



**Maysville Elementary School
Parent Student Handbook
2025-2026**



MAYSVILLE LOCAL SCHOOL DISTRICT

plan on a page

Mission

**EMPOWERING
PANTHERS TO
CREATE OUR
FUTURE**

Vision

**BUILD
COMMUNITY.
OPEN DOORS.**

Values

DEPENDABLE

TRUSTWORTHY AND FOLLOWING THROUGH WITH RESPONSIBILITIES
"YOU CAN COUNT ON ME."

RESILIENT

ADAPTING TO EXPERIENCES
"I CAN GET BACK UP."

KIND

CHOOSING TO DO SOMETHING TO HELP OTHERS
"KINDNESS IS NOT A WEAKNESS."

COLLABORATIVE

ACHIEVING A COMMON GOAL
"WE ARE ALL BETTER TOGETHER."

PURPOSEFUL

FINDING MEANING AND HAVING GOALS
"DISCOVER YOUR WHY."

Strategic Priorities

STUDENT SUCCESS

OUR STAFF

FINANCIAL SUSTAINABILITY

COMMUNITY ENGAGEMENT

Strategic Initiatives

CREATE & DEPLOY CARE TEAMS

'ELEVATE' DISTRICT WIDE

IMPLEMENT 'SCIENCE OF READING'

MULTI-TIERED SYSTEM OF SUPPORT

STATE OF THE ART FACILITIES

The Maysville Local School District is committed to maintaining a safe and productive learning environment for all students and staff. This handbook is designed to provide guidance to students and families. However, it is not intended to be exhaustive. Issues raised that require additions or adjustments to the handbook will be handled by the Elementary administration.

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The Board of Education does not discriminate on the basis of religion, race, color, national origin, sex, disability, or age in its programs, activities, or employment.

Maysville Local School District

Board of Education

Mr. Dylan Daniels

Mrs. Kelli Israel

Mr. Ben Lowe

Mrs. Cindy Miller

Mr. Matthew Wilhite

Meetings of the Maysville Board of Education are posted on the website for your information.

District Administration

Mr. Joseph Daniels, Superintendent

Mr. Corey Perkins, Director of Support Services, Assistant Superintendent

Ms. Jamie Sines, Director of Special Education

Mrs. Jackie Farnsworth, Director of Instruction

(740) 453-0754

Building Administration

Mrs. Renae Church, Principal (PK-2)

Mrs. Alex Smith, Principal (3-5)

Mrs. Jannett Strickler, Assistant Principal (PK-5)

Maysville Elementary School

3850 Panther Drive
Zanesville, Ohio 43701
Phone (740) 454-4490
Fax (740) 454-2109

MAYSVILLE LOCAL SCHOOL DISTRICT 2025-2026 CALENDAR

4 Independence Day

JULY '25						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JANUARY '26						
S	M	T	W	Th	F	S
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

1-2 Christmas Break
(No School)
09 End of 1st Semester (44)
19 M.L. King Day
(No School)
Teacher Days: 19
Student Days: 19

04-15 Teacher Flex Day
18 Professional Dev
19 Teacher Work Day
20 First Day of School

AUGUST '25						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

FEBRUARY '26						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

06 Professional Dev
14 Presidents' Day
(No School)
Teacher Days: 19
Student Days: 18

01 Labor Day
(No School)

SEPTEMBER '25						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MARCH '26						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

13 End of 2nd GP (42)
20 Professional Day
Teacher days: 22
Student Days: 21

10 Professional Dev
13 No School
17 End of 1st GP (40)

OCTOBER '25						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

APRIL '26						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

03 Spring Break
(No School)
06 Teacher Comp Day
(No School)
Teacher Days: 21
Student Days: 20

04 Professional Dev
11 Veterans Day
(No School)
26 Teacher Comp Day
(No School)
27-28 Thanksgiving Break
(No School)

NOVEMBER '25						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

MAY '26						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

05 Professional Day
(No School)
22 Students' Last Day
22 End of 2nd Semester (46)
22 Graduation
25 Memorial Day
(No School)
26 Professional Dev
(No School)
Teacher Days: 17
Student Days: 15

01 Thanksgiving Break
22-31 Christmas Break
(No School)

DECEMBER '25						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JUNE '26						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

*May -26-29, March 20
Make-up Days
Teacher Days: 183
Student Days: 172

Teacher Days: 14
Student Days: 14

2025-2026 MES District Calendar Dates

August 2 – Kindergarten Backpack Day 9:00-11:00 Mid East

August 14 – Kindergarten Orientation 5:00-6:00

August 18 – MES Open House for Grades Preschool-5th 4:00-6:30

September 29 – Pictures Preschool-5th

October 1-8 - MES Fall Book Fair

October 21-24 3rd Grade ELA Fall State Test

October 29 – MES Trick or Treat 4:30-6:00

November 13 – Picture Retake Day Preschool-5

November 18 & 20 – MES Parent/Teacher Conferences, 4:00-7:30pm

March 2-9 – MES Spring Book Fair

March 3 & 5 – MES Parent/Teacher Conferences, 4:00-7:30pm

March 3 & 5 – Preschool & Kindergarten Registration 4:00-7:30

March 6 – Spring Individual Pictures Preschool-5th

Semester One - August 20, 2025-November 7, 2025 (54 Days)

Semester Two – November 10, 2025-February 20, 2026 (58 Days)

Semester Three – February 23, 2026-May 22, 2026 (61 Days)

Fall Test Third Grade October 21-24

Spring ELA State Test 3rd -5th March 30 & 31, April 1 & 2,

Spring Math State Test 3rd -5th April 21-24

Spring Science Test 5th April 29 & 30

WELCOME BACK MAYSVILLE ELEMENTARY SCHOOL STUDENTS!

