

Student Handbook 2020/2021

Monroeville Elementary
Principal Mr. William Butler
Secretary Mrs. Elaine Fitzgerald
Guidance Counselor Mrs. Amanda Stieber
101 West Street
Monroeville OH 44847
(419) 465-2533

Mission Statement

The mission of Monroeville Elementary is to provide an appropriate educational program and learning environment which will meet the needs of all students.

District website Address is www.monroevilleschools.org . If you want to go directly to our page the address is www.monroevilleschools.org/elementary

CALENDAR 2019-2020

August 14/24	Teacher Work Day
August 25	First Day for School for students
September 7	No School Labor Day
September 21	Professional Development – No School for Students
October 16	End of First Nine Weeks
October 19	Professional Development – No School for Students
October 28	Parent Teacher Conferences – (ALL DAY pk-8)
November 3	Parent Teacher Conferences after School
November 25	Thanksgiving Break Starts
November 30	Resume Class after Thanksgiving Break
December 20	End of Second Nine Weeks
December 21	Christmas Break Begins
January 4	School resumes for students
January 15	Professional Development – No School for Students
January 18	No School Martin Luther King Jr Day
January 27	No School Pk-8 Parent Teacher Conferences
February 12	Professional Development – No School for Students
February 15	No School President’s Day
March 12	End of Third Nine Weeks
March 15-19	Spring Break No Classes for Students
March 22	School resumes for students
April 2	No School for Students -Good Friday
May 31	No School Memorial Day
June 3	Last day of School for Students
June 4	Teacher Work Day

Make – up Days February 15th and rest at end of the school year
 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	Mr. Ralph Moore
Treasurer	Mrs. Stephanie Hanna
Secretary to Superintendent	Mrs. Jill Stang
Treasurer Assistant	Mrs. Molly Fritz

BOARD OF EDUCATION MEMBERS

Mrs. Melissa Allen
Mr. Dan Bemis
Mrs. Nancy Brown
Mr. Mike Helmstetter
Mrs. Betsy Ruggles

ELEMENTARY STAFF MEMBERS

Pre School	Mrs. D. Smith	Second Grade	Mrs. M. Fondriest
Pre-Sch Sp. Ed.	Mrs. T. Weis		Mrs. T. Zureich
Pre School Aide	Mrs. B. Adelman	Third Grade	Mrs. J. Meagrow
Kindergarten	Mrs M. Fries-Siep		Mrs. S. Barker
Kindergarten	Mrs. G. Rosser	Fourth Grade	Mrs J. Gehring
First Grade	Mrs. S. Adams		Mrs. M. Dellisanti
	Ms. M. Dreschel	Special Ed.	Miss W. Quillen / Mrs. A. Jeremay / Miss A. Wentling
Art & Gifted	Mrs. S. Maazaoui	Title 1 Reading	Mrs. S. Houser
Librarian	Mrs. K. Pisano		

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WELCOME TO MONROEVILLE ELEMENTARY SCHOOL

Welcome back to Monroeville Elementary School for the 2020-2021 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.

Starting the 2020-21 school year, we are faced with managing our school year with great care and planning due to the COVID-19 pandemic. This is a very serious and life-threatening virus and we have planned for and are following the protocols and guidelines set forth by Governor Mike DeWine and local, state and national health professionals. As the year unfolds, the protocols will remain fluid and are subject to both gradual and immediate change. Any changes made throughout the year will be communicated in a timely manner.

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 7:50 A.M. If you report to class after 8:15 A.M., you will be considered tardy.

Students arriving before 7:50 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 7:50 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 2:45 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 option for school authorities to excuse children from school. House Bill 410 encourages and supports a preventative approach to excessive absences and truancy. 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.

DEFINITIONS

Legitimate Absence - Absence of students from school at the request of the parent/guardian and with the consent of school authorities and in compliance with Section 3321.04 of the Ohio Revised Code. Absences will only be considered Legitimate "Excused" when accompanied by the appropriate documentation and will not be used in determination of "Habitual Truancy" (see below).

