

Medina City Schools



Elementary Schools Handbook

www.medinabees.org

Medina City School District



Mr. Aaron Sable, Superintendent 330-636-3010
Dr. Kristine Quallich, Assistant Superintendent 330-636-3090
Mr. David Chambers, Treasurer 330-636-3010
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Mr. Jim Shields, Director of Human Resources 330-636-3010
Mr. Rob Travis, Transportation Director 330-636-4360

BOARD OF EDUCATION

Mrs. Becky Parkhurst, Member
Mr. Ron Ross, Member
Mr. Andrew West, Member
Mr. Joe Nichols, Member
Ms Jeanne Pritchard, Member



MEDINA CITY SCHOOLS MISSION STATEMENT



The Medina City School District prepares students for an ever-changing future by:

- Providing a student-centered learning environment to help students reach their maximum potential
- Instilling in them an enthusiasm for lifelong learning
- Engaging in collaborative partnerships with our families, community and world



Medina Elementary Schools Directory

Eliza Northrop Elementary School

Mrs. Amanda Dodez, Principal
Mrs. Elaine Klafczynski, Secretary
Mrs. Amy Brewer, Secretary
950 E. Reagan Parkway
330-636-4600
Attendance Line 330-636-4604
Fax 330-636-3807

Ella Canavan Elementary School

Mr. Brian Condit, Principal
Mrs. Christina Rutter, Secretary
Mrs. Julie Barnes, Secretary
825 Lawrence Street
330-636-4000
Attendance Line 330-636-4004
Fax 330-636-3829

Garfield Elementary School

Mrs. Karen McGinty, Principal
Mrs. Mary Jarstfer, Secretary
Mrs. Nancy Myers, Secretary
234 South Broadway Street
330-636-4200
Attendance Line 330-636-4233
Fax 330-636-3833

Heritage Elementary School

Mr. Glen Stacho, Principal
Mrs. Rebecca Marple, Secretary
Mrs. Tammy Smith, Secretary
833 Guilford Blvd.
330-636-4400
Attendance Line 330-636-4404
Fax 330-636-3831

H. G. Blake Elementary School

Mrs. Eldora Lavdas, Principal
Mrs. Kate Oren, Secretary
Mrs. Teri Lewis, Secretary
4704 Lexington Ridge
330-636-3900
Attendance Line 330-636-3904
Fax 330-636-3832

Ralph E. Waite Elementary School

Mr. R. Matt Mattie, Principal
Mrs. Sharon Terrion, Secretary
Mrs. Lisa Schmitt, Secretary
4765 Cobblestone Park Drive
330-636-4500
Attendance Line 330-636-4504
Fax 330-636-3835

Sidney Fenn Elementary School

Mr. Steven Perry, Principal
Mrs. Debbie Quaider, Secretary
Mrs. Debbie Muniak, Secretary
320 Spring Grove
330-636-4100
Attendance Line 330-636-4104
Fax 330-636-3826

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FORMS: on-line at:
www.medinabees.org



ABSENCES

- When a student is unable to attend school, parents should call the school safety phone before 9:00 a.m.
- The number for each elementary is listed here:
Ella Canavan **330-636-4004** H.G. Blake **330-636-3904**
Eliza Northrop **330-636-4604** Ralph E. Waite **330-636-4504**
Garfield **330-636-4233** Sidney Fenn **330-636-4104**
Heritage **330-636-4404**
- Parents should give the student's name, teacher's name, date and reason for the absence.
- If a parent forgets to call, the school will call the home or work to confirm the reason for the student's absence. **PLEASE** send a written note to school explaining the absence when your child returns to class.
- Students who leave school during the day must be signed out on the proper register in the school office. Advanced notification to your child's teacher and the office is requested.

ATTENDANCE

One of the ingredients which promotes success in school is regular attendance. The Medina City Schools is committed to assuring that students attend school on a regular basis. In support of this position, the Board of Education has enacted the following policy:

All absences beyond 72 hours in one year (formerly 12 days) may require medical documentation as deemed necessary by school administration. The excuse is to be submitted to the office on the day you return to school. Any absence beyond 72 hours in one year (formerly 12 days) not excused with a written explanation will be considered an unexcused absence and will be handled accordingly.

The following are considered excused absence:

1. Personal illness
2. Illness in family
3. Death of a relative
4. Quarantine for contagious disease
5. Requested court attendance
6. Observance of religious holidays

MAKE-UP WORK DUE TO TRAVEL

The Medina City Board of Education does not believe that students should be excused from school for non-emergency trips out of the district. The responsibility for this will rest with the parents and they must not expect any work missed by their child to be re-taught by the teacher. However, if the school is notified in advance of such a trip by the parent/guardian, a form will be given to the student to take to all teachers in order to procure assignments. Teachers are not obligated to permit make-up work if proper arrangements have not been made prior to departure. Assignments are **due on the day of return** to school unless arrangements have been previously made with the teacher.

PLANNED EARLY DISMISSAL

Students needing to leave school before the end of the day should bring a **written note** to the office in the morning from the student's parent or guardian requesting the early dismissal. Please include the complete name of student, reason, and requested dismissal time. The parent or guardian must sign the student out before leaving the building. If the student returns to school later that day the student must sign-in at the office and will be given a pass to return to class.

LEAVING THE SCHOOL

Leaving the school or school grounds without permission violates State Law. Once students arrive on school grounds, they may not leave again without first reporting to the office and following proper procedures. Violations of this procedure will result in disciplinary action and possible referral to Juvenile Court in accordance with the Medina City Day Curfew Ordinance 509.09(A).

TRUANCY

As defined by the Ohio Revised Code and House Bill 410:

Habitually truant is defined as a school-aged child who is absent from school without a legitimate excuse for 30 consecutive hours (formerly 5 days), or 42 hours in one month (formerly 7 days), or 72 hours in one school year (formerly 12 days)–“School month” is defined as four weeks. Students who are habitually truant will be assigned to the Attendance Intervention Team which includes school personnel as well as parents. Failure to improve attendance or participate in this process may result in a complaint being filed with the Judge of the Juvenile Court in compliance with State law.

AUTOMOBILE SAFETY

Parents are asked to use extreme caution when driving on or near school property.

Automobile traffic in front of the school immediately before or after school hours is potentially hazardous.

Parents should also insist that children who live close by walk to and from school. This will help us tremendously with our traffic problem. Crosswalks should be used at all times when crossing the street in order to ensure student safety. Proper clothing will enable children to walk to and from school on inclement days. Should there be an extremely inclement weather at dismissal, the departure of students will be delayed until it is safe to release them.

Please check your child's school website for further information regarding parent pick-up information.

BICYCLES/SCOOTERS

When traveling to and from school students must obey all traffic regulations. The school assumes no responsibility for bicycles/scooters. However, provisions have been made to safeguard bikes by requiring them to be properly parked and locked in the school bike racks.

- **Bicycles/scooters are not to be ridden on school grounds.**
- **Students are strongly encouraged to wear helmets.**
- **No other forms of personal transportation, such as hover boards, skateboards, roller skates, roller blades, hee-lies or mopeds are to be used. These items are not permitted in school without the permission of the administration. Any use of these items on school grounds is strictly prohibited.**

Follow these safety guidelines when student ride bikes to and from school.

- When riding to school students may ride until they reach the area of school property..
- Then students must disembark from their bicycles/scooters and walk the rest of the way.
- The reverse is true on the return trip home.

Remember, bike riding is a privilege that may be taken away if students are unable to follow safety rules.

Skateboarding is not permitted on school property or as transportation to and from school.

BOOK FAIR

The purpose of the Book Fair is to offer quality literature to our school community at a reasonable cost and to generate funds to expand the library. The Media Center plans opportunities for students, staff, and parents to purchase books throughout the school year. Specific dates and times will be announced.

BREAKFAST

Each elementary school offers a breakfast program every morning before school for all interested students. The monthly lunch and breakfast menu can be found [here](#).

BULLYING POLICY

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community.

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse, and violence within a dating relationship. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, on a school bus, or while enroute to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school- approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

This policy has been developed in consultation with parents, District employees, volunteers, students, and community members as prescribed in R.C. 3313.666 and the State Board of Education's Model Policy.

Harassment, intimidation, or bullying means:

- A. any intentional written, verbal, electronic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s); or
- B. violence within a dating relationship.

"Electronic act" means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name calling, taunting, making threats, and hazing.

Harassment, intimidation, or bullying also means cyberbullying through electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

Any student or student's parent/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the Building Principal or assistant principal, or the Superintendent. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator or Board official. Complaints against the Building Principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. The Building Principal or appropriate administrator shall prepare a written report of the investigation upon completion. Such report shall include findings of fact, a determination of whether acts of harassment, intimidation, and/or bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.

If the investigation finds an instance of harassment, intimidation, and/or bullying/cyberbullying by an electronic act or otherwise, has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include suspension or up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

If, during an investigation of a reported act of harassment, intimidation and/or bullying/cyberbullying, the Principal or appropriate administrator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal will report the act of bullying and/or harassment to one of the Anti-Harassment Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy 5517 - Anti-Harassment.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Retaliation may result in disciplinary action as indicated above.

Deliberately making false reports about harassment, intimidation, bullying and/or other aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Deliberately making false reports may result in disciplinary action as indicated above.

If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

The District shall implement intervention strategies (AG 5517.01) to protect a victim or other person from new or additional harassment, intimidation, or bullying and from retaliation following such a report.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken. If after investigation, acts of bullying against a specific student are verified, the Building Director or appropriate administrator shall notify the custodial parent/guardian of the victim of such finding. In providing such notification care shall be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation, and/or bullying.

If after investigation, acts of harassment, intimidation, and/or bullying by a specific student are verified, the Building Director or appropriate administrator shall notify in writing the custodial parent/guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in the notification.

Complaints

Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such reports shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the Building Director for review, investigation, and action.

Students, parents/guardians, and school personnel may make informal or anonymous complaints of conduct that they consider to be harassment, intimidation, and/or bullying by verbal report to a teacher, school administrator, or other school personnel. Such complaints shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. A school staff member or administrator who receives an informal or anonymous complaint shall promptly document the complaint in writing, including the information provided. This written report shall be promptly forwarded by the school staff member and/or administrator to the Building Director for review, investigation, and appropriate action.

Individuals who make informal complaints as provided above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. Anonymous complaints shall be reviewed and reasonable action shall be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of harassment, intimidation, and/or bullying.

When an individual making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

Privacy/Confidentiality

The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

Reporting Requirement

At least semi-annually, the Superintendent shall provide to the President of the Board a written summary of all reported incidents and post the summary on the District web site (if one exists). The list shall be limited to the number of verified acts of harassment, intimidation, and/or bullying, whether in the classroom, on school property, to and from school, or at school-sponsored events.

Allegations of criminal misconduct and suspected child abuse will be reported to the appropriate law enforcement agency and/or to Child Protective Services in accordance with statute. District personnel shall cooperate with investigations by such agencies.