This year welcomes many new students, new staff, and new expectations. The Maysville Elementary School Staff is dedicated to helping all students achieve success. At MES, all members of our community believe:

- Every student has the ability to learn
- Our school provides an atmosphere where students feel a sense of belonging
- Students will enjoy learning and will gain a deeper desire for knowledge
- Through service learning and community projects, our students will gain an appreciation for serving others
- Our school provides resources and opportunities for students that allow them to become more responsible for their own learning and to overcome non-academic barriers

We have provided every family this handbook as a guide to success. Please read it carefully as your child, with your support, is responsible for the rights and responsibilities explained within it. This handbook is not intended to be all-inclusive. There will be situations and circumstances that arise that are unanticipated. Those situations will be handled on an individual basis. This handbook is subject to amendment by the principals in consultation with the Board of Education and with the approval of the superintendent. If you have any questions regarding this handbook, please see a teacher or administrator immediately so that we may help you.

GRADING POLICY

In a grading and reporting system, grades reflect what a student knows and can do in relation to grade-level standards. Grades based on standards ultimately help to improve student achievement by focusing on four critical questions:

- What do students need to know and be able to do?
- How will we know that they have learned it?
- What will we do when they haven't learned it?
- What will we do when they already know it?

Grades based on state and curriculum standards become triggers for action. Grades help teachers plan their instruction so they can challenge and support all students. They help parents know the academic areas in which a student meets or exceeds expectations, needs challenges, or needs support. Understanding the definition of each of the following assessment types and how they are used will be essential for the student and parent.

Diagnostic Assessment (0% of the grade)- takes place prior to instruction; designed to determine a student's skills or knowledge in order to identify student needs.

Informal Assessment and Student Work (20% of the grade) - designed to provide direction for improvement and/or adjustment to a program for individual students or for a whole class (i.e. quizzes, initial drafts/attempts, homework, questioning during instruction, vocabulary, and exit tickets). This list of examples is not meant to be all-inclusive.

Formal Assessment and Student Work (80% of the grade)- designed to provide information to be used in making judgments about a student's achievement at the end of a period of instruction (i.e. tests, exams, final drafts, assignments, project performances)

The following table shows the alignment of the 4-point scale and the letter grade.

Proficiency Score Range	Letter Grade
4.00-3.40	A
3.39-2.70	B
2.69-1.70	C
1.69-0.70	D
0.69-0	F

Homework Philosophy

Homework is a constructive tool in the teaching/learning process when geared to the needs and abilities of students. Homework provides opportunities to apply learning and to experience necessary practice. It promotes student responsibility and accountability by developing work habits essential for succeeding in life. Homework offers teachers, parents, and students the opportunity to be involved in and support the learning process outside of school. Research shows that meaningful homework may increase student achievement. To move our students forward in the learning process, teachers may assign appropriate and meaningful homework.

Academic Dishonesty Policy

Academic dishonesty will not be tolerated. Students will redo any assessment that involves academic dishonesty.

- **Plagiarism:** submitting the words, ideas, images or data from another person as one's own.
- **Cheating:** can include, but not limited to: possession of unauthorized material, submission of another student's material whether graded or not, false claims or fabricated references, and copying of someone else's exam/quiz, or passing answers from a quiz or an exam to another student.

When an incident of cheating and/or plagiarism occurs, the principal has the discretion to impose appropriate consequences.

Students will still be held accountable for the completion of these assignments and teachers will use this information to guide their instructional practice.

POSITIVE BEHAVIORAL INTERVENTIONS & SUPPORTS (PBIS)

Maysville will continue its work with PBIS at the elementary level with our core beliefs being:
PAWS-Practice Kindness, Always do your best, Work together, Stay safe

Facts about the Implementation of Positive Behavioral Interventions & Supports (PBIS)

PBIS Network Mission

To advocate for adoption and implementation of the PBIS framework in teaching of social competencies and development of safe and effective school environments

What is PBIS?

Positive Behavioral Interventions & Supports, is a broad range of systemic and individualized strategies for achieving important social and learning outcomes in school communities while preventing problem behavior. The key attributes of PBIS include preventive activities, data-based decision making, and a problem solving orientation

Requirements of PBIS

Community Connections - Schools focus on building positive relationships among all stakeholder groups.

Clear Expectations - School communities identify 3 to 5 school-wide overarching behavioral expectations.

Comprehensive Instruction - Direct instruction, practice and feedback in the expected behaviors are provided for each school setting. Small group and individualized social skills instruction is incorporated.

Consistency - Consistency in encouraging expected behaviors and discouraging infractions is provided through: active supervision, proactive scheduling, incentives and reinforcement, logical consequences and clear office referral procedures.

Supportive Structure - Teams focus on developing an infrastructure in schools that provides effective academic and behavioral supports for all students.

Why Implement PBIS?

Reduction in problem behavior - Increased academic performance - Improved perception of safety -
Reduction in bullying behaviors - Increased administrator time for instructional leadership - Reduction in staff turnover - Increased perception of teacher efficacy - Improved social-emotional competence -
Increased positive school climate and culture

Within a Tiered Response to Intervention Framework

Focusing on the positive, being proactive, providing system level supports, stressing that PBIS is a general education initiative, supporting all children and youth, valuing and respecting families, establishing clarity in direction, including social skills in education and considering emotional impacts on students.

Integrating Initiatives for Safe & Positive School Climate

A Building Leadership Team uses the OIP 5-step process to design and implement school-wide PBIS. In a PBIS school, the school administrator is then also collaborating to: prevent bullying, improve classroom management practices, ensure student safety and promote a positive school climate that improves outcomes for all students.

Panther PAWS

	PRACTICE KINDNESS	Core Value KIND
	ALWAYS DO YOUR BEST	Core Value RESILIENT
	WORK TOGETHER	Core Value COLLABORATIVE
	STAY SAFE	Core Values DEPENDABLE & PURPOSEFUL

INCENTIVE PROGRAMS

Our program provides incentives for students to excel in the areas of attendance, behavior and/or academics. The criterion for each award is listed below:

Grades 4-5

Honor Roll - When a student has earned all A's and B's, it will be noted on their report card.