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. All Non-Legitimate "Unexcused" absences will count toward the determination of "Habitual Truancy" (see below)

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.

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

ALL ABSENCES ARE RECORDED AS ABSENCES REGARDLESS OF THE REASON.

Legitimate Absence

1. Illness – With Doctors note
2. Family calamity (Bereavement)
3. Legal Appointment with documentation
4. Required court appearances with documentation
5. Religious observances (Plan to attend services scheduled outside of school hours so you will not be tardy or absent from school)
6. Such good cause as may be acceptable by the Superintendent.

Non-Legitimate Absences

1. Oversleeping
 2. Car trouble
 3. Missing the bus
 4. Shopping
 5. Hair/Beauty appointments
 6. Babysitting/Needed at home
 7. Hunting
 8. Suspension
1. **Habitual Truancy Definition** – 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.
 2. **Excessive Absences Definition** - An “Excessive absences” 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.

Procedures for student absences Parent and Student Responsibilities

1. Attendance letters will be sent home at 25 hours to let you know you are getting close to 38 or more hours in month with or without a legitimate excuse; and 40 hours for the year to let you know you are close to the 65 or more hours in one school year with or without a legitimate excuse. This is considered under House Bill 410 to be Excessively Absent.
2. Attendance letters will be sent home when absent hours reach 30 or more consecutive without a legitimate excuse (does not include tardies); or 42 hours in month without a legitimate excuse; and 72 hours for the year without a legitimate excuse. When attaining the 30 consecutive hours or 42 hours in a month the letter will be requesting a meeting to develop an intervention plan for the student to attend school, which parents will need to attend. This in accordance with House Bill 410 and under this law is considered to be Habitual Truant.
3. K- 6 must follow this procedure if their child/children will be absent from school on that day: A telephone call to the elementary school office. This call must be received in the office by 8:30 A.M. On students return, a doctor note and parent note required for documentation reason as to why student was absent.
4. It is the responsibility of the student, **not the teacher**, to arrange for make-up work following an absence. No credit will be given for make-up work for an unexcused absence. Arrangements to complete this work must be made within two (2) school days following return to school or make-up privilege is forfeited.
5. Arrangements for family vacations must be made five (5) school days prior to the vacation. Students should obtain a Vacation Form in the office. It is also the responsibility of the student to make up any missed work. **It is expected that students and families will use these vacation days sparingly.** Missing extensive days of school is discouraged. Use of vacation days will be approved based on students’ academic record.
6. Leaving school for any reason after reporting to school will not be allowed unless prior approval is obtained from the office. Students who become ill after arriving at school and who wish to be excused must report to the office and arrangements will be made. It is expected that students will schedule any medical appointments when school is not in session. If that is not possible, the following procedure must be followed:
 - a. Student must bring a note to the office stating the exact location of the visit.
 - b. The note must state what time the student will be leaving school.
 - c. The note must state the approximate time of the appointment.
 - d. The student will sign out in the office prior to leaving for the appointment. Parent or Guardian will sign out the student.

FAILURE TO FOLLOW THIS PROCEDURE WILL RESULT IN POSSIBLE TRUANCY INTERVENTION AND CHARGES.

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 (which may include photos), and awards received.

If you DO NOT wish your child's directory information to be released, please request a form from the elementary office and file it with the elementary school secretary.

CUSTODY PAPERS

Copies of the custody papers must be on file for students of divorced parents.

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 expected to keep all medication they are taking in the office. School personnel will administer the medication only 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.

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.

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 are 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. 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.
5. 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.

GUIDELINES FOR TREATMENT OF HEAD LICE

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. Your child will need to report to the office before returning to the classroom. More information can be obtained from the office.

STUDENT CODE OF CONDUCT

It is expected that students of 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** pertains to students under the following circumstances:

- on school grounds at any time;
- at any school sponsored event;
- on school provided transportation to or from a school sponsored event.