Immunity

A School District employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy and R.C. 3313.666 if that person reports an incident of harassment, intimidation, and/or bullying promptly, in good faith, and in compliance with the procedures specified in this policy. Such immunity from liability shall not apply to an employee, student, or volunteer determined to have made an intentionally false report about harassment, intimidation, and/or bullying.

Notification

Notice of this policy will be **annually** circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. At least once each school year a written statement describing the policy and consequences for violations of the policy shall be sent to each student's custodial parent or guardian.

The statement may be sent with regular student report cards or may be delivered electronically.

The policy and an explanation of the seriousness of bullying by electronic means shall be made available to students in the District and to their custodial parents or guardians.

State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedures.

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying and violence within a dating relationship. The Superintendent or designee shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines about aggressive behavior and bullying in general, will be age and content appropriate.

Annually, the District shall provide all students enrolled in the District with age-appropriate instruction regarding the Board's policy, including a written or verbal discussion of the consequences for violations of the policy () to the extent that State or Federal funds are appropriated for this purpose.

Students in grades seven (7) through twelve (12) shall receive age-appropriate instruction in dating violence prevention education, including instruction in recognizing dating violence warning signs and characteristics of healthy relationships. Parents, who submit a written request to the Building Director to examine the dating violence prevention instruction materials used in the school, will be afforded an opportunity to review the materials within a reasonable period of time.

The District shall provide training, workshops, and/or courses on this policy for school employees and volunteers who have direct contact with students. Time spent by school staff in these training programs shall apply toward mandated continuing education requirements.

In accordance with Board Policy 8462, the Superintendent shall include a review of this policy on bullying and other forms of harassment in the required training in the prevention of child abuse, violence, and substance abuse and the promotion of positive youth development.

The Superintendent shall develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent shall be followed.

BUS CONDUCT

Please see "Student Conduct Code – Bus Rules" for specific bus rules. Safety is a major concern. Students are expected to be seated immediately upon entering a bus and are required to exhibit good behavior during their ride to and from school. Infractions of the bus rules will be brought to the attention of parents. Repeated misbehavior on a school bus could result in the denial of transportation for a period of several school days or for as long as a full trimester.

BUS ROUTE AND OPERATING POLICIES

Bus routes and stops are planned and established by the administration's transportation department. Safety, economy, efficiency and allocation of resources are some of the considerations which must be evaluated in determining bus

operation policies. Parents who wish to make requests for changes in routes or stops should contact the transportation department. (A child not scheduled to ride a bus and/or a student wishing to ride a bus other than the assigned bus, must bring a signed note from his/her parents requesting the change in transportation.) If a child is visiting a friend, both families must notify the office by note. Only after receiving both notes will the office supply the student(s) with a bus pass. The note from home should include the date and also the address of your child's destination. Please note: Transportation will not allow guest riders on buses that are filled to capacity. Please check with the school office before making plans.

CALENDAR

A yearly school calendar can be found on the Medina City Schools website at medinabees.org. Special reminders of holidays and school events appear in each elementary school newsletter, the elementary school website, and in the district newsletter—the Bee Informed.

CANCELLATION/DELAY OF SCHOOL

Cancellation of school takes place only during circumstances such as extreme weather, equipment failure, or public crisis. The school board and administrators are aware of the hardship caused by abrupt cancellation. Therefore, school will not be canceled unless a significant safety risk has been created by unusual circumstances. In the event that there is no school, this information will be communicated to families through the district call system, the district website, local radio stations, local television stations and cable channel 36. The information will be released at the earliest possible moment. Please do not call the school.

If it is necessary for the Medina City Schools to delay the start of the school day by 2 hours due to weather or any other emergency situation, an announcement will be made through the district's call system. Please make sure your phone numbers are updated and accurate. If your phone number and email need to be updated please use FinalForms to update your information. If there is a 2 hour delay, the school day for all students will begin 2 hours later than the regular start time. Please see your school's website for specific information.

CARE OF PROPERTY

Students are responsible for the care of their own personal property. The school is not responsible for personal property.

CHANGE OF ADDRESS/TELEPHONE

It is very important that every student maintain an up-to-date address and telephone number record at the school office. Notify the school immediately if you have a change of address and bring proof of residency to the Registration Office at 739 Weymouth Road. Please contact 330-636-3100 for any questions about address changes. For telephone number or other changes during the school year please update your information electronically in FinalForms.

CLASS PLACEMENTS

The selection of a child's teacher is an important process that requires careful consideration of a child's strengths, weaknesses, learning style, achievement levels, maturity, and special needs. Classroom teachers complete an individual student information sheet, and teams of professionals within the school, including the principal, special education teachers, and classroom teachers, utilize available information to formulate tentative class lists for each grade level. These lists are reviewed several times prior to final posting to ensure balance and a good match of teacher to students. If you would like to provide any additional information about your child, please feel free to submit that information to the principal in writing by April 1. Specific teacher requests will not be honored.

COLLECTION OF MONEY

Money being sent to school for any purpose should be:

- Enclosed in an envelope with the child's name clearly written on the outside of the envelope
- The correct amount of money or a check should be sent.
- Since checks received by our school must be deposited in specific accounts, please do not include payment for more than one item in a check.
- School fees and lunch fees are to be made payable to your school on separate checks.

CHROMEBOOK/COMPUTER/INTERNET ACCESS

Parents/Guardians will need to sign the Acceptable Use Policy through Final Forms prior to receiving their district issued Chromebook or using a district owned computer. All district owned Chromebooks must be cared for by the students while attending Medina City Schools. Students leaving the district must return district owned Chromebooks to the Media Center. Any Chromebook not returned will be considered lost and/or stolen property and student/parent will be charged full replacement cost.

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken, or fail to work properly, must be returned to the media center. Chromebooks are intended for use at school

each day as part of class work and assignments. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars and schedules may be accessed using the Chromebook. Students must be responsible to bring their Chromebook to all classes, each day, unless specifically advised not to do so by their teacher. The Chromebooks will be filtered at all times (in and out of school). Further information can be found in the 1:1 Chromebook Program Procedures and Information packet on the district website.

CONFERENCES

Parent-teacher conferences are scheduled in late October and early November for grades K-5. Parents are asked to make a specific appointment with the teachers of each of their children, regardless of the progress of the child. Sign-up sheets for the November parent-teacher conferences will be available in the classrooms during our open house in August. It is not necessary to wait for the regular conference time if there is a special concern. Parent conferences are encouraged and can be arranged at any time during the school year, when the need is appropriate.

CURRICULUM

The Medina City Schools is a standards-based district. Standards, benchmarks, and grade level indicators have been developed for every subject area taught and every grade level. Student progress in these areas is assessed through state diagnostic tests, achievement tests, selected standardized tests and locally developed and teacher developed measures. Students at the elementary level receive instruction in language arts, mathematics, social studies, science, and health. Classes in art, music, physical education and media are also offered.

CYBERBULLYING

Students and parents should be cautioned that creating fraudulent web pages (e.g.: Twitter, Instagram, Youtube, Facebook, Snapchat or other similar websites) under another person's identity is considered a crime under the Ohio Revised Code. (Identity theft and fraud: ORC 2913.29), (Libel: ORC 2739). Consequences for this infraction may include disciplinary consequences as outlined in the student handbook as well as criminal and civil charges under Ohio law. Please be advised that identity theft is considered a felony in the state of Ohio. This would also include making threatening or inappropriate comments to any staff member or student associated with the district.

DOCTOR AND DENTIST APPOINTMENTS

Parents are expected to make every effort to schedule doctor and dentist appointments outside of school hours. However, when this is not possible, students will be dismissed for these special appointments. Students are not permitted to walk from the school to doctor or dental appointments alone. Students who will be leaving for appointments should bring in a note. Parents are to stop in the office and sign the child out and then stop in the office upon returning to school to sign in the child.

DRESS CODE RECOMMENDATIONS

Parents and students should exercise good judgment in the selection of school clothing. Generally speaking, clothes should be clean, in good taste, and appropriate for the existing weather conditions. Specific requirements, however, exist in the following areas:

1. Shorts may be worn when weather conditions permit. All shorts and skirts must cover undergarments. Questionable clothes will be referred to the principal for appropriateness.
2. Tops that can be worn must cover underclothing and the "tummy". Examples of tops that may NOT be worn include tube tops, halter tops, backless shirts, sheer or fishnet shirts, tank tops with straps thinner than three finger widths wide, halter tops.
3. No facial decorations are permitted, except for when approved by administration.
4. Shoes should be appropriate for the activities of the day which could include physical activity. Therefore, sandals without backs or shoes with high heels are discouraged as are "flip flop" sandals.
5. Garments promoting drugs, alcohol, disrespectful language or vulgarity will not be permitted.
6. Shoes, jackets and other garments should be labeled with the student's name.
7. Please make sure students are dressed for the weather, especially for the cold weather. We will go outside for recess, even for a short interval, during the frigid winter months. Boots, hats, snow pants, and gloves are usually necessary.
8. No hats are to be worn in school except on days approved by administration-
9. The principal reserves the right to make additions or adjustments to the dress code at any time.

DRUG FREE POLICY

In accordance with Federal law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, chemicals which release toxic vapors, any controlled substance as defined by Ohio statute, or substance that could be considered a "look-a-like" controlled substance. Compliance with this policy is

mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When appropriate or required by state law, the District will also notify law enforcement officials. The District is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which the student receives help through programs and services available in the community. Students and their parents should contact the school principal or counseling office whenever such help is needed.

EARLY RELEASE 2022-2023

During the school year, students are dismissed one hour early.

Early release dates: 11/22, 12/20, 2/16, 5/25

EMERGENCY CONTACT INFORMATION

In case of emergency each student is required to have on file at the school office the following information:

1. Parent(s) or guardian(s) name(s).
2. Complete and up-to-date address.
3. Home phone and parent(s) work phone.
4. Emergency phone number of friend or relative.
5. Physician's name and phone.
6. Medical alert information.

This information is to be provided on the emergency forms which are sent home with your child on the first day of school.

EMERGENCY SITUATIONS AT SCHOOL

The Board of Education is committed to providing a safe learning and work environment. Unfortunately, natural and man-made disasters do occur. Such emergencies are best met by preparedness and planning.

The Board directs that a system of emergency preparedness be developed that addresses the following goals and/or objectives:

- A. the health and safety of students and staff are safeguarded
- B. the time necessary for instructional purposes is not unduly diverted
- C. minimum disruption to the educational program occurs
- D. students are helped to learn self-reliance and trained to respond sensibly to emergency situations

All threats to the safety of District facilities shall be identified by appropriate personnel and responded to promptly in accordance with the plan for emergency preparedness.

The Board also directs that fire, tornado, and school safety drills be conducted during the school year in accordance with State law.

Fire drills or rapid dismissals shall be conducted six (6) times a school year at the times and frequency prescribed by the State Fire Marshal with the first fire drill being conducted within ten (10) days of the beginning of classes. However, no fire drills are required to be conducted in any month that a school safety drill is conducted. Tornado drills shall be conducted on a regular basis during the tornado season in the spring. Times and frequencies of drills must be varied.

