



Elementary Handbook

2021-2022

MAD RIVER LOCAL SCHOOL DISTRICT

Elementary Schools

Beverly Gardens Elementary School

5555 Enright Ave. Riverside, OH 45431.....Phone: 937-259-6620

Brantwood Elementary School

4350 Schwinn Dr. Riverside, OH 45404.....Phone: 937-237-4270

Saville Elementary School

5800 Burkhardt Rd. Riverside, OH 45431.....Phone: 937-259-6625

Virginia Stevenson Elementary School

805 Old Harshman Rd. Riverside, OH 45431.....Phone: 937-259-6630

Preschool

MRECC.....937-259-6640

Middle Schools

Spinning Hills (5/6).....937-259-6635

Mad River Middle (7/8).....937-237-4265

High School

Stebbins High School.....937-237-4250

Central Office

Superintendent.....937-259-6606

Food Service.....937-259-6601

Student Services.....937-259-6603

Human Resources.....937-259-6602

Curriculum.....937-259-6600

Transportation.....937-237-4280

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Additional District Information

The items listed below can be found at WWW.MADRIVERSCHOOLS.ORG – Administration – Board of Education – By-Laws & Policies.

MAD RIVER LOCAL SCHOOLS

MISSION STATEMENT

The Mission of Mad River Local Schools is to create successful educational experiences for all the students we serve through diverse opportunities. We believe...

FOREWARD

We can...

- have the same objective – the student’s welfare;
- meet to discuss the student’s progress;
- stimulate good thinking habits;
- encourage the student to succeed;
- plan together for the activities of the student;
- work for better school legislation;
- talk about our problems and weigh all facts before coming to conclusions;
- talk about the need for rules and regulations;
- respect the rights and wishes of others;
- keep in touch with each other;
- attend school functions – parent group meetings, etc.

Together we recognize students are distinct personalities with their own thoughts and abilities.

PURPOSE

It is our hope that this handbook will be an aid to both parents and students by providing a source of reference for school policies and expectations.

This handbook has been designed to be used as a guide to the policies needed for the existence of a safe school.

It is suggested that parents read the handbook with their child so that there will be a better understanding of the contents.

EQUAL EDUCATION OPPORTUNITY

The District provides an equal educational opportunity for all students.

Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin while at school or a school activity should immediately contact the Student Services Department at 937-259-6603.

Complaints will be investigated in accordance with the procedures described in Board Policy 2260 and Administrative Guidelines 2260, 2260B and 2260.01B. Any student making a complaint or participating in a school investigation will be protected from retaliation. The compliance Officer(s) can provide additional information concerning equal access to educational opportunity.

ENROLLMENT OF STUDENTS

A student, at the time of his/her initial entry to school, needs the following records:

1. Two documents showing proof of residency. The first document **MUST** be a lease agreement, mortgage payment coupon or deed if they own free & clear. The second can be electric bill, gas/oil bill, water bill, home owner or renters insurance.
2. Birth Certificate – Must be ORIGINAL (Copies **will not** be accepted)
3. Previous school records, including ETRs/IEPs/Gifted Identification (if applicable)
4. Court Custody documents (if applicable)
5. Record of immunizations (Please refer to the chart on the inside back cover.)

WITHDRAWAL OF STUDENTS

Please notify the school as soon as you learn of a date when you must withdraw your child from school. We will ask that you sign a withdraw form. Official school records will be sent directly to the new school upon receipt of a records request. If needed, the parent may request a copy of the withdrawal form, health record, and current progress report to hand carry to the new school. **FAILURE TO ENROLL YOUR CHILD IN THE NEW SCHOOL WITHIN 7 DAYS OF COMPLETING THIS FORM MAY RESULT IN THE DISTRICT FILING TRUANCY CHARGES AGAINST THE PARENT WITH THE MONTGOMERY COUNTY JUVENILE COURTS.**

ATTENDANCE

The educational program offered by this District is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session or during the attendance sessions to which s/he has been assigned.

In accordance with statute, the Superintendent shall require, from the parent of each student of compulsory school age or from an adult student who has been absent from school or from class for any reason, a written statement of the cause for such absence. The Board of Education reserves the right to verify such statements and to investigate the cause of each single absence or prolonged absence.

Reasonable Excuses

The Board considers the following factors to be reasonable excuses for time missed at school:

- A. personal illness (a written physician's statement verifying the illness may be required)
- B. illness in the family necessitating the presence of the child
- C. quarantine of the home
- D. death in the family
- E. necessary work at home due to absence or incapacity of parent(s)/guardian(s)
- F. observation or celebration of a bona fide religious holiday
- G. out-of-state travel (up to a maximum twenty-four (24) hours per school year that the student's school is open for instruction) to participate in a District-approved enrichment or extracurricular activity
- H. absence during the school day for professional appointments (AG5200)
- I. parents are to be encouraged to schedule medical, dental, legal, and other necessary appointments other than during the school day. Since this is not always possible, when a student is to be absent for part of the day:
 - **the student shall have a statement to that effect from his/her parents;**
 - **the student shall bring a signed statement from the doctor, dentist, lawyer, counselor, etc. to the effect that s/he reported promptly for the appointment;**
 - **the student shall report back to school immediately after his/her appointment if school is still in session. (AG5200)**
- J. emergency or other set of circumstances- The Administrator shall determine whether the reason for the absence constitutes good and sufficient cause. (AG5200)
- K. such good cause as may be acceptable to the Administrator

Any classroom assignment missed due to the absence shall be completed by the student.

Excessive Absences

When a student of compulsory school age is absent from school with or without legitimate excuse for thirty-eight (38) or more hours in one school month, or sixty-five (65) or more hours in a school year, the attendance officer shall notify the child's parent or guardian of the child's absences, in writing, within seven (7) school days after the date of the absence that triggered the notice requirement. At the same time written notice is given, any appropriate intervention action listed herein may be taken.

A student will be considered habitually truant if the student is of compulsory school age and absent without a legitimate excuse for thirty (30) or more consecutive hours, for forty-two (42) or more hours in one (1) school month, or for seventy-two (72) or more hours in one (1) school year.

