter medication. No student is allowed to provide or sell any type of prescription or over-the-counter medication to another student. Violations of this rule will be considered violations of Policy **5530** - Drug Prevention and of the Student Code of Conduct.

Only medication in its original container; labeled with the date, if a prescription; with the student's name; and exact dosage will be administered. Parents or students authorized in writing by physician and parents, may administer medication or treatment but only in the presence of another adult.

The Board shall permit the administration by a licensed nurse of any medication requiring intravenous or intramuscular injection or the insertion of a device into the body when both the medication and the procedure are prescribed by a physician and the staff member has completed any necessary training.

Students who may require administration of an emergency medication may have such medication, identified as such, stored in the principal's office and administered in accord with this policy.

Immunization

In order to safeguard the school community from the spread of certain communicable diseases and in recognizing that prevention is a means of combating the spread of disease, the Board of Education requires all students to be immunized against:

- | | | |
|-----------|---------------|---------------|
| ■ Polio | ■ Measles | ■ Diphtheria |
| ■ Rubella | ■ pertussis | ■ Tetanus |
| ■ Mumps | ■ Hepatitis B | ■ Chicken Pox |
- Any other legally designated immunizations in accordance with state statutes

Exemptions to immunization

- The student/parent presents a signed statement to the Superintendent stating that the student has had the measles and/or mumps and does not need immunization against those two diseases only.
- A physician certifies in writing that immunization from a particular disease would be medically harmful to the student.
- The parent or guardian objects for good cause, including religious convictions. A statement must be completed and be on file in the school office. This form must be updated yearly.

A student that has not completed the immunizations and has not met one of the exemptions may not be admitted to school, except as is consistent with law.

Upon completion of the most recent immunizations, a copy shall be given from the parent to the principal or designee to be placed in the students file.

COLD WEATHER OUTSIDE PLAY POLICY

Students should be appropriately dressed for the weather conditions each day, as they will be expected to participate in outside activities including recess as long as:

1. The temperature is 32 degrees or above including the wind-chill factor.
2. There is not substantial precipitation.
3. The ground is not wet and there is no accumulation of snow or ice.

Emergency Information

Student safety is the responsibility of both students and staff. All staff members are familiar with emergency procedures such as fire, tornado, and safety protocol drills and accident reporting procedures. If a student is aware of any dangerous situation or accident, s/he should notify a staff person immediately.

Fire, Lock Down, and Tornado Drills

Fire, lock down and tornado drills are held at irregular intervals throughout the school year. Teachers will instruct students at the beginning of each school year regarding the location for students during both fire and tornado drills.

Basic Rules:

1. Check the posted instructions in each classroom explaining how to leave the building in case of fire.
2. Walk silently. Move quickly and quietly to designated areas in either drill.

FAMILY EDUCATIONAL RIGHTS and PRIVACY ACT

Notice for Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Southeastern Local School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's educational records. However, Southeastern Local School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Southeastern Local School District to include this type of information from your child's educational records in certain school publications. Examples include: A playbill, showing your student's role in a drama production; the annual yearbook; honor roll or other recognition lists;

recognition ceremony; and sports activity sheets, such as for football, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require educational agencies receiving assistance under the Elementary and Secondary Education Act of 1965 to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want the Southeastern Local School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 1. Southeastern Local School District has designated the following information as directory information: Student's name, address, telephone listing, email address, photograph, date and place of birth, major field of study, dates of attendance, grade level, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors, and awards received, the most recent educational agency or institution attended. (20 U.S.C. 7908 and 10 U.S. C. 503)

Visitors

All visitors are required to report to the office upon entering the building in order to protect the educational programs of the schools from undue disturbance:

- A visitor must have approval from the principal to see a student in school.
- If an emergency situation requires that a student be called to the office to meet a visitor, a school administrator will be present during the conference.
- Students are not permitted to leave the school with anyone who is not clearly identified as his/her parent or an appropriately authorized person.
- Students may not bring guests to school.
- Parents, other than those who have been asked by a teacher to be in the classroom, who wishes to observe learning activities taking place in their child's classroom must talk with the principal and the teacher about the purpose of the visit.
- It is important that each parent understands that because classroom visitations can be distracting to the students, the following guidelines have been established:
 - Visitations will not be allowed during examinations and independent study periods.
 - Parents are to be silent observers and are not to create any type of disturbance or disruption to the learning process.