School safety drills shall be conducted at least three (3) times during each school year. During the school safety drills, students must be instructed in the appropriate procedures to follow in situations where students must be secured in their building or rapidly evacuated in response to:

- A. a threat to the school involving terrorism;
- B. a person in possession of a deadly weapon or dangerous ordnance on school property; and
- C. other acts of violence.

At least one (1) safety drill shall include a scenario where pupils must be secured in the school building rather than rapidly evacuated.

School safety drills (including drills and theoretical drills) shall be conducted in conjunction with the District's emergency management plan.

The Principal must conduct at least one (1) drill or rapid dismissal or one (1) school safety drill during each month of the school year. A drill or rapid dismissal may be conducted during the same month as a school safety drill. All building occupants must participate in the drill.

Additionally, the Principal shall conduct a theoretical school safety drill at least once during the school year to provide instruction to school faculty and staff regarding procedures to be followed in such situations. The theoretical drill does not need to include student participation and may be conducted at the required annual employee school safety drill training session.

Each safety drill shall be conducted in conjunction with law enforcement officials.

Prior to conducting the annual school safety drills, each Principal shall:

- A. provide advance written notice of each school safety drill (actual and theoretical) to the municipal or township police chief or other chief law enforcement officer (or in the absence of such officer, the county sheriff);

Such notice shall be provided no later than seventy-two (72) hours prior to the date the drill will be held, be sent by mail, facsimile, or electronic submission, and include the address of the school and the date and time the drill will be conducted.

- B. provide follow-up written certification of the date and time the drill was conducted during the previous school year as well as the date and time each drill will be conducted during the current school year to the municipal or township police chief or other chief law enforcement officer (or in the absence of such officer, the county sheriff);

The certification must be submitted by mail facsimile or electronically by December 5th each calendar year.

- C. hold annual training sessions for school employees regarding the procedures to follow during school safety drills.

Each Principal shall keep a written record of the date and time of each drill conducted.

Procedures shall be developed for the handling of all emergency evacuations.

ENROLLING IN SCHOOL

Students are required to enroll in the attendance district in which they live. New students must be enrolled by a parent or legal guardian. The following is needed to enroll:

- a birth certificate or similar document
- court papers allocating parental rights and responsibilities or custody (when appropriate)
- proof of residency
- proof of immunizations

In some cases, a temporary enrollment may be permitted. In this case, the parents will be told what records are needed to make the enrollment complete. In order to schedule an appointment for registration, please call the Registration Office at 330-636-3100 or visit our website at www.medinabees.org.

FEES

The school charges a variety of fees for different services and materials used over the course of one school year. This fee covers the cost of math journals, language arts materials, art class supplies, and science supplies. Fees should be paid promptly at the start of each school year. The school fees are as follows:

Kindergarten and Grade 1 - \$36.00

Grade 2 - \$36.00

Grades 3, 4, 5 - \$44.00

All checks should be made payable to: Medina City Schools. Payments for fees must be made separately from any other payments. If there is a financial problem regarding the payment of school fees, the situation should be brought to the attention of the principal and suitable arrangements can be made. Students will be charged an additional fee to replace lost or damaged books.

FINALFORMS

Registration Gateway is an electronic portal where parents are required to make updates to telephone numbers and emergency contacts. It also authorizes MCS to seek medical attention for your child and allows his/her photo to be included in the school yearbook. Parents must have all FinalForms information updated by the first day of school. Any student who does not have their FinalForms information updated will not be permitted to attend field trips or have their photograph in the school yearbook.

FIRE, ALICE AND TORNADO DRILLS

Fire drills are conducted once a month, ALICE drills are conducted 4 times each year and tornado drills are conducted a number of times each semester. Detailed escape plans are posted inside the door of each classroom.

- TORNADO DRILLS: During tornado drills each classroom goes to a designated area within the building.

- FIRE DRILLS: Each class has an escape route to an outside area a safe distance from the building. Children are moved quickly to these designated areas in a safe, quiet and orderly manner.
- ALICE DRILLS: Used in situations where students needs to remain secure until further instructions are given to relocated or evacuate sections of the building.

GIFTED EDUCATION INFORMATION

In accordance with Section 3324.01 through 3324.07 of the Ohio Revised Code and the Ohio Rule for the Identification and Services for Children Who Are Gifted, Medina City Schools has established procedures to identify students who may be gifted in one or more of the following areas:

- A. Superior Cognitive Ability
- B. Specific Academic Ability
- C. Creative Thinking Ability
- D. Visual or Performing Arts Ability

To receive information on district policy for the identification of gifted and the assessments used, go to the website:

<https://www.medinabees.org/Page/1089>

HEALTH SERVICES

Whenever a student becomes ill at school and wants to go home, the student will go to the office with a pass from his/her teacher. No student will be excused to go home unless one of the parents or designee is personally contacted and the school is given permission to release a student. It is imperative that all contact information is updated on the Emergency Medical Form each school year. If any changes occur during the school year, please notify the school office with written instructions.

Please list any medical concerns on the **Emergency Medical Form** and update annually. If listing Diabetes, Seizures, Food Allergies, Bee Allergies, or if an additional Medical Action plan is needed for your student contact your school office and pick up the necessary paperwork prior to the start of each school year. This information is needed to follow if a medical emergency arises regarding said condition. It is the parent/guardians' responsibility to notify the school of any life threatening medical conditions and to provide the necessary supplies to manage the care of their student while they are at school.

Should it be necessary for a student to take any medication at school, parents/guardians **MUST** adhere to the Board of Education procedure. It should be understood that office personnel are forbidden to diagnose ailments or dispense any medication without a medical authorization form, this includes over the counter medication such as Tylenol or Motrin. Medication forms are available in the school office or online and can be faxed back to the school after being completed and signed. Prescription medication must have a **Physician signature** to be dispensed at school. All medication prescription or non-prescription must be kept in the school office/clinic. Any medication should be brought into the office in their original container by a parent/guardian and is to be picked up at the school by a parent/ guardian. Students are **NOT** permitted to transport medication to or from school. All medication not picked up at the end of the school year will be disposed of 2 weeks after the last student day.

New Medication/ Medical action plans must be submitted **each** school year. **Parent** meetings are essential and encouraged if your student has a specific medical condition **contact** the school office to make these arrangements for your student. Asthma inhalers and Epipen /Twinjet devices may be self-carried by students with specific medical conditions. All related paperwork must be completed, submitted to the office, and specify location of medication during the school day.

Health Regulations: Pre-school **physicals** must be completed prior to the start of the school year. **All** Immunizations must be updated and complete by the **14th** day after school starts. **Each dose** of vaccine should be denoted by a **complete Month/Day/Year** in the school immunization record. Students who **do not** meet or exceed minimum immunization requirements will be **excluded from school unless** a medical contraindication exists and a physician's statement is submitted. Objection on religious or philosophical grounds is valid only when written to this effect-these **Exempt** forms are available in the school office and must be signed by a parent/guardian. Students who are exempt will be required to stay home at the notification of a related communicable disease. Students in Ohio who have a communicable disease or nuisance condition (lice) will be **excluded** from school in accordance with the recommendations from the Ohio Department of Health (ODH). The ODH Communicable disease chart is available through the Ohio Department of Jobs and Family Services website.

Clinic/Accidents or Illnesses: The clinic is located in the school office. Students are sent to the clinic for routine treatment of minor injuries or illnesses. In more serious cases, parents are contacted to take students home. Routine non-prescription medication is **not** available for dispensing during the school day. Our school secretaries handle students sent to the clinic during the majority of the week. A nurse or health aide is available in the building for a few hours each day to dispense medications to specific students, insure medical records are in order and screen for vision, hearing and

scoliosis at designated grade levels. The school attempts to provide an environment in which students will be safe from accidents. If an accident does occur, first aid will be administered. First aid implies an ice pack, a simple bandage or washing of a cut with soap and water. Parents will be notified in situations judged to be serious, including head injury and bee sting allergy. The clinic does not treat home accidents or illnesses. **No** student is to call a parent/guardian from the school phones or a cell phone and leave the building without permission. It should be understood that office personnel and clinic staff are forbidden to diagnose ailments. Students who are too sick to attend class are generally too sick to remain in school. Please report communicable diseases to the school office. Principals will investigate reasons for an unusual number of clinic visits and parent/guardian will be notified. Parents must provide the school the names of relative(s), neighbor(s), and/or health care provider who the school could contact if they are unable to reach them in case of emergency. If no one is available **911** will be called if the health condition warrants.

The Home and School must work together to promote the health and wellness of the student. Healthy students are better learners! It is the goal of the school staff to keep students in class, but if your child shows signs of illness during the **24 hours** preceding a school session they should remain at home. Symptoms such as fever (100 degrees orally), cold, rash, swollen glands, diarrhea, vomiting, etc. are sufficient reasons to keep a child home. Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of a group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice. Any removal will be only for the contagious period as specified in the School's Administrative guidelines. In the case of non-casual contact communicable diseases (STDS-Sexually transmitted diseases, AIDS –Acquired Immune Deficiency Syndrome, ARC-Aids related complex, HIV-Human Immunodeficiency, Hepatitis B and other diseases) the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to insure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion. As required by Federal law, parents will be requested to have their child's blood checked for HIV and HBV when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

Additional information: Food Allergy policy, Forms and Immunization schedule, along with other Health and Wellness material is available on the Medina City Schools web site: www.medinabees.org under Departments and Nursing Services or click the link [here](#).

IMMUNIZATIONS

A complete immunization chart is available at The Ohio Department of Education website or at www.medinabees.org. Please see attachment of the list of immunizations.

LEAVING SCHOOL GROUNDS

Students are not to leave school property during school hours for any reason without proper supervision and approval from authorized personnel. Students will be excused to leave only with their parents or designee. All children must meet their parents in the school office before leaving the building, and all parents must sign their children out in the office.

LOST AND FOUND

All clothing, lunch boxes and toys are placed in the lost and found bins located by the office. Money, jewelry or any other items of value are kept in the office. Unclaimed articles are given to local charities several times throughout the year and at the end of the school year. Check each school's website for information on where lost and found items will be located and kept throughout the school year.

LUNCH PROCEDURE

Our cafeteria uses a computer/debit system for lunch accounts. Each student has been assigned a 6-digit PIN number which is used to access his/her cafeteria account. The PIN number will remain the same each year. Please note the following cafeteria procedures:

- Send payment in an envelope to the child's teacher. **Please be sure to include your student's name, PIN number, grade, and teacher's name on the envelope.** Payment envelopes will be sent to the cafeteria each morning to be entered by the cafeteria manager. Checks should be made out to: Your school's Cafeteria.
- Checks or money orders must be made out for the exact amount. Change cannot be given from checks or money order.
- Your child may purchase lunch, milk, juice, water or snacks with his/her lunch account. If you would only wish for your child to purchase (examples): "Lunches only", "Lunches/Milk only", "Milk only", "Snack on Friday" etc. please specify when you are sending in payment. We will then add a note to his/her account. If spending is not specified it will then be assumed that the money on the account can be spent any way the child wishes.

