

Morgan Local School District

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Morgan East Elementary

4265 North State Route 376
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Lynn Copeland, Principal
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Morgan South Elementary

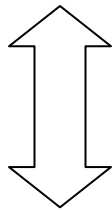
3555 State Route 792
Stockport, OH 43787
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Morgan West Elementary

9675 West State Route 37
Malta, OH 43758
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Please remove the Parent/Guardian Page found in the back of this handbook, fill in requested information and return to the school office!!!!

Welcome

TO THE STUDENTS AND PARENTS OF MORGAN EAST, SOUTH, AND WEST SCHOOLS

On behalf of the Morgan Local Board of Education, faculty and staff, it is a pleasure for us to welcome each of you to Morgan Elementary Schools and the opening of another school year. This student/parent handbook contains much helpful information. Please take some time to read it, and then keep it handy for quick reference and use throughout the school year.

Learning is not an easy process. It involves mistakes, exploring the unknown and taking risks. Learning also requires consistent hard work. The teachers who will work with you want to teach you that effort leads to success. If you learn the importance of effort, courage and perseverance, you will have learned an invaluable lesson about what it takes to be a lifelong learner.

Our primary goal is to help each student become proficient in reading, writing and math and understand concepts of social studies and science. Let us always have a cooperative spirit between home and school to ensure this goal is met.

Finally, we must learn the importance of caring and helping each other. The ultimate determination of how good a school we have will depend not only on the quality of instruction but also on the way we treat each other in the daily routines of school life. Respecting and celebrating our differences and learning how to cooperate with one another are at the foundation of our future success.

Lynn Copeland
Principal
East Elementary

Sherry Poling
Principal
South Elementary

Gregory Gifford
Principal
West Elementary

Daily Schedule
Grades K-6

East Elementary – 9 a.m. – 3:30 p.m.
South Elementary – 9 a.m. – 3:30 p.m.
West Elementary – 9 a.m. – 3:30 p.m.

Students are not allowed in the building unless they are under the direct supervision of a teacher, coach, or adult group leader. **Supervision is not provided by the school before or after the times listed above.** Students who come on school property before or after these times do so at their own risk. **Parents must provide a working telephone number in order to keep communication lines open.**

Emergency Closing

When the weather or any unforeseen calamity forces us to either start school late, close school all day, or dismiss the students early, please be advised that the following procedures will be implemented:

1. The decision to begin on a delay or close school for the day will be made as early as possible. Our target time is 5:30 a.m.
2. Listen to any of the following radio/TV stations to determine if school is cancelled or operating on a delay.

WHIZ Radio & TV - FM 103.7, 92.7, AM 12.40	WHNK Radio	AM 1450	
WYBZ Radio	WNUS Radio	FM 107	
FM 107.3	WRVB Radio	FM 102.1	
WJAW Radio	WLTP Radio	AM 910	
FM 100.9	WDMX	FM 100.1	
WATH Radio	FM 105.5, AM 970	WVTV	FM 96.9
WXIL Radio	FM 95.1	WTAP TV	15
FROGGY	FM 99	WCMH TV	NBC 4
WHBR	FM 103.1	ABC	6
WVNT	AM 12.30	FOX	28
WADC	AM 1050	WBNS TV	10
Z106	FM 106		

3. In the event schools must be dismissed early, WMOA-WJAW, WNUS, WHIZ and WXIL will be notified. The other stations will not be called.

Please do not attempt to call the school to determine if students are being sent home early. You will be notified through SchoolConnects. Our phones must be used to make arrangements for students.

4. **One Hour Delay** may occur during inclement weather or other emergency situations. Announcements will be made as listed. All buses will run one hour later than the normal schedule. Classes will begin one hour later than usual. Lunch will be served at the regular time. School will be dismissed at the regular time.
5. **Two Hour Delay** may occur during inclement weather or other emergency situations. Announcements will be made as listed. All buses will run two hours later than the normal schedule. Classes will begin two hours later than usual. School will be dismissed at the regular time.

6. If school is dismissed/cancelled due to weather conditions, all practices, athletic contests, and other school related activities will be cancelled unless notified by the building principal.

Contingency Plan for 2017-2018 School Year

The following are possible make up days if more than the allowed Calamity Days are missed in the event of hazardous weather or other emergencies, which threaten the safety or health of students or staff members.

Thursday, December 21, 2017
Saturday, February 24, 2018
Saturday, March 3, 2018
Saturday, March 17, 2018
Monday, April 2, 2018
Saturday, April 7, 2018
Saturday, April 14, 2018
Saturday, April 21, 2018

Any consecutive weekday after the end of the school year.

Attendance

School Attendance Areas

The Board determines attendance areas for the various schools of the District. The Superintendent recommends boundary lines, taking into consideration the best use of school facilities, the equalization of enrollments in classrooms, natural barriers and traffic hazards and patterns.

Students are expected to attend the schools in the areas in which they live; individual exceptions may be made within Board policy or may be made in the best interests of the student and/or the schools.

Transfer Students

INTRA-DISTRICT TRANSFER: A student residing in the Morgan Local School District may apply to attend another school in the District providing there is room in the desired class. Applications can be picked up at the County Office. The Superintendent will make the final decision in accordance with board policy. **Students must reapply each school year by May 31st.**

INTER-DISTRICT TRANSFER: A student wishing to attend a school outside of the Morgan Local School District must apply to that school. If accepted, a withdrawal from the Morgan Local School District must occur. A student from an adjoining District desiring to transfer to Morgan Local Schools must apply to Morgan Local. Applications can be picked up at the County Office. The Superintendent will make the final decision. **Students must reapply each school year.**

Student Absences And Excuses

Regular attendance by all students is very important. In many cases, irregular attendance is the major reason for poor school work; therefore, all students are urged to make appointments, do personal errands, etc., outside of school hours.

Reasons for which students may be excused include, but are not limited to:

1. personal illness of the student;
2. illness in the student's family;
3. death in the family;
4. quarantine for contagious disease;
5. religious reason or;
6. as determined by the Superintendent.

If your child is going to be absent you should call the school before 9:30 a.m. Calls may be left on voice mail extensions East – **5104**, West – **7104**, South - **6104** before the opening of school. If no telephone is available, a note with parent/guardian signature upon the child's return to school is required. If your child had an appointment to see a doctor, dentist, counselor, or a court appearance, a slip from that office is required so that these absences will be excused. We will accept three parent contacts without an excuse from the doctor, dentist, counselor or court official. **After these three parent contacts an official note will be required from the doctor, dentist, counselor or court or the absence will be unexcused.**

Each student who is absent must immediately, upon return to school, make arrangements with his/her teacher(s) to make up work missed. Students who are absent from school for reasons not permitted by Ohio law may, or may not, be permitted to make up work. Each case is considered on its merits by the principal and the respective teacher(s). If your child has an unexcused absence, please send a note explaining the reason for the absence or tardiness so that consideration may be given.

The Board does not believe that students should be excused from school for nonemergency trips out of the District. Students who are taken out of school for trips or vacations are not given permission to do so by the school. The responsibility for such absence resides with the parent(s), and they must not expect any work missed by their child to be retaught by the teacher. If the school is notified in advance of such a trip, reasonable efforts are made to prepare a general list of assignments for the student to do while he/she is absent. **Please sign the signature page to indicate your acknowledgement of this information.**

School Messenger Automated Notification Service

School Messenger Automated Notification Service can deliver a wide variety of messages by phone or e-mail to parents and our staff at a very high speed. It will help enhance overall communication within our school community and improve our emergency response systems through contact being made for parent night invitations, report card distribution notices, homework information messages, registration date reminders, school cancellation notices, etc.

We believe your child's attendance is an important factor contributing to the academic success of students. To keep you informed of your child's class attendance in a timely manner, we will be using School Messenger to notify you by phone and e-mail whenever your child is marked absent from class. The phone calls are usually made to your home phone in the evening. If you have a personal mobile phone, you have the choice of having SchoolConnects call your mobile phone to ensure that you personally get the messages.

Upon receiving an absence notice, please call the school office or send in a written note to let us know the reason for the absence.

To ensure correct delivery of all school messages to you, please complete the Contact Information section on your child(s) Emergency Medical Authorization Form and return it to your child's school and please make sure that you contact your child's school when your phone numbers and e-mail addresses need updated throughout the year.

If you do not want School Messenger to call or send e-mail messages to you, please mark the appropriate box on the Emergency Medical Authorization Form under Automated Notification Service and return it to your child's school. We will take you off the distribution list.

Truancy

The Board endeavors to reduce truancy through cooperation with parents, diligence in investigating the causes of absence and use of strict guidelines in regard to tardiness and unexcused absence. The school will send a letter after three unexcused absences and the attendance officer will investigate after 5 unexcused absences. ORC § 3313.205 requires parents to provide an address and telephone number where they can receive notice of a child's absence from school.

When a student is determined to be truant and the parent, guardian or other person having care of a child has failed to ensure the child's attendance the attendance officer must investigate. If found truant, the child's parent must be notified in writing of the consequences of being a "habitual" truant.

A "habitual" truant is any child of compulsory school age who is absent without a legitimate excuse for 30 or more consecutive hours, 42 or more hours in one month, or 72 or more hours in one year.

There will be an absence intervention team developed for students who are "habitually truant". The team will develop an absence intervention plan to help the student overcome barriers to attendance.

Other Guidelines Concerning Attendance

Parents must come to the office to sign-in their child when absent ½ day (3 hours) or tardy. Students leaving during school hours **must** be picked up at the office. Parents should send a note the morning when students will be leaving early so teachers can prepare homework assignments. Children will be released **only** to the custodial parent or guardian, or to an adult designated by the custodial parent or guardian. The school office staff must make positive identification of the adult checking the student out. The adult checking the child out must sign for the child's release.

School Day	9 a.m. – 3:30 p.m.
½ Day Absence a.m.	After 10:05 a.m.
½ Day Absence p.m.	12:05 p.m. – 2:55 p.m.
Tardy	9:25 a.m. – 10:04 a.m.
Leaving before the end of the day (p.m. Tardy)	2:56 p.m. – 3:25 p.m.

TARDINESS - After six tardies, a student will be required to make up lost school time through lunch or after-school detentions.

SPECIAL NOTE - ½ day (3 hours) absences will be combined to make whole days.

Illness At School

Minor injuries and complaints will be appraised by school personnel. Minor injuries will be attended with accepted first-aid procedures. Parents will be notified and asked to pick up their student when it is necessary for the student to be sent home. In the event of serious illness or accident, school personnel will notify the EMS squad and the parent or persons listed on the emergency card.