Principal's List - When a student has earned all A's, it will be noted on their report card.

Grades K-5

Perfect Attendance - A student receives a certificate when they are at school every day. (No excused or unexcused absences, tardiness, or early dismissal.)

Good Behavior Rewards – Administration and teachers will determine the criterion that enables students to participate in these events.

ATTENDANCE

The attendance policy of the Maysville Local School District is based on the philosophy that the instructional activities and daily interactions between teachers and students can never be exactly duplicated at another time. If students are to realize their academic potential and learn to accept the responsibilities of everyday life, regular attendance is essential.

Parent's Role/Responsibility

The attendance of all children of compulsory school age, ages 6-18, is expected every day that school is in session. The laws of the State of Ohio place the responsibility for school attendance squarely on the parents. You, as parents, are required to ensure that your child attends school regularly.

Reporting Absences

In accordance with the **Missing Child Act**, a parent/guardian should notify the school by 9:30 a.m. by calling on the day a student is absent unless previous notification has been given. A telephone call from a parent will be accepted as sufficient notification. If a parent/guardian fails to notify the school by 9:30 a.m., the student's absence will be unexcused. By law, the principal or designee is required to notify the missing student's parent/guardian or person responsible for his/her absence from school. The parent or other responsible person shall be notified by telephone or written notice shall be mailed on the same day that the student is absent. Students who have a prolonged excused absence may obtain their assignments or possible tutoring by contacting the office.

Ohio House Bill 410 – Ohio's New Truancy Law

Habitual truant refers to a child of compulsory school age who is absent from school without legitimate excuse for the following number of hours (RC 2151.011):

- 30 or more consecutive hours or
- 42 or more hours in a school month or
- 72 or more hours in a school year

Excused Absences

When a student is absent *with* parental consent for one of the approved reasons within the framework of the Ohio Revised Code 3321.04 and the State Board of Education Regulation 3301-51-13, the absence is “Excused”. **Work missed during the absence may be made up within specified time limits.** Failure to seek this work or failure to complete this work, in a timely manner, may result in an “incomplete” given for the grading period.

- 1. Personal Illness** - Certification by a physician is needed for absences.
Head Lice - Students reported, either by a parent/guardian or a school employee, to have head lice will be excused for no more than 2 days for each occurrence.
- 2. School determined illness**- If students are sent home from clinic they will be excused that day.
- 3. Quarantine of the Home** - Absence is limited to the term of the quarantine.
- 4. Death in the Family** - Absences are limited to a period of three days within Ohio and five days out of state, unless a reasonable cause may be shown for a longer absence. Documented evidence is required.
- 5. Observance or Celebration of a Bona Fide Religious Holiday** - This applies to any student observing a religious holiday consistent with their creed or belief.
- 6. Emergency or unusual set of circumstances** - The superintendent of schools will rule if it constitutes a good and sufficient reason for absence.
- 7. Medical/Dental Appointments** - Such appointments are for the purpose of maintaining good health and will be considered necessary. However, the school should be informed of such an appointment at the earliest session preceding the anticipated absence. Parents should, in all cases possible, schedule these appointments on Saturday or after school hours. Certification by a physician is needed for absences.
- 8. Court Dates/Juvenile Detention Center (JDC)** - Days missed for this reason will not result in academic consequences as long as work is made up in a timely manner. Documented evidence is required
- 9. Vacation** – Students are permitted to go on vacation during the school year without penalty (except the week ending each semester). However, absence(s) for vacations and trips are discouraged during the school year. When trips are unavoidable, the parents ***must contact the school at least five (5) days before the absence and complete the vacation request form*** . Students will be permitted to make up work that is missed while on a family vacation with his/her own parents. Students need to inform the teachers of their classes at least five (5) days prior to their leaving on vacation in order for their teachers to arrange for the assignments due during the vacation period. One vacation, not exceeding 5 days, will be excused annually.

Unexcused Absences

When a student is absent and the excuse does not fall within the framework of the Ohio Revised Code 3321.04 and the State Board of Education Regulation 3301-51-13, ***the absence is considered “unexcused”***. Students who are habitually truant (30 or more consecutive unexcused hours, 42 or more unexcused hours in one school month, 72 or more unexcused hours in one school year) may be considered delinquent and receive stiffer penalties.

***Please note that ALL absences, “excused” or “unexcused”, count toward the total number of absences reported to the State and kept in a student’s permanent record.**

Arrival/Dismissal Procedures

Students are permitted to be dropped off at the front doors only beginning at 8:35am and students will report directly to classrooms, and class begins at 8:55am. Students will be dismissed at 3:15pm. Parents choosing to pick students up must remain in their vehicles and wait in the pick-up line.

Adults picking up a student must have permission from the parent/guardian to do so (be listed on the pick-up card) and present a photo ID to the staff on duty. In order to ensure the safe dismissal of all students on the Maysville campus, you are not permitted to line up until 2:45pm. **Students are not permitted to be signed out between 3:00-3:15pm.**

Tardy/Early Dismissal Procedure

Parents are encouraged to schedule appointments on weekdays after school or on Saturday. However, if students need to arrive late or leave early, parents need to sign them in or out in the school office on the Kiosk using a photo ID. Individuals should be at least 18 years of age to sign out a student unless special permission has been granted by an administrator. Tardies and Early Dismissals will count towards students' total hours missed for the school year.

STUDENT CODE OF CONDUCT

Disciplinary Actions

This document may be amended at any time by the Board of Education and the amendments will be placed in a central location in each building. Unacceptable conduct may result in disciplinary actions, which may include one or more of the following disciplinary actions. Disciplinary consequences will be assigned according to adopted policy and/or according to the judgment of teachers/administrators. Efforts will be made to direct students toward more appropriate and productive behavior. Building administrators may choose from the following options:

Advising/Conference

Administrator, teacher, student services personnel, school resource officer, and/or outside agency counselors meet with the student and/or parents to discuss the situation.