- At lunchtime, each student will enter his/her PIN number while going through the lunch line whether purchasing lunch, milk, or ala carte items.
- Students will be told when their lunch account is close to depleted. They will also be given a reminder notice to take home.
- Money can be added to your student's account at any time. Please note: There are **NO REFUNDS!**

Any questions or comments regarding the lunch procedure should be directed to the Medina City Schools Food Services Dept. at 330-636-4380.

BREAKFAST PRICES

Student Breakfast \$2.50
Milk \$.50

LUNCH PRICES

Student Lunch \$3.25
Milk \$.50

Students who pack lunches are encouraged to bring or buy juice or milk. Carbonated beverages, especially super-caffeinated types are discouraged. Parents are always invited to join their child for lunch in the school cafeteria. If you wish to purchase a school lunch, please call our cafeteria manager in the morning before 9:15 and order a lunch. Cafeteria rules are designed to make eating more enjoyable. Parents are asked to review them with their child.

MAKE-UP WORK

Students or their parents are responsible for requesting make-up work. If dates of a student's absence are known in advance, the teacher should be notified and planned assignments may be given. A student will have the same number of days equal to the number of days absent to complete work upon their return. Parents may request homework for an absent student by calling the school office **preferably in the morning**. This advanced notice is needed to allow the teacher time to gather the student's assignments.

NATIONAL "GO TO WORK WITH YOUR PARENT DAY"

Medina City Schools recognizes the value of children learning about the adult world of work by participating in job shadowing opportunities. However, regular school attendance is critical to school academic success. Your school encourages you to take your child to work on a non-school day, such as during a school vacation day or during the summer, instead of April. This way your child can benefit from a real work experience without missing an important day of school academics.

NEWSLETTER

A school newsletter containing items of interest to students and parents will be distributed electronically the first part of each month. Classroom and individual notices and reminders will also be sent home periodically. In addition, the school district's Community Information Coordinator compiles the Bee Informed.

NON-DISCRIMINATION STATEMENT

As required by law, it is the policy of the Medina City School District that educational programs and activities are provided without regard to race, color, national origin, sex, or handicap. The Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or gender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, "Protected Classes") in its educational programs or activities.

The board designates the following individuals to serve as Anti-Harassment Compliance Officers for the District. **Please note that conduct meeting the definition of "sexual harassment" in Policy 2266 (Sexual Harassment/Title IX Grievance Process), shall be exclusively subject to Policy 2266 and the responsibility of the "Title IX Coordinator(s)" specified in Policy 2266.** The Anti-Harassment Compliance Officers designated below shall be responsible for all other conduct that does not meet the definition of "sexual harassment."

Jim Shields, Director of Human Resources/Legal Counsel
330-636-3033
739 Weymouth Road
shieldsj@medinabees.org

Kristine Quallich, Assistant Superintendent
330-636-3092
739 Weymouth Road
quallick@medinabees.org

NON-DISCRIMINATION

The Board of Education declares it to be the policy of this District to provide an equal opportunity for all students, regardless of race, color, creed, disability, age, religion, gender, ancestry, national origin, place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District.

COMPLAINT PROCEDURE

Section One

If any person believes that the Medina City School District or any of the District's staff has inadequately applied the principles and/or regulation (1) of Title II, VI, and VII of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, (3) Section 504 of the Rehabilitation Act of 1973, (4) The Age Act, and (5) The Americans with Disabilities Act, s/he may bring forward a complaint, which shall be referred to as a grievance, to the following persons:

Section Two

The person who believes s/he has a valid basis for grievance shall discuss the grievance informally and on a verbal basis with the District's Civil Rights Coordinator, Kristine Quallich at 330-636-3092 or quallick@medinabees.org who shall, in turn, investigate the complaint and reply with an answer to the complainant.

OFF CAMPUS TRANSPORTATION

Transportation to special events (field trips) during school hours will be provided by the school. Based upon board policy, students attending school sponsored off campus events after school hours (co-curricular events) must travel by school vehicle or with their own parent. No parent is allowed to transport a child from another family to/from an off campus school event.

PARENT INVOLVEMENT POLICY

The Board of Education has adopted a policy (#2111) which states that significant learning by a student is more likely to occur when an effective partnership between the school and the student's parents exists. Such a partnership means a mutual belief in and **commitment** to significant educational goals for a student, collaboration is 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. To read the policy in its entirety, go to our website and search Policy 2111.

PBIS

What is PBIS?

Positive Behavior Interventions & Supports aims to improve student academic and behavior outcomes while ensuring all students have access to the most effective and accurately implemented instructional and behavioral practices and interventions possible.

PBIS is not a curriculum, intervention, or practice; it is a decision making framework that guides selection, integration, and implementation of the best evidence-based academic and behavioral practices for improving important academic and behavior outcomes for all students.

The Elementary School Community is expected to:

Be Respectful

"Treat others the way you want to be treated"

Students will...

- Use appropriate behavior and language throughout the building
- Respect themselves and others at all times
- Value school property in and around the building's campus
- Consider the thoughts and feelings of others when choosing your words and actions

Be Responsible

"Think before you act, speak, or post"

Students will...

- Be proactive by understanding the Code of Conduct
- Be adaptable by understanding and complying with different teachers' expectations
- Communicate concerns and ideas clearly and effectively
- See Something, Say Something

Be Ready

“Think ahead so you don’t have to look back”

Students will...

- Be prepared by bringing all materials and completed work to class each day
- Be on time for school and for each class period
- Bring a positive attitude to the learning environment
- Be proactive by considering long-term responsibilities and commitments

PETS

No pets, of any kind, are allowed at school without permission. Often, parents and students will walk to and from school with their pets. Pets should not be brought onto school property. In no case should pets be on the playground while students are playing, waiting to get into the building, or being released from school.

PHOTO DISCLAIMER/PRIVACY RIGHTS

The Federal Family Educational Rights and Privacy Act of 1974 permits the school district to release certain information, known as “directory information” to certain people or institutions, unless you complete the FERPA form each school year, requesting that such information not be released. The FERPA form is available on the MCS website at www.medinacityschooldistrict.org. In many cases, requests for this type of information come from the news media.

“Directory information” may include:

- student name, address and telephone number;
- date and place of birth;
- participation in officially recognized activities and sports;
- dates of attendance;
- the most recent educational agency or institution attended by the student;
- photographs or other similar information.

We will not release any “directory information” for commercial or other purposes not related to school business. Occasions may arise throughout the school year in which your child might be photographed by school personnel or news media. Such photos, slides or videotapes might be used at the building level such as in a memory book; at the district level, such as in the Bee Informed; or in a local media, such as an article for the Gazette or a television feature. If parents have objections to their child’s identified photo or name being used in this way, or if you do not wish us to release “directory information” it is the parents’ responsibility to contact the child’s school in writing.

PICTURES

Individual student pictures and class pictures will be taken in the fall. School picture package information is sent home well in advance of the actual day the photos are taken. Purchase of school pictures is optional, although every child’s picture is taken for our school records. A picture retake day is scheduled for those students who may have missed the original day or whose picture package warrants a retake. Our school uses a profit on the school picture program to fund activities, assemblies, and awards for our students.

P.T.O.

Each Elementary has a P.T.O. (Parent Teacher Organization) that has been highly involved in improving our school. All parents are urged to become members and to actively participate. Meetings are scheduled every month during the school year and they are announced in advance.

RECESS POLICIES

Weather permitting, students have recess outside each day for at least 25 minutes. A decision to have outside recess during cold weather depends upon the temperature and the wind chill factor. Generally speaking, recess will be indoors if the temperature is below 20 degrees F (wind chill). Students should always dress for outside recess. All students will participate in outdoor recess unless a written medical excuse is provided.

RELEASE OF RECORDS

The school will maintain records on all students. Information included in these records may not be released without written parental consent. To withdraw a student from school it is necessary to notify the school office of the student’s new address, new school and last day of attendance at their school. Once the student is registered at the new school and a release of records form has been signed by the parent, each elementary will be authorized to forward the students records. The student will then be withdrawn, and the student’s records will be mailed to the new school when the office receives the release of records request. Fees must be paid before withdrawal records are released to parents.

REPORT CARDS

Report cards are issued at the completion of each trimester. Trimester dates for 2022-2023 are:

- First Trimester: August 17th - November 4th
- Second Trimester: November 7th - February 16th
- Third Trimester: February 21st - May 25th

SAFETY

The safety of your child is one of our major concerns. Your cooperation in reminding your child of the following rules would be very helpful:

1. Walk on sidewalks, both on school property and in residential areas.
2. Streets are to be crossed only at intersections.
3. Obey the crossing guards.
4. Refuse to enter the automobiles of strangers.
5. Be considerate of adults driving cars and other students who are walking/riding.

Playgrounds or the school grounds in general are not supervised before or after school. Therefore, your child should not arrive too far in advance of the entry bell, nor should students linger on school property after dismissal. (See also Fire and Tornado Drills and Automobile Safety.)

SCHOOL SAFETY

The Board of Education is committed to maintaining a safe and drug-free environment in all of the District's schools. The Board believes that school crime and violence are multifaceted problems that need to be addressed in a manner that utilizes all available resources in the community through a coordinated effort of School District personnel, law enforcement agencies, and families. The Board further believes that school administrators and local law enforcement officials must work together to provide for the safety and welfare of students while they are at school or a school-related event or are on their way to and from school. The Board also believes that the first step in addressing school crime and violence is to assess the extent and nature of the problem(s) or threat, and then plan and implement strategies that promote school safety and minimize the likelihood of school crime and violence.

Emergency Management Plan ("EMP")

To that end, the Superintendent shall develop and adopt a comprehensive Emergency Management Plan ("EMP") for each building under his/her control. In developing the EMP for each building, the Superintendent shall involve community law enforcement and safety officials (including, but not limited to, law enforcement, fire, emergency medical personnel, and any local divisions having county-wide emergency management), parents of students who are assigned to the building, and teachers and nonteaching employees assigned to the building. Each EMP shall contain the name, title (if applicable), contact information, and signature of each person involved in development of the EMP.

In developing the EMP, the Superintendent shall examine the environmental conditions and operations of each building to determine potential hazards to student and staff safety. The Superintendent shall further propose operating changes to promote the prevention of potentially dangerous problems and circumstances. The Superintendent shall incorporate remediation strategies into the EMP for any building where documented safety problems have occurred.

Each EMP will consist of four (4) parts:

- A. A single document to address all hazards that may negatively impact the school; including but not limited to active shooter, hostage, bomb threat, act of terrorism, bullying, and any other natural or manmade events that the Superintendent knew or should have reasonably known about that compromise the health or safety of students, employees, administrators, or property. The document will include:
 1. a hazard identification and risk analysis (i.e., a process to identify hazards and assess the vulnerability associated with each);
 2. an all-hazards emergency operations plan organized around five (5) mission areas: prevention, protection, mitigation, response, and recovery. The plan shall be compliant with the "National Incident Management System" (NIMS);
 3. the access and functional needs of the students, teachers, and staff;
 4. education for students, staff, and administrators to avoid, deter, or stop an imminent crime or safety issue, threatened or actual;
 5. procedures for notifying law enforcement, fire, EMS, emergency management, mental health, and other outside experts who could assist in responding to and recovering from an emergency;

The plan shall be updated and revised at least every three (3) years from the previous date of compliance to reflect lessons learned and best practices to continually improve the plan. The emergency management test and actual emergencies at the school buildings will be a source for lessons learned.