Legitimate excuses for the absence of a student who is otherwise habitually truant include but are not limited to:

- A. the student was enrolled in another school district;
- B. the student was excused from attendance in accordance with R.C 3321.04; or
- C. the student has received an age and schooling certificate.

Absence from School

In the event a student is to be absent, please:

1. Call the school the morning of the absence.
2. Upon returning to school, send a written note with the exact reason for the absence and indicate the date of the absence.
3. Absences considered unexcused include, but are not limited to:
 - a. truancy
 - b. serving an out-of-school suspension and not receiving instructional services.
 - c. missing the school bus
 - d. trips not approved in advance
 - e. shopping
 - f. hunting, fishing, sporting events
 - g. birthday or other celebrations
 - h. gainful employment

Leaving School Early

When it is necessary for a student to leave during school hours, the child must be signed out in the office. Children will only be released to the parent/guardian or a person authorized by the parent/guardian to sign a child out of school.

Tardiness

Any student who arrives late for school must be signed-in by a parent at the office before going to the classroom. Students will be given a tardy slip to be admitted to class. Leaving early may constitute a partial absence. Tardies will be marked excused or unexcused following the same guidelines as attendance.

Vacation During the School Year

Students are permitted to go on vacation during the school year without penalty. The purpose of this administrative guideline is to accommodate parents who must take their vacations during the school year and the desire to enjoy that time as a family.

Whenever a proposed absence-for-vacation is requested, parents must discuss it with the building administrator. The length of absence should be made clear, and those involved should have an opportunity to express their views on the potential effects of the absence.

The District will only approve a student's absence for a vacation when s/he will be in the company of his/her own parent or other family relatives but not other students' parents, unless there are extenuating circumstances deemed appropriate by the principal.

If a student is absent for any other type of vacation, s/he will be considered inexcusably absent from school and subject to truancy regulations.

When it is necessary, due to extenuating circumstances, to take a family vacation when school is in session, the following guidelines apply:

1. Submit a written notification to the building administrator that states that your child will not be in attendance due to a family vacation for a specified amount of time. This must be submitted one week prior to the student's absence.
2. Request in writing assignments and/or review work from the teacher. Make-up work is the responsibility of the student and must be completed in a timely manner.
3. Vacation absences of more than five school days for grades K-8 or three days for grades 9-12 may be considered excessive and unexcused. Make-up work may not be accepted.

Arrival and Dismissal

Beverly Gardens.....	7:55 a.m. – 2:25 p.m.
Brantwood.....	7:55 a.m. – 2:25 p.m.
Stevenson	7:55 a.m. – 2:25 p.m.
Saville	7:55 a.m. – 2:25 p.m.
MRECC A.M	9:00 a.m. – 11:30 a.m.
MRECC P.M.....	12:30 p.m. – 3:00 p.m.
MRECC Full Day	8:20 a.m. – 1:30 p.m.

Students should arrive at school at the appropriate time as designated by the building principal.

Parents of students required to stay after school by the staff will be notified in advance.

MEDICAL

Clinic

The clinic is for minor illness, cuts and scratches. Basic first aid will be applied as needed. A parent will be contacted if the child should sustain an injury at school that appears to be of a more serious nature.

Emergency Medical Authorization

State law requires that an emergency medical authorization form be on file in the school office for each child enrolled. The form authorizes emergency treatment by specified doctors or dentists. This form must be returned indicating either (Part I) permission for emergency treatment; or (Part II) refusal to authorize emergency treatment.

Excuses for Exemption from Physical Activities

Occasionally, a child's health may necessitate non-participation in physical activities, including PE classes and/or recess. Consequently, a written excuse must be submitted to the teacher. For repeated or frequent non-participation, a written notice from a physician may be required.

Illness at School

Parents will be requested to take their child home if he/she shows signs of a contagious disease, has a temperature of 100 degrees or above, or has other health problems.

Medication Administered During the School Day

It is the policy of the Mad River Local Schools that all students' medication be administered by a parent at home whenever possible. Under certain circumstances, medication may be administered at school. Ohio state law mandates that no medication, either non-prescription or prescribed by a physician for a student, be administered to that student unless the following occurs:

1. The school administrator receives a **completed Parent Request & Authorization to Administer Medication form signed by the prescribing physician and the parent** (a separate form for each medication).
2. The parent or guardian submits additional Medication Request forms in the event conditions or the prescription changes. (Physician must sign new form)
3. The school official authorized to administer the medication receives the medication in the **original container or bottle in which it was dispensed. (Student's name, prescriber, date, dosage and instructions, and name of medication).**
4. **This policy is enforced for all over-the-counter medications**, including but not limited to: Tylenol, aspirin, cough syrups, cough drops, cold tablets, pain pills, eye drops, creams, etc.

If a student does not report to the office to take the medication at the proper time, the staff member responsible for administering the medication shall attempt to locate the student and administer the medication and to then notify the parents of the importance of the child reporting on time for his/her medication, if this occurs regularly.

A log for each prescribed medication shall be maintained that records the personnel giving the medication, the date, and the time of day.

Bedbugs (Cimex Lectularius)

In the event there is evidence of an identified bedbug on a student or in a classroom, MRLS district will respond in a prompt and appropriate manner following the recommendations of Public Health – Dayton & Montgomery County. Although bedbugs are becoming a common problem that impacts our lives, bedbugs are not known to transmit disease. Bedbugs are not associated with uncleanliness, and can affect anyone without regard to sex, race, or economic status. It is important that each student be treated with dignity, discretion and with respect. The student does not need to be removed from the classroom or excluded from school. (Excerpt from *School Facilities Guidelines for Handling Bedbugs in Montgomery County*, Public Health – Dayton & Montgomery County)

Head Lice (Pediculosis)

Checks for head lice will be done on an individual basis. In the event there is evidence of active head lice, the student's parent/guardian will be notified. A student who returns to school with active head lice shall be excluded from school until all the lice are gone. No child with nits should be excluded from school. The principal or his/her designee will examine a student's hair for lice as necessary.

SPECIAL EDUCATION

Students with Disabilities

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

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

- a. Has a mental or physical impairment that substantially limits one or more major life activities;
- b. Has a record of such an impairment; or
- c. Is regarded as having such impairment.