Loss of Privilege

A student who repeatedly has minor violations may lose privileges related to that violation.

Detention

The student is assigned to serve a period of time during or after school. For after school detentions, one-day notice is given for transportation arrangements to be made. This after school time is to be used for quiet study.

Emergency Removal

The student may be prohibited from returning to school for up to 72 hours during a cool down time or in order for an investigation to occur.

Saturday School

Saturday School is held 8:30 a.m. until 11:30 a.m. One-day notice is given for transportation arrangements to be made. Students, assigned more than one Saturday School in a school year, may be required to serve additional time. Failure to serve a Saturday School will result in further punishment.

In-School Suspension (I.S.S.)

I.S.S. will be used in lieu of traditional out-of-school suspension. Students assigned to In-school Suspension will not be counted absent and will have the opportunity to make up all required class work.

Out-of-School Suspension (O.S.S.)

The student is prohibited from attending school for a specified number of days. Students cannot participate in or attend any extracurricular activities on those days when serving out of school suspension. Maysville Board of Education has passed a policy that allows students to make up missed assignments during a suspension. It is the student's responsibility to ask for any missed assignments and must submit assignments within a specific timeframe. Students have the same number of days of suspension to submit completed assignments to the teacher. For example, if the student is suspended for 2 days, the student has 2 days to submit completed work to the teacher upon return from suspension. **During the O.S.S. period, students are not permitted on any Maysville Local School District property or at any activity that Maysville is participating in or sponsoring that occurs off school grounds.**

Juvenile Court Referral

Diversion Program, Truancy, Unruly, Parental Educational Neglect

Expulsion

Upon recommendation of an administrator, the district Superintendent may choose to expel a student for an extended period of time. A student may be retained, in the current grade level, due to loss of instruction. Students will not have the opportunity to make up class work missed during the expulsion period. **During the expulsion period students are not permitted on any Maysville Local School District property or at any activity that Maysville Local School District is participating in or sponsoring which occurs off school property.**

Infraction Codes

Maysville Elementary School identifies examples of unacceptable student conduct. Depending upon the severity of individual incidents, any of the following behaviors can receive any of the above consequences. ***This code applies to students on school grounds, school transportation, and student activities at any time. Students may be subject to discipline for violation of the Student Code of Conduct/Student Discipline Code even if that conduct occurs on property not owned by the Board of Education, or conduct that regardless of where it occurs, is directed at a district official or employee, or the property of such official or employee.***

	Offense	Description
1	Alcohol, Drugs, Tobacco	Possessing, using, or transmitting any substance containing tobacco, alcohol, marijuana, stimulant, depressant, hallucinogen, prescription or non-prescription drug, controlled substance, look alike or counterfeit controlled substance; or possessing alcohol/tobacco/drug paraphernalia on school grounds at any time or at any school sponsored activity at any location, including the bus.
2	Bomb Threats	Written or oral expressions threatening to use or that implies the use or threat of explosive devices, which may cause harm or destroy property.
3	Bullying	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)
4	Cheating	Presenting other's work as one's own (includes plagiarism). Disciplinary action may occur based on the severity and/or repeated offenses.
5	Disrespect	To staff and/or other students or community members while at school, on school grounds, or at any school sponsored activity at any location, including the bus.
6	Disruptive Behavior	Creating a loud noise or any other conduct or display that disturbs or disrupts any class or the school day.
7	Dress Code	Disciplinary action may include detentions, being sent home to change, being asked to wear clothing the school has available, or turning clothing inside out.
8	Failure to Serve Prescribed Punishment	Including but not limited to Detentions, Saturday School, Out-of-School Suspension, In-School Suspension and Community Service.
9	False Alarms	Unauthorized use of fire/safety equipment, calling 9-1-1 without just cause
10	Falsified records or false info	Forgery, falsification, knowingly providing false information to any district employee.
11	Gambling or selling of personal items	A game of chance or transaction during which money or goods are exchanged.
12	Harassment (racial, sexual or other)	Intimidation by threats of or actual physical violence. Creating a climate of hostility through the use of language, conduct, or symbols that can be understood to convey hatred, contempt, or prejudice. The threats can occur either in person or through the use of technology. The victim of harassment should report the incident as soon as possible after its occurrence to any teacher, administrator, or school counselor.
13	Hazing	Performing any act or coercing another, including the victim, to perform any act of initiation into any class, team, or organization that causes or creates a substantial risk of causing mental or physical harm. Permission, consent or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