6. the use of temporary door locking devices as permitted by law.

- B. A floor plan unique to each floor of the building.
- C. A site plan that includes all building property and surrounding property.
- D. An emergency contact information sheet.

The Superintendent shall submit an electronic copy of each EMP s/he developed and adopted to the Ohio Department of Education ("ODE") not less than once every three (3) years, whenever a major modification to the building requires changes to the procedures outlined in the EMP, and whenever the information on the emergency contact information sheet changes. No later than the date prescribed by ODE, the Superintendent shall also file a copy of the current, updated EMP with the following:

- A. each law enforcement agency that has jurisdiction over the school building; and
- B. upon request, the local fire department, emergency medical service organization, and county emergency management agency serving the area in which the building is located.

The Superintendent will also file copies of updated EMPs with ODE and the above agencies within ten (10) days after s/he adopts the revised EMPs.

The EMP is not a public record.

The Superintendent shall prepare and conduct at least one (1) annual emergency management test, in accordance with rules adopted by the Ohio Department of Education (ODE). By July 1st of every year, the Superintendent shall review the EMPs s/he previously developed and adopted, and certify in writing to the ODE that the EMPs are current and accurate.

The emergency management test must be a scheduled event; an actual emergency will not satisfy this requirement, even if an after-action report is produced. The emergency management test must be a tabletop, functional, or full-scale as defined in A.C. 3301-5-01, and each type shall be used once every three (3) years. It must include at least one (1) hazard from the hazard analysis in the EMP and at least one (1) functional content area. At least one (1) representative from law enforcement, fire, EMA, EMS, and/or behavioral health should be included.

Students may participate in the emergency management test at the discretion of the Principal. In deciding whether, and to what extent, to involve students in an emergency management test, the Principal should consider what benefit student inclusion in the emergency management test may have on the student population's preparation for an emergency and to enhance the safety of students in the building. The Principal shall also consider age-appropriate participation, guidance, and training in preparation for students' participation in the test.

The Superintendent shall submit an after-action report to the ODE no later than thirty (30) days after the emergency management test documenting the following: 1) date/time/weather/length of exercise; 2) the type of discussion/operations based exercise; 3) the scenario utilized; 4) the hazard(s) utilized (including safety data sheets, as appropriate); 5) the functional content area(s) utilized; and 6) the identification of at least three (3) strengths and at least three (3) improvement areas of the EMP discovered as a result of the emergency management test.

The Superintendent shall grant access to each school building under their control to law enforcement personnel and any local fire department, emergency medical service organization, and/or county emergency management agency that has requested a copy of the EMP, to enable such personnel and entities to conduct training sessions for responding to threats and emergency events affecting the school building. Such access shall be provided outside of student instructional hours and the Superintendent or designee shall be present in the building during the training sessions.

Prior to the opening day of each school year, the Superintendent shall inform each enrolled student and the student's parent/legal guardian of the procedures to be used to notify parents in the event of an emergency or a serious threat to safety. Any student enrolled in the school after the annual notification and their parent/legal guardian shall be notified upon enrollment. Also, see Policy 8420 - Emergency Situations at School.

Threat Assessment

The primary purpose of a threat assessment is to minimize the risk of targeted violence at school. The following threat assessment process is designed to be consistent with the process set forth in the joint U.S. Secret Service and U.S. Department of Education publication, *Threat Assessment in Schools: A Guide to Managing Threatening Situations and to Creating Safe School Climates* for identifying, assessing, and managing students who may pose a threat. The goal of the threat assessment process is to take appropriate preventive or corrective measures to maintain a safe school environment, protect and support potential victims, and provide assistance, as appropriate, to the student being assessed.

The threat assessment process is centered upon an analysis of the facts and evidence of behavior in a given situation. The appraisal of risk in a threat assessment focuses on actions, communications, and specific circumstances that might suggest that an individual intends to cause physical harm and is engaged in planning or preparing for that event.

The Board authorizes the Superintendent to create building-level, trained threat assessment teams. Each Team shall be headed by the Principal and may include a school counselor, school psychologist, instructional personnel, and/or the School Resource Officer, where appropriate. At the discretion of the Superintendent, a threat assessment team may serve more than one (1) school when logistics and staff assignments make it feasible.

The Team will meet when the Principal learns a student has made a threat of violence or engages in concerning communications or behaviors that suggest the likelihood of a threatening situation.

The Team is empowered to gather information, evaluate facts, and make a determination as to whether a given student poses a threat of violence to a target. If an inquiry indicates that there is a risk of violence in a specific situation, the Team may collaborate with others to develop and implement a written plan to manage or reduce the threat posed by the student in that situation.

The Board authorizes the Superintendent to create guidelines for the purpose of:

- A. identifying team participants by position and role;
- B. requiring team participants to undergo appropriate training;
- C. defining the nature and extent of behavior or communication that would trigger a threat assessment and/or action pursuant to a threat assessment;
- D. defining the types of information that may be gathered during the assessment;
- E. stating when and how parents/guardians of the student making the threat shall be notified and involved;
- F. designating the individuals (by position) who are responsible for gathering and investigating information;
- G. identifying the steps and procedures to be followed from initiation to conclusion of the threat assessment inquiry or investigation.

Board employees, volunteers, and other school community members, including students and parents, shall immediately report to the Superintendent or Principal any expression of intent to harm another person or other statements or behaviors that suggest a student may intend to commit an act of violence.

Nothing in this policy overrides or replaces an individual's responsibility to contact 911 in an emergency.

Regardless of threat assessment activities or protocols, disciplinary action and referral to law enforcement shall occur as required by State law and Board policy.

Threat assessment team members shall maintain student confidentiality at all times as required by Board Policy 8330 - Student Records, and State and Federal law.

Safe and Drug-Free Schools

As a part of the EMP, the Board shall verify that it has procedures in place for keeping schools safe and drug-free that include (see also, Form 8330 F15 entitled Checklist of Policies and Guidelines Addressing Safe and Drug-Free Schools):

- A. appropriate and effective school discipline policies that prohibit disorderly conduct, the illegal possession of weapons and the illegal use, possession, distribution, and sale of tobacco, alcohol, and other drugs by students;
- B. security procedures at school and while students are on the way to and from school;
- C. prevention activities that are designed to maintain safe, disciplined and drug-free environments;
- D. a code of conduct or policy for all students that clearly states the responsibilities of students, teachers, and administrators in maintaining a classroom environment that:
 1. allows a teacher to communicate effectively to all students in the class;
 2. allows all students in the class the opportunity to learn;

3. has consequences that are fair, and developmentally appropriate;
4. considers the student and the circumstances of the situation; and
5. is enforced accordingly.

Persistently Dangerous Schools

The Board recognizes that State and Federal law requires that the District report annually incidents which meet the statutory definition of violent criminal offenses that occur in a school, on school grounds, on a school conveyance, or at a school-sponsored activity. It is further understood that the State Department of Education will then use this data to determine whether or not a school is considered "persistently dangerous" as defined by State policy.

Pursuant to the Board's stated intent to provide a safe school environment, the school administrators are expected to respond appropriately to any and all violations of the Student Code of Conduct, especially those of a serious, violent nature. In any year where the number of reportable incidents of violent criminal offenses in any school exceed the threshold number established in State policy, the Superintendent shall discuss this at the annual meeting for the purpose of reviewing the EMP so that a plan of corrective action can be developed and implemented in an effort to reduce the number of these incidents in the subsequent year and/or convene a meeting of the building administrator, representative(s) of the local law enforcement, and any other individuals deemed appropriate for the purpose of developing a plan of corrective action that can be implemented in an effort to reduce the number of these incidents in the subsequent year.

The Superintendent shall make a report to the Board about this plan of corrective action and shall recommend approval and adoption of it.

In the unexpected event that the number of reportable incidents in three (3) consecutive school years exceeds the statutory threshold and the school is identified as persistently dangerous, students attending the school shall have the choice option as provided in Policy 5113.02 and AG 5113.02.

In addition, the Superintendent shall discuss the school's designation as a persistently dangerous school at the annual meeting for the purpose of reviewing the EMP so that a plan of corrective action can be developed and implemented in an effort to reduce the number of these incidents in the subsequent year.

Victims of Violent Crime

The Board further recognizes that, despite the diligent efforts of school administrators and staff to provide a safe school environment, an individual student may be a victim of a violent crime in a school, on school grounds, on a school conveyance, or at a school-sponsored activity. In accordance with Federal and State law the parents of the eligible student shall have the choice options provided by Policy 5113.02 and AG 5113.02.

SECURITY

We have a comprehensive School Safety Program which is outlined in our School Safety Handbook and is overseen by building safety and security committees. Periodically, students and staff members will practice evacuation, fire, tornado, and lockdown drills.

- Fire drill procedures may be used when it is important to evacuate the building.
- Tornado procedures may be used in situations when it is important to move students away from outside wall/windows to the interior of the building.
- ALICE drills may be used in situations where students needs to remain secure until further instructions are given to relocated or evacuate sections of the building.

All visitors will enter the building through the main entrance to sign in and receive a visitor badge. Visitors may be asked to show photo identification when visiting the building.

In any emergency, parents or other authorized persons may pick up children from school. Please be sure that the Emergency Release Form is updated and accurate. **STUDENTS MAY BE RELEASED TO PERSONS NAMED ON THE EMERGENCY RELEASE FORM ONLY.** Photo identification may be required to release a student to an authorized adult. In the event of a local, state, or national incident, the school district will act according to the directives of the emergency management officials.

STUDENT CONDUCT CODE

RIGHTS AND RESPONSIBILITIES

Students attend Medina City Schools under the direction of state law and with the full benefit of constitutional protection for their rights. Students, therefore, can act, speak, or behave as young citizens within a large scope of options. This code, written in conformity with Ohio Revised Code 3313.661, specifies some expectations of the school system by stating acts and actions which are not permitted. Students have the right to reasonable treatment from the school system and its employees. The system, in turn has the right to expect reasonable behavior from students. The freedom possessed by all citizens carries with it responsibilities for all citizens. Students share with the administration and faculty the responsibility of developing a climate in the school that is conducive to wholesome learning and living. Students should have a voice in the formulation of school policies and decisions.

Board Policy 5600-STUDENT DISCIPLINE

The Board of Education acknowledges that conduct is closely related to learning. An effective instructional program requires an orderly school environment; and the effectiveness of the educational program is, in part, reflected in the behavior of students.

The Board believes that the best discipline is self-imposed and that students should learn to assume responsibility for their own behavior and consequences of their actions.

The Board shall require each student of this District to adhere to the Code of Conduct promulgated by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. Such rules shall require that students:

- A. Conform to reasonable standards of socially-acceptable behavior;
- B. Respect the person and property of others;
- C. Preserve the degree of order necessary to the educational program in which they are engaged;
- D. Respect the rights of others;
- E. Obey constituted authority and respond to those who hold authority.