The District has specific responsibilities under these two laws, which include identifying, reviewing and, if the child is determined to be eligible, affording access to appropriate educational accommodation.

Additionally, in accordance with State and Federal mandates, the District seeks out, assesses and appropriately services students with disabilities. Staff members use a comprehensive child study process to systematically screen, assess and, if appropriate, place students in special education and related services. Students are entitled to a free appropriate public education in the "least restrictive environment."

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

HOMELESS

Homeless Students

Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the District. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in gifted and talented programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on lack of proof of residency. For additional information contact the liaison for Homeless Students at 259-6603.

STUDENT RECORDS

Use of Student Records: Confidentiality

For the protection of the student, official school records shall not be made available to any person or organization without the prior written permission of the student's parent or legal guardian or from the student if he/she is over eighteen (18) years of age.

In compliance with federal regulations, directory information consisting of a student's name, address, phone listing, date and place of birth, courses of study pursued, participation in recognized activities and sports, weight and height of members of athletic teams, dates of attendance, date of graduation, years enrolled, degrees and awards received, and last school of attendance, may be released unless a student's parent(s) request otherwise.

The Family Educational Rights and Privacy Act (FERPA) is a Federal privacy law that gives parents certain rights with regard to their children's education records, such as the right to inspect and review your child's education records. To protect your child's privacy, the law generally requires schools to ask for written consent from you before disclosing personally identifiable information from your child's education records (student information) to others. However, FERPA does permit schools to disclose your student's information without your consent under limited circumstances (referred to as exceptions). For example, your child's information may be disclosed to another school in which your child is enrolling, or to local emergency responders in connection with a health or safety emergency.

The U.S. Department of Education has revised its regulations governing the implementation of FERPA by schools, districts, and States. These revisions change several of the exceptions to FERPA's consent rule.

The Revised FERPA – An Overview for Parents and Students (Policy 8330) can be found in its entirety at www.madriverschools.org.

Access to Records

Students' cumulative records are on file in the school office. Parents have the right to review their child's records. Please contact the school principal to schedule a time to review the records. Specific guidelines relating to the maintenance of school records are available in each building.

Address, Phone, Emergency Information

Please notify the school of any change in your address, phone number, emergency contacts and emergency phone numbers for the parent and emergency contact person(s). This will ensure that the school will be able to contact the parent/guardian or the emergency contact person(s), should the need arise.

Progress Report (Grade Cards)

In Grades 1-4, a report card will be sent home with students four times per year (at the end of each quarter). In Kindergarten, a report card will be sent home with students twice a year (at the end of each semester). Report cards will be withheld for nonpayment of school fees.

Interim Report

Teachers will notify the parent(s) when a student falls behind in his/her studies. Normally this notification will be sent home between the fourth and seventh week of the grading period. However, parents may be notified whenever deficiencies are noted.

DRESS CODE

Dress and grooming are factors in a positive educational environment. Habits of personal cleanliness and grooming will be practiced by staff and students. In order to establish and maintain this environment without disrupting the learning process, the following administrative guidelines have been developed:

- Clothing should be in good taste and sensible in size, length, and style.
- Shorts and skirts will be -at a minimum- at least fingertip length (when standing with shoulders relaxed, your shorts or skirt will come down to the tip of your fingers)
 - Any clothing that shows undergarments will be deemed to not be in good taste
 - Pants must be worn at the waist
 - Leggings and yoga pants must be worn with a shirt that also meets requirements of length mentioned above. If you can see through the pants, it is deemed to not be in good taste.
 - If there are holes in the jeans and skin is visible, the same rule applies to length requirements listed above.
- Pajamas, or clothing resembling pajamas (in particular, pajama bottoms) are not appropriate school attire
- Students must wear shirts at all times
- Clothing expressing reference to drugs, alcohol, tobacco, violence, etc., is not considered appropriate.
- Clothing displaying sexually explicit suggestions, illustrations, words or innuendos is not appropriate
- Hats, sunglasses, or other head apparel are not permitted, unless approved by the administrator.
- Outdoor apparel (coats, vests and jackets) should be placed in the student's locker/cubby for the duration of the day. Students who consider the building to be cold should wear sweaters, sweatshirts, or an over shirt.
- Students must wear safe and appropriate footwear at all times. Household/bedroom slippers, hee-ies/wheelies, are not appropriate. In some grade levels, slip-on sandals, flip-flops, and similar shoes are not appropriate.
- Students must abide by the rules set forth in classes requiring special dress.

Students will not be permitted to go home to change. Attempts to secure appropriate clothing from home or borrow from the office will be made.

Since classroom thermostats are set for 68 degrees, cool weather dress should be long sleeves and covered legs. Outside recess will take place as long as the chill factor is 20 degrees or above. Therefore, gloves, boots, hats, and scarves may be appropriate.

The Administration will determine proper application of the dress code. In making this determination, the administration may decide that certain types of clothing are not appropriate. Administration discretion will be exercised in working with individual situations as this may affect the educational environment.

LUNCH PROGRAM

Every student who wishes to purchase a lunch in our cafeteria may do so by paying cash daily or using their student lunch account, to which parents can contribute. Each student's name and account number are listed in the barcode format which the cashier scans as students come through the lunch line. Lunch and any extras that the student may purchase will be subtracted from the account. Students will be notified when balances are low. Students who pack their lunch can purchase milk separately.

Any student with dietary restrictions/allergies must provide a doctor's note annually to the food service office with the restriction listed.

Applications for the federal free and reduced price lunch program may be obtained from the school office. Families must apply annually.

Charging of Lunch

An elementary student (Grades K-4) may only charge up to three (3) meals in succession. Once the charges have been satisfied, the student may again charge up to three (3) meals in succession a second time following the same process. After a student charges one (1) time, a notification will be sent to the parent or guardian about the student charging a lunch. This will eliminate any surprises on the child's part and provide the parent with two (2) more opportunities to pay the student's charge balance. An alternative meal of peanut butter and jelly will be offered to those students who are delinquent on their account.

Parents may also pay for school meals via the Internet through the District's Nutrition Services website.