14	Inducing Panic	Actions/words (verbal or written)/drawings or the use of implied actions/words (verbal or written)/drawings which cause or have potential to cause students or school officials undo concern about an emergency situation.
15	Insubordination	Refusal to follow a reasonable request of any district employee.
16	Leaving w/out Permission	Leaving a class or other assigned area without permission and/or without following sign out procedures.
17	Misuse of Technology	Inappropriate use of the network will result in suspension of privileges and/or other action determined by the District. http://www.neola.com/maysville-oh
18	Prohibited Articles	Items that present a safety hazard or have a disruptive effect on school procedure are prohibited. These items include, but are not limited to, electronic devices, toy & water guns, chains, laser pointers, distracting or dangerous jewelry, firecrackers, smoke bombs, pornography, trading cards, slime, fidget toys and any audio device not being used for an educational purpose. Such items will be confiscated and kept in the office until an adult retrieves them. Depending on the circumstances, disciplinary action may be taken. No food or drink is permitted outside the cafeteria without approval.
19	Public Display of Affection	Engaging in any public displays of affection while on school grounds or at school functions.
20	Repeated Violations	Flagrant/repeated violations of any aspect of code of conduct.
21	Theft	Theft or attempted theft of public or private property while student is under school supervision
22	Threatening or Endangering Behavior	Conduct or language, which threatens, intimidates, or has the effect of threatening or endangering or harms a student or district employee, including profanity or obscene language/gesture.
23	Trespassing	Being on any Maysville Local School District property without permission and approved purpose.
24	Truancy	Willing absence of a student from class or school. For more specifics, see the attendance portion of the handbook.
25	Unacceptable Behavior/Gross Misconduct	Examples: Mooning, spitting, etc. also includes, but is not limited to, profane, indecent or obscene language or actions.
26	Unauthorized Area	Being in an unassigned area without permission.
27	Unauthorized Fire	Setting or attempting to set a fire.
28	Unauthorized Hitting/Touching	Examples: Fight or assault or other unauthorized touching.
29	Unauthorized Possession or Use	Using or possessing school property of another person's personal property without permission of the owner.
30	Vandalism	Damaging any school and/or private property. Any student guilty of damaging or defacing school property is subject to disciplinary action and the parents/guardians or such student will be held responsible for payment of damages.
31	Weapons/Dangerous ordinance	Possession, use, threat (verbal, written, or drawn), or implied threat (verbal, written, or drawn) to use a weapon or dangerous ordinance on school owned property or at a school event. This includes, but is not limited to, firearms, firearm cartridges, knives, tasers, stun guns, shock pens, fireworks, smoke bombs, incendiary devices, or objects that are indistinguishable from firearms.

DISCIPLINE PROCEDURES

Policies and procedures are in place to ensure that students are ready and able to benefit fully from their day at school. Our goal is to make Maysville Elementary School a place where students, parents, and school personnel want to be and where students can learn and reach their full potential. By working together, we can make this happen.

Grades K-2 Discipline Guide

Behavior	Step One	Step Two	Step Three
Non-Compliance (Not following directions), Minor Infractions of Classroom and /or School Rules (running, lying, talking out etc.), Inappropriate Language, Hands On (pushing, pinching, pulling, poking, etc.)	Definite Actions: <ul style="list-style-type: none"> Student/Teacher Conference State Rules Redirect Students Using Problem Solving Questions/ Feedback Options: <ul style="list-style-type: none"> Parent Contact Counseling Loss of Privilege 	Definite Actions: <ul style="list-style-type: none"> Loss of Privilege Parent Contact Options: <ul style="list-style-type: none"> Office Referral Counseling Conference with Teacher, Parent, Student, and Principal 	Definite Actions: <ul style="list-style-type: none"> Phone Call Home Office Referral Options: <ul style="list-style-type: none"> Behavior Plan Counseling Detention Suspension
Striking Students/Staff, Indecent Activity, Bullying, Harassment, Vandalism, Stealing	Definite Actions: <ul style="list-style-type: none"> Phone Call Home Loss Of Privilege Office Referral Options: <ul style="list-style-type: none"> Behavior Plan Counseling Parent Conference Detention Suspension 	Definite Actions: <ul style="list-style-type: none"> Office Referral Conference with Parent, Teacher, Student, Principal Options: <ul style="list-style-type: none"> Behavior Plan Counseling Detention Suspension 	Definite Actions: <ul style="list-style-type: none"> Office Referral Phone Call Home Behavior Plan Options: <ul style="list-style-type: none"> Counseling Detention Suspension Change of Placement Juvenile Court Referral Conference with Resource Officer Expulsion
Possession and/or Threat of or Use of a Deadly Weapon, Possession of a Firearm Cartridge Possession and/or Use of a Controlled Substance, False Alarms	Definite Actions: <ul style="list-style-type: none"> Phone Call Home Immediate Escort to the Office Suspension Options: <ul style="list-style-type: none"> Change of Placement Counseling Expulsion Conference with Resource Officer 	Definite Actions: <ul style="list-style-type: none"> Phone Call Home Immediate Escort to the Office Suspension Options: <ul style="list-style-type: none"> Change of Placement Counseling Expulsion Conference with Resource Officer Juvenile Court Referral 	Definite Actions: <ul style="list-style-type: none"> Phone Call Home Immediate Escort to the Office Suspension Options: <ul style="list-style-type: none"> Change of Placement Counseling Expulsion Conference with Resource Officer Juvenile Court Referral

Grades 3-5 Discipline Guide

Behavior	First Referral	Second Referral	Third Referral
<ul style="list-style-type: none"> ● Repeated Violations ● Unacceptable Behavior ● Gross Misconduct ● Cheating ● Misuse of Technology ● Unauthorized Hitting or Touching 	<ul style="list-style-type: none"> ● Office Referral ● Phone Call Home ● Problem Solving Form Completed by Student ● Loss of Privilege ● Possible Detention ● Possible Saturday School ● Possible Suspension ● Possible Behavior Support 	<ul style="list-style-type: none"> ● Office Referral ● Phone Call Home/Conference w/ teacher, principal, parent, student ● Problem Solving Form Completed by Student ● Loss of Privilege ● Possible Detention ● Possible Saturday School ● Possible Suspension ● Possible Behavior Support 	<ul style="list-style-type: none"> ● Office Referral ● Phone Call Home/Conference w/ teacher, principal, parent, student ● Problem Solving Form Completed by Student ● Loss of Privilege ● Possible Detention ● Possible Saturday School ● Possible Suspension ● Possible Behavior Support ● Behavior Plan
<ul style="list-style-type: none"> ● Insubordination ● Unauthorized Possession or Use ● Bullying/ Harassment ● Vandalism ● Threatening or Endangering Behavior ● Possession of a Deadly Weapon ● Possession of a Firearm Cartridge ● Possession of a Controlled Substance 	<ul style="list-style-type: none"> ● Office Referral ● Phone Call Home ● Problem Solving Form Completed by Student ● Detention, Saturday School, Suspension ● Possible Behavior Support 	<ul style="list-style-type: none"> ● Office Referral ● Phone Call Home ● Problem Solving Form Completed by Student ● Detention, Saturday School, Suspension ● Possible Behavior Support 	<ul style="list-style-type: none"> ● Office Referral ● Phone Call Home ● Problem Solving Form Completed by Student ● Detention, Saturday School, Suspension ● Behavior Plan
<ul style="list-style-type: none"> ● Possession and Threat of or Use of a Deadly Weapon ● Possession and Distribution of a Controlled Substance ● Assault of School Personnel 	<ul style="list-style-type: none"> ● Immediate Escort to Office ● Notify Law Enforcement ● Minimum 3 Day Suspension ● Possible Expulsion 	<ul style="list-style-type: none"> ● Immediate Escort to Office ● Notify Law Enforcement ● Minimum 5 Day Suspension ● Recommendation for Expulsion 	<ul style="list-style-type: none"> ● Immediate Escort to Office ● Notify Law Enforcement ● Minimum 10 Day Suspension ● Recommendation for Expulsion