The authority of school officials extends beyond the school day. Any misconduct, whether on or off school property, which directly relates to and adversely affects the welfare and morale of the school is within the scope of authority of school officials. The following list of student offenses and disciplinary actions has been prepared for the information of students and their parents. To a great extent the list is general in nature. Specific disciplinary action will depend on the severity of the offense and the violator's previous behavior. The list does not attempt to include all possible offenses or disciplinary actions, and does not imply that an offense not listed will not receive appropriate disciplinary action. Also, it is often appropriate to employ more than one disciplinary action at a time. Repeated violations will warrant increasing discipline, including possible recommendation for expulsion.

SOME POSSIBLE DISCIPLINARY ACTIONS

1. Verbal reprimand
2. Student-teacher conference
3. Lunch detention
4. Exclusion – Denial of the right to participate.
5. Confiscation – Surrendering of items/objects that are illegal, inappropriate, or disruptive/distractive to the education process. All items will be kept by the administration until a parent/guardian makes an appointment to pick them up. Illegal items will be turned over to the proper authorities.
6. After School Detentions may be held from 3:30 - 4:00 on any school day. Office detentions may be longer as arranged. Written notice will be sent home with the student at least one day prior to the detention. It is the parent's responsibility to provide transportation home following detention.
7. Parent-teacher conference
8. Behavior Contract
9. Search and Seizure – Students possess the right of privacy as well as freedom from unreasonable search and seizure of property. These individual rights, however, are balanced by the school's responsibility to protect the health, safety, and welfare of its students. Therefore, all lockers, items of clothing, book bags, and vehicles are subject to search under the condition of "reasonable suspicion," and school authorities may seize any items that violate school or criminal rules. Although searches may take place without knowledge of the students and with no advanced warning, every "reasonable" attempt will be made to notify the student and have the student present during the search.
10. Temporary exclusion – When a student is disruptive or insubordinate, the student may be temporarily removed from class/cafeeteria or any other area for an amount of time to be determined by the administration.
11. Referral to School Resource Officer – The police officer will work closely with the student and the court system to attempt to modify a student's negative behavior.

12. Social Privilege Removal - Students are not permitted to participate in or attend after school events, practices, club meetings, etc.
13. Denial of Participation in Extra Curricular Activities or Special School Activities- In accordance with the rules for the activity and/or school rules, advisors may deny participation in special activities.
14. Emergency Removal –There are occasions when a student’s behavior poses a threat to the safety of themselves or others, or may result in physical damage to property. When these instances occur, it is reasonable and prudent for school officials to conduct an emergency removal of that child from the school premises, pending disciplinary action.
15. In-School Restriction – In-school restriction is an option that the principal may use to improve attendance and/or to modify student behavior. Students who have violated any section of the Code of Conduct may be assigned to in-school restriction by the administration. Attendance is to be taken from the attendance sheet and recorded by the supervising personnel. The teacher(s) is to assign work related to a course of student for which the student will receive full credit.
In-school restriction means the student may not come to any after school hour events. Students coming onto school property after school hours, while they are under in-school restriction, will be charged by policy for trespassing. The in-school restriction begins on the date designated by the administrator and ends the morning of the student’s return to their regular classroom. There is no appeal process for in-school restriction.
16. Suspension – “Suspension” means the student may not come to school, attend classes, or any school events. Make up assignments are provided by the teacher and will receive credit. Students coming onto school property while they are under “suspension” will be charged by the policy for trespassing. The suspension begins on the date designated by the administrator and ends the morning of the student’s return. Students remain suspended throughout the appeal process.
17. Expulsion – Expulsion from school is only used as a last resource against a student who habitually breaks school rules. Expulsion can occur on a student’s first offense if it of a very serious nature. It is not possible to list every reason why a student could be expelled. Each case will be handled on an individual basis and may have any number of extenuating circumstances. The expulsion itself can last up to ONE school year and may be carried into the next school year if deemed appropriate by the Superintendent. This means that the student does not attend school and is not allowed the opportunity to do any make-up work or attend any school functions. The student also receives no credit for semesters for which the student is expelled.

SUSPENSION FROM SCHOOL

When a student is being considered for a suspension the administrator in charge will notify the student of the reason. The student will then be given an opportunity to explain the student’s side. After that informal hearing, the Principal will make a decision whether or not to suspend. If a student is suspended, the student and the student’s parents will be notified in writing within one day of the reason for and the length of the suspension. The suspension may be appealed, within seven (7) days after receipt of the suspension notice to the Office of Educational Services at 739 Weymouth Road or via email at quallick@medinabees.org. The request for an appeal must be in writing. During the appeal process, the student shall not be allowed to remain in school.

EXPULSION

Expulsion is the removal of a student from the schools of this District for a period not to exceed the greater of eighty (80) school days or the number of school days remaining in the semester or term in which the incident that gave rise to the expulsion takes place. If at the time of the expulsion, there are fewer school days than the number of days of expulsion, the Superintendent has the option to apply the remaining period of expulsion to the following school year.

When a student is being considered for expulsion, the student will receive a formal letter of notification addressed to the parents. Students being considered for expulsion may or may not be removed immediately. A formal hearing is scheduled with the Superintendent during which the student may be represented by the student’s parents, legal counsel and/or by a person of the student’s choice.

STUDENT DISCIPLINE CODE

The Board of Education has adopted the following Student Discipline Code. The Code includes the types of misconduct that will subject a student to disciplinary action. The Board has also adopted the list of behaviors and terms contained in the list. It is the school staff’s responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with the words “safe” and “orderly.” Discipline is within the sound discretion of the School’s staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation.

Following is a list of major areas that could result in disciplinary action. An explanation of each behavior and consequence follows the list. The absence of a behavior or any specific action from the list does not mean that such conduct does not violate the discipline code or cannot be punished.

SECTION I - MINOR VIOLATIONS

These examples of misconduct may result in penalties based on seriousness and disciplinary history.

RULE 1 - HONOR VIOLATION

Students shall not be involved in activities including but not limited to: cheating, plagiarism, forgery falsification of information and/or other ethical violations. No student shall aid or encourage in any manner to actively or passively assist another student to violate any school rule.

RULE 2 - BUS MISCONDUCT

No student, while under the authority of a school bus driver, may interfere with the safe operation of the bus through destructive actions or words either to other students, the bus driver or passing motorists. Bus misconduct will result in disciplinary action which may include loss of bus-riding privileges.

RULE 3 - DISRUPTION OF CLASS OR ANY GENERAL MISCONDUCT

Students may be disciplined for any other misconduct which, although not detailed herein, is determined by school authorities which disrupts or interferes with the educational process.

RULE 4 - ELECTRONIC DEVICES

- Electronic devices such as (laser pointers, video cameras, cameras, etc.) are prohibited in school.
- **Cell phones, smartwatches, electronic devices such as (Ipods, MP3 players, Ipads, Nooks, Kindles, Gizmos, etc) and any video game devices** must be turned off and in the student's book bag during school hours.

RULE 5 - INSUBORDINATION/NON-COMPLIANCE

Students shall comply with the reasonable requests, directives and orders of teachers, student teachers, educational aides, substitute teachers, principals, or other authorized school personnel during any period of time when they are properly subject to the authority of the school. It shall be considered "insubordination" for anyone to disobey or fail to comply with directives of authorized school personnel.

RULE 6 - FAILURE TO ACCEPT DISCIPLINE OR CONSEQUENCES

No student shall refuse to accept discipline or punishment from teachers, school officials, teacher aides, or other authorized school personnel, nor shall any student violate the conditions of student suspension as specified in the student suspension notice to parents.

RULE 7 - INAPPROPRIATE LANGUAGE, COMMENTS, PROFANITY, OR GESTURE

No student, neither verbally or electronically shall use profane, vulgar, racially or religiously derogatory, abusive, or otherwise disrespectful language in any school building areas during school hours or at any school-sponsored or related activities or events.

RULE 8 - USE/POSSESSION OF FLAME PRODUCING DEVICES:

The unauthorized use or possession of matches, lighters or other flame producing devices on school property is not permitted.

RULE 9 - LOITERING/TRESPASSING/UNAUTHORIZED AREAS

Loitering is defined as a student's presence in a restricted area at an unauthorized time. No student shall enter upon school grounds or enter any school building to which the student is not assigned, either during or after school hours.

RULE 10 - MISCONDUCT AT ANY SCHOOL SPONSORED EXTRACURRICULAR ACTIVITIES

Students attending any school-sponsored or related activity shall not behave in any manner which, in the sole discretion of school authorities, disrupts or tends to interfere with the conduct of that activity. Students will be excluded from attending if in violation of these behavioral expectations.

RULE 11 - TRUANCY AND TARDINESS

Students are required by law to regularly attend school. A student shall not be absent from school for all or part of any school day without school authorization and parental consent, and shall be considered truant when the student is absent from school for any

portion of the school day. Excessive tardiness shall also be considered truancy. Leaving the school building and/or grounds without permission is truancy.

SECTION II

These examples of misconduct which are cumulative will result in more serious consequences.

RULE 12 - REPEATED VIOLATIONS OF SCHOOL RULES

No student shall repeatedly fail to comply with school rules and regulations or with directions of teachers, student teachers, teacher aides, principals, or other authorized school personnel.

RULE 13 - DISORDERLY CONDUCT

No student shall create a condition which is physically offensive or presents a risk of physical harm to persons or property or which induces panic. Disorderly conduct may also include: indecent exposure, sexual activity, engaging in a fight, threatening harm to persons or property, using abusive language to any person, insulting, taunting, etc. A student may not outwardly defy a reasonable request from a staff member.

RULE 14 - GAMBLING

No student shall engage in or promote games of chance, place a bet, or risk anything of value on school grounds, at school-sponsored or related school functions off school grounds, or any other time the student is subject to school authority.

RULE 15 - HARASSMENT/BULLYING/CYBERBULLYING:

For the purpose of this Code of Conduct, the term "harass" includes, but is not limited to, conduct which intimidates, insults, persistently annoys or otherwise physically or verbally (oral or in writing) abuses another, or any behavior which is threatening, intimidating, degrading, injurious, disrespectful or abusive to another person. No student shall harass any other student, school employee, community member or school visitor on the basis of color, race, national origin, religion, age, disability status or, other protected characteristics (see Board Policy 5517).

RULE 16 - TOBACCO/SMOKING

The use of any tobacco/nicotine products by students is prohibited. This applies to all school sponsored events and extracurricular activities both on school property and away from school.

RULE 17- EXTORTION

Intimidating, an implied threat, violence, coercion or forcing another person to do something against his/her will, or to obtain money or anything of value from another on school grounds, at school-sponsored or related school functions, off school grounds, or any other time the student is subject to school authority.

RULE 18 - ASSAULT/FIGHTING/PHYSICAL CONFRONTATION

A student shall not cause physical injury or behave in any way which could threaten to cause physical injury to other students, professional staff, employees or guests who are visiting the school. This includes, but is not limited to, hitting and other inappropriate contact.

