

**MAD RIVER LOCAL SCHOOL DISTRICT
BUILDING PHONE NUMBERS**

Preschool

MRECC.....937-259-6603

Elementaries

Beverly Gardens.....937-259-6620

Brantwood.....937-237-4270

Saville.....937-259-6625

Virginia Stevenson.....937-259-6630

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

TABLE OF CONTENTS

MISSION STATEMENT	2
FOREWARD	2
PURPOSE	2
ENROLLMENT OF STUDENTS	3
WITHDRAWAL OF STUDENTS	3
ATTENDANCE.....	3
Attendance Policy	3
Absence From School	3
Vacations on School Time	4
Leaving School Early.....	4
Tardiness	4
MEDICAL CONCERNS	4
Clinic.....	4
Emergency Medical Authorization	4
Excuses For Exemption From Physical Activities.....	5
Illness at School	5
Medication Dispensed During the School Day.....	5
Bedbugs	5
Head Lice	5
STUDENT SAFETY AND SUPERVISION.....	5
Arrival and Dismissal	5
Early Dismissal Contingency Plan.....	6
Assigned Bus Stops.....	6
Bus Schedule.....	6
Bicycles.....	6
Field Trips.....	6
Emergency Response Drills	6
Inclement Weather	6
Missing Child Prevention	7
Student Insurance.....	7
School Visitors.....	7
GENERAL INFORMATION.....	7
Birthdays.....	7
Dress and Grooming Guidelines	7
Fees	8
Homework	8
Lost and Found	8
Lunch	8
Charging of Lunch	8
School Supplies.....	9
Telephone.....	9
Volunteers	9
STUDENT RECORDS	9
Access to Records.....	9
Address, Phone, Emergency Information	9
Progress Report (Grade Cards)	9
Interim Reports	9
STUDENT CODE OF CONDUCT	10
Student Discipline.....	10
Equal Opportunity.....	10
Behavior Expectations	10
Due Process.....	10
Administration of Student Disciplinary Code.....	10
STUDENT TRANSPORTATION SAFETY STANDARDS.....	17
IMMUNIZATION SCHEDULE	19

MAD RIVER LOCAL SCHOOLS

MISSION STATEMENT

The Mission of Mad River Local Schools, a district committed to excellence, is to ensure the development of knowledgeable, productive, responsible citizens able to adapt to a changing society by providing its students with quality educational programs. 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.

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
3. previous school records (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 an authorization to release school records to your child's new school. Official school record will be sent directly to the school. 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.

ATTENDANCE

Attendance Policy

It is the policy of the Mad River Local Board of Education to not promote students who are absent for more than ten percent of the required days of attendance and who have failed two or more required subjects. Consideration may be given to promote the student if there are special circumstances and it is determined that the student is academically prepared to be promoted to the next grade level.

Quality education and good school attendance go hand in hand.

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 excused include, but are not limited to:
 - a. personal illness*
 - b. serious illness or death in the family
 - c. emergency medical or dental attention
 - d. observance of religious holiday
 - e. emergency set of circumstances which, in the judgment of the principal, constitute a good and sufficient reason for absence from school.

* Repeated absences due to illness may require a doctor's note.

4. 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

A student who has an unexcused absence may not receive credit for work missed during the absence; nonetheless, the student will be encouraged to make-up work to continue academic progress.

Vacations on School Time

School attendance is important to the academic success of students. Therefore, the school seeks parent support and requests that family vacations be scheduled when school is not in session. 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.

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. Excessive tardiness is considered an attendance problem, and may be referred to the school attendance officer. Tardies will be marked excused or unexcused following the same guidelines as attendance.

MEDICAL CONCERNS

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

Parents are requested to dispense all medication to the student before and after school.

In the event that medication and/or non prescription items such as Tylenol, cold tablets, headache and pain pills must be given at school, a **Request for Administering Medication Form** must be completed by the physician and the parent. The completed form must be on file with the school prior to the administration of medication. A new form must be filed if there is a change in the medication or the administration of the medication. The Mad River Medication form may be downloaded from the District’s web site. See the back of the Medication Administration form for complete instructions. Please contact the school nurse if your child has any medical issues that need to be addressed during the school day or if you have any questions.

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)

Typically, checks for head lice will be done late in the day on an individual basis as necessary. 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.

STUDENT SAFETY AND SUPERVISION

Arrival and Dismissal

Beverly Gardens.....	8:00 a.m. – 2:10 p.m.
Brantwood.....	8:00 a.m. – 2:10 p.m.
Stevenson	8:00 a.m. – 2:10 p.m.
Saville	8:00 a.m. – 2:10 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.

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.

While radio/TV will always be used to publish alerts regarding school closings or delays, you can also access this information via email sent directly to you from Mad River Local Schools.

To sign-up for the list, go to <http://www.madriver.k12.oh.us/lists>. There you will find several new lists that will be used for a variety of reasons. The first list is called “Alert Notification”. That list will only be used to send email alerts. Follow the “Alert Notifications” link. It will take you to a page with directions on how to sign-up for the list.

Assigned Bus Stops

Students who are eligible to ride a school bus will be issued a bus pass. This pass will indicate the bus stop and boarding time. Students shall arrive at the stop 5 minutes before the scheduled pick-up time. The bus pass is required for students to board the bus.

Bus Schedule

Information pertaining to bus schedules will be available in the school office.

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.

Field Trips

The teacher initiated field trips 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. The announcement will indicate **MAD RIVER LOCAL SCHOOLS – MONTGOMERY COUNTY**.

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 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 Visitors

Visitors are required to register at the school office and obtain identification to wear while in the school building.

GENERAL INFORMATION

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.

Dress and Grooming Guidelines

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 as the student learns self-control in accordance with district guidelines.