Head Lice: We need the cooperation of every parent in managing this communicable disease. Please discourage your children from sharing items such as headphones, hats, combs, etc. When head lice is discovered in a classroom, all parents/guardians of students in that classroom will be notified. Please keep a close check on the condition of your child's hair during the next few days to ensure they have not contracted head lice. If it is necessary for a child to be treated, information regarding treatment will be sent home with the child. If the child has an active case, the parent/guardian will be called to pick up the child.

Two days is considered sufficient for lice treatment and nit removal. Upon returning to school the student is to check in at the office so that school personnel can verify treatment and ensure that all nits have been removed. If a student returns to school without all nits removed, the school will contact the parent/guardian to pick up the child. If a student continues to report to school without all nits removed the school may require that the child be checked by his/her personal physician or the Health Department.

Bed Bugs: Due to the nature of bed bug infestations that can occur in households, the problem that they can be carried to school by way of backpacks, books, coats, and clothing, and the secondary bacterial infection caused from scratching the itchy bites, the district has developed a proactive plan to deal with this potential pest problem. It is the responsibility of the parents to check and examine their own households for bed bugs periodically and the district encourages families to be familiar on the prevention, detection, and extermination of bed bugs. If you have any questions regarding bed bugs in your home, refer to the Central Ohio Bed Bug Task Force website at www.centralohiobedbugs.org.

If a student has been positively identified as a host for bed bugs, whether it is the actual bug, or physician-diagnosed bites, that student will be asked to follow precautionary guidelines to prevent the spread of bedbugs in the schools.

It is the parent's responsibility to treat their home and the student's belongings. There is a checklist of appropriate inspection and cleaning details that parents must complete and sign in order for the student to be allowed to remain in the school setting. In the event of any actual bug sighting, parents of students in the identified location will also be notified for precautionary purposes only.

The source of bed bugs often cannot be determined. Bed bugs may be found in many places, including hotels, planes, and movie theaters. They can be found anywhere. It is unlikely for bed bugs to be spread in schools, however, the Morgan Local School District Board of Education will expect administrators and other personnel to conduct appropriate inspections as needed and, if indicated, treatment of the area where the bug was found will be conducted by licensed pest control specialists.

Emergency Medical Authorization

The District will distribute annually to parents or guardians of all students the Emergency Medical Authorization Form. In the event emergency medical treatment for a student is necessary, the District will adhere to the instructions on the authorization form. Each child will receive an emergency medical card the first day of school. The card needs to be returned the next day. If a child does not have an emergency medical card on file, he/she will not be able to attend fieldtrips.

This form will also be used when a parent/guardian is unable to transport their child home, for sickness or other reasons. Only these people listed on this form will be granted permission to transport the child, unless other arrangements have been made with the principal or other designee.

Students With Food Allergies And/Or Special Dietary Needs

The Morgan Local School District is happy to accommodate students with special dietary needs. Students must provide written medical documentation from the treating physician in order to provide for this accommodation. Students with food allergies also must provide written documentation from their doctor. This documentation includes, but is not limited to: a statement of what the allergy is, what dietary changes from the traditional school meal are necessary, and what specific foods must be omitted or substituted. This documentation should be given to the cafeteria manager, classroom teachers, the principal and the school nurse.

At the beginning of each school year or at the time of enrollment, parents are responsible for communicating any special dietary needs of their child, including food allergies, to the district. Food allergies can be life threatening. The risk of accidental exposure to foods can be reduced in the school setting if schools work with students, parents/guardians, and physicians to minimize risks and provide a safe educational environment for food-allergic students.

Administering Medicines To Students

Many students are able to attend school regularly only through effective use of medication in the treatment of disabilities or illnesses that do not hinder the health or welfare of others. If possible, all medication should be given by the parent(s) at home. If this is not possible, it is done in compliance with the following:

1. The school nurse or an appropriate person appointed by the Board supervises the secure and proper storage and dispensation of medications, including over-the-counter medications. The drug must be received in the container in which it was dispensed by the prescribing physician or others licensed to prescribe medication.
2. Written permission must be received from the parent(s) of the student, requesting that the school nurse or an appropriate person comply with the physician's order.
3. The school nurse or other designated individual must receive and retain a statement which complies with Ohio law and is signed by the physician who prescribed the drug or other person licensed to prescribe medication. This form is available on the Morgan Local website <http://www.mlsc.k12.oh.us> under District, then District Forms or in the school office.
4. The parent(s) must agree to submit a revised statement, signed by the physician or other licensed individual who prescribed the drug, to the nurse or other designated individual if any of the information originally provided by the physician or licensed individual changes.
5. No employee who is authorized by the Board to administer a prescribed drug and who has a copy of the most recent statement is liable in civil damages for administering or failing to administer the drug, unless he/she acts in a manner which would constitute "gross negligence or wanton or reckless misconduct."
6. No person employed by the Board is required to administer a drug to a student except pursuant to requirements established under this policy. The Board shall not require an employee to administer a drug to a student if the employee objects, on the basis of religious convictions, to administering the drug.

Students have the right to possess and use a metered-dose inhaler or a dry-powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms. The right applies at school or at any activity, event or program sponsored by or in which the student's school is a participant.

1. In order for a student to possess the inhaler, he/she must have written approval from the student's physician and parent or other caretaker. The principal and/or the school nurse must have received copies of these required written approvals. This form is available on the Morgan Local website <http://www.mlsd.k12.oh.us> under District, then District Forms or in the school office.

Epinephrine Autoinjectors

Students are permitted to carry and use an epinephrine autoinjector (epi-pen) to treat anaphylaxis (severe allergic reactions). The right to carry and use an epi-pen extends to any activity, event or program sponsored by the student's school or activity, event or program in which the school participates.

1. Student possession of an epi-pen is permitted only if the student has written approval from the prescriber of the medication and, if a minor, from his/her parents. Written approval must be on file with the principal and, if one is assigned, the school nurse. In addition, the principal or school nurse must receive a backup dose of the medication from the parent or the student. This form is available on the Morgan Local website <http://www.mlsd.k12.oh.us> under District, then District Forms or in the school office.

Immunizations

Students are required to be immunized against poliomyelitis, measles, diphtheria, rubella (German measles), pertussis, tetanus, mumps, and others legally designated in accordance with State Statutes, (ORC 331.671), unless specifically exempt for medical or other reasons.

CONDUCT

Parent Relations

The Board feels that it is the parents who have the ultimate responsibility for their children's behavior, including the behavior of students who have reached the legal age of majority but are still, for all practical purposes, under parental authority.

During school hours, the Board, through its designated administrators, recognizes the responsibility to monitor students' behavior and, as with academic matters, the importance of cooperation between the school and the parents in matters relating to conduct.

For the benefit of the child, the Board believes that parents have a responsibility to encourage their child's career in school by:

1. supporting the schools in requiring that their child observe all school rules and regulations, and by accepting the responsibility for their child's willful in-school behavior;
2. sending their children to school with proper attention to his/her health, personal cleanliness, and dress;

3. maintaining an active interest in their child's daily work and making it possible for him/her to complete assigned homework by providing a quiet place and suitable conditions for study;
4. reading all communications from school, signing and returning them promptly when required;
5. cooperating with the school in attending conferences set up for the exchange of information of their child's progress in school, and
6. provide a working telephone number.

Student Rights And Responsibilities

Students, like all citizens, have rights guaranteed by the Constitution of the United States. The First Amendment, which ensures the freedom of religion, speech, press, assembly and petition and the Fourteenth Amendment, which guarantees due process and equal protection, apply in school environments.

The rights of an individual are preserved only by the protection and preservation of the rights of others. A student is responsible for the way his/her rights are exercised and must accept the consequences of his/her action and recognize the boundaries of rights. Each exercise of an individual's rights must demonstrate respect for the rights of others.

These statements set forth the rights of students and the responsibilities which are inseparable from these rights, which include the right to:

1. equal educational opportunity and freedom from discrimination and the responsibility not to discriminate against others.
2. attend free public schools; the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school.
3. due process of law with respect to suspension and expulsion.
4. free inquiry and expression and the responsibility to observe rules regarding these rights and
5. privacy, which includes privacy with respect to the student's school records.

As part of the educational process, students should be made aware of their legal rights and of the legal authority of the Board to make rules and delegate authority to its staff to make rules necessary for the orderly operation of the schools.

A copy of the school discipline code is posted in each of the schools and given to each student. This code describes in detail the offenses such as truancy, tardiness, property damage, etc., for which disciplinary action may be taken. Copies of the code are available to any parent in the principal's office.

Student Due Process Rights

The Board and school officials have the legal authority to deal with disruptive students and student misconduct. Due process, in the context of administrative proceedings carried out by school authorities, does not mean that the procedures used by the courts in juvenile proceedings must be followed. The Ohio and Federal Rules of Evidence do not apply. Students have clearly established means by which administrative due process is available for protection of his/her rights.

Due process procedures are:

1. applied equally to all and
2. enforced in a manner which involves:
 - A. adequate and timely notice and opportunity to prepare a defense.
 - B. an opportunity to be heard at a reasonable time and in a meaningful manner and
 - C. the right to a speedy and impartial hearing on the merits of the case.

In cases of student suspension or expulsion, the specific due process procedures set by the Board's policy is followed.

Tolerance And Respect

Tolerance and respect for differences in others shall be shown toward all students and adults at all times in Morgan Local Schools. Unacceptable behavior is any comment or action that will embarrass, ridicule, or demean others under any circumstance including, but not limited to race, religion, gender, national origin, physical stature, and mental/emotional capacity.

Students unable to accept these parameters will be subject to the building discipline code (i.e., detention, suspension, ISS/OSS, recommended expulsion) at the discretion of the building principal. The student/students will be required to participate in an intervention activity such as group and/or individual learning, conflict resolution, peer mediation, tolerance and respect issues as provided by the appropriate school personnel.

Administration of Student Code of Conduct

Disciplinary procedures for violations of the Code of Conduct will be determined by the administrative staff. Depending upon the severity and frequency of violations, the following will be used to resolve the issue. In all situations due process will be followed:

- Conference(s) between teacher and student
- Referral to administration for a conference which could include teachers and/or parents
- Detention
- In-School Suspension (ISS)
- Saturday School
- Out-of-School Suspension (OSS)
- Referral to Student Assistance Services
- Expulsion from School
- Referral to an appropriate agency or juvenile court
- Emergency Removal of Student

Rules and regulations are adopted by the Morgan Local Board of Education for the health, safety, education, and moral benefit of all students. All types and aspects of student behavior will not and cannot be defined. The Superintendent and principals will implement a student conduct policy in the schools. Any violation of the behavior code will result in disciplinary action upon the first offense.