Guidelines for Detention and Saturday School

The following guidelines are to be in effect during After School Detention and Saturday School:

1. After school detention starts at 3:30pm and ends at 4:30pm. Students must be picked up at that time.
2. For Saturday School, students are to be dropped off and picked up at the front of the building. The monitor will meet the student in the elementary school lobby.
3. Students must report with necessary school materials to study: paper, pencils, books, erasers, etc. Only school related work may be done during detention or Saturday School.
4. No food or beverages may be consumed during Detention or Saturday School.
5. No recreational articles will be allowed in the room.
6. Students will not be allowed to put their heads down and/or sleep.
7. Students are not permitted to talk to one other.
8. Disputes over dates or amounts of time to be served should be referred to the office. Monitors are only responsible to be sure that students are credited for actual time served.
9. When school is cancelled for inclement weather on a Friday, Saturday School the next day will also be cancelled.

Policy for Failure to Serve an Assigned Detention

Students missing an assigned detention because of excused absences or school closing are automatically assigned the next detention day. Students who are unexcused to an after-school detention or Saturday school will have the following actions taken:

1. The detention will be reassigned for the next available date.
2. When a reassigned detention or Saturday School is not served, further action will be taken.

In-School Suspension

1. I.S.S. offers the opportunity for the student to improve his/her behavior while continuing academic progress.
2. Maysville Staff will provide class work for the students to complete that is comparable to work being done in class. Additional work may be assigned if necessary.
3. I.S.S. staff will provide a **very structured, SILENT, independent study atmosphere** in which students will work only on work provided.
4. Students who fail to cooperate in I.S.S. may have their visit extended or further disciplinary action taken.

DRESS CODE POLICY

Since there will be many social functions and obligations later in life dictating appropriate dress and appearance, it is suggested that neatness, cleanliness, good grooming, and appropriate dress be considered primary responsibilities of all students. Students should consider both the temperature controlled environment of the building and the outside weather conditions in choosing appropriate dress that will not only comply with the dress code regulations but will also make provision for the student's health and comfort. School attire should conform to the following general regulations that are **not intended to be all-inclusive**.

Appropriate Dress

- Any clothing or wearing apparel that would be unsafe to a student during the school day, or school related activity, should not be worn.
- We require that all footwear have a hard sole and toe covering.
- Students will not be permitted to wear clothing or apparel that glorifies, advertises, or promotes the use or engagement in alcohol, tobacco, illegal substances, sexual conduct, or violence.
- Students will not be permitted to wear clothing or apparel depicting or expressing obscenities; satanic references, discrimination, or which is otherwise inappropriate or offensive.
- Shorts, skirts, and skorts may be worn to school but must at least meet the tip of the student's index finger. Shorts not allowed include: biking shorts, cut-offs or any other tight fitting short/pants which expose undergarments.
- Shorts/Pants should not rest below the hips, and pants/shirts must meet at all times (sitting or standing). Holes in pants/jeans above the knee are prohibited.
- No obvious pajamas or large oversized slippers may be worn.
- Hats are not to be worn inside the building. Outerwear, such as a coat, is not to be worn in the building.
- Blouses, shirts, dresses with open backs, low necklines, thin straps (anything less than 2"), strapless, open down the sides or of bare midriff design, or those that expose undergarments are not allowed.
- Students are not allowed to wear bandannas, sunglasses, or visors in the building.
- Students are not allowed to wear chains or spiked jewelry.
- Footwear or items of clothing that would damage furniture, floors, or walls are in violation of the dress code. This includes roller shoes.

- While we respect the trend of long fake finger nails, students are discouraged from wearing them in an Elementary school setting. They effect how students hold writing utensils, learn how to type on computers, participating in physical education, recess, and for safety reasons. Wearing these could cause exclusion from certain activities as they could be a safety risk.

Violations to the Dress Code

Students in violation will be expected to change clothing immediately to comply with the dress code. Parents/Guardians will be contacted by school personnel when a student is in violation of the dress code. Consequences may be added for insubordination and/or repeated dress code violations.

Recess Policy

All students will go outside for recesses if both the temperature and wind chill are at least 25 degrees unless excused by a physician. During the winter season, students need to wear appropriate clothing to allow participation in outdoor recess.

GENERAL INFORMATION

Change of Address, Telephone Numbers, or Contact Information

Records of a student's address and telephone number(s), and contact information for parents/guardians are kept in the main office. Please advise the office if information changes during the year, as we are required to keep correct records and the information is critical in case of an emergency. **The automated call system will only place calls to one phone number per student. Please be sure to indicate the phone number you wish to be used on your child's emergency medical card.**

Custody Documentation

It is mandatory that we have a copy of the most recent custody, restraining or visitation orders affecting your child. The administration will make decisions based upon the most current paperwork we have on file.

