



Student Handbook 2024/2025

Monroeville Elementary

Principal	Mr. William Butler
Secretary	Mrs. Brittni Myers
Curriculum Director	Mrs. Coral Smith
Guidance Counselor	Mrs. Amanda Stieber

101 West Street
Monroeville OH 44847
(419) 465-2533

Mission Statement

Engaged, Unified, Prepared, #EaglePride

CALENDAR 2024-2025

August 19 - 20	Teacher Workday
August 21	First Day for School for students
September 2	No School Labor Day
September 3	Teacher Workday– No School Students
October 7	Teacher Workday– No School Students
October 27	End of First nine weeks
November 12	Parent Teacher Conferences
November 13	Parent Teacher Conferences
November 27	Thanksgiving Break Starts
November 29	Thanksgiving Break Ends
December 2	Teacher Workday– No School Students
December 21	Christmas Break Starts for Students
January 7	Christmas Break Ends Students
January 6	Teacher Workday– No School
January 7	Classes Resume
January 10	End of Second nine weeks
January 15	No School Martin Luther King Jr. Day
January 21	Parent Teacher Conference
February 14	Teacher Workday – No School Students
February 17	No School President’s Day
March 14	End of Third Nine weeks
March 15	Spring Break Starts
March 23	Spring Break Ends
April 18	No School Good Friday
April 21	Teacher Workday – No School Students
April 22	Class Resume
May 26	No School Memorial Day
May 29	End of Fourth Nine weeks–last day of classes
May 30/June 2	Teacher Workday
June 2	Graduation

Look for us on the Web District website

Address is www.monroevilleschools.org

If you want to go directly to our page, the address is

www.monroevilleschools.org/elementary

CENTRAL OFFICE PERSONNEL

Superintendent	Dr. Kristin Kaple-Jones
Treasurer	Mr. Paul Demarco
Secretary to Superintendent	Mrs. Jenn Clark
Treasurer Assistant	Mrs. Marie Shultz

BOARD OF EDUCATION MEMBERS

Mrs. Betsy Ruggles	Mrs. Daneille Smith
Mr. Dan Bemis	Mrs. Melissa Allen
Mr. Mike Helmstetter	

ELEMENTARY STAFF MEMBERS

Pre School	Mrs. D. Smith	Fourth Grade	Mrs. M. Nuhfer	Music	Mrs. R. Fahey
Pre School-Aide	Mrs. R. Adelman		Mrs. M. Dellisanti	Band	Mr. R. Hayes
Kindergarten	Miss M. Fries-Seip	Fifth Grade	Mr. A. Rogers	Aide	Mrs. D. Hartley
Kindergarten	Mrs. G. Rosser		Mrs. R. Jackson	Aide	Miss M. Wittmer
First Grade	Mrs. S. Houser	Sixth Grade	Mrs. L. Gregory	Aide	Mr. J. Fair
	Mrs. K. Pisano		Mrs. L. Spettel	Aide	Mrs. D. Myers
Second Grade	Mrs. M. Harvey	Librarian	Mr. E. Rogers		
	Mrs. R. Hamm	Special Ed.	Mrs. A. Jeremay/ Miss. W. Quillen/ Mrs. Weis		
Third Grade	Mrs. J. Meagrow	Title 1 Reading	Mrs. S. Adams		
	Mrs. S. Barker	Art/ Title 1	Mrs. T. Smith		

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WELCOME TO MONROEVILLE ELEMENTARY SCHOOL

Welcome back to Monroeville Elementary School for the 2024-2025 academic year. All members of the faculty, staff and administration have pledged themselves to excellence once again this year. We hope you will do the same.

There is a rich tradition of excellence at Monroeville Elementary School. Others that came before you helped establish the tradition, and many have sacrificed of themselves to allow you to participate in this type of school. You should be proud to be a part of the Monroeville School System, but we challenge you to do one more thing this year. Do your part to maintain the rich tradition at Monroeville Elementary School. Leave a legacy for those who will come after you. Ladies and gentlemen, contribute your excellence to Monroeville Elementary School.

ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY

The Monroeville Board of Education declares it to be the policy of this District to provide an equal opportunity for all students, regardless of race, color, creed, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered by Monroeville Local School. The compliance officer will ensure that Federal and State regulations are complied with and that any complaints are dealt with promptly in accordance with the law. For further questions on this matter, please call the Superintendent at (419) 465-2610.

SCHOOL DAY

The school day begins the minute you arrive on the school grounds. You are to report to your class after the doors open at 7:40 A.M. and prior to 8:03 A.M. If you report to class after 8:03 A.M., you will be considered tardy.

Students arriving before 7:40 A.M. may wait in front of the elementary school office hallway. Students must have the written permission of a teacher to be in any other area of the building prior to 7:40 A.M. Failure to comply with this rule will result in disciplinary action.

School is dismissed at 2:45 P.M. No student is to be in the building after 3:00 P.M. without proper supervision.

ATTENDANCE PHILOSOPHY

Learning activities that take place in the school classroom are a vital part of the teaching and learning process. A day lost from the classroom can never be recaptured, and the dialogue that has taken place between members of a class cannot be duplicated. Thus, attendance at each class period is very important. Section 3321.04 of the Ohio Revised Code provides that every parent, guardian, or other person having charge of any child of compulsory school age must send such child to school. The statutes governing school attendance are very specific and leave little options for school authorities to excuse children from school. Good attendance is encouraged and required in our society for an individual to be successful. The Monroeville Local School District encourages and expects students to develop good attendance habits.

PROCEDURES FOR STUDENT ABSENCES

PARENT AND STUDENT RESPONSIBILITIES

- 1. **Excused/legitimate absences** up to 65 hours (approximately 10 school days for the year) may *not* require a doctor's note and reporting requirements may be satisfied by following the process outlined below (parent call and note/email upon return). **Beyond the 65 hours of legitimate absence, a medical excuse will be required and the student will be considered to be "excessively absent" as part of the truancy process.**
- The only reasons for **excused absences** are those outlined in ORC 3301.69.2, which states:

An excuse for absence from school may be approved on the basis of one or more of the following conditions:

- Illness of the child. The approving authority may require the written statement of a physician/mental health professional if it is deemed appropriate;
- Illness in the family necessitating the presence of the child. The approving authority may require the written statement of a physician and an explanation as to why the child's absence was necessary, if it is deemed appropriate;
- Quarantine in the home. The absence of a child from school under this condition is limited to the length of quarantine as determined by the proper health officials;
- Death of a relative. The absence arising from this condition is limited to a period of eighteen school hours (approximately **3 days**) unless a reasonable cause may be shown by the applicant child for a longer absence;
- Medical, behavioral or dental appointment. The approving authority may require the written statement of a physician, mental health professional, or dentist if it is deemed appropriate;

- f. Observance of religious holidays. A child shall be excused if the child's absence was for the purpose of observing a religious holiday consistent with the truly held religious beliefs of the child or the child's family;
- g. College visitation. The approving authority may require verification of the date and time of the visitation by the college, university, or technical college;
- h. Pre-enlistment reporting to military enlistment processing station. The approving authority may require verification of the date and time of the reporting;
- i. Absences due to a child's placement in foster care or change in foster care placement or any court proceedings related to the child's foster care status;
- j. Absences due to a child being homeless;
- k. Children of military families. Absences due to deployment activities of a parent, legal guardian, or custodian consistent with section 3301.60 of the Revised Code; or
- l. Emergency or other set of circumstances in which the judgment of the superintendent of schools constitutes a good and sufficient cause for absence from school.