Disciplinary action at the discretion of the principal, to include but not limited to:

1. Disrupting learning of others
2. Possessing or using a device to disrupt the education of others
3. Defiance
4. Stealing
5. Damaging or destroying school property (possible monetary reimbursement)
6. Threatening, intimidating, harassment, or bullying others
7. Possession of material or items detrimental to the moral growth of students
8. Public display of affection
9. Lying
10. Forgery
11. Gambling
12. Littering
13. Cheating (zero for assignment at discretion of teacher)
14. Running in the school building or other unsafe behavior
15. Pushing and shoving
16. Inappropriate and vulgar language

Recommended discipline up to 10 day suspension and/or expulsion in compliance with Ohio Revised Code for the following:

1. Fighting
2. Possession or use of a weapon
3. Extreme disrespect to a teacher
4. Extortion
5. Initiation of a fire drill or other catastrophe
6. Leaving school without permission or known truancy
7. Possession or use of tobacco
8. Possession or use of explosives
9. Possession or use of alcohol, narcotics, look-alike drugs, or other intoxicating compounds or similar materials

Detention

Detention may be assigned by the administration for a violation of the Student Code of Conduct. These are served during the student's regular lunch time and/or recess. Failure to report to detention will result in disciplinary action under the Student Code of Conduct.

Before Or After School Detention

A before or after school detention may be assigned by the building administration. This would be held in an assigned room at the school. Parents receive written notification of a detention and attendance is required for any student who is assigned. Failure to attend will result in disciplinary action under the student Code of Conduct. Transportation is the responsibility of the parent/guardian.

In-School Suspension

An in-school suspension differs from a regular suspension in that the student must spend the number of suspended days in school. The student will not be allowed to attend any classes. Also, during the period of suspension, the student is not permitted to attend any extra-curricular activities, nor be on school property after dismissal that day. In-school suspension permits students to make-up work or take tests. If the student is absent, or a calamity day is in effect, then the suspension will carry-over to the next day of attendance. In-school suspension for students in grades K-6 will be held in the school of attendance.

Saturday School

Sixth grade students may be assigned to a 3-hour Saturday School detention from 8 a.m. – 11 a.m. in the Principal's Office.

Out-Of-School Suspension

The Superintendent, principals, assistant principals and other administrators may suspend a student from school for disciplinary reasons outlined in the student code of conduct. No period of suspension is for more than 10 school days. Suspensions may not extend beyond the current school year.

The Superintendent may require a student to perform community service in conjunction with or in place of a suspension. The Board may adopt guidelines to permit the Superintendent to impose a community service requirement beyond the end of the school year in lieu of applying the suspension into the following school year.

The guidelines listed below are followed for all out-of-school suspensions.

1. The student is provided an opportunity for an informal hearing to challenge the reason for the intended suspension and explain his/her action.
2. Within 24 hours, a letter is sent to the parent(s) stating the specific reasons for the suspension and including notice of the right to appeal such action.
3. Notice of this suspension is sent to the:
 - A. Superintendent;
 - B. Student's school record (not for inclusion in the permanent record);
 - C. EMIS Coordinator and
 - D. Director of Special Programs (for students with an IEP).
4. Permanent Exclusion. If the offense is one for which the District may seek permanent exclusion, the notice contains that information.

Appeal Procedure

Should a student or a student's parent(s) choose to appeal the suspension, he/she may appeal to the Superintendent within 10 days of the notice of suspension.

Appeal to the Court

Under Ohio law, appeal of the Board's or its designee's decision may be made to the Court of Common Pleas.

Emergency Removal Of Student

If a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, the Superintendent, principal, assistant principal or personnel employed to direct, supervise or coach a student activity program may remove the student from the premises.

In an emergency removal, a student can be kept from class until the matter of the alleged misconduct is disposed of either by reinstatement, suspension or expulsion.

In all cases of normal disciplinary procedures in which a student is removed from a curricular or extracurricular activity for less than 24 hours and is not subject to further suspension or expulsion, due process requirements do not apply.

Search Of Student's Property

1. If a school official *reasonably* suspects that the student has on his person or concealed in his personal property, a weapon or substance dangerous to persons or property, the official has the right and the duty to conduct an immediate search and seizure.
2. If the suspicion is that the person is merely concealing evidence of a crime upon his person or property, ordinarily the case shall be turned over to the police to obtain a warrant and conduct the search.
3. If reasonable suspicion exists, a student may be asked to empty their pockets, bookbags, or wallet. Although permissible under court rulings, any further search would only be conducted by legal authorities and in the presence of the parents/guardian, unless the police have probable cause to believe that a student is in possession of unlawful or dangerous items.

School officials have the right, and duty, to interview students concerning misconduct or crimes which may have occurred during school hours or on school property. Such interviews may be conducted for the purpose of maintaining an orderly school operation, protecting the health and safety of students or staff, or determining the presence of dangerous weapons or other prohibited materials. School officials may take notes of any such interviews.

Police shall secure permission from school officials before interviewing or questioning a student during school hours. A school official must be present during the interview. If the questioning infringes on the student's constitutional rights or implicates the student in a violation of law, the parents shall be informed immediately.

It is the policy of Morgan Local Schools not to discriminate against any student regardless of race, sex, or handicap. Compliance officer for all such matters concerning discrimination is:

Compliance Officer
Morgan Local Schools
65 W. Union Avenue, P.O. Box 509
McConnelsville, OH 43756 740-962-2782

Dress And Grooming

The district reserves the right to limit all aspects of dress and grooming should it be determined to be disruptive to the educational process. Specifically, but not limited to, abnormal hair color, the district does not permit body piercings of the naval, tongue, eyebrow and/or nose. Shoes that prove to be disruptive or pose a safety risk to students are not permitted. Any kind of grooming or dress which causes or is likely to cause disruption of the educational process, threaten the health or safety of persons in the school, or otherwise not be proper in a school setting, may be prohibited by the building principal. (Board Policy JFCA)

No clothing which exposes the midriff or reveals excessive portions of the body may be worn. Modified T-shirts or sleeves torn off, mesh shirts, or undershirts worn as outer garments are not acceptable. Pajama pants are not acceptable. Pajama pants are pants made of fleece and/or flannel. Skirts and shorts must be appropriate for the school setting. Shirts, tops, and other apparel may not endorse anything which is illegal, immoral or unwholesome, including but not limited to, violence based attire such as bloody images, displaying of knives, guns, etc. Students should dress appropriately for the weather.

Hats, caps, or other head gear will not be worn in the building. The only exception to this rule is for special "spirit day" or fund raising activities as approved by the Principal.

Sunglasses will not be worn in school unless prescribed by a physician to be worn indoors for medical reasons. Chains, dog collars, or excessive jewelry are not permitted.

Shoes must be worn at all times **and be appropriate for the activities of the day**. Students are expected to wear gym shoes for physical education. THE PRINCIPAL WILL USE HIS/HER DISCRETION IN DETERMINING IF THE DRESS CODE IS BEING FOLLOWED.

Prohibited Articles

All electronic devices are the owner's responsibility and NOT the responsibility of the school/district. Use of electronic devices is only permitted with teacher permission for instructional purposes. All such devices are to be stored in student locker or cubby when not being used for instruction. Students and parents are reminded that Morgan Local School District cannot be held liable for any such devices that are damaged, lost, and/or stolen while at school. Not adhering to this rule will result in confiscation of the device(s). If the electronic device contains inappropriate material, the student will be suspended from school and the device will be turned over to the local law enforcement. Information gathered will also be shared with parents.

- 1st violation – confiscated and returned at end of school day.
- 2nd violation – confiscated and returned to parent at their request.
- 3rd violation – confiscated and sent to the County Office.
- 4th violation and all subsequent violations – confiscated and sent to the County Office and with an in-school suspension.

Bullying, Harassment And Hazing

Morgan Local Schools is committed to eliminating and preventing all forms of harassment. It is a violation of school rules, and often of the law, for any student to harass or intimidate another student or staff member. It is also a violation of school rules for any student to be involved in any form of hazing or coercion of another student. If a student or staff member is the victim of any unwanted sexual conduct or communication of derogatory remarks, conduct, or action concerning his/her class, athletic involvement, gender, religion, race, ethnic group or disability, the student or staff member should report such behavior to the office. All reports shall be kept confidential and shall be investigated as soon as possible. Different kinds of bullying/harassment are:

Verbal

Written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc., toward a fellow student, staff member, or other person associated with the District.

Conducting a "campaign of silence" toward a fellow student, staff member, or other person associated with the District by refusing to have any form of social interaction with the person.

Non-Verbal

Place objects, pictures, or graphic commentaries in the school environment. Making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the District.

Physical

- 1) Any intimidating action
- 2) Any disparaging action such as hitting, hissing, or spitting on a fellow student, staff member, or other person associated with the District.

Any student found guilty of bullying, harassment or hazing could be assigned to detention, ISS, OSS or recommended for expulsion. The student's parent(s) will be notified. All incidents will be reported to the Superintendent of Morgan Local Schools and law enforcement may be notified.

Non-Discrimination

It is the policy of the Morgan Local Board of Education that there shall be no discrimination, on the basis of sex, race, color, national origin, religion, or handicap, among students or employees in any program of our schools, whether curricular, co-curricular, or extra-curricular. We believe in equal opportunities in each program and attempt to meet needs of students and employees equally where interest demonstrates the need for such programs.

If, however, students feel they have a complaint and are unable to resolve the issue with the building principal, they may address the complaint in writing to TITLE IX Compliance Coordinator, Box 509, McConelsville, Ohio 43756.

The Compliance Coordinator will meet with an advisory committee and render a decision within two weeks after receiving the complaint and notify the complainant and superintendent in writing.

Student Assistance Programs

The Superintendent is authorized to establish one (1) or more assistance programs for students which provide for effective intervention in areas such as substance abuse, crisis situations, and other situations which have an impact on students' emotional mental, and/or social well-being and affect their ability to benefit from educational experiences.

Students involved in the Before/After School Programs should request a student handbook from the school office specifically generated for the Before/After School Program.

Transportation **School Bus Behavior**

Going Home With Another Student

Parents/guardians of students must write a note to the school that the student does have permission to be transported to an alternate destination. The note should include the student's name, destination, date, and phone number where the parent/guardian can be reached, if necessary. Each note needs approval by the office.

The safety and well-being of all students is our utmost concern. Therefore, safety regulations regarding school bus transportation are necessary. To insure safe operation of buses, it is necessary for student passengers' behavior to be orderly and cooperative. Drivers will require orderliness on the buses.

Parents as well as students are requested to read the following safety regulations. Compliance by students results in safety for all; noncompliance may result in the loss of the school bus riding privilege. Principals will handle cases requiring disciplinary measures, but while on the bus, students are under the authority of and directly responsible to the bus driver.