Any violation of any of the terms of the following code of conduct will result in immediate disciplinary action. On the first offense of any of the rules, the student will receive a **three (3) day suspension**. If a student violates another or the same rule a second time, that student will receive a **five (5) day suspension**. On the third violation of any of these rules, a **ten day (10) suspension** will be handed out with a recommendation for expulsion. The Superintendent may require a student to perform community service in lieu of suspension days or expulsion. (See Board Policy Section 6.18 – Student Discipline)

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 ordinance 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.

Electronic Devices –

Use of Wireless Communication Devices (WCD) Formerly “Electronic Devices”

Students are permitted to possess the following types of wireless communication devices: cell phone, tablet computer, laptop computer, digital music player (i.e. iPod, iPod touch), or eReaders (i.e. Kindle, Nook). The student is responsible for the security of the item. Devices that emit a sound must be turned to the silent position, airplane mode or turned off, as noises or loud vibrations may interrupt the educational process. Electronic devices may not be used inside the classroom, assembly, or other instructional settings unless permitted by the instructor for educational purposes. Individual teachers are responsible to establish and enforce a policy to address electronic devices in his/her classroom. Students are not permitted to possess laser pointers, personal dedicated video cameras (“flip cameras”), personal dedicated still cameras, portable game consoles, or similar device. Any student who wishes to bring a WCD to school MUST have a signed WCD contract on file at the school, requiring both student and parent signatures. If an electronic device is used in an inappropriate manner or emits a sound, the student will be subject to disciplinary action as per the WCD contract. Repeated or blatant violations will result in the device being confiscated and given to an administrator. The administrator may assign additional consequences, and/or require a parent/guardian to pick up the device, as outlined in the WCD contract.

Pictures or videos may not be taken of any individual without their permission. Taking pictures or video of teachers is prohibited. Taking pictures or videos in a restroom, locker room, or similar setting is strictly prohibited and violations may result in suspension or expulsion.

No expectation of confidentiality will exist in the use of WCDs on school premises/property or at school-sponsored events.

Students are prohibited from using a WCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. Violations will result in disciplinary action under the student code of conduct.

Students are also prohibited from using a WCD to capture and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using their WCDs to receive such information. Possession of a WCD by a student is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the WCD. The building principal may also refer the matter to law enforcement if the violation involves an illegal activity. If multiple offenses occur, a student may lose his/her privilege to bring a WCD to school for a designated length of time or on a permanent basis.

Sexting is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the WCD.

A person who discovers a student in possession of or using a WCD in violation of this policy is required to report the violation to the building principal. **Students are personally and solely responsible for the care and security of their WCDs. The Board assumes no responsibility for theft, loss, damage, or vandalism to WCDs brought onto its property, or the unauthorized use of such devices.**

Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office. Students may use office phones to contact parents/guardians during the school day with permission of office personnel.

THREATS

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

CYBER-BULLYING

Cyberbullying is defined as bullying via the use of the Internet, interactive and digital technologies (such as computers, PDAs, etc.) and/or cell phones. Cyberbullying using home-based or off-campus devices that results in a material and/or substantial disruption to the school will constitute grounds for investigation as to whether or not the use violates applicable law or school rules. Should misuse be determined, the student may receive disciplinary consequences appropriate for the frequency and severity of the violation.

BULLYING

Bullying is unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. The behavior is repeated over time.

In order to be considered bullying, the behavior must be aggressive and include:

An Imbalance of Power: Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.

Repetition: Bullying behaviors happen more than once.

Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

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 may result in a detention being written by a teacher. The detention will be served with the teacher.

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, in school sponsored activities or under the influence of at any school related event. Drugs may include alcoholic beverages, anabolic steroids, and dangerous controlled substances as defined by State statute or a substance considered to be a look alike drug. Any student who violates this policy will be subject to disciplinary action in accordance with due process, which **will** include suspension or expulsion from school. When required by state law, the district will also notify law enforcement officials.

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 School 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.

A) 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.