NOTIFICATION OF ABSENCE

- Parents must call in a student absence by **9:00 a.m.** on the day a student is out, **followed by a written excuse** upon their return to school.
 - Elementary attendance line: (419) 465-2533, option 1
 - High school attendance line: (419) 465-2631, option 1
- Written excuses may be sent via email to the building secretary, or a note sent back with the student:
 - Elementary: bmyers@monroevilleschools.org
 - High school: rjenks@monroevilleschools.org
- **FAILURE TO FOLLOW THIS PROCEDURE WILL RESULT IN POSSIBLE TRUANCY INTERVENTION, AND CHARGES.**

Non-Legitimate absences – Absence of students from school at the request of the parent/guardian and not in compliance with Section 3321.04 of the Ohio Revised Code and/or not an excused absence, as identified above. All Non-Legitimate “unexcused” absences will count toward the determination of “Habitual Truancy” (see below).

Excessive absences – An “ excessive absence” is defined as any child who is: (a) absent 38 or more hours in one school month with or without a legitimate excuse; or (b) absent 65 or more hours in one school year with or without a legitimate excuse.

Truancy – Absence of students from school without the permission of the parent/guardian or school authorities. This includes leaving the building and coming back without permission. Monroeville Local Schools is a **closed campus**. Thus, once a student arrives at school they must remain unless they have permission from a parent **and** school officials.

Habitual truancy – A “habitual truant” is any child who is: (a) absent 30 or more consecutive hours without a legitimate excuse; or (b) absent 42 or more hours in one month without a legitimate excuse; or (c) absent 72 or more hours in one year without a legitimate excuse.

Tardiness – Arriving late to school, class, or other assigned areas past the scheduled time.

ALL ABSENCES ARE RECORDED AS ABSENCES REGARDLESS OF THE REASON.

CHAIN OF COMMAND

Monroeville Local Schools has an established chain of command for addressing questions and concerns that may arise during the school year. By following this process, we can ensure that the situation will be addressed with those closest to the issue(s).

Classroom Concerns – Teacher → Counselor → Principal → Superintendent

Discipline – Teacher (if applicable) → Principal → Superintendent

DIRECTORY INFORMATION

Ohio Revised Code 3319.321 permits school districts to release directory information without permission of parents as long as it is not to any person or group for use in a profit-making plan or activity. It also states that parents have the right to object, in writing, to release of directory information. Directory information includes student name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, height and weight if a member of an athletic team, dates of attendance at the District, date of graduation, awards received, or honor rolls and scholarships. If you DO NOT wish your child’s directory information to be released, please mark in appropriate area on FinalForms.

CUSTODY ORDERS

Copies of the order(s) issued by a court of law regarding student custody must be on file for students of divorced parents.

NURSE'S CLINIC

Clinic use for students who need first aid or becoming ill at school: Any student with a fever 100.0 degrees or higher, vomiting/diarrhea, will be sent home. Students' parents will be contacted first, followed by the contacts on the Emergency Medical Form. Students that are ill or sent home from school should not attend any school events until fever free for 24 hours.

MEDICATION

Students are not permitted to provide or share prescription or non-prescription drugs with other students. Doing so may result in detention, suspension, or expulsion.

Students are also required to keep all medication they are taking in the Nurse's office. School personnel will administer the medication only in accordance with Board Policy 6.34, at the written request of the physician and accompanied by written authorization from the parent. Only medication in its original container with the student's name and exact dosage will be administered. OTC medication must be labeled with the child's name and date of birth.

The administration of prescribed medication and/or medically prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student or if the student would not be able to attend school without the medication. Medications must be brought into the office by an adult. At the end of the school year, parents must claim medication, or it will be destroyed.

COMMUNICABLE DISEASE CONTROL

Please check your child for signs of illness before sending him/her to school and notify the school if there is a contagious disease in your family.

1. Chicken Pox – Children may return to school after seven days if chicken pox is crusted and dry.
2. Scarlet Fever (Scarletina) – Children may return upon recovery, but no sooner than one week from onset.
3. Strep Throat – Children may return after 24 hours if they are under treatment of a physician and have no fever.
4. Vomiting – Children may return after 24 hours after last episode.
5. Diarrhea – Children may return after 24 hours after last episode.
6. Covid – Children may return after 10 days past the start of the symptoms or 10 days past positive test.
7. Eyes – Any child with reddened or inflamed eye may be excluded until the eye is completely clear or a doctor's statement is submitted allowing his or her return.
8. Skin – Any child with a skin rash or sores such as scabies or impetigo may be excluded until skin is clear or a doctor's statement is submitted allowing his or her return.
9. Head Lice – For cases of head lice, students are excused for 3 days for each occurrence to allow time for proper treatment and eradication.

GUIDELINES FOR TREATMENT OF HEAD LICE

Students experiencing symptoms will be checked discretely by the Nurse. Information may be obtained from the office or the Health Department on treatment of Head Lice. All directions must be followed exactly, and your child must be nit-free before he or she is allowed to return to school. Treatment may take several days. Your child will need to report to the Nurse's Clinic before returning to the classroom. Letters advising classmates of a positive case will be sent home. More information can be obtained from the office.

STUDENT CODE OF CONDUCT

It is expected that students at Monroeville Elementary School will pursue and maintain academic and citizenship excellence. In order to pursue and maintain this excellence, an atmosphere of proper decorum must be established within each classroom as well as the entire school. Hence, a Code of Conduct has been established. This Code of Conduct is applicable to misconduct by a student that occurs on property owned or controlled by the District and off of property owned or controlled by the District but that is connected to activities or incidents that have occurred on property owned or controlled by the District, and misconduct by a pupil that, regardless of where it occurs, is directed at a School District official or employee, or the property of such official or employee, and all students when properly under the authority of school personnel during a school activity, function, or event, whether on property owned, rented, or maintained by the Board of Education or property owned, rented, or maintained by another party. Additionally, the provisions of the Code shall apply to students if the prohibited act(s) takes place while on properties immediately adjacent to school property, within the line of sight of school property, on school transportation, or if the act affects the operation of the schools. Any violation of any of the terms of the following Code of Conduct may result in disciplinary action.

CODE OF CONDUCT/SUSPENDIBLE OFFENSES

1. No student will attempt to damage school property or illegally remove any school property from the premises. The student will be held financially responsible for any damage caused to school property along with the proper discipline.
2. A student shall not attempt to physically attack or injure any student, teacher, or anyone else on school property.
3. No student shall participate in fighting. Fighting may be defined as participation in physical or verbal instigation. It is highly recommended that students seek adult supervision before the matter escalates.
4. No student shall show disrespect, act in defiance of authority, or fail to comply with lesser forms of disciplinary action from teachers.