Driver Responsibilities

1. Drivers will remind students of their responsibilities and establish procedures for seating, loading, and behavior.
2. A driver shall have the authority to take such means as may be necessary to control the disorderly conduct of students.
3. Drivers will report discipline problems or bus damage to the principal for action.
4. A driver may request the principal to deny transportation for a time to a disorderly student. The principal may do so by notifying the parents and Superintendent of his/her action.
5. Possession of tobacco products will not be permitted.
6. Drivers are not permitted to make stops (other than for emergencies) at any place except pick-up points for students, as shown on the bus time schedule. Other stops can be made only when authorized by the principal or transportation supervisor.
7. Students will not be left on a bus unattended.
8. Drivers are to treat students and parents with dignity and courtesy in expectation that such treatment will bring the same behavior toward them.

Pupil and Parent Responsibilities

1. Parents and pupils must assume that school bus transportation is a privilege to the student, not a right.
2. Pupils will ride on assigned buses. Parents must request in writing to permit deviation from this rule. Requests shall be made to the building administrator. In case of an emergency situation the parent should contact the Building Administration to make other arrangements.
3. Pupils will ride their assigned buses both to and from home to school unless a written request, signed by the parent/guardian and principal, asking permission to be let off the bus at some other stop is presented to the bus driver. The request must go through the office at school. Parents will assume the responsibility of the child when such a request is made and granted.
4. Parents are responsible for the safety and conduct of pupils while going to and from pick-up points and for their meeting the bus on schedule.
5. Buses operate on a time schedule as outlined by the transportation supervisor and approved by the Superintendent and District Board of Education. Students need to be at bus stop ready to be picked up five minutes prior to bus arrival.
6. Parents shall be held responsible for any damage to a bus by their children.
7. No headphones, earbuds, etc. are permitted to be used on the bus.
8. Eating and littering are not permitted on buses.
9. Drugs of any type, or other intoxicating compounds, including alcohol, shall not be permitted on buses at any time.
10. Possession or the use of tobacco in any form is not allowed on the bus at any time.
11. Noise on the bus shall be kept to a minimum at all times to assure safety of operation.
12. Absolute quiet must be maintained at railroad crossings or other dangerous areas.
13. Nothing shall be thrown out of the bus nor anything held so it extends out of the window.
14. All parts of students' bodies shall be kept inside the school bus at all times.
15. While students are riding on the bus, animals, balloons, firearms, ammunition, explosives, or other dangerous materials or objects which may interfere with the safe operation of the vehicle shall not be transported.
16. Students may transport musical instruments, class projects, or articles if they can be held in the student's lap and do not block the driver's view.
17. No student shall stand up, or be out of his/her seat in any fashion while the bus is in motion.
18. Students shall be required to perform rear door emergency evacuation drills. These will be supervised by the driver.

19. Students shall be waiting, in an orderly manner, at the assigned loading area (point of safety) to board the bus when it stops in the morning. No pushing or shoving allowed when boarding the bus.
20. Students will sit two or three to a seat. Seats are to be assigned by the driver. The number of passengers shall not exceed ten (10) percent of the manufactured rated capacity. No one is allowed to stand.
21. Electronic devices are the responsibility of the student. Lost, stolen, or damaged items are not the responsibility of the school district.

Continued disorderly conduct or refusal to submit to the authority of the driver will be sufficient reason for refusing transportation service to any student. When it becomes necessary to refuse a student transportation due to misconduct, the school administrator shall notify the parents of such refusal with a full explanation for this action.

Bus Discipline

Bus Conduct Reports

Drivers are to report student misbehaviors to the building principal and document by usage of the "BUS CONDUCT REPORT".

Student Bus Suspension Guidelines

Maximum: Up to Ten (10) School Days

1. Use of tobacco in any form
2. Fighting on the bus
3. Profanity
4. Striking the bus driver
5. Throwing objects on, at, or off the bus
6. Possession or consumption of alcohol, drugs or other intoxicating compounds
7. Departure from emergency exit
8. Destruction of bus property (5 days and payment of part damaged)
9. Failure to remain seated
10. Refusing to obey driver
11. Lighting matches
12. Hanging out of window
13. Spitting
14. Disobeying bus monitor
15. Bothering others
16. Vandalism
17. Sexual misconduct

Procedures For Routine Student Suspensions From Bus

Suspensions will be determined at the time of the conference with the building principal and student. The principal shall use his/her discretion about whether to suspend or not and the length of suspension. Depending on the infraction, students may be subject to both school and bus discipline.

Special Note

Principals may use an alternative method for suspension in special situations.

Verbal Warnings

No bus conduct report issued.

First Rule Infraction

Formal warning. Parent/Guardian contacted by the driver or principal. A "Bus Conduct Report" marked first offense is issued. Conference with principal may be held.

Second Rule Infraction

Student advised a "Bus Conduct Report" marked second offense will be issued. Depending upon the severity of the rule infraction, the student is suspended from riding the bus for one day. Notice to student's parents/guardian stating the dates and reason of suspension is mailed.

Third Rule Infraction

Length of suspension to be determined at the time of the meeting with principal, driver, and/or transportation supervisor. A "Bus Conduct Report" marked third offense mailed along with notice to student's parent/guardian stating the dates of and reason for suspension is mailed.

Fourth Rule Infraction

Possible five day bus suspension. Procedure for third rule infraction will be followed.

Fifth and Any Further Rule Infraction

Possible ten day bus suspension. Procedure for third rule infraction will be followed.

Students Will Never Be Removed Or Suspended From a Bus Until Proper Procedures Have Been Followed And Parents Or Guardians Have Been Notified.

Students suspended from one bus/vehicle are suspended from riding all District Transportation.

SPECIAL NOTE: Under the Ohio Administrative Code #3301-82-20 titled General Rules we wish to emphasize the following two rules:

Animals, firearms, ammunition, weapons, explosives, or other dangerous materials or objects are prohibited on school buses. Equipment such as music instruments, athletic uniforms, etc., which cannot be held by passengers in their seats, shall be stored in the rear of the bus. When it is necessary to transport such equipment concurrently with pupils, space shall be provided to comply with this rule without having standees in the bus.

Equipment required in the assistance of the handicapped shall be used and stored as required by local policies. A clear aisle to the exit doors must be maintained at all times.

Academics

Class Assignments

It is our intent to have our classrooms heterogeneously grouped, meaning there will be an equal amount of struggling students, average students, and students who advance readily. We also cluster our students who have been identified as either special education or gifted. Trained teachers at each grade level will have the majority of these two groups. We do this so that our students will be able to receive a maximum amount of specialized instruction from the special education teacher, or gifted teacher. However, clustering DOES NOT disturb the heterogeneously grouped classrooms. If you as a parent or guardian, would like to request a particular teacher, please contact the school, in writing by the end of the first week in May. It is always best if you could request two teachers. We cannot guarantee that your child will be placed in a particular teacher's classroom, but consideration will be given.

Expectations In The Classroom

All students will:

- Be prepared for class everyday (book, paper, writing instrument, etc...)
- Complete and turn in class assignments and homework when given.
- Allow teacher to teach class activities without interruption.

Should students fail to follow the above guidelines, the following will result:

- If disruptive to the learning of others, the student may be removed from the classroom.

Homework

The purpose of homework is to practice skills learned during the school day. The time to complete homework should equal approximately 10 minutes per grade level per night. For example, a third grader should have approximately 30 minutes of homework per evening. In primary grades students are expected to practice reading and their math facts. If students are requiring more than the expected time to complete work please check with the teacher to make certain they are not bringing home unfinished classwork.

Honor Rolls

Student achievement should be recognized in the academic area by honoring a student for academic excellence. Beginning at the fifth grade, the highest mark of academic achievement is the All A's List. The student must receive a 4.0. An A- will not qualify for the All A's List. Students are recognized for academic achievement for a grade equivalent of 3.5-3.999 for placement on the Principal's List. Students are recognized for academic achievement for a grade equivalent of 3.0-3.499 for placement on the Honor Roll.

Promotion – Retention

The promotion of each student is determined individually. The following factors are taken into consideration: reading grade, mental ability, age, physical maturity, emotional and social development, social issues, home conditions and grade average.

Promotion: When a student receives passing grades in language arts (reading, writing, and spelling), social studies, mathematics, and science, the student is promoted.

Retention: When a student is unable to achieve at the assigned grade level, indicated by failure in at least two of the above listed subjects, the child could be retained. Other factors taken into consideration are inadequate social and emotional maturity and/or reading one or two years below grade expectancy and failure to pass state of Ohio required testing. Kindergarten students are evaluated on adequate readiness skills for reading or writing.

Placement: A student having failing grades may be assigned to the next higher grade with discretion only with approval of the principal. Factors taken into consideration are: satisfactory completion of the work of the present grade; adequate ability as determined by performance and standardized tests; adequate emotional overage for the grade, and certification of consent by parent or guardian on file.

Any student who is truant for more than 10% of the required attendance of the current school year and has failed two or more of the required curriculum subject areas in the current grade is retained, unless the student's principal and the teachers of the failed subject areas agree that the student is academically prepared to be promoted to the next grade level.

If you have questions concerning promotion, retention, or placement, please see the building principal.

Textbooks

The Morgan Local Board of Education provides all basic textbooks at no cost to students of our school. The condition of the books will be recorded at the time the books are issued to the student. Students are responsible for providing book covers for all textbooks.

Lost And/Or Damaged Book Fee Procedure

Lost Book	One year old books	90% of new cost value
	Two year old books	80% of new cost value
	Three year old books	70% of new cost value
	Four year old books	60% of new cost value
	Five year old books	50% of new cost value
	Six year old books & beyond	20% of new cost value

Damaged Book Discipline may result in addition to the following:

1. Minor or very little damage
Examples: Writing in books (in pencil)
 torn pages, etc. \$1.00
2. Moderate damage (not extreme)
Examples: Bent but not broken cover,
 excessive writing in ink, etc. \$2.00
3. Severe damage
Examples: Cut pages, broken binding
 and/or back, etc. See lost book section.

Fines

When school property, equipment or supplies are damaged, lost or taken by individuals, a fine is assessed. The fine is reasonable, seeking only to compensate the school for the expense or loss incurred.

The late return of borrowed books or materials from the school libraries is subject to appropriate fines.

All fines collected are sent to the Treasurer for deposit in the general fund of the Board.

Grades and credits from courses taken will be held until all fines have been paid.

Student Use Of Computers/Internet

While the goal of Morgan Local Schools is to provide comprehensive and varied experiences in technology, it must be understood that there are expectations and responsibilities in connection with the use of technology.