STUDENT INFORMATION

Fees

A student fee is required for each student in partial payment for workbooks, classroom supplies, and art materials used during the school year. Nonpayment of school fees, including outstanding fees from prior school years, will result in withholding of report cards and may result in nonparticipation in school-related activities.

Technology

The following fees will be in place for mobile computing devices:

ITEM	COST
Full Device Replacement	\$300
Motherboard Replacement	\$100
LCD Panel Replacement	\$60
Keyboard and/or Touchpad Replacement	\$30
Power Supply Replacement	\$20

Students shall use District Technology Resources (see definition Bylaw 0100) for educational purposes only. District Technology Resources shall not be used for personal, non-school related purposes. Use of District Technology Resources is a privilege, not a right. When using District

Technology Resources, students must conduct themselves in a responsible, efficient, ethical, and legal manner. Students found to have engaged in unauthorized or inappropriate use of District Technology Resources, including any violation of these guidelines, may have their privilege limited or revoked, and may face further disciplinary action consistent with the Student Handbook, and/or civil or criminal liability. Prior to accessing or using District Technology Resources, students and parents of minor students must sign the Student Technology Acceptable Use and Safety Agreement (Form 7540.03 F1). Parents should discuss their values with their children and encourage students to make decisions regarding their use of District Technology Resources that is in accord with their personal and family values, in addition to the Board's standards.

Student Insurance

Student insurance is made available to students at the beginning of each school year. This insurance will supplement your own existing health insurance plan. It is available in two forms – for school hours only or 24 hour per day coverage.

School Supplies

Each grade level has a supply list that is provided to the parent that identifies the supplies to purchase for the school year.

Use of School Phones

Student use of telephones during school hours shall be regulated by procedures established in each building. Students who are detained after school or are involved in a school activity will be afforded the use of the telephone to communicate with the parent/guardian.

SCHOOL VISITORS

The Board of Education welcomes and encourages visits to school by parents, other adult residents of the community and interested educators. But in order for the educational program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons into the schools, it is necessary to invoke visitor controls.

The Superintendent or principal has the authority to prohibit the entry of any person to a school of this District or to expel any person when there is reason to believe the presence of such person would be detrimental to the good order of the school. If such an individual refuses to leave the school grounds or creates a disturbance, the principal is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

In order to protect the educational programs of the schools from undue disturbance, each principal shall establish rules and procedures for visitors which shall include the following:

- A. Persons wishing to visit one (1) or more schools are to make arrangements in advance through the school office of each school to be visited.
- B. Persons wishing to eat lunch with a student are to make arrangements in advance through the school office and must meet one (1) of the following criteria:
 1. They must be the student's custodial parent/guardian or,
 2. Be on the student's contact sheet as listed in the district SIS or,

3. Must have verbal permission from the custodial parent/guardian communicated directly to the school office and
 4. They must present a valid ID when signing in at a given building
- C. Any person who does not meet the criteria as stated above will be denied access and will be asked to leave the building.
- D. Every visitor to a school must register at the school office. Sign-in lists showing name, time, person visiting, and time departing shall be maintained by the office. Any person who does not register with the school office is on school property illegally and should be asked to identify himself/herself properly or to leave the school grounds. If the visitor refuses to leave the school grounds or creates any disturbance, the building principal should request aid from Central Office/local law enforcement.
- E. Students may not bring guests to school unless permission to do so has been granted by the building principal.
- F. No staff member is to transact business with a visitor who does not have visitor's pass.
- G. Parents, other than those who have been asked by a teacher to be in the classroom, who wish to observe learning activities taking place in their child's classroom are to confer, in advance, with the principal and the teacher and state the purpose of the visitation.

It is important that each parent understands that because classroom visitations can be distracting to the students, the following guidelines have been established:

1. Visitations will not be allowed during examinations and independent study periods.
 2. Parents are to be silent observers and are not to create any type of disturbance or disruption to the learning process.
 3. Copies of instructional materials being used by the students or teacher may not always be immediately available during the visitation.
 4. Any comments made by individual students are to be maintained in confidence by the visitor to the activity.
- H. Use of audio or visual equipment to record classroom activities must be approved by the principal and the teacher. No visitor shall be allowed to videotape students in the classroom as it violates the privacy rights of students unrelated to the visitor. Recording of other school activities will be in accord with AG 9160 - Attendance at Public Events.
- I. If a parent or other visitor wishes to tape record a conversation or meeting with a teacher or the principal, s/he should request permission from the teacher or principal. If the teacher or principal wishes to record a conversation with a parent or other visitor, s/he is to inform that person that the conversation is being recorded before the conversation begins. Federal law allows a parent to record an I.E.P. and, if the parent does record, the District should record the conference also.

If a disabled person should visit a school and request accommodation and s/he has not submitted the Request for Accommodation Form 9160A F1, in advance, the principal should ask the person to allow the school adequate time to arrange for the accommodation, providing such accommodation is reasonable (see AG 9160A).

Each principal shall post in a conspicuous place at each entrance, the rules, and procedures to be followed by visitors.

Volunteers

Volunteers serve a very important role in the Mad River Local School District. As a volunteer you help to support educational programming and experiences for our students.

For all new volunteers and for those whose children have moved from one school building to another, we ask that you complete a Volunteer Application available at your child's school. Once you have submitted the Volunteer Application and prior to volunteering, you will receive further instructions for fingerprinting from the Human Resources Office. You will be required to present a photo ID when fingerprinted. The school district will pay the cost for the BCI and FBI fingerprint checks. All volunteers are subject to fingerprinting at any time.

Individuals volunteering on a regular basis in the schools and/or whose volunteer responsibilities involve individual or group tutoring with students, chaperoning, field trips, or any event required by the school will need to have BCI (*Ohio fingerprint check*) and FBI (*all states fingerprint check*) fingerprint checks completed. This requirement is for the safety of our children.

There are certain offenses that are disqualifiers, including any felony conviction. If there is an arrest record, once the Criminal History Record Check has been received by Human Resources, the Director will review the report and the volunteer will be contacted. Please be aware that if there is an arrest record it can take up to 30 days for the Ohio Bureau of Criminal Investigation (BCI) to send the report to Human Resources. You will not be allowed to volunteer for any reason until the Director of Human Resources has reviewed the BCI and FBI fingerprint checks.