5. No student shall misuse or forge school documents. These documents include attendance notes, parental notes, disciplinary forms, hall passes, or any other form pertaining to the school.
6. Students are not to enter unlocked rooms or buildings without proper school personnel supervision.
7. No student shall be in possession of stolen goods.
8. No student will harass, mock, or participate in abusive and/or humiliating tricks toward another person.
9. No student will sexually harass or intimidate another student or staff member. If a student or staff member is the victim of any unwanted sexual advances, that person is asked to report the incident to the office immediately. Also, no student or staff member will be the victim of derogatory statements or actions concerning his/her gender, religion, race, ethnic group, or disability. Again, this must be reported to the office immediately. All reports will be kept confidential.
10. No student will be in possession of pornographic materials.
11. Gambling of any type is strictly prohibited.
12. No student shall make threat of bodily injury to students or staff at Monroeville Elementary School. Students will also not make threats of bringing any type of dangerous weapon or ordnance to school for use.
13. Students will serve all assigned detentions in accordance with the detention policy.
14. No student shall participate in any activity that interferes with the safety or the pursuit of a quality education at Monroeville Elementary School.

THREATS

Any threat made to the safety of the students at Monroeville Elementary School will be taken very seriously and dealt with in the appropriate manner, including suspension and/or expulsion.

GUM CHEWING

Due to increased technology at the elementary school level, students are no longer allowed to chew gum in the building. If a student is chewing gum, he/she will be asked to remove it. Further warnings will result in detentions or more serious action.

DETENTION POLICY

A minor offense, as determined by a teacher, may result in a detention being written by a teacher. The detention will be served with the teacher as assigned, or with detention monitor as assigned on Tuesday or Thursday.

SUBSTANCE ABUSE

In accordance with Federal law, the Monroeville Local Board of Education prohibits the use, possession, concealment, or distribution of drugs or alcohol by students on school grounds and in school sponsored activities, and students are prohibited from being under the influence of drugs and/or alcohol at any school related event. Drugs may include alcoholic beverages, anabolic steroids, and controlled substances as defined by State or Federal statute, or a substance considered to be a look alike drug. Any student who violates this policy will be subject to disciplinary action. While the District is concerned with any student who is a victim of alcohol or drug abuse, it still refuses to allow illegal substances to permeate the students of the District.

The District will facilitate the treatment process for any student who needs it. Monroeville Local Schools does realize, however, that after care is solely in the hands of those who need the help.

Violation of the aforementioned policy will be treated in the following manner.

FIRST OFFENSE

Parents will be contacted immediately upon verification of the violation of the offense. The student will be suspended for ten days, and a recommendation for expulsion will be made to the Superintendent. This recommendation will be revoked as soon as the student brings proof that he/she has enrolled in an intensive continuing program.

SECOND OFFENSE

Recommendation for expulsion will be made to the Superintendent.

DANGEROUS WEAPONS

The Board of Education will not tolerate the possession of weapons or other devices designed to inflict bodily harm by anyone while on District property, at a school related event, or while on school transportation.

This policy shall also encompass such actions as false fire alarms, bomb threats, and calls falsely reporting a dangerous condition, or verbally threatening to bring a gun or any type of dangerous weapon to school.

Demerits for Classroom Behavior Grades 4-6

Specific Violations and Sanctions

2024-2025

Demerit Accumulation

<u>Demerit</u>	<u>Result</u>
3	1 Lunch/Recess Detention + slip signed by parent
6	1 After School Detention + slip signed by parent
9	2 After School Detentions + slip signed by parent
12	3 After School Detentions+ slip signed by parent
15	Conversation with principal & 2hr Friday School + slip signed by parent
18 (First Accumulation)	Referral to Principal & 3hr Friday School + slip signed by parent
18 (Second Accumulation)	Referral to Principal & (1-3 days of Suspension: ISR/OSS) + slip signed by parent
18 (Third Accumulation)	Referral to principal (4-10 days Suspension: ISR/OSS) + slip signed by parent

Offense

Consequence

Minor School Disturbance

1 Demerit

- Unauthorized note/letter writing
- Repeated talking out of turn
- Consistent lack of preparation for class (books, paper, writing utensils, homework)
- Excessive noise/talking in the hallway
- Loitering and excessive noise in the restroom
- Not in seat when class begins
- Roaming around class without permission
- Repeatedly putting hood up in class after warning

Intermediate School Disturbances

2 Demerits

- Refusal to work
- Misbehavior at assemblies other out of class events
- Disagreements between students that cause disruption
- Running or loitering in the hallway
- Being outside the classroom without permission or pass

Dress or Appearance

Referral to Principal + 2 Demerits

- Failure to follow dress code as outlined in the student code of conduct

Major School Disturbance

3 Demerits

- Continuous classroom disruption after verbal warning
- Misbehavior on field trip
- Showing disrespect for any school personnel or student (i.e. verbal or non-verbal attitude of disrespect)
- Not following directions with Chromebooks
- Other major classroom disturbances

Academic Dishonesty

“0” on test or assignment + 3 Demerits

- Cheating on a test
- Unauthorized sharing of work
- Allowing others to use assignments
- Soliciting assignment work from others

Device/Cell Phone Usage

Device in the office until end of the day + 3 Demerits

- Having a cell phone or device not on silent during the school day
- Having a cell phone or device out of a locker or bookbag at any time during the school day
- Using a "watch" or other personal device with cellular or wifi service during the school day

Throwing Objects**3 Demerits**

- Propelling any object, for any reason, through the air or on the ground, other than an organized Physical Education/Sports Activity
- Throwing objects that cause or have potential to cause injury to another student/staff may result in referral to the Principal

Improper Social Acts**3 Demerits**

- Teasing others with intent to hurt feeling
- Engaging in improper displays of affection
- Pushing/shoving
- Use of improper gestures and/or hand signs
- Use of improper, inappropriate, or unacceptable language
- Stealing another person's property
- Writing or drawing inappropriate words or symbols

Missing a Scheduled Detention**3 Demerits****Bullying/Intimidation****Referral to principal + 6 Demerits**

- Severe bullying, attacks of emotional and physical on others - name calling, threatening, sexual harassment or misconduct, etc.
- Fighting or physical altercations
- Inappropriately touching other students

Insubordination/Defiance/Disobedience**6 Demerits**

- Pointed/Direct failure to comply with reasonable directions of authorized school personnel
- Direct disobedience of directions by school personnel or other authorized adults
- Any verbal or written words or actions showing disrespect toward any school personnel
- Inappropriate behavior for a substitute teacher

Dishonesty**6 Demerits**

- Lying, deceit, giving false information, either verbal or written, or purposefully misleading a school official

Major Misuse of Computer/Other Technological Equipment**6 Demerits**

- Destruction, in any way of technology equipment
- Downloading games, music or other students' files
- Unauthorized use of programs, files or other software

Damaging School Property**Repair and/or cleaning of damaged area + 6 Demerits**

- Vandalism of any kind to school property

Threatening/Dangerous articles brought to school**Referral to Principal****In-School Restriction (ISR)/Out-of-School Suspensions (OSS)**

Suspensions/Restrictions for any infraction is given at the discretion of the administration of the school.