Each student will be expected to follow the direction of the teacher or other responsible adult as to the proper use of equipment and software. Only the technology coordinator or teacher, or those directed by them, may install or modify software. This includes the installation of all files from personal disks.

Vandalism will not be tolerated. Vandalism is defined as a malicious attempt to harm or destroy data of another user or the modification of control settings or access software resulting in the delay of use by another user. This also includes the setting of passwords.

Before using the Internet through the Morgan Local Schools network, each student must read the Acceptable Use and Internet Safety Policy found on pages 32-42 of this handbook and verify that you have read and understand the policy by marking the appropriate place on the Parent/Guardian Signature Page. This must also be signed by the parent or guardian. These signed forms will be kept on file by the staff member designated to establish E-Mail/Internet accounts. THIS AGREEMENT IS ONLY VALID FOR THE CURRENT SCHOOL YEAR.

The principal may revoke the student's privileges for Internet/Computer misuse for a period of time appropriate to the offense, and other consequences within the Student Discipline Code may apply.

Identification of Children Who Are Gifted

Definition

"Gifted" means students who perform or show potential for performing at remarkably high levels of accomplishment when compared to others of their age, experience, or environment and who are identified under division (A), (B), (C), or (D) of section 3324.03 of the Revised Code.

Screening and Assessing

The District uses a three-part approach to screen students who perform or show potential for performing at high levels of accomplishment in the areas of superior cognitive ability, specific academic ability, creativity, and visual and/or performing arts. Please contact your school office to see forms PB1 and PB2. These are a part of the gifted handbook, available at each school office.

Safety

Visitors To The Schools

The Board encourages parents and other citizens of the District to visit classrooms to observe the work of the schools and to learn what the schools are doing.

To ensure that no unauthorized persons enter buildings, all visitors entering a school must first report to the school office, to receive authorization to visit elsewhere in the building. (This policy does not apply when parents have been invited to an assembly program.)

If you need to meet with your child's teacher, you need to make an appointment. You may do this by calling the teacher and make an appointment for before school, after school, or during their planning. No phone calls will be transferred to the teacher unless the teacher is on their plan time to protect instructional time, unless there is an emergency. Parents are to refrain from walking their child to the classrooms in the morning as this time is reserved for the teacher to prepare for the instructional day, and engaging in conversations with the teacher at this time hinders this planning. Children also learn independency by walking themselves to their classrooms.

Unauthorized persons are not permitted in school buildings or on school grounds. School principals are authorized to take appropriate action to prevent such persons from entering buildings and loitering on school grounds.

Release of Directory Information

The school proposes to designate the following personally identifiable information contained in a student's education records as "directory information."

1. name
2. extracurricular participation
3. achievement awards or honors
4. weight and height, if a member of an athletic team
5. grade level
6. building of attendance

The above information is disclosed without prior written consent, except when the request is for a profit-making plan or activity.

If the parent/guardian does not want this information to be released when requested, please submit your request in writing to your building principal within two weeks after the beginning of school. See File JO of the Bylaws and Policies of the Morgan Local Schools for more information.

Evacuation & Lockdown Procedures

Evacuation and lockdown procedures have been established. Teachers will discuss and may practice these procedures with the students. Students are expected to follow these procedures and obey all directions given by the teacher. Fire and tornado signs are posted and periodically drills are exercised as required by law. Please contact Lori Lowe at 962-2782 if you wish to review the Emergency Procedures Manual.

Playground Safety

For the safety of your child we have strict rules that are to be followed by all using the playground. There is at least one school employee on duty at all times to enforce the safety rules and regulations.

Any type of game or activity that is judged by school authorities to be harmful is forbidden. Playground rules are reviewed with children during the first week of school.

General School Procedures

Lunchroom Operations And Procedures

Free breakfast is served each morning from the time students may enter the building until classes begin. Lunch periods vary per class. Students may purchase a school lunch or bring a sack lunch. Students bringing sack lunches are not permitted to use refrigerators in the kitchen. Glass bottles or containers are not permitted in the cafeteria. Snack items may be purchased. Free and reduced lunches are available to those who qualify. Applications will be sent home with each student and are available at any time during the school year.

Prices are as follows:

Lunch: Grades-K-6	\$2.35	Reduced	\$0.40
Extra Milk	\$0.50	Adult	\$2.85

If you wish to pay ahead you may send a check made out to the individual school cafeteria and the cafeteria office will send a form home with your child when more funds are needed. Credit will be carried forward for missed days, but no refunds will be given. Students may accumulate up to three charges. These charges must be paid before any additional charges can be made. Students will not be sent away without food.

Students should be courteous, deposit all litter in wastebaskets, return all trays to the appropriate area, and leave the table and floor around them in a clean manner for others to follow. No food is to be carried from the lunch area without permission.

Student Desks/Cubbies/Lockers

The majority of students will be issued desks/cubbies/lockers for storage of books and other related items. The school will assign these. Students are not to bring valuables to school without prior permission from the teacher. Any valuables brought to school are the student's responsibility. The administration reserves the right to inspect any desk/cubby/locker at any time there is a reasonable suspicion of the possibility that the rights and safety of others have been violated or that the desk/cubby/locker is being used in violation of the school behavior code. See Board Policy JFG if further clarification is needed.

Do not bring more money to school than is required for one day's activities. Never leave money in your desk, coat, or book bag. The school cannot be responsible for lost money. Student desks/cubbies/lockers are the property of the District, and since random searches have a positive impact on reducing drugs and other criminal activity, it is the policy of the Board to permit the building administrator to search any desk/cubby/locker and its contents as the administrator believes necessary. Such notice will be posted at or near the entrance to the school grounds and at the main entrance to each school building.

Holiday Celebrations

A policy has been developed by the school to set guidelines concerning which holidays may have room parties. The holidays are as follows:

Halloween
Winter Break
Valentine's Day

Please contact your child's teacher regarding snacks to celebrate a child's birthday.

Telephone: The school telephones are for school business and emergencies. Students will be restricted in the use of the telephones for emergencies only. **Forgotten items are not emergencies.** Long distance calls by students will need to be made collect.

Recesses

Recesses will be outside unless the weather is too inclement: raining, snowing, or extremely cold. All students are expected to participate unless they are ill or have a note from home to be temporarily excused from recess. A note from a physician is needed to excuse a student from recesses for a period of more than three (3) days or if it is a frequent occurrence. Bicycles, skateboards and roller blades are not allowed.

Lost And Found Items

The office will serve as a clearing house for items that are either lost or found. Any item left unclaimed will be donated to a charitable organization twice annually. (Christmas season and end of school year.) Please check the office if your child is missing items.

Student and Parent Resources

Support Groups

Parent-teacher support groups are vital to the total operation of our schools as their support helps to bridge the gap between the school and the community. We urge you to join our support groups whose members are parents, teachers, and community members. Newsletters or notices are sent home periodically.

Volunteers

Morgan Local Schools encourages parents and community citizens to be trained as school volunteers. Please contact your school principal if you are interested in serving as a volunteer. Volunteers are appreciated and welcome in our schools. All volunteers **must be fingerprinted and Board approved** to work in the Morgan Local School District. **Volunteers need only be fingerprinted once every five years.** New volunteers may pick up a form in the school office and take a copy of that along with their driver's license to the Morgan Local School District Central Office to submit fingerprint information.

Parents and guardians are always welcome to visit the schools. Please make arrangements with the teacher or principal in advance if planning to visit a classroom. **Please do not bring preschool age children when visiting a classroom or volunteering.**

Students may not bring friends or relatives from other districts to school as visitors. Visitation will be permitted for students who provide proof that they are going to enroll in the Morgan Local School District.

For the protection and best interest of our students, all visitors, including volunteers, must sign in through the school office and receive a badge before visiting in any area of the school.

Student Records

All parents/guardians have the right to inspect the contents of their child's cumulative file, and we encourage parents to do so. Parents must sign the appropriate form to review the file. If you wish the files to be released to a third party, you must also sign granting your permission. (Parents/guardians must call to set up an appointment with their child's building principal to facilitate this procedure.)

Pre-School and Special Education Teachers will review health and cumulative records annually for their students.

Parental Involvement In Education

The Morgan Local Board of Education believes that durable and significant learning by a student is more likely to occur when there is an effective partnership between the school and the student's parents. Such a partnership means a mutual belief in and commitment to significant educational goals for a student, a collaboration of the means for accomplishing those goals, cooperation on developing and implementing solutions to problems that may be encountered, and continuing communication regarding the progress in accomplishing the goals.

The District encourages parental participation, through **meetings** and other forms of communication, in:

1. establishing the learning outcomes for their child with the goals of developing a responsible, adult member of society;
2. developing and implementing appropriate strategies for helping their child achieve the learning objectives that lead to accomplishing the learning outcomes;
3. providing a school and home environment which encourages learning and augments, at home, the learning experiences provided by the school;
4. establishing and supporting a consistent and shared approach to child guidance and discipline, and;
5. providing for the proper health, safety and well being for their child.

Right to Know - Teacher Qualifications

You have the right to know about the teaching qualifications of your child's classroom teacher. The federal law, No Child Left Behind, requires that any local school district receiving federal Title I funds, Improving the Academic Achievement of the Disadvantaged, must notify parents of each student attending any school receiving Title I funds that they may request information regarding the professional qualifications of the student's classroom teacher, including the following:

1. Whether the teacher has met the Ohio teacher licensing criteria for the grade level and subject areas in which the teacher provides your child's instruction.
2. Whether the teacher is teaching under emergency or temporary status that waives State-licensing requirements.
3. The college degree major of the teacher and any other graduate degree or certification (such as National Board Certification).
4. Whether your child is provided services by instructional paraprofessionals (sometimes called teacher's aides) and their qualifications.

You may request this information by writing to Morgan Local Schools, 65 W. Union Ave., McConnelsville, OH 43756. Or you may fax your request to Morgan Local Schools at (740)962-4931. Be sure to include the full name of your child, your full name, your complete address including zip code, and the name of your child's teacher.

Ohio Parent Information and Resource Center

The Ohio Department of Education's Parent Information and Resource Center is a great resource for parents looking for information on a wide variety of topics. The center strives to make sure that every child in Ohio succeeds in learning by focusing on four goals. The center works to prevent failure in learning by getting students the help they need early, to target interventions and remediation to students who are struggling to learn, to create partnerships with parents and communities to support student achievement, and to modify and/or adapt general education curriculum, as appropriate, so that all children have equal access to learning.

Agencies who work together with the Center include the Center for Students, Families and Communities, the Office of Early Childhood Education, the Office of Ohio Literacy, the Office for Exceptional Children, the Office of Child Nutrition Services and the Office of Supportive Learning Environments.