B) 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.

Disciplinary action may include emergency removal, expulsion and/or permanent exclusion. (Board policy 6.26)

IN-SCHOOL RESTRICTION

In-School Restriction is a reassignment of the student from the classroom.

POSITIVE BEHAVIORAL INTERVENTIONS SUPPORTS

One of the foremost advances in schoolwide discipline is the emphasis on schoolwide systems of support that include proactive strategies for defining, teaching, and supporting appropriate student behaviors to create positive school environments. Instead of using a piecemeal approach of individual behavioral management plans, a continuum of positive behavior support for all students within a school is implemented in areas including the classroom and non-classroom settings (such as hallways, buses, and restrooms). Positive behavior support is an application of a behaviorally-based systems approach to enhance the capacity of schools, families, and communities to design effective environments that improve the link between research-validated practices and the environments in which teaching and learning occurs. Attention is focused on creating and sustaining Tier 1 supports (universal), Tier 2 supports (targeted group), and Tier 3 supports (individual) systems of support that improve lifestyle results (personal, health, social, family, work, recreation) for all children and youth by making targeted behaviors less effective, efficient, and relevant, and desired behavior more functional.

More Information will be shared moving forward.

**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 administration. * See pg 12	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 pick 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. Confiscated items are not the responsibility of the school district if they are stolen from a teachers desk or room before they are able to turn into the office. ****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 & gum) or drink in the halls/class, littering, throwing objects, horseplay, talking, unacceptable hall or cafeteria behavior.	Warning Depending on the infraction	Friday School	2-5 days ISR

In-School Restriction is a reassignment of the student from the classroom to the ISR center at Adams School in Sandusky as a means of Discipline. Unless there are more then 2 students then this may be held on the campus here at Monroeville.

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 School (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 hours) 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	Friday School	In-School Restriction (3 days)	Out-of-School Suspension (1-10 days)

****Recommendation for Expulsion** or leaving school grounds without proper authorization.

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.

<u>BEHAVIOR</u>	<u>DEFINITION</u>	<u>PENALTY</u>
4A - Arson	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.	Out-of-School Suspension (10 days) Recommendation for Expulsion
4B - Assault/ Battery	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.	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 3.09/6.18
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)

PETS

If your child wishes to bring a pet or other live animal to school for any reason, please get 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 a qualifying student packs a lunch, they may purchase a carton of milk for 0.50 cents. Parents may apply anytime throughout the year by contacting the elementary office.

BREAKFAST AND LUNCH MONEY INFORMATION

Breakfast will be offered from 7:45 am till 8:10.

Lunch money will be collected on the first day of each week. Money should be sent in an envelope or you can go online into your account to deposit funds for your child. Your child's name should be included on the envelope. If your child forgets his or her lunch, they will be able to charge up to \$10.00 on their account before being provide an alternative breakfast or lunch and payment will be expected as soon as possible to keep the account current.

RULES FOR THE CAFETERIA

- A. Silverware will not be abused.
- B. Excessive noise is undesirable. Students should remain seated and talk as if at home at the dinner table.
- C. Keep milk cartons in the containers inside the cooler.
- D. Throwing or misusing food is prohibited.
- E. Littering is prohibited.
- F. Line cutting is prohibited.
- G. A pass must be provided for all students who wish to leave the lunchroom.
- H. Neither food nor milk shall be removed from the cafeteria.
- I. No breakable containers will be permitted.
- J. Remain seated during the lunch period.
- K. No order outs or picnics.

COMPUTER USE

No student shall use school computers until a contract form has been signed.

PERMISSION DENIED FOR STUDENT'S PICTURES ON WEBSITE OR NEWSPAPERS

All students will be given a copy of 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 FINAL FORMS ONLINE DIRECTIONS ON PAGE 18.**

FIELD TRIPS

Students must have parent permission complete and signed by a parent or guardian before going on a field trip which is located on Student demographic form unless more then 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. Cars that are parked on school property are also subject to random searches, as are other items students may use to carry school materials (back packs, book bags, etc.).