Quarterly: Demerits will accumulate only during each 9 weeks. At the end of each 9 weeks all accumulated demerits will be dropped. Once a student reaches 18 demerits and receives disciplinary action from the principal, the student starts over at zero (0). Repeated accumulations of excessive demerits will result in more serious disciplinary action. Serious infractions will be handled by the principal without regard to demerit accumulation as per levels following in this handbook.

Cell Phone Policy of Monroeville Elementary is that students MAY have their phones and devices but they must be on silent (do not disturb, airplane mode, etc.) or turned off and be in their lockers at all time. If a phone is found on their person or with them at any time, their phone will be taken and put on the teacher's desk for the rest of the day and the discipline for this offense is outlined above.

Parent Signature: Each time demerits or detentions are assigned, a slip that needs a parent signature will go home that day, if possible (slips will go home the next day for infractions at the end of the school day). Failure to return a signed demerit/detention/ISR/Friday School slip could result in the child receiving more demerits for failure to return a signed paper. Please have the child take responsibility for this - it is our intention to help the children to develop a sense of accountability and responsibility in these matters. PLEASE NOTE THAT PARENTAL REFUSAL TO SIGN A DEMERIT/DETENTION/ISR/FRIDAY SCHOOL SLIP DOES NOT NEGATE THE DEMERIT AND THAT ALL CONSEQUENTIAL DISCIPLINE WILL REMAIN (e.g. detention/ISR/Friday School/OSS).

Detentions: Parents will be notified of detention dates prior to detention. Detentions will take place either during lunch, during recess, or after school on Tuesdays or Thursdays. *Friday School* is detention for a specified amount of time (for up to 3 hours) on Friday after the school day has ended. THE DAY AND TIME OF DETENTIONS ARE NON-NEGOTIABLE. Failure to appear for scheduled detention will result in 3 demerits. **In the event of a two-hour delay, early release, or school cancellation, any assigned detentions will be rescheduled on the next available day.*

The "levels" of behavior, and the associated progressive discipline listed below are not mandatory. The Board of Education reserves the right to pursue any discipline permitted under law based on the seriousness of a student's violation of the Code of Conduct.

LEVEL 1 BEHAVIOR
CONDUCT WHICH IMPEDES ORDERLY OPERATION OF CLASSROOM OR SCHOOL

Administrators and school staff will establish building regulations and discipline procedures for Level 1 behaviors, post such regulations, and make written copies of such regulations available to parents and students. Disciplinary action other than out-of-school suspension or expulsion which can be used to correct Level 1 behavior are listed under "Examples of Disciplinary Options," section 1. The fourth level 1 and beyond offense will automatically place a student at 2G - Insubordination.

<u>BEHAVIOR</u>	<u>DEFINITION</u>	<u>FIRST OFFENSE</u>	<u>SECOND OFFENSE</u>	<u>THIRD OFFENSE</u>
1A – Dress Code	Dressing or grooming in a manner which disrupts the teaching and learning of others as determined by administration. (See pg 11)	Warning	Friday School (1-2 hours)	Friday School (3 hours)
1B – Electronic Devices**	Electronic games, laser pointers, prohibited games or toys, beepers/pagers, or unauthorized mobile phone or personal stereo use**	Confiscated will be picked up in office after school. Parents notified	Confiscated Parents may pick in office. Friday School (1-2 hours)	Confiscated Parents may pick up in office Friday School (3 hours)

Pagers will be confiscated and turned over to the Monroeville Police Department. Parents must call the Monroeville Police Department at 465-2345 for an appointment to pick up confiscated items.

****These items will be confiscated and may be retained for the remainder of the school year. See the policy on electronic devices above.**

<u>BEHAVIOR</u>	<u>DEFINITION</u>	<u>FIRST OFFENSE</u>	<u>SECOND OFFENSE</u>	<u>THIRD OFFENSE</u>
1D – Unacceptable Behavior	Conduct and/or behavior which is disruptive to the orderly educational process of the school may include, but is not limited to, public display of affection, food (including candy and gum) or drink in the halls/class, littering, throwing objects, horseplay, talking, unacceptable hall or cafeteria behavior.	Warning depending on the infraction	Friday School (1-3 hours)	In-School Restriction (2- 5 Days)

LEVEL 2 BEHAVIOR

ILLEGAL AND/OR SERIOUS MISCONDUCT – NOT LIFE OR HEALTH THREATENING

A student charged with behavior which is classified herein as Level 2 shall be subject to the disciplinary actions listed below which are recommended for each offense. This means that lesser penalties may be assigned depending upon the facts and circumstances, but no greater penalty than that listed shall normally be applied. However, if the misbehavior is of such a serious nature that the maximum penalty listed seems to be insufficient, or if the student's past record is such that a more severe penalty is needed, the assignment of a greater penalty may be made. Once a student has committed a Level 2 offense, the next Level 2 infraction will be deemed a second offense in any Level 2 category.

<u>BEHAVIOR</u>	<u>DEFINITION</u>	<u>FIRST OFFENSE</u>	<u>SECOND OFFENSE</u>	<u>THIRD OFFENSE</u>
2A – Cheating/ Plagiarism	Using, submitting, or attempting to obtain data or answers dishonestly, by deceit, plagiarism or by means other than those authorized by the teacher.	2 Friday Schools (2-3 hours) zero given for assignment	In-School Restriction; zero given for assignment	Out-of-School Suspension (1-3 days) zero for assignment
2B – Complicity	Involvement as an accomplice in a crime, wrong doing, or misconduct.	Complicity will follow the sequence of the violation according to the level.		
2C – Dishonesty/ Academic Dishonesty	Lying, giving false information, deceit, either verbally or written; copying someone else's homework	Friday School (2 days) Letter to Parents	In-School Restriction (2-3 days)	Out-of-School Suspension (1-3-days)
2D – Forgery	Writing or altering the name of another person, or altering times, suspension dates, dates, grades, passes or permits.	Warning Letter to Parents Depending on what is dealing with	Friday School (1-3 hours)	In-School Restriction (1-3 days)
2F – Peer Conflict	Unauthorized touching; threats or challenges between students	Warning Possibly Friday School (1-2 hours)	Friday School (2-3 hours)	In-School Restriction (2-3 days)
2G – Insubordination	Refusing to comply with reasonable school rules or with reasonable instructions of any staff and invited guest.	In-School Restriction (2-5 days)	Out-of-School Suspension (1-5 days)	Out-of-School Suspension (5-10 days)**
2H – Profanity	Profanity or obscene language, written or verbal.	Friday School (1-3 hours)	In-School Restriction (1-3 days)	Out-of-School Suspension (1-10 days)
2I – Verbal Abuse	Profanity or obscene language, written or verbal, including the use of gestures, signs, or personal slurs.	In-School Restriction (1-5 days)	Out-of-School Suspension (1-5 days)	Out-of-School Suspension (5-10 days)**
2J – School/Class Disruption	Acting in a disrespectful and/or disorderly manner that disrupts the educational process or any class or school activity.	Friday School (1-3 hours)	In-School Restriction (1-3 days)	Out-of-School Suspension (1-10 days)
2K – Trespassing/ Truancy/ Unauthorized Area	Being in a school building in unauthorized areas or on school grounds without permission or failure to sign in. Refusing to comply with a request to leave or leaving school grounds without proper authorization.**	Friday School	In-School Restriction (3 days)	Out-of-School Suspension (1-10 days)

****Recommendation for Expulsion**

LEVEL 3 BEHAVIOR

ILLEGAL AND/OR SERIOUS MISCONDUCT – NOT LIFE OR HEALTH THREATENING

A student charged with behavior which is classified as Level 3 shall be subject to removal from the school immediately, and repeat offenses will be subject to a recommendation for expulsion from the Monroeville Local School District.