Parents and community members may contact any of the agencies listed above by calling 1-866-253-1829 (toll free) or by logging on the Ohio Department of Education's website at <http://education.ohio.gov/Parents>. Your child's school also has a wide variety of resources available for parents. Please contact your building's principal with any request for information about student services, or contact Susan Troutner, Curriculum Director at 962-2782.

Parental Involvement in Title I

The Title I program is based on an annual assessment of educational needs. This assessment includes identification of educationally deprived children in the public and private schools in this district. Title I services are provided to all eligible students.

The Morgan Local Board of Education believes parental involvement is a vital part of the Title I program. Parental involvement includes parental contribution to the design and implementation of programs under this title, participation by parents in school activities and programs, and training and materials that build parents' capacity to improve their children's learning in both the home and the school. To build a partnership between home and school, the District:

1. Informs the parents of the program, the reasons for their children's participation and the specific instructional objectives;
2. Trains parents to work with their children to attain instructional objectives;
3. Trains teachers and other staff involved in programs under this title to work effectively with the parents of participating students;
4. Develops partnerships by consulting with parents regularly;
5. Provides opportunities for parents to be involved in the design, operation and evaluation of the program and provides opportunities for the full participation of parents who lack literacy skills or whose native language is not English.

Annual Notice Regarding Asbestos

In the past, asbestos was used extensively in building materials because of its insulating, sound absorbing, and fire retarding capabilities. Virtually any building constructed before the late 1970s contained some asbestos. Intact and undisturbed asbestos materials generally do not pose a health risk. Asbestos materials, however, can become hazardous when, due to damage or deterioration over time, they release fibers. If the fibers are inhaled, they can lead to health problems, such as cancer and asbestosis.

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA), which requires schools to be inspected to identify any asbestos containing building materials. Suspected asbestos-containing building materials were located, sampled (or assumed) and rated according to condition and potential hazard. Every three years, Morgan Local Schools has conducted a re-inspection to determine whether the condition of the known or assumed asbestos containing building materials (ACBM) has changed and to make recommendations on managing or removing the ACBM.

The law further requires an asbestos management plan to be in place by July 1989. Morgan Local Schools developed a plan, as required, which has been periodically updated. The plan has several ongoing requirements: publish a notification on management plan availability and the status of asbestos activities; educate and train its employees about asbestos and how to deal with it; notify short-term or temporary workers on the locations of the asbestos containing building materials; post warning labels in routine maintenance areas where asbestos was previously identified or assumed; follow set plans and procedures designed to minimize the disturbance of asbestos containing building materials; and survey the condition of these materials every six months to assure that they remain in good condition.

The following buildings contain no asbestos-containing building materials; therefore, no operations and maintenance programs or future inspections are required: East Elementary, South Elementary, West Elementary, Morgan Junior High, and Morgan High School.

It is the intention of Morgan Local Schools to comply with all federal and state regulations controlling asbestos and to take whatever steps are necessary to ensure students and employees a healthy and safe environment in which to learn and work. You are welcome to

review a copy of the asbestos management plan in school district administrative office. The superintendent, Lori Lowe, is our designated asbestos program coordinator, and all inquiries regarding the asbestos plan and asbestos-related issues should be directed to him.

Notification Of Rights Under FERPA for Elementary And Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the students' education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.
Parents or eligible students should submit to the School Principal a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate.
Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School Principal, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent.
One exception, which permits disclosure without consent, is disclosure to school officials with legitimate interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or the student of the records request unless it states in its annual notification that it intends to forward records on request.)
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Morgan Local School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue SW
Washington, DC 20202-5901

(Note: Names of students', addresses, and telephone listings may be designated and disclosed as "directory information" under the Family Educational Rights and Privacy Act

(FERPA). The parents can opt out of “directory information” at the start of each school year.

Protection Of Pupil Rights

The Protection of Pupil Rights Amendment (PPRA) applies to programs that receive funding from the U S. Department of Education (ED). PPRA is intended to protect the rights of parents and students in two ways:

1. It seeks to ensure that schools and contractors make instructional materials available for inspection by parents if those materials will be used in connection with an ED-funded survey, analysis, or evaluation in which their children participate; and
2. It seeks to ensure that schools and other contractors obtain written parental consent before minor students are required to participate in any ED-funded survey, analysis, or evaluation that reveals information concerning:
 - Political affiliations
 - Mental and psychological problems potentially embarrassing to the student and his/her family;
 - Sex behavior and attitudes;
 - Illegal, anti-social, self-incriminating and demeaning behavior;
 - Critical appraisals of other individuals with whom respondents have close family relationships;
 - Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; or
 - Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Parents must be consulted before the administration of invasive physical examinations or screenings that the school may administer to a student. Parents will be informed about the collection, disclosure or use of personal information from students for the purpose of marketing or selling that information.

Parents or students who believe their rights under PPRA have been violated may file a complaint with ED by writing the Family Policy Compliance Office. Complaints must contain specific allegations of fact giving reasonable cause to believe that a violation of PPRA occurred. For additional information or technical assistance, you may contact the following address:

Family Policy Compliance Office
U. S. Department of Education
400 Maryland Avenue SW
Washington, DC 20202-5901

Complaint Procedure

Morgan Local Schools have provided parents and other stakeholders concerned with the appropriate delivery of services to children a simple method for considering their claims of inappropriate district or Ohio Department of Education (ODE) action. These procedures allow for the timely resolution of complaints at little or no cost to either the person filing the complaint or to the district.

Before submitting a complaint about a school or district action, the ODE requires that all complainants first contact the appropriate personnel at the building or district where the child attends and attempt to resolve issues at the local level first. If they cannot be resolved, these discussions will help clarify the issues for ODE so that a complaint can be more quickly considered, investigated and resolved according to the procedures listed below.

A complaint is defined as a written allegation that a school district or the ODE has violated the federal and/or state laws and/or rules/regulations.

Complaints must be mailed to the ODE at the following address:

Ohio Department of Education
Office of Federal Programs
Attention: Complaint Coordinator
25 South Front St., MS #404
Columbus, Ohio 43215-4183

The ODE will issue a letter of acknowledgement to the complainant and send a copy of the letter to the district superintendent. The letter will contain the name of the consultant assigned to investigate the complaint, a statement of the ways in which the ODE may investigate a complaint, and the ODE's commitment to issue a resolution in the form of a "Letter of Findings".

Concerns/Complaints/Board Policy

The Morgan Local Board of Education believes that each day we need to continue to improve. Therefore, if you feel a problem exists, it is important to get it resolved. Constructive criticism is welcomed when motivated by a sincere desire to improve the quality of the educational programs or to equip the schools to do their tasks more effectively.

The Board of Education believes that complaints are best handled and resolved as close to their origin as possible. Therefore, the proper channeling of complaints involving instruction, discipline or learning materials will be as follows:

<u>Concern</u>	<u>Contact</u>	<u>Phone</u>
Teacher	Teacher	School
Building	Principal	School
East Elementary	Lynn Copeland	740-962-3361
South Elementary	Sherry Poling	740-559-2377
West Elementary	Gregory Gifford	740-342-4873
Transportation	Greg Moore	740-962-3685

Morgan Local Board of Education

Jeffrey L. Shaner, President	740-962-6649
Mary Pat Hanson, Vice President	740-962-6709
Carl Raines	740-624-6607
Rick Rose	740-962-5808
Becky Thompson	740-962-2231

Bus, Custodial, and Cafeteria problems should be called to the attention of the Building Principal. Unresolved problems that have been addressed through the proper channels, should be directed to Lori Lowe, Superintendent, (740) 962-2782.

Complaints about school personnel will be investigated fully and fairly. However, before any such complaint is investigated, it must be submitted in writing and signed. Forms for this purpose are available in the principal's office.

All complaint procedures will comply with board policy and negotiated agreements.

Morgan Local Schools
Student Computer Network/Internet Acceptable Use Policy

Morgan Local School District recognizes that as telecommunications and other technologies shift the ways in which information may be accessed, communicated and transferred by members of the society, methods of instruction and student learning will also change. The district generally supports access by its staff and students to rich information resources to analyze and evaluate such information. In a free and democratic society, access to information is a fundamental right of citizenship.

Goals and General Principles

1. This Acceptable Use Policy (AUP) is an extension of the school district's Board Policy.
2. In order for the school district to be able to continue to make its information resources available, all users must take responsibility for appropriate and lawful use of network access and other technology. Users must understand that one person's misuse of technology may jeopardize the ability of all users to access the network and internet.
3. The district firmly believes that the valuable information and interaction available using technology far outweighs the possibility that users may procure material that is not consistent with educational goals of the district.
4. There will be no expectation that every student will have a laptop or personal computing device.

District Responsibilities

1. The District Technology Coordinator and his/her designee will serve as the coordinator to oversee the use of District technology systems.
2. All District staff members are responsible for the dissemination of the Acceptable Use Policy and will work with schools to enforce the policy.
3. The District reserves the right to revise the Acceptable Use Policy as it deems necessary and will post the current policy on its website as notice to users of any revisions. Users are responsible for reading the policy regularly.

User Responsibilities

1. Users are responsible for good behavior on school computer networks just as they are in a classroom or other school facilities.
2. Various technology, the network and telecommunication equipment is provided for students and staff to conduct research and communicate with others.
3. General school rules for behavior and communications apply to the use of technology.
4. Access to various technology and network services will be provided to students and staff who agree to act in a considerate and responsible manner.

Listed below are provisions regarding appropriate and responsible use of technology, the computer network and the Internet. If you have any questions about these provisions, you should contact a building administrator, immediate supervisor or other personnel designated by the district. If any user violates this policy, the user's access may be denied or withdrawn and he/she may be subject to additional disciplinary action.

I. Guidelines for Acceptable Use

The main principles defining "acceptable use" are those stated above: to use computing facilities only for the academic purpose for which they are provided, to show consideration to other users, to respect the privacy of all users and to obey all relevant guidelines.

- New users are required to review the AUP. Appropriate user accounts will be created upon the completion and return of the appropriate AUP signature page.
- Users, and if appropriate, the user's parents/guardians, will be required to review the AUP annually. User accounts will be maintained upon the completion and return of the appropriate AUP signature page.
- Users may use the equipment available in any of the laboratories, if the laboratories are not being used for a class.
- Users are not to unreasonably deprive other users of access.
- Users are not to occupy a terminal for excessive periods if other people are waiting.
- All users are responsible for immediately reporting any damage or malfunction of any hardware, software, security or other component of network systems to proper administration or faculty.

II. Privacy

Technology, including network access and internet access, is provided as a tool for student education. In order to maintain system integrity, the school district 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 shall be the property of the School District and no user shall have any expectation of privacy regarding such materials.