With this in mind, we believe it is necessary to place guidelines on a student's hair style and his/her manner of dress if those present a hazard to the student's health and safety, cause an interference with the educational process or create classroom or school disruption.

Dress and grooming are factors in a positive educational environment. In order to establish and maintain this environment, the following administrative guidelines have been developed:

1. Clothing should be in good taste and sensible in size, length, and style.
2. Any type of clothing that could be disruptive or interfere with the learning process will not be permitted.
3. Habits of personal cleanliness and grooming should be practiced.
4. Hats, sunglasses, or other head apparel are not permitted, unless approved by the administrator.
5. Clothes that are strapless, sleeveless or bare the midriff are not considered appropriate.
6. Shorts are permissible, but must be in compliance with guidelines #1 and #2.
7. Students must wear safe and appropriate footwear at all times. Sandals and flip-flops, and shoes with wheels are not permitted.
8. Students must abide by the rules set forth in classes requiring special dress.

The Principal will determine proper application of the dress code. In making this determination, the Principal may decide that certain types of clothing are not appropriate. Examples of items not considered appropriate include, but are not limited to, halter tops; sleeveless apparel; expressions concerning drugs, alcohol, tobacco, violence, etc.

Administrative discretion will be exercised in working with individual situations as they may affect the educational environment.

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.

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.

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.

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.

Lunch

Every student who wishes to purchase a lunch in our cafeteria may do so by paying cash daily or using their students' 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. Parents are requested not to send carbonated beverages for lunch.

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

Students who have insufficient funds to purchase a lunch will be allowed to receive one Type A lunch. Their Point of Sale account will be charged and repayment is expected the next business day. Students who repay their borrowed debt within five business days will be permitted to borrow in the future as long as the repayment is within stated guidelines. (See Bd. Policy 900.2) Students who fail to repay by the end of each quarter will not receive their report card.

The Food Service Supervisor has final say on all decisions pertaining to lunch charges and has the right to supersede the above policy.

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.

Telephone

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.

Volunteers

Mad River School District is privileged to have many parents and friends involved in its daily activities. Each day volunteers may be found working in some of the following areas:

1. Library – checking books in and out, helping students select or find various books, or replacing books on the shelves.
2. Classroom – reading to a child, explaining directions, or helping with various educational activities.

If you believe you would enjoy becoming an active parent, we urge you to phone the office or drop by to let a staff member know you want to become involved. Even one-half day a week is of tremendous value to the school, so please do not hesitate to offer whatever time you may have.

STUDENT RECORDS

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)

A report card is sent home with students four times per year (at the end of each quarter). Kindergarten students receive two reports per 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.

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.

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.

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:

1. Give the student written notice of the intention to suspend and the reason(s) for the intended suspension.
2. 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.
3. Notify the parent, in writing, within one school day after the suspension (immediate parent notification by phone, when possible).
4. 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, Saturday School, 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 any one 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):

1. The student has not had a record of reoccurring discipline problems.
2. There are mitigating circumstances surrounding the offense that may indicate expulsion for one calendar year to be an inappropriate measure.
3. The students age and grade level indicate expulsion for one calendar year to be an inappropriate measure.

4. 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.

The Superintendent of Schools may consider reducing the expulsion period on a case-by-case basis in accordance with the reasons set forth in Category A-1: Firearms.

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. The Superintendent of Schools may consider reducing the expulsion period on a case-by-case basis in accordance with the reasons set forth in Category A-1: Firearms.

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, frighten, degrade, or disgrace any person.

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 alike 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.

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 of Schools 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) and/or Saturday School(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. Students will receive an excused tardy 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.

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

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:

1. 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.
2. It has member(s), whether acting individually or collectively, who engage in or who have engaged in a pattern of gang activity.
3. 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:

1. Engaging in, or otherwise participating in, supporting, or promoting, any threatening, intimidating, violent, or illegal act.
2. Soliciting any student, employee, or visitor of Mad River Schools for membership in a gang.
3. 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.
4. Engaging in conduct, whether verbal or nonverbal (such as gestures, hand signals, and hand shakes), which symbolizes gang identity or membership.
5. Distributing or copying any gang related material.
6. Engaging in, or otherwise participating in, or supporting or promoting, any activity that interferes with the school attendance or participation of another student.
7. 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.

Immunization Schedule
Per the Ohio Department of Health
For all students entering school during
School Year 2009-2010

Kindergarten

DPT – 5 doses
Polio – 4 doses
MMR – 2 doses (1st dose MUST be on or after the 1st birthday.)
Hepatitis B – 3 doses
Varicella – 1 dose (1st dose MUST be on or after the 1st birthday.)

- Please provide a photocopy of the official shot record to the school.

Gr. 1 - 3

DPT – 4 doses
Polio – 4 doses
MMR – 2 doses (1st Dose MUST be on or after the 1st birthday.)
Hepatitis B – 3 doses
Varicella – 1 dose (1st dose MUST be on or after the 1st birthday.)

- Please provide a photocopy of the official shot record to the school

Gr. 4 - 10

DPT – 4 doses
Polio – 4 doses
MMR – 2 doses (1st Dose MUST be on or after the 1st birthday.)
Hepatitis B – 3 doses

- Please provide a photocopy of the official shot record to the school

Gr. 11 -12

DPT – 4 doses
Polio – 4 doses
MMR – 2 doses (1st Dose MUST be on or after the 1st birthday.)

- Please provide a photocopy of the official shot record to the school.

If immunizations are not up-to-date, or in process* by the 15th day of school, you must keep your child home until immunizations are current. (Per the Ohio Dept. of Health)

*(In Process “means that the students have all the vaccines they can get at this time, but are not complete. They must wait the minimum interval before they get additional doses.”)