<u>BEHAVIOR</u>	<u>DEFINITION</u>	<u>FIRST OFFENSE</u>	<u>SECOND OFFENSE</u>	<u>THIRD OFFENSE</u>
3A – Extortion/ Coercion	Obtaining or attempting to obtain money or property from another or forcing another to act by either physical force or intimidation (threat)	Out-of-School Suspension (1-3 days)	Out-of-School Suspension (2-5 days)	Out-of-School Suspension (1-10 days) **
3B – Fighting	Physical conflict, between students, words/actions that provoke a fight or attempt to fight.	Out-of-School Suspension (1-5 days)	Out-of-School Suspension (5-10 days)	Out-of-School Suspension (5-10 days) **
3C – Harassment/Hazing/ Menacing	Interfering with, annoying, accosting, threatening, or harassing another either verbally, non-verbally, or physically. Hazing (initiations, having another take part in an embarrassing or harmful situation).	Out-of-School Suspension (1-3 days)	Out-of-School Suspension (3-5 days)	Out-of-School Suspension (5-10 days) **
3D – Sexual Misconduct	Any sexual harassment, unauthorized touching, verbal/nonverbal, or written sexually-oriented actions.	Out-of-School Suspension (1-3 days)	Out-of-School Suspension (3-5 days)	Out-of-School Suspension (5-10 days) **
3E – Theft	Stealing or attempting to steal the money or property of another; possession of stolen property. Items of higher value may result in greater penalties.	Out-of-School Suspension (1-3 days) Restitution	Out-of-School Suspension (3-5 days) Restitution	Out-of-School Suspension (5-10 days) ** Restitution
3F – Tobacco Products	Using or possessing any tobacco product, lighter, matches, or other related materials.	Out-of-School Suspension (1-3 days)	Out-of-School Suspension (3-5 days)	Out-of-School Suspension (5-10 days) **
3G – Vandalism	Destruction or defacing of school property, staff or student property or equipment.	Out of School Suspension (1-3 days) Restitution	Out of School Suspension (3-5 days) Restitution	Out of School Suspension (5-10 days) ** Restitution
3H – Computer/ Technology & Tampering	Intentionally or accidentally attempting to or actually altering a computer or computer network; placing unauthorized information or harmful programs on the system; disrupting the operation of the individual computer/network; maliciously using the computer network (i.e., chat rooms, hate mail, harassment, profanity, vulgar statements, or discriminatory remarks); interfering with others' use of the computer network; attempting to disable or circumvent internet screening, security, and/or virus protection software; transferring program files, shareware, or software from information services and/or electronic bulletin boards with the intent to violate copyright laws.	Out of School Suspension (1-3 days)	Out of School Suspension (3-5 days)	Out of School Suspension (5-10 days)

****Recommendation for Expulsion**

LEVEL 4 BEHAVIOR

ILLEGAL AND/OR SERIOUS MISCONDUCT - LIFE OR HEALTH THREATENING

A student charged with behavior which is classified as Level 4 shall be subject to removal from the school immediately and subject to a recommendation for expulsion from the Monroeville Local School District.

BEHAVIOR

4A – Arson

DEFINITION

Setting fire, or attempting to set fire, to a school building or property located on school grounds or any property belonging to, rented by, or on loan to the School District, or property (including automobiles) of persons employed by the school or in attendance at the school.

PENALTY

Out-of-School
Suspension (10 days)
Recommendation for
Expulsion

LEVEL 4 BEHAVIOR – cont'd.

BEHAVIOR

4B – Assault/ Battery

DEFINITION

Intentionally causing or attempting to cause physical injury, or intentionally behaving in such a way as could reasonably cause physical injury to a student, staff member, or any other person.

PENALTY

Out-of-School
Suspension (10 days)
Recommendation for
Expulsion

4C – Bomb threats/ False alarms

Making a knowingly false statement regarding the possession or location of explosive or incendiary materials or activating the fire alarm system on school property, or reporting a fire when no fire exists.

Out-of-School
Suspension (10 days)
Recommendation for
Expulsion

4D – Chemical Abuse

Possession, use, sale, distribution, having the odor on the breath of alcohol, drugs, intoxicants or controlled substance of any kind, possessing drug paraphernalia on school property or at school activities, or possession of counterfeit or “look alike” drug paraphernalia.

Out-of-School
Suspension (10 days)
Recommendation for
Expulsion
See BOE Policy #5610.01

4E – Level 4 Sexual Misconduct

Any willful and/or deliberate act committed with the intention of gaining sexual favors or furthering acts which are lewd or lascivious in nature, or any act of indecent exposure.

Out-of-School
Suspension (10 days)
Recommendation for
Expulsion

4F – Volatile Acts

The use of violence, force, coercion, threats of harm, or disorderly conduct directed to an individual or disrupts school. This shall include use of same to incite others toward acts of disruptions (individual or group related).

Out-of-School
Suspension
(10 days)
Recommendation for
Expulsion

4G – Weapons or Dangerous Instruments

Possessing, transmitting, or using any kind of object, or other look-alike or replica object (wooden or otherwise), or item which can be considered a weapon or that could be used to inflict harm or threaten another. This includes, but is no limited to a firearm, destructive devices, knife, razor, club, chain, stun gun, or metal knuckles.

Out-of-School
Suspension (10 days)
Recommendation for
Expulsion (may include
expulsion for one year
pursuant to State and
Federal Law)

4H – Incendiary Devices

Possessing, transmitting, or using firecrackers, smoke bombs, or other incendiary devices that could be used to inflict harm or threaten another

Out-of-School
Suspension (10 days)
Recommendation for
Expulsion

4I – Other illegal, criminal, or inappropriate acts

Any other offenses which constitute criminal conduct under federal, state, or city laws and/or which are conduct life or health threatening. The District reserves the right to expel any student convicted of a felony (whether act occurred on or off of school grounds) in accordance with the Ohio Revised Code.

Out-of-School Suspension
(10 days)
Recommendation for
Expulsion

SAFETY FOR WALKERS

1. Go directly home after school.
2. Walk on sidewalks – do not cut through yards.
3. Cross street only at intersections or with crossing guards.
4. Do not enter strange automobiles.
5. Park bicycles in the bicycle rack (or other items like scooters).

STUDENT COUNCIL

Students (grades 4-6) will have the opportunity to participate in student government, representing their classrooms and developing leadership skills (pending approval of student council advisor).