A school district representative will contact you once your application has been processed and your BCI and FBI fingerprint checks are completed. Once you have established a volunteer assignment within the school district you will also receive an orientation to the building, your responsibilities, and volunteer guidelines.

The District may, at its discretion, preclude individuals from volunteer service if, among other reasons, they provide misleading or incomplete statements.

Birthdays

Birthdays are very special days and are recognized in a variety of ways at school. We follow two general guidelines regarding birthday celebrations:

1. Invitations to **private parties must be handled outside the school;**
2. Classroom interruption should be kept at a minimum. Please check with the student's teacher for class guidelines.

Lost and Found

A lost and found center is located in each school. Parents should feel free to check the lost and found center when their child's personal items have been lost. Periodically these unclaimed items will be put out on display. Any unclaimed items will be donated to a local agency.

ACADEMICS, SAFETY AND SUPERVISION

Homework

The purpose of homework is to give the student an opportunity to independently practice newly learned concepts from class or to conduct independent investigation. Assignments should generally not be lengthy and should reinforce the material the student learned during the school day.

Early Dismissal Contingency Plan

Each family is asked to complete an Early Dismissal Plan in the fall. Please review this plan with your child. In the event no one is home when your child arrives, it is important that your child knows what to do. Schools are responsible for students from morning pick-up to afternoon delivery at the designated drop-off stop. It is not possible for bus drivers to assume responsibility for your child beyond that time.

Please listen to local radio and/or television stations to find out if MAD RIVER LOCAL SCHOOLS are delayed or closed. You will also receive a One Call Now message to let you know if schools are delayed, cancelled or closing early. Please let the office know if your phone number has changed so we can ensure you get the one call announcement.

Assigned Bus Stops

Parents of students who are eligible to ride a school bus will be able to locate bus stop information and boarding time through <http://www.infofinderi.com/tfi/>. Students shall arrive at the stop 5 minutes before the scheduled pick-up time.

Bus Schedule

Information pertaining to bus schedules will be available on <http://www.infofinderi.com/tfi/>.

Bicycles

Where permitted, only fourth grade students may ride bicycles. To promote safety, these guidelines will be followed:

1. Cyclists should walk their bikes to the rack after reaching school grounds.
2. Cyclists may only ride to and from school; they may not ride during school hours.
3. The school will not be responsible for any missing or damaged bicycles. It is suggested that each bike have a chain lock.

Video Tapes on School Buses

The Board of Education has installed video cameras on school buses to monitor student behavior. If a student misbehaves on a bus and his/her actions are recorded on a videotape, the tape will be submitted to the Principal and may be used as evidence of misbehavior.

Field Trips

Teacher initiated field trips will be in conjunction with classroom units of study. Written parental permission must be on file with the school prior to the child going on field trips.

Emergency Response Drills

Students and staff are instructed in procedures for specific emergencies. Drills are conducted periodically to reinforce these school procedures.

Inclement Weather

Announcements concerning school delays, early dismissals, and closings will be broadcast over local radio stations and the announcement will indicate **MAD RIVER LOCAL SCHOOLS – MONTGOMERY COUNTY. We are NOT Riverside Local Schools.** An automated message will go out to the phone number we have registered for the student. Please let the office know if your phone number has changed so we can ensure you get the automated announcements.

Missing Child Prevention

Each year, parents should indicate, in writing, any situations that would exist that would give cause or reason to believe that their child may be at risk to become a missing child; i.e., divorce, separation, previous abduction attempts, etc. This written request will be considered a school record and will be maintained accordingly.

Student Code of Conduct

We believe that students learn best in an atmosphere of mutual acceptance and trust. The best discipline is self-acquired and not imposed. Freedom and self-direction are achieved gradually and as students learn to substitute self-imposed controls of behavior for adult-imposed controls. Our ultimate goal is to help students see that rules and regulations are necessary and, when applied, shall be reasonable and appropriate to the nature of the behavior and in accordance with the holdings of Ohio courts of law.

Harassment, intimidation, or bullying behavior by any student in the Mad River Local School District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. “Harassment, intimidation or bullying”, in accordance with R.C. 3313.666 means any intentional written, verbal, graphic or physical act including electronically transmitted acts i.e., Internet, cell phone, or wireless hand-held device, either overt or covert, by a student or group of students toward other students including violence within a dating relationship, with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school provided transportation, or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

- A. Causing mental or physical harm to the other students including placing an individual in reasonable fear of physical harm and/or damaging of students’ personal property; and,
- B. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other students.

Student Discipline

The Student Code of Conduct, adopted by the Board of Education as required by Ohio Law, sets forth a student discipline code, which outlines the conduct for which a student may be removed from a curricular or extra-curricular activity, be suspended, or expelled from school.

Equal Opportunity

In maintaining the student's right to equal educational opportunity, it is reasonable and necessary to maintain order in our schools. A student may forfeit his/her right to educational opportunities when his/her conduct is such that it disrupts the educational process, deprives others their basic rights, or violates rules as stated in the Student Code of Conduct.

Behavior Expectations

Students are expected to abide by the rules as stated in the Student Code of Conduct and/or Rules and Regulations adopted by the Board of Education.

Title IX Sexual Harrassment

The Board of Education does not discriminate on the basis of the Protected Classes of race, color, national origin, sex, disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, "Protected Classes") in its educational programs or activities (Policy 2266).