Communication

If you would like a conference with a teacher or principal, please call the school office and make an appointment. Regarding classroom concerns, parents are encouraged to discuss these with the teacher first, before calling a building or district administrator. In an effort to keep instructional time as undisturbed as possible, teachers will only take phone calls at school if they are not received during instructional time. All classroom teachers have voice mail capability and email accounts. Additionally, teachers will make themselves available for personal conference either before or after school, or during planning times.

Visitors

Parents and community members are welcome to visit our school for concerts, conferences, and other business. All visitors will be required to enter the building through the front entrance and come through the metal detectors. According to state law, visitors must report immediately

to the main office and sign into our Kiosk to obtain a visitor's pass, signing in upon arrival and out upon departure. Student-age individuals who do not attend our school may not visit Maysville students unless permission has been granted by a Maysville Administrator or designee prior to the requested visit.

Lunch Visitors

You may eat with your child during their lunch. However we have the following provisions a note must be sent in that morning letting us know who is attending and if they are eating a school lunch. You will need your driver's license to scan into our system and get a visitors badge. Visitors will be asked to sit with their students where they normally sit. **Outside food may not be brought in.** All purses, bags, and backpacks must be left in your vehicle. Parent visitors are expected to serve as role models for our students, and may not take pictures or video of students, other than their own. We encourage you to eat, visit the playground, but allow your child to remain at school. When students are at inside recess visitors will not be permitted to attend that portion.

*No lunch visitors will be permitted the first six weeks of school and the last two weeks of the school year.

Metal Detectors

As an extra layer of safety and security, our district has metal detectors at each entrance that students and all visitors are required to come through daily. We ask that you leave any items that may set off the metal detectors in your vehicle as you enter the building. These items include but are not limited too:

-Firearms-Vapes-Knives-Lighters-Electronic Devices (cell phones, headphones, watches, computers, tablets)-Metal water bottles- Steel toe Boots-Certain jewelry-Belt buckles-book bag charms-3 ring binders-Clipboards.

We are a tobacco and weapon free campus regardless of permit status.

Medical Devices such as implants or pacemakers are safe to go through the metal detectors.

Field Trips

The need for parent chaperones and ability to accommodate parent participation varies from field trip to field trip. For this reason, each grade level reserves the right to determine the number of parents needed to attend each trip, and parent chaperones will be selected at random. Parent chaperones selected are required to ride the school bus to and from the field trip destination. **Parents not selected are NOT permitted to join the group at the field trip destination.** Parent chaperones are expected to serve as role models for our students, and may not take pictures or video of students, other than their own.

Immunizations

State law states "no students may remain in school more than twelve days if he/she has not received, or is not in the process of receiving the immunization required by statute." Please be certain that your child has been properly immunized. You may contact our school nurse if you have questions or concerns.

Medication

Any prescription medication, prescribed by a doctor, must be stored and dispensed from the school clinic. A form signed by both the doctor and the parent must be on file in the clinic before any prescription medications can be administered by office staff.

Over the counter medications must be stored, in the school clinic, along with the Non-Prescription Authorization form signed by a parent giving specific instructions for administering the medication.

All medications (prescription/over-the-counter) must be in the original unopened purchased container with instructions. Any medication brought to school that is **not** in its original unopened purchased container will be confiscated and destroyed.

All medication must be brought to school by parent/guardian and given to the clinic. The same procedure must also be followed for picking medicine up.

Student Fees

All Maysville Elementary School students will be charged a \$20 student fee per year. Unpaid fees/fines/lunch charges will accumulate from year to year.

Community Eligibility Provision Program

Maysville Local School District qualified for the Community Eligibility Provision Program which provides breakfast and lunch at no cost to students in our district. The Food Service Department will provide monthly menus for your information.

School Breakfast/Lunch

Breakfast	FREE FOR ALL STUDENTS
Lunch	FREE FOR ALL STUDENTS
Adult Lunch	\$ 5.00
Extra Milk	\$.40
Bottled Water	\$.50

(Prices subject to change)

Students may bring their lunch. Please include items that the students can open with little assistance. Students are not permitted to have pop, energy drinks or soft drinks in school.

We are excited to be able to provide you with an online system to use to pay your child's student fees and add to their lunch accounts. You may use your credit and/or debit card for the transaction. We cannot take credit card payments in the school office as this is only available via the internet. Cash and checks are still accepted onsite.

To use the online system, you must first create an account. You will need your child's student ID number in order to complete the initial registration. No personal information about your child is available online. The district does not keep your credit card information on file and you will need to re-enter your credit card number each time you use the online system.

You can access the online payment website by going to our district website, <http://maysvillelsd.schoolwires.com>, and clicking on the **SPS EZpay** logo to be transferred to the payment site. Complete the registration page and add your child's name and ID number. Once you have registered and created a password you will not need the student ID number again. You can check your child's account balances as long as you have access to the internet.

Questions may be directed to 1-866-MyEZpay (866-693-9729) or by email at info@spsezpay.com. Payments made online will be credited by the end of the next business day. There is a no convenience charge to use this system. We hope this will make payments easier and more convenient.

Library/Textbook Policy

The MES Media Center strives to provide your child with the best opportunities to explore and read a variety of books. In order to do this successfully, it is important that library staff, students, and families work together in following the below guidelines:

- Students are responsible for all books/items they have checked out of the library and are permitted to check no more than 1 item out at one time.
- It is expected that students will treat library materials with respect and will return a book/item on time or renew the item, if needed.
- Replacement fines will be incurred for books/items on students' records that are lost or missing.

Transportation

Busing will be provided for all elementary students as long as they are in compliance with the School Bus Code of Conduct. Students are permitted to have only one bus stop, unless a second stop has been approved by the Assistant Superintendent and the Director of Transportation. A meeting is required to be granted this approval. Students not riding a bus must be dropped off by car. Because of heavy traffic and an absence of sidewalks, no students will be permitted to walk or ride a bike to and from the building.