- A. Assault** - A student who assaults a school employee or other student whether on or off school property, or at a non-school-sponsored or related activity, function or event may be subjected to discipline. In accordance with Ohio Revised Code Section 3313.66, a student may be subject to suspension or expulsion from school if the Superintendent has reasonable suspicion the student's continued presence in the school will significantly disrupt or interfere with the educational process or significantly endanger the health or safety of the students or others.
- B. Fighting** - Students involved in fighting on school property, Board of Education owned vehicles, or in attendance at any Board of Education sponsored activity will be suspended. In most cases, all parties involved in the fight will be suspended.
- C. Physical Confrontation** - This includes incidents that involve a physical altercation that includes, but not limited to, inappropriate contact

RULE 19 - THREATS

Threats (verbal/nonverbal) - No student has the right to threaten or attempt to provoke another person. All such incidents should be reported to a teacher or principal. The police may also be involved.

Threats to faculty or staff members - This includes threatening or being disrespectful or use of inappropriate language to a faculty member at any time, including off school grounds and when school is not in session.

RULE 20 - DAMAGE, DESTRUCTION, THEFT OF SCHOOL AND/OR PRIVATE PROPERTY, VANDALISM (INCLUDING TECHNOLOGY)

A student shall not cause or attempt to cause damage to school property or to personal property of students, teachers, school personnel or other persons. Neither shall a student steal or attempt to steal property of students, teachers, school personnel or other persons or participate or attempt to participate in the unauthorized removal of property either on school grounds or during a school-sponsored or related activity, function, or event off the school grounds. The prohibition of this Section includes, but is not limited to, intentional damage or destruction of computer hard drives or materials stored on a hard drive, any form of computer piracy, and any improper usage of the Internet or other on-line agencies. Pursuant to R.C. 3109.99 and R.C. 3109.091, a student and/or his/her parent or legal guardian shall be held financially accountable to the Medina City Schools for any damage, destruction or theft caused by their child.

RULE 21 - FALSE ALARM /9-1-1 CALLS

The act of initiating a fire alarm or initiating a report warning of a fire or catastrophe such as a tornado, but not limited to above mentioned situations without cause.

RULE 22 - SEXUAL HARASSMENT

Students are specifically prohibited from sexually harassing (physically or verbally) any other student, school employee, community member or school visitor.

RULE 23 - ALCOHOL/CONTROLLED SUBSTANCES/DRUGS/NARCOTICS/INHALANTS/STEROIDS

During school or at any school-sponsored activity held on or off school property, students shall not knowingly possess, buy, sell, use, supply, transfer, apply or be under the influence of any drug.

RULE 24 - WEAPONS, DANGEROUS INSTRUMENTS, FIREWORKS AND EXPLOSIVES

No student shall use, possess, handle, transmit, sell or conceal any object that can be classified as a weapon or dangerous instrument while on school grounds, at school-sponsored or related activities. Weapons and dangerous instruments shall include any object which is used or may be used to inflict physical harm or property damage. This prohibition applies to firearms, explosives (including fireworks, smoke bombs), knives and other dangerous objects of no reasonable use to the student at school. It also applies to any look-alike weapon (such as play guns, starter pistols, stun guns, etc. as well as any literature that promotes the construction and/or use of any incendiary devices) or dangerous object (including normal school supplies like pencils or compasses) which a reasonable person might consider, under the circumstances, capable of harming a person or property.

RULE 25 – ELECTRONIC MESSAGING

No student shall photograph or attempt to photograph, possess or distribute inappropriate photos.

STUDENT PRIVACY

The Board of Education respects the privacy rights of parents and their children. No student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, the student's parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or the student's parents;
- B. mental or psychological problems of the student or the student's family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;

- G. religious practices, affiliations, or beliefs of the student or the student's parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

The Superintendent shall require that procedures are established whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

No survey/evaluation containing one or more of the items listed in A-H above will require student signatures. The administrator will inform parents of such a survey/evaluation or of a survey created by a third party prior to distribution by sending notification of such survey/evaluation home with the student. The parent may contact the administration if s/he wants to preview the survey/evaluation before it is distributed and will have the opportunity to consent to or deny participation by the student.

Additionally, parents have the right to inspect, upon request, any instructional material used as part of the educational curriculum of the student. The parent will have access to the instructional material within a reasonable period of time after the request is received by the building principal. The term instructional material means instructional content that is provided to a student, regardless of its format, including printed and representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or assessments.

The Board will not allow the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).

The Superintendent is directed to provide notice directly to parents of students enrolled in the District of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the Superintendent is directed to notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the administration of any survey by a third party that contains one or more of the items described in A through H above are scheduled or expected to be scheduled.

For purposes of this policy, the term "parent" includes a legal guardian or other person standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child).

STUDENT RECORDS

In order to provide appropriate educational services and programming, the Board of Education must collect, retain, and use information about individual students. Simultaneously, the Board recognizes the need to safeguard students' privacy and restrict access to students' personally identifiable information.

Student "personally identifiable information" ("PII") includes, but is not limited to: the student's name; the name of the student's parent or other family members; the address of the student or student's family; a personal identifier, such as the student's social security number, student number, or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates.

The Board is responsible for the records of all students who attend or have attended schools in this District. Only records mandated by the State or Federal government and/or necessary and relevant to the function of the School District or specifically permitted by this Board will be compiled by Board employees.

In all cases, permitted, narrative information in student records shall be objectively-based on the personal observation or knowledge of the originator.

Student records shall be available only to students and their parents, eligible students, designated school officials who have a legitimate educational interest in the information, or to other individuals or organizations as permitted by law.

The term "parents" includes legal guardians or other persons standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child). The term "eligible student" refers to a student who is eighteen (18) years of age or older, or a student of any age who is enrolled in a postsecondary institution.

Both parents shall have equal access to student records unless stipulated otherwise by court order or law. In the case of eligible students, parents may be allowed access to the records without the student's consent, provided the student is considered a dependent under section 152 of the Internal Revenue Code.

A school official is a person employed by the Board as an administrator, supervisor, teacher/instructor (including substitutes), or support staff member (including health or medical staff and law enforcement unit personnel); and a person serving on the Board. The Board further designates the following individuals and entities as "school officials" for the purpose of FERPA:

- A. persons or companies with whom the Board has contracted to perform a specific task (such as an attorney, auditor, insurance representative, or medical consultant), and
- B. contractors, consultants, volunteers, or other parties to whom the Board has outsourced a service or function otherwise performed by the Board employees (e.g. a therapist, authorized information technology (IT) staff, and approved online educational service providers)

The above-identified outside parties must (a) perform institutional services or functions for which the Board would otherwise use its employees, (b) be under the direct control of the Board with respect to the use and maintenance of education records, and (c) be subject to the requirements of 34 C.F.R. 99.33(a) governing the use and re-disclosure of PII from education records.

Finally, a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing tasks (including volunteers) is also considered a "school official" for purposes of FERPA provided s/he meets the above-referenced criteria applicable to other outside parties.

"Legitimate educational interest" is defined as a "direct or delegated responsibility for helping the student achieve one (1) or more of the educational goals of the District" or if the record is necessary in order for the school official to perform an administrative, supervisory, or instructional task or to perform a service or benefit for the student or the student's family. The Board directs that reasonable and appropriate methods (including but not limited to physical and/or technological access controls) are utilized to control access to student records and to make certain that school officials obtain access to only those education records in which they have legitimate educational interest.

The Board authorizes the administration to:

- A. forward student records, including disciplinary records with respect to suspensions and expulsions, upon request to a private or public school or school district in which a student of this District is enrolled, seeks or intends to enroll, or is instructed to enroll, on a full-time or part-time basis, upon condition that:
 - 1. a reasonable attempt is made to notify the student's parent or eligible student of the transfer (unless the disclosure is initiated by the parent or eligible student; or the Board's annual notification - Form 8330 F9 - includes a notice that the Board will forward education records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer);
 - 2. the parent or eligible student, upon request, receives a copy of the record; and
 - 3. the parent or eligible student, upon request, has an opportunity for a hearing to challenge the content of the record;
- B. forward student records, including disciplinary records with respect to suspensions and expulsions, upon request to a juvenile detention facility in which the student has been placed, or a juvenile court that has taken jurisdiction of the student;
- C. forward student records, including disciplinary records with respect to suspensions and expulsions, upon request to a public school or school district in which a student in foster care is enrolled. Such records shall be transferred within one (1) school day of the enrolling school's request;

- D. provide "personally-identifiable" information to appropriate parties, including parents of an eligible student, whose knowledge of the information is necessary to protect the health or safety of the student or other individuals, if there is an articulable and significant threat to the health or safety of a student or other individuals, considering the totality of the circumstances;
- E. report a crime committed by a child to appropriate authorities, and, with respect to reporting a crime committed by a student with a disability, to transmit copies of the student's special education and disciplinary records to the authorities for their consideration;
- F. release de-identified records and information in accordance with Federal regulations;
- G. disclose personally identifiable information from education records, without consent, to organizations conducting studies "for, or on behalf of" the District for purposes of developing, validating or administering predictive tests, administering student aid programs, or improving instruction;

Information disclosed under this exception must be protected so that students and parents cannot be personally identified by anyone other than representative of the organization conducting the study, and must be destroyed when no longer needed for the study. In order to release information under this provision, the District will enter into a written agreement with the recipient organization that specifies the purpose of the study. (See Form 8330 F14.) Further, the following personally identifiable information will not be disclosed to any entity: a student or the student's family member's social security number(s); religion; political party affiliation; voting history; or biometric information.

While the disclosure of personally identifiable information (other than social security numbers, religion, political party affiliation, voting record, or biometric information) is allowed under this exception, it is recommended that de-identified information be used whenever possible. This reduces the risk of unauthorized disclosure.

- H. disclose personally identifiable information from education records without consent, to authorized representatives of the Comptroller General, the Attorney General, and the Secretary of Education, as well as State and local educational authorities;

The disclosed records must be used to audit or evaluate a Federal or State supported education program, or to enforce or comply with Federal requirements related to those education programs. A written agreement between the parties is required under this exception. (See Form 8330 F16)

The District will verify that the authorized representative complies with FERPA regulations.

The Board will comply with a legitimate request for access to a student's records within a reasonable period of time but not more than forty-five (45) days after receiving the request or within such shorter period as may be applicable to students with disabilities. Upon the request of the viewer, a record shall be reproduced, unless said record is copyrighted, or otherwise restricted, and the viewer may be charged a fee equivalent to the cost of handling and reproduction. Based upon reasonable requests, viewers of education records will receive explanation and interpretation of the records.

The Board shall maintain a record of each request for access and each disclosure of personally identifiable information. Such disclosure records will indicate the student, person viewing the record, their legitimate interest in the information, information disclosed, date of disclosure, and date parental/eligible student consent was obtained (if required).

Only "directory information" regarding a student shall be released to any person or party, other than the student or the student's parent, without the written consent of the parent, or, if the student is an eligible student, without the written consent of the student, except to those persons or parties stipulated by the Board's policy and administrative guidelines and/or those specified in the law.

DIRECTORY INFORMATION

Each year the Superintendent shall provide public notice to students and their parents of the District's intent to make available, upon request, certain information known as "directory information." The Board designates as student "directory information": a student's name; address; telephone number; date and place of birth; major field of study; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; or awards received.