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 purchase 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.

GUIDELINES FOR STUDENT DRESS

- A. Shorts or skirts or dresses should be no higher than 4 inches above the knee.
- B. Buttons, slogans, stickers or armbands that do not apply directly to school activities should not be worn.
- C. Hats are not to be worn in the building during regular school hours unless granted prior permission from the principal. Hats may be worn at after school events, but must be removed during the National Anthem or at the discretion of the advisor.
- D. Clothing advertising alcohol or tobacco is prohibited.
- E. No tank tops with straps less than 2 inches wide across the shoulder or any shirt that permits bare midriffs or backs will be permitted.
- F. No clothing that denotes gang activity will be permitted.
- G. Some type of footwear should be worn at all times and is strongly recommended that no flip-flops be worn.
- H. No baggy pants or boxers shorts will be permitted.
- I. No chains will be permitted.
- J. No electronic devices (cell phones, Ipods, tablets, etc.) will be permitted on clips or out during the school day or used.
- K. Clothing that has holes or frayed edges or ripped are unacceptable and will not be permitted.

The Principal deserves the right to ask a student to change if their attire is causing a disruption. If a student violates the dress code, a telephone call will be placed to the parent/guardian who will be requested to bring acceptable clothing. The student will be charged with unexcused absences while waiting for the acceptable clothing. Continuing abuse of the dress code policy will result in suspension.

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

- A. When ahead of schedule the driver shall wait for any pupil until the time for the stop. He may then proceed.
- B. Pupils shall cross the highway at a point ten feet in front of the school bus.
- C. 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.
- D. When on any school-sponsored trip, students must abide by school bus rules.
- E. Students will be quiet 300 feet from railroad crossing and while crossing the tracks. Violation of this rule will lead to automatic dismissal from the bus.
- F. A possibility exists that a video camera could be on each bus.
- G. Students who violate any of the above rules are susceptible to detention, suspension or expulsion.

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

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

A+	100-99%	C+	79-78%
A	98-92%	C	77-72%
A-	91-90%	C-	71-70%
B+	89-88%	D+	69-68%
B	87-82%	D	67-62%
B-	81-80%	D-	61-60%
		F	Below 60%

Standard Based Marking system and key

Progress will be evaluated as the following:

E = Exceeds the grade level standard = 95% to 100%

M = Meeting the standard = 85% to 94%

P = Progressing toward the standard = 75% to 84%

L = Limited skills with the standard = 0% to 75

Effort (ie homework and work habits)

4

3

2

1

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 need 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, which they will not use, these shoes as for 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, snow balls
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.

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. All parents and grandparents are welcome to attend. Officers for the organization are as Follows for the 2019-2020 School year

President – Melissa Harvey

Vice President – Kendra Smithson

Treasurer – Erica Bores

Secretary – Nikki Ballard

LIBRARY

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

PARENT TEACHER CONFERENCES

School wide parent/teacher conferences are scheduled October 28th All day and after school, November 3rd after school. This year we will also be having one day of conferences after the semester on January 27th. Parents are encouraged to schedule a conference with your child's teacher at this time. Scheduling with your child's teacher can make additional conference time. May sure you call and make appointment with your teacher as we all are busy and you and us want to make sure we are available to give you the time needed.

PROGRESS REPORTS

Progress reports are sent with students. These reports are intended to provide parents with information concerning the student's progress. Students with score - Below 70% will receive a progress report. We encourage parents to check student progress through their login on Progress Book for your student(s).

REPORT CARDS

Report cards will be given out within one week of the close of the grading period. Reports will be withheld from students with outstanding fines, fees or obligations.