PETS

If your child wishes to bring a pet or other live animal to school for any reason, the child must obtain the advanced permission from the classroom teacher and principal.

STUDENT JOURNALISM

Student publications (newspapers, yearbooks, etc.) are a part of the school curriculum. Editorial control rests with school authorities.

LUNCH

Monroeville Elementary School operates under a closed lunch philosophy. All students will remain at school during the lunch period. Students may purchase the lunches that are provided in the school cafeteria or carry their own lunch. Students must also eat their lunch in assigned areas. Lunch is considered part of the normal school day, and all aspects of attendance for students will be handled through the office of the principal.

FREE AND REDUCED LUNCH APPLICATIONS

Free and reduced-price meals are available to families who qualify. If your application is approved, your child will receive a Point-of-Sale account like any other child. If you qualify for free lunches through this program, you can sign the waiver, as well, that will release you of having to pay school fees for that school year. If a qualifying student packs a lunch, they may purchase a carton of milk for 50 cents. Parents may apply any time throughout the year by contacting the cafeteria or elementary office.

LUNCH TIMES AND COSTS

Grades Kdg, 1, 2	11:55 – 12:25		
Grades 3, 4, 5	12:35 – 1:05		
Grade 6	10:35 – 11:05		
\$2.80 for Elementary grades K-4	\$3.00 for grades 5-8	\$3.15 for High School	\$4.45 for Adults

Breakfast and Lunch Money Information

Breakfast is offered from 7:40 to 7:55 am and cost is \$1.60.

Lunch money will be collected on the first day of each week. Money should be sent in an envelope. Your child's name should be included on the envelope along with the day your child will be buying lunch at school. For your convenience, lunch money can be added to your students account through the K-12 Payment Center as well.

If your child forgets his or her lunch, they will be provided a peanut butter sandwich and milk.

RULES FOR THE CAFETERIA

1. Silverware will not be abused.
2. Excessive noise is undesirable; students should remain seated and talk as if at home at the dinner table.
3. Keep milk cartons in the containers inside the cooler.
4. Throwing or misusing food is prohibited.
5. Littering is prohibited.
6. Line cutting is prohibited.
7. A pass must be provided for all students who wish to leave the lunchroom.
8. Neither food nor milk shall be removed from the cafeteria.
9. No breakable containers will be permitted.
10. Remain seated during the lunch period.
11. No order outs or picnics.

COMPUTER USE

No student shall use school computers until a Computer Network and Internet Acceptable Use Policy and Agreement has been signed.

PERMISSION DENIED FOR STUDENT'S PICTURES ON WEBSITE OR NEWSPAPERS

All students will be given a copy of the form denying permission for your child's picture to be used on our elementary website or released to newspapers. As occasionally throughout the school year, news reporters take pictures and write articles about our school's activities. **PLEASE FILL OUT FORMS IN FINALFORMS ONLINE; DIRECTIONS ON PAGE 16.**

School will provide two opportunities for families to get school pictures taken a year from the school district contracted photographer.

FIELD TRIPS

Students must have parent permission slips complete and signed by a parent or guardian before going on a field trip which is located on Student demographic form unless more than a one day trip. Any student who is failing the course when registering for the field trip will not be permitted to go. Also, in order to prevent any illicit drugs, alcohol, dangerous weapons, or any other item deemed harmful, items such as book bags may be searched.

LOCKERS

Each pupil is assigned a locker. It is expected that students do not share lockers, unless an emergency situation arises. In such an emergency, the principal will reassign lockers. Students may not change lockers without permission of the principal. If you want to use a lock on your locker, the office must have the combination or a key for the lock.

SCHOOL SEARCHES

Lockers are property of the Board of Education and as such are subject to random searches at any time without regard to reasonable suspicion.

HIGH SCHOOL ATHLETICS AND EVENTS

Prices for varsity sports will be \$6.00 at the gate for adults and students. Advanced tickets for all Firelands Conference League games and Home games may be purchased for students for the price of \$4.00 in the elementary office or athletic office in the high school. Family passes are available (419-465-2531) in the athletic office. Elementary students need to be accompanied and supervised by a responsible adult. If a student is exhibiting inappropriate behavior, they will be asked to leave, and their admittance to future games could be in jeopardy.

DRESS AND PERSONAL APPEARANCE

Dress and personal appearance standards vary with each individual. Guidelines for the dress code are based on health, safety, and decency. Dress that distracts from the educational process will not be permitted.

DRESS CODE

Our shared purpose is to learn. Our rules are in place to ensure we have an environment that is conducive to learning for each student. Our rules are created to prevent actions that distract from learning.

Clothing and/or accessories that disrupt the educational process or presents a safety risk will not be permitted (this includes body piercings that may result in bodily fluid discharge). If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents risk to themselves or others, they may be removed from the educational setting. Ultimately it is the responsibility of the caregiver to ensure that their child comes to school dressed appropriately for the educational setting.

- No hoods up or hats during class.
- No t-shirts with offensive material or vulgar language or images, including references to drugs, tobacco, alcohol, sex, racial discrimination, profanity, and/or offensive pictures. This includes shirts with inappropriate double meanings, implied messages, or innuendo.
- Clothing must be opaque.
- Shirt must cover the belly button.
- Buttocks and chest must be completely covered.
- No pajamas.
- No visible undergarments.
- No clothing that denotes gang activity or clothing that could be used to hurt another person (ex. chains or spiked jewelry).
- Footwear is required at all times.

GO HOME WITH OTHER STUDENTS OR PARENTS

Students must have written parental approval to change normal transportation arrangements or go home with a friend. Please send a note if your child is going anywhere after school other than his or her usual destination.

SCHOOL BUS RULES

1. When ahead of schedule, the driver shall wait for any pupil until the time for the stop. He may then proceed.
2. Pupils shall cross the highway at a point ten feet in front of the school bus.
3. Pupils shall not move from seat to seat or stand while the bus is in motion. No hands or heads are to be out the window.
4. When on any school-sponsored trip, students must abide by school bus rules.
5. Students will be quiet 300 feet from railroad crossing and while crossing the tracks.
6. A possibility exists that a video camera could be on each bus.
7. Students who violate any of the above rules are susceptible to disciplinary action.

CELLULAR DEVICES

To support school environments in which students can fully engage with their classmates, their teachers, and instruction, the Board of Education of Monroeville Schools has determined the use of cell devices by students during school hours should be limited. The objective of this policy is to strengthen Monroeville schools focus on learning, in alignment with our mission to ignite students' passion for learning, cultivate a strong foundation of knowledge, and foster a sense of community within our schools.

II. Applicability This policy applies to the use of cellular devices by students while on school property during school hours.

III. Use of cellular devices Students are prohibited from using cellular devices at all times.

IV. Exception Nothing in this policy prohibits a student from using a cellular device for a purpose documented in the student's individualized education program developed under Chapter 3323 of the Ohio Revised Code or a plan developed under section 504 of the "Rehabilitation Act of 1973," 29 U.S.C. 794. A student may use a cellular device to monitor or address a health concern.