Visitors are to be encouraged to meet with the teacher and if they wish also with the principal during a non-instructional time to talk about any circumstances they observe involving their child in school.

PERSONAL BELONGINGS

It is very important that lunch boxes, book bags, sweaters, coats, and other apparel of this nature be marked so identification can be made easily.

Children have a tendency to want to bring their possessions to show their friends. Many of these items are disturbing to the learning atmosphere of the classroom. Children should not bring any novelties or playthings to school without permission from the teacher or principal.

Lockers

Lockers are provided for books and personal items for 3rd-6th students in the middle school. Each student assigned a locker will be responsible for its neatness and care. Items left, lost or stolen are not the school's responsibility. Lockers are the property of the school and are subject to search at any time deemed necessary by the administration as provided by law and in compliance with board policy. Students are not to mark on their lockers. Nothing may be exhibited on the outside of the lockers except for school spirit related items. Students will be allowed to go to his or her locker before school, after school, during lunch or with teacher's permission. Students may rent a lock from the office or bring one in as long as the office has the combination or a spare key for that lock.

Bicycles, Scooters, Skateboards, Roller Blades

Students may ride bicycles to school. Miami View is not equipped to provide storage for scooters, skateboards or roller blades. It is recommended that your child not bring these items to school. If a student chooses to ride a bike, scooter, skateboard, or rollerblades to school they must be stored and secured at the bike racks. No skateboards or scooters of any kind on the bus.

Proper and safe operation is required. Students are not permitted to enter the bus zone when riding a bicycle, scooter, skateboard, or wearing roller blades. Students operating these items in an unsafe manner, coming to school or going home will not be permitted to have them on school grounds. Miami View is not responsible for items damaged or stolen.

Gum, Soft Drinks, Toys, Electronic Devices

Students will not be permitted to chew gum while at school, inside or outside. Students cannot bring soft drinks to school, unless a teacher or administrator has given permission.

Students are not permitted to use electronic devices during school hours. Personal play items are not to be brought to school unless special permission has been granted. The school cannot be responsible for damaged, lost or stolen items.

SCHOOL LUNCH PROGRAM

The lunch period for all students is closed with no one being permitted to leave the grounds. Students may elect to purchase their lunch from the cafeteria or carry a packed lunch.

Every student is to have a tray lunch or packed lunch daily. Milk is included in the price of a tray lunch; however, if a child has an allergy to milk then orange juice may be substituted for milk if the parent has provided a written doctor's statement to the office. Students may only charge a tray lunch or milk (no a la carte or snack items) and may purchase snack items only after all charges have been paid.

Children, eligible for free or reduced-price meals, shall be determined by the criteria established by the Child Nutrition Program and National School Lunch Act. These criteria are issued annually by the Federal government through the State Department of Education.

Free and Reduced lunch applications are sent home with all students on the first day of school. Please contact the school office with questions.

Fees, Fines, and Charges

In accordance with Section 3313.642 O.R.C., students and parents/guardians are held responsible for the loss, damage or destruction of school buildings, apparatus, equipment, musical instruments, library materials, and textbooks.

Textbooks, calculators, and computers are a big investment on the part of the Board of Education and the taxpayers of our community. Textbooks, calculators, and computers are provided to students for their use during the school year. Proper care of the books, calculators, and computers is the student's responsibility. Students are to use book covers on all texts.

Students, who lose, deface or damage books or other school property so as to render the property useless will be charged a sum of money equivalent to the depreciated value of the book as defined in the Board of Education policy. Fines for textbooks that have been damaged but are repairable shall be levied according to the following scale:

Writing in books	\$5.00
Malicious writing in book	\$10.00 to replacement value
Torn pages	\$10.00 to replacement value
Broken Binding	\$10.00 to replacement value

There will be no charge for normal wear and tear.

Library Books: Damaged or lost library books shall be handled in the same manner as textbooks.

Student Fees: The Board of Education shall annually adopt a student fee schedule. Student fees will be charged for consumable materials used by the student throughout the school year. Fees will be collected at the beginning of the school year.

Damages: Students and their parents/guardians will be financially responsible for replacement and/or repair of damages to buildings, equipment, and apparatus that occur as a result of vandalism, misuse or neglect.

Failure to make payments for such fees, fines, and charges as listed above shall result in the withholding of student grades and until such reimbursement or payment has been made. Fees carry over from year to year.

The school is not responsible for any items stolen from a student. The student will be held responsible to replace any school owned items that have been stolen from his or her possession.