The Board designates school-assigned e-mail accounts as "directory information" for the limited purpose of facilitating students' registration for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes.

School-assigned e-mail accounts shall not be released as directory information beyond this/these limited purpose(s) and to any person or entity but the specific online educational service provider.

Directory information shall not be provided to any organization for profit-making purposes.

Parents and eligible students may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board within ten (10) days after receipt of the Superintendent's annual public notice.

In accordance with Federal and State law, the Board shall release the names, addresses, and telephone listings of secondary students to a recruiting officer for any branch of the United States Armed Forces or an institution of higher education who requests such information. A secondary school student or parent of the student may request in writing that the student's name, address, and telephone listing not be released without prior consent of the parent(s)/eligible student. The recruiting officer is to sign a form indicating that "any information received by the recruiting officer shall be used solely for the purpose of informing students about military service and shall not be released to any person other than individuals within the recruiting services of the Armed Forces." The Superintendent is authorized to charge mailing fees for providing this information to a recruiting officer.

Whenever consent of the parent(s)/eligible student is required for the inspection and/or release of a student's health or education records or for the release of "directory information," either parent may provide such consent unless agreed to otherwise in writing by both parents or specifically stated by court order. If the student is under the guardianship of an institution, the Superintendent shall appoint a person who has no conflicting interest to provide such written consent.

The Board may disclose "directory information," on former students without student or parental consent, unless the parent or eligible student previously submitted a request that such information not be disclosed without their prior written consent.

The Board shall not permit the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).

INSPECTION OF INFORMATION COLLECTION INSTRUMENT

The parent of a student or an eligible student has the right to inspect upon request any instrument used in the collection of personal information before the instrument is administered or distributed to a student. Personal information for this section is defined as individually identifiable information including a student or parent's first and last name, a home or other physical address (including street name and the name of the city or town), a telephone number, or a Social Security identification number. In order to review the instrument, the parent or eligible student must submit a written request to the building principal at least ten (10) business days before the scheduled date of the activity. The instrument will be provided to the parent or eligible student within five (5) business days of the principal receiving the request.

The Superintendent shall directly notify the parent(s) of a student and eligible students, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when such activities are scheduled or expected to be scheduled.

This section does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as the following:

- A. college or other postsecondary education recruitment, or military recruitment
- B. book clubs, magazine, and programs providing access to low-cost literary products
- C. curriculum and instructional materials used by elementary and secondary schools
- D. tests and assessments used by elementary and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments
- E. the sale by students of products or services to raise funds for school- related or education-related activities

F. student recognition programs

The Superintendent is directed to prepare administrative guidelines so that students and parents are adequately informed each year regarding their rights to:

- A. inspect and review the student's education records;
- B. request amendments if the parent believes the record is inaccurate, misleading, or violates the student's privacy rights;
- C. consent to disclosures of personally-identifiable information contained in the student's education records, except to those disclosures allowed by the law;
- D. challenge Board noncompliance with a parent's request to amend the records through a hearing;
- E. file a complaint with the United States Department of Education;
- F. obtain a copy of the Board's policy and administrative guidelines on student records.

The Superintendent shall also develop procedural guidelines for:

- A. the proper storage and retention of records including a list of the type and location of records;
- B. informing Board employees of the Federal and State laws concerning student records.

The Board authorizes the use of the microfilm process or electromagnetic processes of reproduction for the recording, filing, maintaining, and preserving of records.

No liability shall attach to any member, officer, or employee of this Board as a consequence of permitting access or furnishing student records in accordance with this policy and regulations.

Any entity receiving personally identifiable information pursuant to a study, audit, evaluation or enforcement/compliance activity must comply with all FERPA regulations. Further, such an entity must enter into a written contract with the Board of Education delineating its responsibilities in safeguarding the disclosed information. Specifically, the entity must demonstrate the existence of a sound data security plan or data stewardship program, and must also provide assurances that the personally identifiable information will not be redisclosed without prior authorization from the Board. Further, the entity conducting the study, audit, evaluation or enforcement/compliance activity is required to destroy the disclosed information once it is no longer needed or when the timeframe for the activity has ended, as specified in its written agreement with the Board of Education. See Form 8330 F14 and Form 8330 F16 for additional contract requirements.

SAFE AT HOME/ADDRESS CONFIDENTIALITY PROGRAM

If a parent (or adult student), presents information to the District certifying that the parent (or adult student), their child, or a member of the parent's household is a participant in the Safe at Home/Address Confidentiality Program administered by the Secretary of State, the Board shall refrain from including the student's actual/confidential residential address in any student records or files (including electronic records and files) or disclosing the student's actual/confidential residential address when releasing student records. Since student records are available to non-custodial parents, designated school officials who have a legitimate educational interest in the information, and other individuals or organizations as permitted by law (including the public in some situations), the Board shall only list the address designated by the Secretary of State to serve as the student's address in any student records or files, including electronic records and files. Further, the Board shall use the student's designated address for any and all communications and correspondence between the Board and the parent(s) of the student (or adult student). The student's actual/confidential residential address shall be maintained in a separate confidential file that is not accessible to the public or any employees without a legitimate purpose.

Although the student's actual/confidential address will not be available for release as directory information, the parent (or adult student) may also request that the student's name and telephone number be withheld from any release of directory information. Additionally, if applicable, the student's parent's school, institution of higher education, business, or place of employment (as specified on an application to be a program participant or on a notice of change of name or address) shall be maintained in a confidential manner.

If a non-custodial parent presents a subpoena or court order stating that s/he should be provided with copies or access to a student's records, the District will redact the student's confidential address and telephone number from the student's records before complying with the order or subpoena. The District will also notify the custodial/residential parent of the release of student records in accordance with the order or subpoena.

The intentional disclosure of student's actual/confidential residential address is prohibited. Any violations could result in disciplinary action or criminal prosecution.

TARDINESS

Prompt arrival at school is expected of all students. Students must be seated in their classroom before the tardy bell rings. Late arrival disrupts class and causes loss of instruction time. A student accumulating more than three unexcused tardy slips during a grading period will be considered excessively tardy. The same procedure followed for excessive absences will also be followed for excessive tardiness. Parents who bring students to school after the bells rings must come in the school office and sign in their child.

The Tardy Bell rings at the following times:

<u>Ella Canavan</u> 8:55am	<u>Eliza Northrop</u> 8:55am	<u>Garfield</u> 8:55am	<u>Heritage</u> 8:30am
<u>H.G. Blake</u> 8:55am	<u>Ralph E. Waite</u> 8:55am	<u>Sidney Fenn</u> 8:50am	

TELEPHONE, CELL PHONES, AND WIRELESS COMMUNICATION DEVICES (WCDS)

Cell phones or other electronic devices are to be used only with permission from school personnel per policy 5136. All students are required to sign and adhere to the acceptable use policy. At school or school-sponsored events if such item(s) are deemed disruptive in nature by school personnel, the item(s) will be confiscated.

Students are personally and solely responsible for the care and security of their WCDs. The Board assumes no responsibility for theft, loss, damage, or vandalism to WCDs brought onto its property, or the unauthorized use of such devices.

The office telephone is a business phone and is not to be used by students, except in an emergency. Students are not allowed to use the phone to make personal arrangements. Transportation arrangements should be discussed and clearly communicated with your child prior to departing for school in the morning if these arrangements differ from the usual arrangements. Phone calls to this effect should not be made during the school day unless an emergency situation should occur. Students and teachers will not be called out of class to receive a call unless it is an emergency. In addition, calls will not be transferred to rooms during instructional time.

TEXTBOOKS

Textbooks issued to students are the property of the school and should be properly maintained. Therefore, we expect that all hardbound textbooks be covered, either with a commercial book cover or a homemade version. Students will be financially responsible for any damage that is determined to be beyond normal wear to textbooks.

VACATIONS

Traveling can be a valuable experience; however, the educational returns are not comparable to student-teacher classroom interaction. Consequently, parents are encouraged to plan vacations when school is NOT in session. Since this is not always possible, make-up work should be requested well in advance of the vacation date. Notify the office and the child's classroom teacher of the dates when the child will be absent. Forms are available online or in the office and must be completed two weeks prior to the vacation date(s).

Please note:

- All work will be made up after the vacation, with a time limit based on the amount of time absent from school, with a maximum of one week for all make-up work.
- The first five days of vacation are considered an excused absence. After five days the absence is unexcused.
- Any vacation beyond 10 days requires that a student is withdrawn from school with a home-school plan in place.
- Upon returning, the student must re-register to attend school in our district.

VISITING POLICY

Visitors, particularly parents, are welcome at our school. In order to properly monitor the safety of students and staff, all people visiting must report directly to the school office upon entering the building. You will be asked to sign in and wear a visitor's badge while in the building. If you have come to pick up your child, the school secretary will call your child to the office over the public address system. If you wish to visit your child's classroom during the school day, please make these arrangements in advance with your child's teacher. In this instance, please report to the office first where you will be issued a visitor's pass. Any visitor to the building may be asked to show photo identification upon entering the building.

Former students often like to come back to our school to visit their former teachers. We welcome these students, but ask that they come back only on Mondays after school dismissal. They will need to go to the office and sign in and take a visitor badge. Students are not allowed to bring students from other schools to our school as visitors during the school day.

WALKING STUDENTS

Students who walk to school should:

- Come straight to school.
- Remain on sidewalks at all times.
- Cross only at designated crosswalks.
- Remember the safety rules: walk with a friend and never accept a ride with a stranger.
- Crossing guards will assist walking students at busy intersections.
- Have a plan in place with your student in the event of inclement weather at dismissal. It is not always possible to reach students at the end of the school day with phone messages. Discuss in advance what your student should do at dismissal in the event of rainy/snowy weather.

[Policies referenced in this handbook and important for students and parents can be found here.](#)

Helpful Things Parents Can Do

1. Take time to talk with your children concerning their feelings, experiences and achievements. LISTEN to your children. Teach them to listen to others.
2. Start your children's day right by seeing that they have a good night's rest and a good leisurely breakfast, and they are dressed according to the weather before they leave for school.
3. Maintain an interest in your child's daily work. Provide a quiet place and suitable conditions for study.
4. Avoid negative talk about other students and teachers in the presence of your child. Help your child to adjust to different personalities and respect the rights of and differences in others.
5. Support the schools in requiring your child to observe all school rules and regulations.
6. Read all communications from school, signing and returning them promptly when required.
7. Arrange a conference with your child's teacher immediately when you are concerned, withholding judgment until you are well aware of the facts.
8. Remember, parents can best help children by setting a good example and by providing them with love, understanding, and secure guidance. Children are not small adults. They don't think, feel, or react as grown-up people do. At all levels we find children who are very mature one day and very immature the next. This is part of growing up. Remember that as we lead, they will follow.
9. Believe in your children—never lose faith in them. Honor and respect them; they will do the same to you. Guide your children to develop into self-sufficient people—you cannot

do it for them. You serve them best as you help them acquire a feeling of security as a loyal, contributing member of the group who is able to lead as well as follow intelligently.