III. User of Computer Software and Operating Systems

Computer software has been purchased for school use only and is protected by Federal Copyright Laws. The following guidelines apply to the use of software purchased by Morgan Local School District.

1. Treat computer software like any other copyrighted material.
2. You may not install software protected by copyright on any school computer without written permission from the technology coordinator or district superintendent.*
3. You may not install computer software purchased by Morgan Local School District on any computer outside of the school district.**
4. You may not attempt to modify, reprogram, translate, disassemble, decompile or otherwise reverse engineer any software protected by copyright laws.
5. Software residing on privately owned computers must be personally owned, except in the case of antivirus software and desktop monitoring software used by the School District.
6. Software companies will not be held liable for any indirect, special, incidental, economic or consequential damages arising from the use or inability to use the software.
7. Unauthorized reproduction or distribution of software or information protected by copyright laws or any portion of them may result in severe civil and criminal penalties and may be prosecuted to the maximum extent possible under the law. Furthermore, violations of the above guidelines will result in applicable disciplinary actions and financial charges to remove such software from the computer's hard drive at a charge comparable to current industry standards for service work.

* Software purchased by school staff for home use may not be installed on school computers unless the license agreement allows for such use.

** Some exceptions do exist; please contact the technology coordinator for more information regarding software titles in question.

IV. Unacceptable Use of Technology and/or Network

The smooth operation of any network relies upon the proper conduct of the end-users, who must adhere to strict guidelines. 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 person(s) designated by the school to help you decide if a use is appropriate. In general, user responsibilities require efficient ethical and legal utilization of the network resources. The use of network resources must be in support of the educational goals of Morgan Local School District. Uses deemed inappropriate include but are not limited to the following:

- Using obscene language or sending or displaying offensive messages or pictures.
- Harassing, insulting or attacking others
- Plagiarism and violation of copyright laws
- Downloading of copyrighted music is forbidden
- Engage in scholastic dishonesty
- Damaging electronic devices or computer networks
- Disrupting the intended use of electronic resources
- Using others' accounts or unauthorized access to network resources
- Intentionally wasting limited resources
 1. Users shall not tie up the network with idle non-educational activities.
 2. Users shall not play non-educational games on school-owned computers.
 3. Users shall not store information, pictures, sounds or movies on school-owned computers that do not support the educational goals of Morgan Local School District.
- Using electronic resources for commercial and non-educational purposes
 1. Users will not use the Internet for advertising, promotion, commercial purposes or similar objectives.
 2. Users will not use the Internet to conduct for-profit business activities or to engage in religious activities.
 3. Users are also prohibited from engaging in any non-governmental-related fund raising or public relations activities such as solicitation for religious purposes, lobbying for political purposes or soliciting votes.
- Vandalizing information—includes, but is not limited to:
 1. The uploading, downloading or creation of computer viruses
 2. Attempting to arm or destroy district equipment or materials
 3. Changing settings on electronic equipment without authorization
- Revealing personal information about anyone without written permission
- Violating the law or encouraging others to violate the law through the use of technology

V. Student Safety and CIPA

While school staff will make reasonable efforts to supervise the use of technology including the network and internet, it is impossible to supervise at all times. Morgan Local School District has taken available precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials and users may discover controversial information.

The Children's Internet Protection Act (CIPA) was signed into law on December 21, 2000. Under CIPA, no school or library may receive discounts unless it certifies that it is enforcing a policy of Internet Safety that includes the use of filtering or blocking technology (see below). This Internet Safety Policy must protect against access, through computers with Internet access, to visual depictions that are obscene, child pornography or (in the case of use by minors) harmful to minors. The school or library must also certify that it is enforcing the operation of such filtering or blocking technology during any use of such computers by minors.

General Principles

1. This AUP shall govern all electronic activity, including e-mail and access to the Internet, which is undertaken by district employees, students and parents/guardians. No user may engage in activities prohibited by this policy. All use will be in compliance with the acceptable use provisions of the Internet service provider.
2. Internet access and the use of e-mail through the use of the school's system are provided for educational purpose. The term "educational purpose" is learning both in school and at home, employee professional or career development, and communication between the teachers, students and their parents. If any user has a question whether their Internet usage is consistent with the district's educational purpose, goals and mission, they should consult with the appropriate supervisor, principal, teacher, etc.
3. The District shall implement Internet filtering software in an attempt to block user access to inappropriate and/or harmful material on the Internet. Objectionable content is pre-determined by the District. When the software finds any such objectionable content, it denies the user access to the site based on the level of access granted to the user by the District. Filtering technology is not perfect and therefore, may interfere with legitimate educational research. In the event that the filtering software is unsuccessful and children gain access to inappropriate and/or harmful material, the District will not be liable.
4. The District reserves the right to monitor all online activities including internet access and all e-mail. Such monitoring may lead to discovery that the user has violated or may be violating the AUP and/or district policy. The school, either by itself or in combination with the ITC (SEOVEC) providing Internet access, will utilize filtering software or other technologies to prevent student from accessing visual depictions that are (1) obscene, (2) child pornography or (3) harmful to minors. The School District will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or any other material which is inappropriate for minors. Internet filtering software or other technology-based protection systems may be disabled by the technology coordinator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 17 and older. The term "harmful to minors" is defined by the Communication Act of 1934 (47 USC Section 254 [h][7]), meaning any picture, graphic image file or other visual depiction that:
 - taken as a whole and with respect to minors, appeals to a prurient interest in inappropriate material;
 - depicts, describes or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts or a lewd exhibition;

- lacks serious literary, artistic, political or scientific value as to minors.
5. The District specifically reserves the right to revoke access and/or take other appropriate disciplinary actions, with respect to any user who violates this policy. The District reserves the right to terminate any user's access to the Internet, including access to e-mail, at any time and for any reason. If a student's access is revoked, the District will ensure that the student nonetheless continues to have a meaningful opportunity to participate in the educational program.

Educational Use of the Internet

1. When using the Internet for class activities, teachers should:
 - Select material that is appropriate in light of the age of the students and that is relevant to the course objectives.
 - Preview the materials and sites they require students to access to determine the appropriateness of the material contained on or accessed through the site.
 - Provide guidelines and lists of resources to assist students in channeling their research activities effectively and properly.
 - Assist their students in developing the skills to ascertain the truthfulness of information, distinguish fact from opinions and engage in discussion about controversial issues while demonstrating tolerance and respect for those who hold divergent views.
2. As appropriate, the District will provide students and parents with guidelines and instructions for student safety while using the Internet.
3. The Internet Acceptable Use Policy (AUP) contains restrictions on accessing inappropriate material and student use generally will be supervised. However, there is a wide range of material available on the Internet, some of which may or may not fit the particular values of the students. It is not practically possible for the District to monitor and enforce a wide range of social values in student use of the Internet. Further, the District recognizes that parents bear primary responsibility for transmitting their particular set of family values to their children. The District will encourage parents to specify to their child(ren) what material is and is not acceptable for their child(ren) to access through the District system.

Student Safety

1. All users and their parents/guardians are advised that access to the electronic network may include the potential access to materials inappropriate for school-age pupils. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guide to which materials should be avoided by their children. If a student finds that other users are visiting offensive or harmful sites, he or she should report such use to personnel designated by the school district.
2. The school must obtain written parental consent prior to the disclosure of student information or student work on any District Web page.
 - The school and its staff will not post or transmit photographs and personal contact information about students without prior parental consent from the parent of the student whose information is being posted.

- Student users will not post or transmit photographs and personal contact information about themselves or other students without prior written parental consent from the parent of the student whose information is being posted.
 - Parental consent must be delivered to the child's teacher or principal and kept on file for as long as the photograph and personal information are posted. It may be required for a parent or guardian to provide consent for each posting or transmission of personal information about their child. Personal contact information includes, but is not limited to, home address, telephone number, school name, school address and classroom.
3. Student users will not agree to meet with someone they have met online without their parent or guardian's approval and participation.
 4. Student users will promptly disclose to their teacher or other school employees any message they receive that is inappropriate or makes them feel uncomfortable.
 5. Users are responsible for the use of their individual accounts and should take all reasonable precautions to prevent others from being able to use their accounts. Under no conditions should a user provide their password to another person, except that supervisors and/or teachers may require users to provide their passwords.
 6. Student users will immediately notify a teacher if they identify a possible security problem (such as disclosure of their password to another person) and other users will immediately notify the system administrator. No users will go looking for security problems, because this may be construed as an illegal attempt to gain access.
 7. Restrictions against inappropriate language apply to public messages, private messages and material posted on Web pages.
 - Users will not use obscene, lewd, vulgar, rude, inflammatory, threatening, abusive or disrespectful language. Users will not post information that could interfere with the educational process or cause a danger or disruption in the educational environment. Users will not engage in personal attacks, including prejudicial or discriminatory attacks.
 - Users will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a user is told by a person to stop sending messages, they must stop.
 - Users will not knowingly or recklessly post false or defamatory information about a person or organization.
 8. Users should not repost a message that was sent to them privately without permission of the person who sent them the message.
 9. Users should not post private information about another person.

VI. Online Communities and Cyber Bullying

Cyber bullying is the act of harassment that takes place via some method of technological media. If a student is being harassed and the effect is on the school it does not matter where the offense originates, even if off grounds, if the effect of such acts makes a transition to school grounds it is under our best judgment to take appropriate action.

- Cyber bashing, bullying or defaming of students and/or faculty is probationary and could lead to dismissal from school.
- It is unacceptable to use computing and communication services (e.g., electronic mail and network news) to propagate abuse or any other

material that contravenes the Discrimination Laws or Harassment Laws (or is otherwise insulting, rude, abusive or offensive).

- Impersonating anyone and creating an online profile for this individual is a form of dishonesty and could lead to dismissal from school.
- Violating school expectations (this includes the times when school is out of session) will in all likelihood result in disciplinary consequences, including suspension from school and may affect any leadership position a student may have or is making application for.
- If you are going to post photos of faculty or staff, be sure to ask permission of the individuals in your photograph.