STUDENT ACCIDENT INSURANCE

At the discretion of the Board of Education an insurance company may be designated, from which students may purchase an insurance plan that will cover accidents occurring on the school premises or going to and from school.

The Board of Education assumes no legal or financial responsibility for the insurance, nor is the Board of Education responsible for medical fees for injuries or illness during school hours or school activities.

All students must have medical insurance coverage before participating in a school-sponsored sport. Students may secure this coverage through the purchase of the school accident insurance or must provide written evidence from parent/guardian that the student is covered by personal insurance. Coverage must be recorded with the Building Principal prior to the first practice of the sport.

Library Books

We encourage the use of our library and want to nurture a love of books.

1. We do not charge for overdue books. If a book is lost or damaged, a charge to cover the replacement will be made. Charges for lost or damaged books will be assessed in the same manner as textbooks.
2. The pupil is responsible for proper care and handling of books. Use a bookmark. Try to keep the books clean and dry.
3. Torn pages, book jackets, etc. will be mended by the librarian. Pupils should not attempt to repair an accidentally torn book.
4. Books must always be returned to the designated tables or desk in the resource center.
5. The librarian or classroom teacher will check out or return the books.
6. Any book or other item may be used in the resource center without checking it out. The librarian must check anything taken out of the resource center by teachers or pupils.
7. Reference books may not be taken from the resource center unless authorized by the librarian.
8. Books taken from the shelves for research must be returned to the proper place upon completion of use.

Lost and Found

A lost and found box is maintained in the school hallway. Frequently new and expensive items find their way to this box. Some items are never claimed. Periodically during the school year, unclaimed items are sent to needy persons. Parents should insist that children assume responsibility for their belongings. It is a good idea for students to put their name on all their possessions.

School Parties

Students in Kindergarten through 6th grade may participate in the following school parties:

Halloween

Christmas

Valentine's Day

Student Sales

Students are not permitted to sell anything in the building or on school property without permission from the administration.

Telephone Usage

Students are not permitted to use the office phone unless they have permission from the teacher and secretary. If a child becomes ill, he/she must report to the office where the secretary will notify the parents/guardians to pick up the child.

Cellular Phones

Cellular phones may be permitted in the lobby before school and after school. The cell phone is to be turned OFF and out of sight at all times during the school day and on regular school bus routes. Improper use of cell phones will result in confiscation and/or other disciplinary action. Confiscated cell phones must be picked up by a parent/guardian from the office.

We understand that the promotion of academic excellence and the preservation of academic integrity may be compromised by the unregulated use of Personal Electronic Devices (PEDs) during the instructional day, at assessment and evaluation times.

General Definition of a PED: portable electronic handheld equipment that can be used for the purpose of communication, entertainment, data management, word processing, wireless internet access, image capture/recording, sound recording and information transmitting and/or receiving. They include, but are not limited to, existing and emerging mobile communication systems and smart technologies (cell phones, smartphones, I-phones, walkie-talkies, pagers, etc.), portable internet devices (mobile managers, mobile messengers, Blackberry TM handsets, etc.) PDAs (Palm organizers, pocket PCs, etc.), digital or film cameras, digital or analogue audio recorders or video recorders (tape recorders, camcorders, etc.) spy gadgets (spy cameras, covert listening devices, etc.), and any other convergent communication technologies that do any number of the previously mentioned functions, PEDs also include any current or emerging handheld technologies or portable IT system (including laptops).

A student may possess a cellular telephone or other electronic communication devices in school, on school property, at after school activities and at school-related functions, provided

that during school hours and on school vehicles the devices remain turned off. Students may not use a PED on school property or at a school-sponsored activity to access and/or view Internet websites that are otherwise blocked to students at school.

Also, during school activities when directed by the administrator or sponsor, cellular telephones and other PEDs shall be turned off (not just placed into vibrate or silent mode) and stored out of sight.

The use of cellular telephones and other PEDs in locker rooms, classrooms, and/or bathrooms is prohibited.

Possession of a cellular telephone or other PED by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the device and returned only after the student complies with any other disciplinary consequences that are imposed. The building principal may also refer the matter to law enforcement if the violation involves an illegal activity.

The School District is not responsible for preventing theft, loss, damage, or vandalism to cellular telephones or PEDs.

Parents/guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.

Students may use school phones to contact parents/guardians during the school day with permission from the office.