CHEATING

Cheating and plagiarism will not be tolerated. For the first offense, a grade of O 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 into 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:	TV Channels	Automated Alert System
WLEC 1450 AM/102.7 FM	Channel 3 Wkyc	
WLKR 1510 AM/95.3 FM	Channel 5 Wews	
WNRR 92.1 FM	Channel 13 Wtol	
WSWR 100 FM	Channel 19 WIOI	

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 be \$30.00 and \$10.00 activity fee per child, with a maximum of \$150.00 per family. This can be paid online in the k-12 payment center, which is where you can put money on your child’s lunch account as well. Also arrangements can be made for payments if you let the office know. Students who do not pay fees please understand that they will not be able to participate in the end of year activities or Field Day. These fees will be carried forward and must be paid before graduation.

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 year’s use	full cost of book	6 year’s use	2/3 cost of book
5 year’s use	3/4 cost of book	7 year’s use	1/2 cost of book

VISITORS TO SCHOOL

Every parent is welcome to school at any time. Since there are a large number of visitors in school, parents are asked to telephone the office first. When a parent wishes to confer with a particular teacher, it is best to do so via a note or telephone or 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.

MONROEVILLE LOCAL SCHOOLS COMPUTER NETWORK AND INTERNET ACCEPTABLE USE POLICY AND AGREEMENT

The Monroeville Local Schools is pleased to make available to all district employees, volunteers, 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.

COMPUTER NETWORK AND INTERNET TRAINING

Monroeville Local Schools, or designated representative(s), will provide age-appropriate training for students who use District Internet facilities. The training provided will be designed to promote Monroeville Local School's commitment to:

- The standards and acceptable use of Internet services as set forth in the Monroeville Local School's Internet Safety Policy;
- Student safety with regard to:
 - Safety on the Internet
 - Appropriate behavior while on online, on social networking Web sites, and in chat rooms; and
 - Cyber bullying awareness and response.

Following receipt of this training, the following steps must be taken:

- Student will acknowledge that s/he received the training, understood it, and will follow the provisions of the District's Acceptable Use Policies.
- Monroeville Local Schools will document the following details involving implementation of educating minors who access the Internet:
 - Date(s) of training
 - What students attended
 - What students did not attend
 - Make-up training date(s) for students who were absent the day of training
 - Determine a regular training schedule and continuously retain records of these scheduled trainings.

I. 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.

II. 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 districts employees and volunteers will be granted that access. District employees, volunteers, and students will be asked to sign a new Policy and Agreement each year during which they are district employees, volunteers, and students in the Monroeville Local Schools before they are given access.

1. District may provide devices for staff use. Staff will be responsible for the care of this device and any neglect of district owned device, other than normal wear and tear, will be the staff member's responsibility. Staff may be responsible for repairs or replacement cost. Staff may have the ability to take district devices home after school hours. It is the staff member's responsibility to follow the same netiquette as if they were on campus.

2. District may provide devices for student use. Student will be responsible for the care of this device and any accessories associated with it. Any neglect of district owned equipment, other than normal wear and tear, will be the student's/parent's responsibility. Student may be responsible for repairs or replacement cost. The \$50 technology fee required to be paid annually

by students grades 5-12 will cover the first repair of the school year. Additional loss/damage will be student/parent responsibility. Failure to pay repair cost will result in retention of grade card. Students may also have the option to take devices home after school hours. It is the student's responsibility to follow the same netiquette as if they were on campus and the parent's responsibility, not the districts, to monitor the actions of their child when off campus.

III. 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 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.

IV. Netiquette.

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

1. 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.
2. Be safe. In using the computer network and Internet, do not reveal personal information such as your home address and telephone number.
3. 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.
4. 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.
5. 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.
6. Uses that are commercial transactions, product advertisement, or political lobbying.

V. 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.

VI. 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.

VII. 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 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 for 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.

VIII. 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.

IX. 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 School District's computer network and 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, which 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.

FINAL FORMS DIRECTIONS FOR FILLING OUT FORMS NEEDED FOR SCHOOL

Monroeville District Office

101 West St, Monroeville, OH 44857 - (419) 465-2610

Ralph Moore – 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 webpage to get started. If you require any support during the process, scroll to the page bottom and click "Use 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