VII. School Web Pages

1. The District Superintendent will designate a District Web Publisher, responsible for maintaining the official District web page and monitoring all District web activity. The Web Publisher will develop style and content guidelines for official District and school web page materials.
2. Material placed on the web site is expected to meet academic standards of proper spelling, grammar and accuracy of information.
3. All Web pages should have a link at the bottom of the page that will help users find their way to the appropriate home page.
4. Teachers will be encouraged to establish Web pages for use with class activities or to provide a resource to students, parents and other teachers.
 - Teachers will be responsible for maintaining their class or educational resource sites. Teacher web pages will not be considered official material, but will be developed in such a manner as to reflect well upon the District.
5. Support Staff will be encouraged to develop web pages that provide a resource for others.
 - Support Staff will be responsible for maintaining their resource sites. Staff web pages will not be considered official material, but will be developed in such a manner as to reflect well upon the District.
6. Students may be encouraged to create a web site as part of a class activity. Material presented on a student class activity web site must meet the educational objectives of the class activity.
 - The District has the right to exercise control over the content and/or style of student web pages so long as its actions are reasonably related to the legitimate pedagogical concerns.
 - Schools have the right to remove student web pages at the end of each school year.
7. Organization Web Pages
 - With the approval of the superintendent or building principal, extracurricular activities may establish web pages.
 - Material presented on the organization web page must relate specifically to organization activities.
8. Web Pages shall not:
 - Contain personal contact information about students beyond that permitted by the school, district and parent.
 - Display photographs, videos or other images of any identifiable individual, other than a historical or public figure, without a signed release.
 - Contain advertisements for profit-making entities, such as publishers or other consumer goods purveyors, unless the site being linked to is predominately instructional in nature (such as museum sites,

encyclopedias, national parks, aquariums, literary organizations, etc.). The districts may not directly benefit financially from any entities linked to their web pages.

- Contain personal, non-educationally-related information.

VIII. Email Usage

1. Users will check their e-mail frequently and delete unwanted messages promptly.
2. "Acceptable" e-mail activities are those that conform to the purpose, goals and mission of the District and to each user's job, duties and responsibilities. Users shall have no right to privacy while using the District's internet or e-mail system.
3. "Unacceptable" use is defined generally as activities using district-owned hardware, software or networks at any time that does not conform to the purpose, goals and mission of the district and to each user's job duties and responsibilities. The following list, although not inclusive, provides some examples of unacceptable uses:
 - E-mail may not be used for personal purposes during working hours, except that users may engage in minimal e-mail activities for personal purposes, such as family correspondence, if the use does not diminish the employee's productivity, work product or ability to perform services.
 - Using e-mail services for private, commercial or business transactions and any activity meant to foster personal gain.
 - Using school e-mail address to subscribe to websites or other internet services that do not conform to district educational activities.
 - Conducting non-District of Education fund raising or public relations activities such as solicitation for religious and political causes or for not-for-profit activities.
 - Transmitting threatening, offensive harassing information (messages or images) containing defamatory, abusive, obscene, pornographic, sexually oriented, racially offensive or otherwise biased, discriminatory or illegal material.
 - Attempting to subvert network security, impair functionality of the network or bypass restrictions set by the network administrators. Assisting others in violating these rules by sharing information or passwords.
 - Distributing "junk" mail, such as chain letters, advertisements or unauthorized solicitations.
 - Revealing, publicizing, using or reproducing confidential or proprietary information regarding the DOE including, but not limited to, financial information, databases and/or the information contained therein, computer network access codes, staff or student information and business relationships.
 - Users should contact their supervisors about questionable e-mail usage.

IX. Use of Personal Devices

Student will be allowed to use personally owned computing devices that access the school's wireless network. This wireless access by personally owned devices is to be used as a means to enhance the student's educational experience. Use of these devices in the school setting may be approved on a limited basis. Students are to use these devices in a responsible, efficient, ethical and legal manner. The

administration reserves the right to determine if a student's use of personal electronic communication devices is inappropriate and/or disrupts the learning environment and may take appropriate disciplinary action, including but not limited to, confiscation of the device, which will be returned to the student and/or parent(s)/guardian(s) in accordance with established building guidelines. For this policy a Personal Electronic Device is defined as an electronic communication device capable of internet access, word processing and other school-related applications. This may include:

- Notebook or Netbook Computer
- iPad or other Tablet Computer
- iPod Touch and other small internet devices
- iPod, Zune, Sansa or other digital media players

Use of cell phones or any of these devices for non-scholastic communication during the school day is strictly prohibited during school hours.

Permission to bring and use personal devices is contingent upon adherence to the following guidelines.

1. Access to the District's wireless network will only be granted through district-owned access points.
 - a. Other connections to the Internet will not be allowed. Examples would include 3G or 4G provided by Verizon, AT&T or any other provider.
2. Personal Computing Devices must meet the following criteria:
 - a. Acceptable OS—Windows XP (Any Version), Windows Vista (Any Version), Windows 7 (Any Version), Windows 8 (Any Version)
 - b. iPad and Android 3.0 upon release of appropriate application to allow monitoring of usage.
 - c. Computer must be setup with user accounts. The log-in/user name MUST include the student's name. (NO Nicknames)
 - d. Computer Name must include user's last name. (NO nicknames)
 - e. Approved antivirus/security protection software installed.
3. Users must allow district technology staff to install desktop monitoring software on Personal Computing Devices.
This software will only be used to monitor devices attached to the schools network.
4. Students shall have no expectation of privacy once they have been authorized to connect to the District's Electronic Network.
5. The District may examine the laptop and search its content if there is reason to believe the school policies or guidelines have been violated.
6. The personal owner is the only person authorized to use the electronic device. Siblings may share a computer only if the computer is setup to use separate user accounts for each student.
7. The use of an electronic device is solely limited to support the instructional activities currently occurring in the instructional environment.
8. Permission to use electronic devices and charging of the devices in any instructional area, including but not limited to classrooms, will be at the sole discretion of the supervising adult and/or classroom teacher.
9. Use of electronic devices in common areas will be allowed but subject to the restrictions stated in the district policies. If a student appears to be in violation of any district policy, staff members should refer to the Student Policy Manual.
10. Safeguarding personal electronic devices and/or laptops is the sole responsibility of the user. The school district is not responsible for any loss

or damage to the student's computer, including but not limited to losses or damages caused by hardware failure, data loss or the incurring of a virus.

11. Software residing on privately owned computers must be personally owned, except in the case of antivirus software and desktop monitoring software used by the District.
12. Responsibility for the maintenance and repair of the equipment rests solely with the student/owner. District technicians will not service or repair any computer not belonging to the District. No internal components belonging to the District shall be placed in any personal equipment, whether as enhancements, upgrades or replacements. No software that is deemed by the Technology Department to be for personal use will be supported under any circumstances.

Consequences of Inappropriate and/or Prohibited Use

Failure to follow the acceptable use procedures contained in the policy will result in the loss of the privileges to use these tools and may result in school disciplinary action and/or legal action. The school district may deny, revoke the use of personal electronic devices or suspend access to the district network at any time. Additional consequences may result from any violation of the BOE policy for student behavior found in the student handbook.

Personal Electronic Device Security Risks

1. Laptops and other portable electronic devices are especially vulnerable to loss and theft. These items may be targeted in school, on school grounds, parking lots and on buses.
2. The student must be responsible and aware of all risks. Morgan Local School District will not accept responsibility for loss, damage, theft or non-working personal property. Students who bring personally owned items on school property must assume the total responsibility of these items. Laptops and all other portable or digital electronic items which are lost, stolen or damaged are the responsibility of the student and their parents or guardians. As per BOE policy, administrators will not search for the lost or stolen items. The school system and school system personnel cannot attempt to repair, correct or be responsible for malfunctioning personal hardware or software.
3. Laptops, netbooks and all other portable electronic devices should NEVER be left unattended for ANY period of time by the owner. When not in use they should be at the student's side or in a secured location such as a school locker when applicable. If a laptop is found unattended, it will be turned into the school administration.

X. Failure to Follow Policy

Use of any school-owned electronic media is a privilege, not a right. A user violates this policy by his or her own action or failing to report any violations by other users that come to the attention of the user. Further, a user violates this policy if he or she permits another to use his or her account password to access the computer network and Internet, including any user whose access has been denied or terminated. Any

user who violates this policy may have one or more of the following sanctions imposed:

- Loss of access to network resources until a signed User Agreement is returned and in the case of a student, a signed Parent/Guardian Agreement is returned to Morgan Local School District.
- Vandalism may result in the District seeking financial restitution.
- When applicable, law enforcement agencies may be involved.
- The School District may take other disciplinary action if deemed necessary.

District Liabilities

The School District makes no warranties of any kind, either expressed or implied, in connection with its provisions 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 by a student's parent(s) or guardian(s) arising out of the user's use of its computer networks or the Internet under this policy. By agreeing to this policy, users are taking full responsibility for their use. The parent(s) or guardian(s) of students are agreeing to hold harmless the school, the District and all of their administrators, teachers and staff 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 and 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 the computer network and the Internet, whether that use is on a school computer or on another's outside the District's network.

If you are interested in your child having internet access, please check the appropriate box on the Parent/Guardian Signature Page found in the back of this book.

School Messenger Automated Notification System

Morgan Local School District is pleased to announce that we will continue our partnership with School Messenger Automated Notification Service. School Messenger can deliver a wide variety of messages by phone and e-mail to parents and our staff at a very high speed. It helps enhance overall communication within our school community and improve our emergency response systems through contact being made for parent night invitations, report card distribution notices, homework information messages, registration date reminders, school cancellation notices, etc.

We believe that good attendance is an important factor contributing to the academic success of students. To keep you informed of your child's class attendance in a timely manner, we will be using School Messenger to notify you by phone and e-mail whenever your child is marked absent from class. The phone calls are usually made to your home phone in the evening. If you have a personal mobile phone, you have the choice of having School Messenger call your mobile phone to ensure that you personally get the messages.

Upon receiving an absence notice, please call the school office or send in a written note to let us know the reason for the absence.

To ensure correct delivery of all school messages to you, please complete the Contact Information section found on the **Emergency Medical Authorization Form** and return it to your child's school. Please make sure that you contact your child's school when your phone numbers and e-mail addresses need updated throughout the year.

If you do not want School Messenger to call or send e-mail messages to you, please mark the appropriate box found on the **Emergency Medical Authorization Form** and we will take you off the distribution lists.

We are excited about using School Messenger to enhance communication and improve the quality of education for your child.

Parent/Guardian Signature Page for 2017-2018 School Year

Student Name: _____

Teacher: _____ Grade: _____

Parent/Guardian Name _____

(Please check all that apply)

Hand Book Policy:

I have read and understand the expectations and responsibilities outlined in the Morgan Local School District Student/Parent Handbook 2017-2018.

Student Computer Network/Internet Acceptable Use Policy:

Yes, I have read and understand the Student Computer Network/Internet Acceptable Use Policy, and I agree to all its terms and conditions. I confirm my child's intentions to abide by the terms and conditions therein.

Photo Release Authorization:

Morgan Local School District has my permission to use photographs of my child in education articles it may publish in newspapers and professional journals.

Student Signature *Date*

Parent Signature *Date*

Please remove this page and return to the main office along with your Emergency Medical Authorization Form by August 31, 2017.