Technology Acceptable Use and Internet Safety

Students and their parents/guardians must agree to the terms and conditions of the Southeastern Local Schools Technology Acceptable Use and Internet Safety Policy before the students are given computer access and a user account.

The Southeastern Local School District reserves all rights to any material stored in or transmitted through the District network and will remove any material which the District, at its sole discretion, believes may be unlawful, obscene, pornographic, abusive, or otherwise objectionable, without prior notice. No user shall have any expectation of privacy regarding such materials.

The use of the computer network and Internet is a privilege, not a right, and as such, may be restricted or revoked by the District at any time for any reason. A user who violates this Policy, may at a minimum, have his or her access to the computer network and Internet terminated. A user violates this Policy by his or her own action or by failing to report any violations by other

users that come to the attention of the users. Southeastern Local Schools may also take other disciplinary actions in such circumstances as determined by the administration.

The District and/or Network does not warrant that the functions of the system will meet any specific requirements the user may have, or that it will be error free or uninterrupted; not shall it be liable for any direct or indirect, incidental, or consequential damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use the network.

The Southeastern Local School District reserves the right to include in this policy additional undesirable and/or prohibitive activities without notice.

Personal Responsibility

The student accepts personal responsibility for appropriate use of all resources, and will assist in keeping software and equipment working. The student will report any misuse of technology hardware, network, software, and Internet resources to a school administrator.

Computer/Network

The student understands that:

- A. s/he is responsible for his/her account and is responsible for its proper use at all times. The student will keep his/her personal account passwords private. The student shall use this system only under his/her own account. The student will not misrepresent other users or post information anonymously. The network should not be used in such a way that it disrupts the use of the network by others, including the disruption of class.
- B. the use of the computer and/or network is not for financial gain or for any commercial or illegal activity.
- C. use of these resources must be in support of the educational goals and objectives of the school district. As such, this access will: (1) assist in the collaboration and exchange of information, (2) facilitate personal growth in the use of technology, and (3) enhance information gathering and communication skills.
- D. copyrighted material may not be placed on the system without the administrator's permission. Copyright law and license agreements will be followed. Absolutely no installation of any programs or plug-ins may be performed without specific permission from the district technology personnel.
- E. vandalism results in the cancellation of his/her privileges and may result in possible legal action. Vandalism includes, but is not limited to, uploading/downloading any inappropriate material, creating or transmitting computer viruses, "worms", and/or any malicious attempt to harm or destroy equipment, materials or the data of any other users.
- F. s/he will report any security problem or misuse of the network to the teacher, media specialist, principal or technology personnel.

Internet Guidelines/Communications

The Southeastern Local School District in combination with Miami Valley Educational Computer Association will utilize filtering software or other technologies to prevent students from accessing visual depictions that are (1) obscene, (2) pornographic, or (3) harmful to minors

- A. Do not reveal your personal home address, phone number, social security number, credit card numbers or those of other persons. Do not arrange a face-to-face meeting with someone you "meet" on the computer network.
- B. Note that electronic mail (email) is not guaranteed to be private.
- C. Users are expected to keep messages brief and use appropriate language. Do not use profanity, obscenity or other language, which may be offensive to other users.
- D. Use online etiquette. Do not type messages in all capital letters. This is considered "shouting" in telecommunications. Use your best grammar and spelling in messages. Avoid language that may be offensive to other users.
- E. Users shall not transmit material that is threatening, obscene, disruptive or sexually explicit or that could be construed as harassment or disparagement of others based on their race, national origin, citizenship status, sex, sexual orientation, age disability, religion or political beliefs.
- F. Users shall not read or attempt to access other users' mail or data files: they shall not attempt to interfere with others users' ability to send or receive electronic mail, nor shall attempt to read, delete, copy, modify or forge other users' mail or data files.
- G. Users shall not download, install, or play games on the computers.
- H. Users must follow sign-in procedures to use any lab computers.
- I. Users shall not "chat" online with others.
- J. Users will report any questionable site to a teacher or administrator.
- K. Users will not sell or buy anything over the Internet.
- L. The student understands that there is the potential to access materials inappropriate for school-aged pupils. If the student finds such a site s/he will stay away from this site and report it to a teacher or administrator.
- M. The student will not gain unauthorized access to other computers or computer systems, or attempt to gain such unauthorized access.

Use of Student Names, Pictures, and Original Work: See Board Policy 7540

INSIDE BACK COVER - BLANK

OUTSIDE BACK COVER - BLANK