Zero Tolerance

Students are expected to conduct themselves in a way that exhibits respect and consideration for the rights of others. Students of the District must conform to school regulations and accept directions from authorized school personnel. The Board has “zero tolerance” of violent, disruptive, harassing, intimidating, bullying, or any other inappropriate behavior by its students. A student who fails to comply with established school rules or with any reasonable request made by school personnel on school property and/or at school-related events is subject to approved student discipline regulations. Students are also subject to discipline, as outlined in the Student Code of Conduct for misbehavior that occurs off school property when the misbehavior endangers the health and safety of students within the District or adversely affects the education process. The Superintendent/designee develops regulations which establish strategies ranging from prevention to intervention to address student misbehavior, and provides continuing instruction in dating violence prevention in health education courses in grades 9 through 12. Students and parents receive, at the beginning of each school year or upon enrolling in the District schools during the year, written information on the rules and regulations to which they are subject while in school or participating in any school-related activity or event. The information includes the types of conduct which are subject to suspension or expulsion from school or other forms of disciplinary action. The Board directs the administration to make all students aware of the Student Code of Conduct and the fact that any violations of the Student Code of Conduct are punishable. The rules also apply to any form of student misconduct directed at a District official or employee or the property of a District official or employee, regardless of where the misconduct occurs. If a student violates this policy or the Student Code of Conduct, school personnel, students or parents should report the student to the appropriate principal. The administration cooperates in any prosecution pursuant to the criminal laws of the state of Ohio and local ordinances. A student may be expelled for up to

one year if he/she commits an act that inflicts serious physical harm to persons or property if it was committed at school, on other school property or at a school activity, event, or program. The Superintendent is authorized to expel a student from school for a period not to exceed one year for making a bomb threat to a school building, or to any premises at which a school activity is occurring at the time of the threat. Any expulsion under this provision extends, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place. Matters which might lead to a reduction of the expulsion period include the student's mental and/or physical characteristics or conditions, the age of the student and its relevance to the punishment, the prior disciplinary history of the student and/or the intent of the perpetrator. The Student Code of Conduct is made available to students and parents and is posted in a central location within each building.

LEGAL REFS.: Gun-Free Schools Act; 20 USC 8921
The Elementary and Secondary Education Act; 20 USC 1221 et seq.
Children's Internet Protection Act; 47 USC 254(h)(5)(b)(iii); (P.L. 106-554,
HR 4577, 2000, 114 Stat 2763)
ORC 3313.20; 3313.534; 3313.66; 3313.661; 3313.662

Due Process

Procedural requirements of Section 3313.66 of Ohio Law will be implemented in conjunction with an emergency removal (over 24 hours), suspension, or expulsion from school. The administrator shall:

- A. Give the student written notice of the intention to suspend and the reason(s) for the intended suspension.
- B. Provide the student an opportunity to appear at an informal hearing before the principal, assistant principal, superintendent, or superintendent's designee, or other administrator and challenge the reasons for the intended suspension or otherwise explain his/her actions.
- C. Notify the parent, in writing, within one school day after the suspension (immediate parent notification by phone, when possible).
- D. Provide the student, parent or guardian, the right to appeal to the Board of Education's designee and be represented.

Administration of Student Disciplinary Code

Building principals, assistant principals, and other administrators shall administer the student disciplinary code and shall use their professional judgment in determining the most appropriate disciplinary action to be taken in each individual case, which may result in verbal or written warning or reprimand, referral to guidance counselor, parental contact or conference, detention, emergency removal, referral to law enforcement agencies, suspension or expulsion. In determining the appropriate disciplinary action, it is necessary to classify the behavior of students according to the severity of the violation.

Scope of Jurisdiction

While under the jurisdiction of the school, or on school property, or in a school vehicle, or off school grounds immediately before or after school, or on the way to or from school, or at any school sponsored activity on or off school grounds, a violation on the part of a student of anyone or more of the following rules of conduct shall result in disciplinary action including, but not limited to, denial of participation in an extracurricular activity, counseling, parent conference, detention, Saturday School, emergency removal, removal from a school vehicle, suspension from

school and expulsion from school. This includes misconduct by a student, regardless of where it occurs, that is directed at a school official or employee, whether directed toward their person or property.

Category A-1

Students behaving in a manner as described in Category A-1 will be suspended from school for ten school days and will be recommended to the Superintendent of Schools to be expelled from school for up to one calendar year.

FIREARMS:

A student shall not bring a firearm to school or onto any other property owned or controlled by the Board, or to any interscholastic competition, extracurricular event, or any other school program or activity even if not located in a school or on property owned or controlled by the Board. Further, a student shall not possess, transmit, use or conceal a firearm while at school, while at a school sponsored activity, or while on any other property owned or controlled by the Board. "Firearm" means: any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device. (See 18 U.S.C.A. Sections 921-924). "Destructive device" means: any explosive, incendiary, or poisonous gas; bomb; grenade; rocket having a propellant charge of more than four ounces; missile having an explosive or incendiary charge of more than one-quarter ounce; mine; or device similar to any of such devices. A student committing this violation will be expelled for a period of up to one calendar year. The Superintendent of Schools may consider reducing the expulsion period on a case-by-case basis for the following reason(s):

- A. The student has not had a record of reoccurring discipline problems.
- B. There are mitigating circumstances surrounding the offense that may indicate expulsion for one calendar year to be an inappropriate measure.
- C. The students age and grade level indicate expulsion for one calendar year to be an inappropriate measure.
- D. A reason(s) not listed in one, two, or three but which the Superintendent of Schools, in his/her sole discretion, believes warrants a reduction of the expulsion period.

KNIVES:

A student shall not bring a knife to school or onto any other property owned or controlled by the Board, or to any interscholastic competition, extracurricular event, or any other school program or activity even if not located in a school or on property owned or controlled by the Board. Further, a student shall not possess, transmit, use or conceal any type of knife while at school, while at a school sponsored activity, or while on any other property owned or controlled by the Board. A knife includes, but is not limited to any instrument having a sharp blade and a handle. A student committing this violation may be expelled for a period of up to one calendar year.

SERIOUS PHYSICAL/PROPERTY HARM: A student may be expelled from school for a period not to exceed one year for committing an act that is a criminal offense when committed by an adult and that results in serious physical harm to persons or property as defined in state law.

Category A

Students behaving in a manner as described in Category A will be suspended from school for ten (10) days, and a letter recommending expulsion may be sent to the Superintendent of Schools. The school may refer these cases to the proper legal authorities.

ARSON: A student shall not burn or attempt to burn any part of any building or property owned or leased by the Board of Education, nor shall a student set or attempt to set an unauthorized fire.