V. Cellular devices storage Students shall keep their cellular devices in a secure place, such as the student's locker, a closed backpack, or a storage device provided by the district, at all times when cellular devices use is prohibited.

VI. Discipline If a student violates this policy, a teacher or administrator shall take the following progressively serious disciplinary measures (check all that apply):

Give the student a verbal warning and require the student to store the student's cellular device in accordance with this policy.

Securely store the student's cellular device in a teacher- or administrator-controlled locker, bin, or drawer for the duration of the class or period.

Place the student's cellular device in the school's central office for the remainder of the school day.

Place the student's cellular device in the school's central office to be picked up by the student's parent or guardian.

Schedule a conference with the student's parent or guardian to discuss the student's cellular device use.

Other.

FIRE AND TORNADO ALARMS

PLEASE FOLLOW THE GUIDELINES POSTED IN EACH CLASSROOM FOR THESE ALARMS. It is out of concern for your safety that drills will be held regularly so that you know how to react during an actual emergency. Take each drill seriously. It is very important to remain silent during the drill so everyone can hear directions.

GRADING SYSTEM AND PUPIL RESPONSIBILITY

1. The grading scale for tabulating grading period averages is as follows:

A+	100-99%	C+	79-78%	Exemplary	95-100%
A	98-92%	C	77-72%	Meets	85-89%
A-	91-90%	C-	71-70%	Progressing	75-84%
B+	89-88%	D+	69-68%	Limited	00-74%
B	87-82%	D	67-62%	Not Assessed	N/A
B-	81-80%	D-	61-60%		
		F	Below 60%		

HOMEWORK POLICY

The Monroeville Local Schools homework policy states that: "Homework should help students learn by providing practice in mastery of skills, experience in data gathering and integration of knowledge, and an opportunity to remediate learning problems." In connection with this, each teacher or grade level can and should have their own homework policy that needs to be followed. It is with the support of parents to help make sure that students understand the need to complete work and practice on time and to the best of their abilities. If the students do not do their homework, it will be hard to identify the problems they are having or for them to ask questions.

GYM SHOES

Please send a clean pair of non-marking soled shoes to school for physical education. On warmer days, they may go outside for class, and they will not use these shoes as these will be used when in the gym to help protect the floor from damage and hopefully prolong the life of the playing surface. Please send a doctor's note for a long-term excuse from PE class.

PLAYGROUND RULES

Playground times are available during the school day. Since safety and cooperation are factors, playground rules have been established:

1. Stay in view of and obey supervisors on duty.
2. Play safely and report problems to the duty teachers.
3. Use equipment properly and as designed.
4. No spitting, kicking, or throwing sticks, stones, snowballs.
5. Throw balls in designated areas (not near fence or school).
6. Swing properly – one at a time, no jumping or standing.
7. Lunch boxes placed in baskets.
8. Jackets tied around waist as determined by duty teachers.
9. Slides are for sliding down, not walking up or running up.

HONOR ROLL

In grades 4, 5, and 6, students can attain Honor Roll status in one of three categories: All A's Honor and Merit, for the students' academic work in the class that receive letter grades. This will be calculated based on point system for each letter grade and follow similar to what is in Junior and Senior High School. This point system will not be printed anywhere on the report card.

MONROEVILLE PARENT-TEACHER ORGANIZATION (PTO)

The PTO is an organization of parents and staff members who support and sponsor educational endeavors in the interest of the students of Monroeville Elementary. They hold monthly meetings which are schedule for the 2nd Tuesday of each month in the Elementary Library at 6:30 pm. All parents and grandparents are welcome to attend.

Officers for the organization are as follows for the 2022-2023 School year:

President – Hannah Gerber

Vice President – Holly Rowlett

Treasurer – Jennifer Miller

Secretary – Lynette Nester

LIBRARY

Library books may be checked out for a period of one week. Please see our elementary library or your students' teacher with questions on this.

PARENT TEACHER CONFERENCES

School-wide parent/teacher conferences are November 12 after school, and November 12 all day and after school. This year, we will also be having one day of conferences after the semester on January 21. Parents are encouraged to schedule a conference with your child's teacher at this time. We once again will be sending out links so you may select your time for your conference. Additional conferences can be made by scheduling with your child's teacher. Make sure you call and make an appointment with your teacher as we all are busy, and you and we want to make sure we are available to give you the time needed.

PROGRESS REPORTS

Progress reports are sent with all students. These reports are intended to provide parents with information concerning the student's progress. We encourage parents to check student progress through their login on ProgressBook for your student(s).

REPORT CARDS

Report cards will be given out within one week of the close of the grading period.

CHEATING

Cheating and plagiarism will not be tolerated. For the first offense, a grade of 0(zero) will be given. For the second offense, a failing grade will be given for the grading period, while a third offense will result in failure of the course for the year.

LOST AND FOUND

Students who find lost articles are asked to turn them in to the office where the owner can claim them. Students who have lost items should check the lost and found area.

SCHOOL CLOSINGS

If school is closed due to inclement weather, announcements will be made on the following:

Radio stations:

WLEC 1450 AM/102.7 FM
WLKR 1510 AM/95.3 FM
WNRR 92.1 FM
WSWR 100 FM

TV Channels:

Channel 3 Wkyc
Channel 5 Wews
Channel 13 Wtol
Channel 19 WIOI

ParentSquare system

TELEPHONES

The office telephone is for school employee use only. Students may use the telephone for an emergency.

BOOK AND MATERIAL FEES

Kindergarten through sixth grade workbook and material fee will vary from grade to grade, with a maximum of \$150.00 per family. If you are unable to pay your child's workbook fees, there are grants to help through Job and Family services in Norwalk. Please contact the elementary office for information on this. Also, arrangements can be made for payments if you let the office know. Students who do not pay school fees will be excluded from field day.

TEXTBOOKS

You are responsible for keeping your textbooks in the best possible condition. Therefore, all students are required to have some type of cover on all textbooks. At the close of the school year, a fine schedule will be used for payment of damaged books.

FINE SCHEDULE

Page missing	\$2.00
Torn page	\$1.50
Broken binding	\$5.50
Excessive markings	\$0.50 per page
Lost books – 1-4 years' use	full cost of book
5 years' use	3/4 cost of book
6 years' use	2/3 cost of book
7 years' use	1/2 cost of book

VISITORS TO SCHOOL

Since there are a large number of visitors in school, parents are asked to telephone the office first before visiting school. When a parent wishes to confer with a particular teacher, it is best to do so via an email, a note, or telephone call to arrange a time.

Visitors are not allowed in the school without permission from the office. Passes must be secured from the office in advance of the visit.

COMPUTER NETWORK AND INTERNET

I. ACCEPTABLE USE POLICY AND AGREEMENT

The Monroeville Local Schools is pleased to make available, to all District employees and students, access to interconnected computer systems within the District and to the Internet, the world-wide network that provides various means of accessing significant educational materials and opportunities.

In order for the Monroeville Local Schools to be able to continue to make its computer network and Internet access available, all District employees and students must take responsibility for appropriate and lawful use of this access. All District employees and students must understand that one individual's misuse of the network and Internet access may jeopardize the ability of all to enjoy such access. While teachers and staff members are responsible for supervision of network and Internet access, all District employees and students must cooperate in exercising and promoting responsible use of this access. Upon reviewing, signing, and returning this Policy and Agreement, students and District employees will be given access to the network and Internet access at school and will agree to follow the Policy. If a student is under 18 years of age, he or she must have his or her parents or guardians read and sign the Policy. The Monroeville Local Schools cannot provide access to any student who, if 18 or older, or any user who fails to sign and submit the Policy to the school as directed or, if under 18, does not return the Policy and Agreement as directed with the signatures of the student and his/her parents or guardians.

Listed below are the provisions of your agreement regarding computer network and Internet use. If you have any questions about these provisions, you should contact the District Technology Coordinator to respond to your questions. If any user violates this Policy and Agreement, the individual's access will be denied, if not already provided, or withdrawn and s/he may be subject to additional disciplinary action.

a. Personal Responsibility

By signing this Policy and Agreement, you are agreeing not only to follow the rules in this Policy and Agreement, but are agreeing to report any misuse of the network to the person designated by the School for such reporting. Misuse means any violations of this Policy or any other use that is not included in the Policy, but has the effect of harming another or his or her property.

b. Term of the Permitted Use

As part of the educational process, we understand that students and District employees should have access to educational material, and by signing and returning this form, the students and District employees will be granted that access. Students will be asked to sign a new Policy and Agreement each year during which they are students in the Monroeville Local Schools before they are given access.

c. Purpose and Use

The School District is providing access to its computer networks and the Internet for *only* educational purposes. If you have any doubt about whether a contemplated activity is educational, you may consult with the District Technology Coordinator or the person(s) supervising the activity to help you decide if a use is appropriate. No web browsing software which bypasses the filtering system can be installed on computers used or located within the Monroeville Local Schools.

II. NETIQUETTE

All users must abide by rules of network etiquette, which include:

- a. Use of appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language. Don't use language that is offensive to others, or make ethnic, sexual preference or gender-related slurs or jokes.
- b. Be safe. In using the computer network and Internet, do not reveal personal information such as your home address and telephone number.
- c. Uses that violate the law or encourage others to violate the law. Don't transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is prohibited by the *School District's Pupil Conduct Code*; view, transmit, or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them.
- d. Uses that cause harm to others or damage to their property. For example, don't engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to the network or the Internet; upload worms, viruses, trojan horses, time bombs, chain letters, or other harmful programming or vandalism. Don't disclose or share your password with others; don't impersonate another.
- e. Uses that access controversial or offensive materials. It is understood that access is designed for educational purposes, and precautions have been taken to eliminate controversial material. However, it is also recognized it is

impossible to restrict access to all controversial materials, and every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites.

- f. Uses that are commercial transactions, product advertisement, or political lobbying.

III. Privacy

Electronic transfer and storage of information is provided as a tool for your education. The Monroeville Local Schools reserves the right to monitor, inspect, copy, review, and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the Monroeville Local Schools, and no user shall have any expectation of privacy regarding such materials.

IV. Failure to Follow Policy and Breach of Agreement

The use of the computer network and Internet is a privilege, not a right. A user who violates this Policy and breaches his/her Agreement shall, at a minimum, have his or her access to the computer network and Internet terminated, which the Monroeville Local Schools may refuse to reinstate for the remainder of the user's tenure in the Monroeville Local Schools. A user breaches his or her Agreement not only by affirmatively violating the above Policy, but also by failing to report any violations by other users that come to the attention of the user. Further, a user violates this Policy and Agreement if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The Monroeville Local Schools may take other disciplinary action.

V. Warranties/Indemnification

The Monroeville Local Schools makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this Policy and Agreement. It shall not be responsible for any claims, losses, damages, or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the user's use of its computer networks or the Internet under this Policy and Agreement. By signing this Policy and Agreement, users are taking full responsibility for his or her use, and the user who is 18 or older, or, in the case of a user under 18, the parent(s) or guardian(s) are agreeing to indemnify and hold the School, Monroeville Local Schools, Northern Ohio Educational Computer Association that provides the computer and Internet access opportunity to the Monroeville Local Schools, and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user, or, if the user is a minor, the user's parent(s) or guardian(s) agree to cooperate with the School in the event of the School's initiating an investigation of a user's use of his or her access to its computer network and the Internet, whether that use is on a School computer or on another's outside the School District's network.

VI. Updates

Users, and if appropriate, the user's parents/guardians, may be asked from time-to-time to provide new or additional registration information or to sign a new Policy and Agreement, for example, to reflect developments in the law or technology.

USER AGREEMENT: Every student, regardless of age, and District employee must read and sign below for access to Internet and the District network: I have read, understand, and agree to abide by the terms of the foregoing Acceptable Use Policy and Agreement. Should I commit any violation or in any way misuse my access to the Monroeville Local Schools' computer network and the Internet, I understand and agree that my access privilege may be revoked and School disciplinary action may be taken against me.

PARENT OR GUARDIAN NETWORK USAGE AGREEMENT (to be read and signed by parents or guardians of students who are under 18): As the parent or legal guardian of this student, I have read, understand and agree that my child or ward shall comply with the terms of the Monroeville Local Schools' Acceptable Use Policy and Agreement for the students' access to the Monroeville Local Schools' computer network and the Internet. I understand that access is being provided to the students for educational purposes only. However, I also understand that it is impossible for the School to restrict access to all offensive and controversial materials and understand my child's or ward's responsibility for abiding by the Policy and Agreement. I am therefore signing this Policy and Agreement and agree to indemnify and hold harmless the School, the Monroeville Local Schools, and Northern Ohio Educational Computer Association that provides the opportunity to the Monroeville Local Schools for computer network and Internet access against all claims, damages, losses, and costs, of whatever kind, that may result from my child's or ward's use of his or her access to such networks or his or her violation of the foregoing Policy and Agreement. I hereby give permission for my child or ward to use the building-approved account to access the School District's computer network and the Internet.

FINALFORMS DIRECTIONS FOR FILLING OUT FORMS NEEDED FOR SCHOOL

Monroeville District Office
101 West St, Monroeville, OH 44857 – (419) 465-2610
Dr. Kristin Kaple-Jones – District Superintendent

We are very excited to announce that the Monroeville Local Schools has partnered with FinalForms, an online forms and data management service that will be replacing paper forms. FinalForms allows you to complete and sign enrollment, back-to-school, and athletic participation forms for your students. The most exciting news is that FinalForms saves data from season-to-season and year-to-year, meaning that you will never need to enter the same information twice! FinalForms also pre-populates information wherever possible for each of your students, saving you time.

You may review your data at any time to verify it is current. You will be required to sign your forms once per year and after any update.

Click on FinalForms on the webpage to get started. If you require any support during the process, scroll to the page bottom and click "User Support."

We are asking that ALL parents of students use FinalForms.

IMPORTANT: You will receive an account confirmation email from FinalForms. Please click the link and follow the steps to login and access your student(s).

Thank you for your assistance in streamlining our paperwork processes at Monroeville Local Schools.

William Butler
Principal
Monroeville Elementary