ASSAULT: A student shall not act or behave in such a way as to cause or attempt to cause or threaten to cause physical injury to any person, nor shall any student encourage another person to commit the offense of assault.

COUNTERFEIT CONTROLLED SUBSTANCES AND/OR RELATED TOOLS: A student shall not possess, use, transmit, conceal, and/or sell counterfeit controlled substances and/or related tools as defined in Amended House Bill 535.

DANGEROUS WEAPONS OR OBJECTS: A student shall not bring a dangerous weapon/object to school, to a school- sponsored activity, or onto any other property owned or controlled by the Board. Further, a student shall not possess, transmit, use or conceal any kind of dangerous weapon or object while at school, while at a school sponsored activity, or while on any property owned or controlled by the Board. "Dangerous Weapon or Object" includes, but not limited to: a chain, club, metal knuckles, explosives, noxious irritation or poisonous gases, poison or firearms (not within the definition in Category A-1: Firearms) and any other items that could be considered a dangerous weapon, or object capable of inflicting bodily injury.

FALSE ALARMS: A student shall not initiate an alarm for fire, an impending bomb explosion, or other catastrophe without just cause.

FIREWORKS AND EXPLOSIVES: A student shall not possess, transmit, sell, conceal, use, or detonate any fireworks and explosives, or other such devices capable of inflicting bodily injury.

NARCOTICS, MARIJUANA, DRUGS, ALCOHOLIC BEVERAGES, MOOD

ALTERING SUBSTANCES, AND DRUG PARAPHERNALIA: A student shall not possess, use, transmit, sell, conceal, or be under the influence of narcotics, marijuana, drugs (*including prescription and non-prescription drugs*), alcoholic beverage, and/or mood altering substances of any kind, nor shall a student have the odor of alcohol on or about their person. A student shall not possess, use, transmit, sell, and/or conceal drug paraphernalia.

UNAUTHORIZED ENTRY: A student shall not enter a school building or other Board owned facility or vehicle that has been locked and/or otherwise secured from student and public use without administrative or staff approval.

Category B

Students behaving in a manner as described in Category B may be suspended from school for one (1) to ten (10) school days. Serious and/or further violations may result in a letter sent to the Superintendent of Schools recommending expulsion.

BULLYING/CYBER BULLYING: A student shall not plan, encourage or engage in any bullying of another student or person. This may include, but not be limited to, physical, mental, intimidations, verbal and/or written threats, telecommunication devices and/or cyber communications. Bullying may result in the person(s) being liable for civil or criminal penalties in accordance with Ohio Law.

DEFIANCE: A student shall not refuse or otherwise fail to follow directions given by school personnel nor shall the student refuse to identify himself/herself when asked.

DESTRUCTION OF PROPERTY: A student shall not cause or attempt to cause damage to school or private property.

DISRESPECT: A student shall not show intent or engage in any willful act that tends to haze.

DISRUPTION OF SCHOOL: A student shall not cause or attempt to cause a disruption or obstruction of any curricular, extra- curricular activity, or the normal operation of school.

EXTORTION: A student shall not gain or attempt to gain any money or thing of value from any person unless both parties enter into the agreement freely and without the presence of an implied or expressed threat.

FIGHTING: A student shall not fight. Fighting is defined as the willful act of hostile bodily contact among two or more persons.

HARASSMENT: A student shall not plan, encourage or engage in any harassment of another student or person. This may include, but not be limited to, physical, mental, verbal and/or written threats, intimidations and/or sexual harassment.

HAZING: A student shall not plan, encourage, or engage in any hazing of another student or students. Student organizations are not permitted to haze members of their organization. Hazing may result in the person(s) being liable for civil or criminal penalties in accordance with Ohio law.

LOOK ALIKE WEAPONS: A student shall not possess, transmit, use, or conceal a look-a-like weapon including, but not limited to, a knife, gun, or device that could be considered a look alike weapon.

RECORDS: A student shall not alter, destroy, or falsify any school record, form, or other school data. A student shall not remove any school record from its official place of deposit.

SEARCH: No student shall refuse, impede, hinder, obstruct, or otherwise interfere with a search.

SMOKING, USE, POSSESSION OF TOBACCO OR NON-TOBACCO MATERIALS, VAPING MATERIALS, OR OTHER ELECTRONIC TOBACCO DEVICES: A student shall not smoke, use, or possess tobacco, clove cigarettes or other non-tobacco materials that may be used for smoking.

STEALING: A student shall not take or acquire the property of others without the consent of the owner.

Category C

Students behaving in a manner as described in Category C may be suspended from school one (1) to ten (10) school days. Repeated violations may result in a letter sent to the Superintendent recommending expulsion.

CHEATING/ACADEMIC DISHONESTY: Presenting someone else's work as one's own in order to obtain a grade or credit is considered to be cheating. This includes, but is not limited to, copying others' assignments, quiz or test answers, and plagiarism. Students who violate this policy will receive zero credit for assignments or work involved. Repeated offenses will result in disciplinary action.

CLASS CUTTING: A student shall not cut any educational assignment (class, study hall, ROC, homeroom, library, field trip, etc.).

DISRUPTING CLASS: A student shall not behave in any unreasonable manner that prevents the teacher from teaching or prevents other students from meeting the class objectives.

FAILURE TO ATTEND SCHOOL: A student shall comply with the compulsory attendance laws.

FAILURE TO SERVE ALTERNATIVE SCHOOL SESSION(S): A student shall not fail to serve an alternative school session(s) assigned by the school administrator, including but not limited to after school session(s).

FAILURE TO SERVE DETENTION: A student shall not fail to serve detention as assigned by a teacher and/or administrator.

GAMBLING: A student shall not gamble.

LEAVING SCHOOL GROUNDS WITHOUT AUTHORIZATION: Upon boarding the school bus or upon arriving onto the school property, the student is considered to be under the jurisdiction of the school. Students are not permitted to leave school property until the end of the school day unless they have a "special excuse" approved by an administrator or designee.

PROFANITY/OBSCENITY: A student shall not use profane or obscene language or gestures.

RESTRICTED AREA: A student shall not enter a closed or restricted area without administrative or staff approval.

RULES/REGULATIONS OF STUDENT HANDBOOK/POSTED SCHOOL

STANDARDS: A student shall follow the written rules and regulations in the school student handbook and shall follow the posted standards of each class, department, and school building.

STUDENT AUTOMOBILES/PARKING LOT: Use of the parking lot is a privilege. A student shall comply with the parking lot regulations.

TARDINESS TO CLASS: Any time that a student comes to class late, the student is considered tardy unless accompanied by an excused pass.

TARDINESS TO SCHOOL: Any student who arrives to school after the designated starting time must report to Student Services to sign in and receive a tardy slip. The policy on tardiness permits a student to be considered excused if the lateness in arriving is a result of an important appointment, illness, or emergency provided the school receives parental verification by telephone or in writing.

TELECOMMUNICATION DEVICES: A student shall not transmit or use telecommunication devices, including, but not limited to, beepers, cell phones, and/or other items, which may be considered telecommunication devices unless authorized by the school administration. Any telecommunication device must be kept in locker or designated area as determined by school administration.

TRUANCY: A student shall not be absent from school without the knowledge of his/her parents or school officials.

Category D

AIDING/ABETTING: A student shall not in any way aid or abet another student in violating the Student Code of Conduct. A student behaving in this matter will be disciplined according to the consequences given for the rule being violated by the other student.

GANGS/GANG-RELATED ACTIVITY: A student shall not participate in any gang or gang-related activity on or near school property or at school-sponsored activities, or on the way to or from school or school sponsored activities.

A "gang" is defined as a formal or informal organization, association, or group, consisting of two or more persons, and to which all the following apply:

- A. It has a name and/or one or more signs, gestures, symbols, colors, mode of dress, or other method by which it or its members are identified.
- B. It has member(s), whether acting individually or collectively, who engage in or who have engaged in a pattern of gang activity.
- C. It has, as one of its activities, the commission of acts, which violate any provision(s) of the Mad River Schools Student Code of Conduct and/or State or Federal Law.

A "gang-related activity" includes the following:

- A. Engaging in, or otherwise participating in, supporting or promoting, any threatening, intimidating, violent, or illegal act.
- B. Soliciting any student, employee, or visitor of Mad River Schools for membership in a gang.
- C. Wearing, carrying, drawing or displaying any sign, symbol, color, mode of dress or other item, which symbolizes gang identity or membership. Such conduct includes drawing or displaying gang symbols on any surface.
- D. Engaging in conduct, whether verbal or nonverbal (such as gestures, hand signals, and handshakes), which symbolizes gang identity or membership.
- E. Distributing or copying any gang related material.
- F. Engaging in, or otherwise participating in, or supporting or promoting, any activity that interferes with the school attendance or participation of another student.
- G. Engaging in, or otherwise participating, supporting, or promoting, the commission of an act which violates any provision of the Mad River Schools Student Code of Conduct and/or State or Federal law.

REPEATED VIOLATION OF SCHOOL RULES: A student shall not repeatedly violate school rules as outlined in the Student Code of Conduct. A student who repeatedly violates school rules may be recommended to the Superintendent of Schools for expulsion from school.

SCHOOL PROPERTY: School officials retain control of school property such as desks and lockers even though assigned to students. Therefore, such school property is subject to inspection and search at any time.

Category E

TRANSPORTATION OF STUDENTS: A student violating the Student Code of Conduct and/or the Student Transportations Safety Standards may be suspended from bus riding privileges by the principal, assistant principal, or other administrative personnel for one (1) to ten (10) school days.

Serious and/or repeated violations may result in a recommendation to the Superintendent of Schools for further disciplinary action. The Superintendent of Schools may suspend a student's bus riding privileges for an equivalency of up to two semesters.

Before suspending a student from bus privileges, the administrator shall:

1. Give the student written notice of the intention to suspend and the reasons for the intended suspension.
2. Provide the student an opportunity to appear before the superintendent, principal, assistant principal, or other administrative personnel in order to challenge the reasons or otherwise explain his/her actions.

If a suspension is imposed, the student shall also be given written notice of the reasons and the duration of the suspension. A copy of the notice of suspension should be sent to the parent (or guardian) within one school day after the suspension is imposed.

The student, parent, or guardian will be provided the opportunity to request an appeal, which will be heard, by the superintendent or superintendent's designee. The decision of the superintendent or superintendent's designee is final.

STUDENT TRANSPORTATION SAFETY STANDARDS

The school bus driver is responsible for students being transported to and from school. The driver has the authority and responsibility for the orderly conduct of students.

1. A student shall obey the driver promptly and respectfully at all times.
2. A student shall board and leave his/her assigned bus at a location closest to his/her home unless school personnel have given authorization to do otherwise.
3. A student shall be at his/her bus loading area approximately five minutes before the scheduled pick up time.
4. A student shall wait at a pick up location clear of traffic.
5. A student is expected to line up quietly and respect the property of others while waiting for the bus.
6. A student is expected to board the bus in an orderly fashion and walk directly to an available or assigned seat.
7. A student shall sit three (3) in a seat whenever necessary.
8. A student shall not save seats for other students.
9. A student shall remain seated and shall keep aisles and exits clear.
10. A student shall keep noise at a minimum. Quiet conversation is permitted.
11. A student shall be silent at all railroad crossings.
12. A student shall not throw or pass objects on, from, and/or into the bus.
13. Only those objects that can be held at his/her seat may be carried onto the bus by a student. Animals are not permitted on the bus.
14. A student shall not put any part of his/her body out of the bus windows.
15. A student shall not open the emergency door or the front door without driver permission.
16. A student shall refrain from eating and drinking on the bus except as required for medical reasons.
17. A student is required, when exiting the bus, to remain in his/her assigned place of safety until the bus leaves the bus stop.

18. A student shall not behave in any manner that tends to impair the ability of the driver to safely operate the bus and/or interferes with the welfare of the other passengers.
19. A student shall not use a cell phone/pager on the bus, except during school field trips or extra-curricular activities at the discretion of the teacher or adult supervisor.

Category F

SCHOOL ACTIVITIES: A student shall comply with the rules and regulations of said club, organization, department, team, and school.