You are permitted to call the office or send in a signed note making transportation changes to parent pick up or latchkey only. Transportation changes must be made by 2:00PM and a password will be required to make the change. **No bus changes will be taken via phone call, signed note or electric media (email, dojo as examples).**

School Closing or Early Dismissal

If, for any reason, our instructional day should be cancelled, notice of a cancellation will be posted on the district website (www.maysville.k12.oh.us) and on the district APP, broadcast over local television and radio stations, and via the automated calling system. Please do not call the school office; we need to keep our phone lines open for emergency calls.

At the beginning of each school year, children need to be informed of where to go in an emergency early dismissal. On the online registration, there is a section to complete regarding a plan for your child in the case of an emergency early dismissal. It will be impossible for all students to call home during an unplanned early dismissal; please be sure we know what you would like your child to do. An early dismissal form will be required to be completed at the beginning of each school year.

Lost and Found

Articles found on school property should be turned in to the school office. Owners of lost articles should report the loss to the office. The Maysville Local School District is not responsible for items that students leave behind. It is the students' responsibility to notify a staff member that an item has been lost or stolen. Staff members will provide reasonable assistance to students to help them secure missing items. **Items that are left behind at the end of the school year will be destroyed or donated to charity.**

Dangerous Objects

Any dangerous object brought to school for an educational purpose must have prior approval from the administration. Parents/guardians must transport objects to and from the school office. The object will be secured in a safe location in the office until it is used for an educational purpose. After the object is used it will be immediately returned to the office.

Toys, and Novelties

Students should not bring toys, trading cards, novelties, to school. Such items can cause injury and/or classroom disruptions.

The school will not be responsible for lost, stolen, or damaged items.

Cell Phones and Electronic Devices

Students are not permitted to have cell phones or any other electronic device (smartwatches) during school hours. If a student has a phone or device, the following will happen:

1st Offense – Phone/Device will be given to administration, parents will be contacted and the student can pick it up at the end of the day.

2nd Offense- Phone/Device will be given to administration, parents will be contacted, and a parent must pick up the phone/device. The student will also be assigned a consequence.

3 or more offenses may result in additional consequences for the student.

The school will not be responsible for lost, stolen, or damaged cell phones or devices

MAYSVILLE LOCAL SCHOOLS 1:1 CHROMEBOOK HANDBOOK

The goal of the 1:1 Chromebook program is to create a collaborative, interactive learning environment for all students. This environment will enable and support students and teachers to implement transformative uses of technology while enhancing students' engagement with content and promoting the developing of self-directed and lifelong learners.

1. RECEIVING YOUR CHROMEBOOK

Chromebooks will be distributed within the first three weeks of the school year. This 1:1 Chromebook Handbook outlines the procedures and policies for families to protect the Chromebook investment for the Maysville Local School District.

2. TAKING CARE OF YOUR CHROMEBOOK

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 reported and turned in to the school.

- Elementary students should turn the Chromebook into the classroom teacher.
- Middle and High School students should turn the Chromebook into Technology office located in the Makerspace room.

Do not take district owned Chromebooks to an outside computer service for any type of repairs or maintenance.

2a: General Precautions

- Do not attempt to repair your Chromebook yourself.
- No food or drink is allowed next to your Chromebook while it is in use.
- Never transport your Chromebook with the power cord plugged in.
- Chromebooks must remain free of any writing, drawing, skins, or stickers.
- Chromebooks will have a Maysville Local School District Inventory tag on them. Any attempt to remove or alter this tag will result in disciplinary action.
- Chromebooks should never be left in a car or any unsupervised area.
- Students are responsible for bringing completely charged Chromebooks for use each school day.
- Chargers are to be left at home. Chromebooks are capable of holding a charge sufficient for an entire day of activity.
- Keep chargers away from pets. Cats and dogs, especially when young will chew the cords.

2b: Carrying Chromebooks

- Never move a Chromebook by lifting from the screen. Always support a Chromebook from the bottom with lid closed.
- When transporting your Chromebook, it MUST be in a carrying case provided.

2c: Screen Care

The Chromebook screens can be easily damaged! The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean or put pressure on the top of the Chromebook when it is closed.
- Do not poke the screen with anything that will mark or scratch the screen surface.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Only clean the screen with soft, dry microfiber cloth or anti-static cloth.

3. USING YOUR CHROMEBOOK

3a: Chromebooks left at home

- Fully-charged Chromebooks must be brought to school every day; repeated violations will result in disciplinary action.

3b: Inappropriate Media

- Inappropriate media, including but not limited to: guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang-related symptoms or pictures are prohibited and will result in disciplinary actions.

3c: Sound

- Headphones may be used at the discretion of the teacher.

3d: Printing

- Students will not have the ability to print from their Chromebooks at school (assignments will be submitted digitally).

3e: Account Access

- ***Students should only login to their Chromebook using their Maysville Local Schools Google account.***
- Students should not allow anyone else to use their Chromebook.
- Take care to protect your password. Do not share your password.
- Make sure you log out when you are done using your Chromebook.

4. MANAGING & SAVING YOUR DIGITAL WORK WITH A CHROMEBOOK

- Files will be stored online.
- OFFLINE MODE – Many Google Apps allow for offline access which will allow for school work to be accomplished even when the Chromebook does not have access to WiFi. Any work done in offline mode will be synced with the student's Google account when the Chromebook rejoins WiFi.
- If no internet is available at home, students can access Maysville's wireless network from the parking lots in front of the Elementary and 6-12 buildings. The Chromebooks will automatically connect so that students can upload and download assignments.

5. OPERATING SYSTEM ON YOUR CHROMEBOOK

- Chromebooks should be restarted weekly to allow for Chrome OS updates.

- Chromebooks are built with layers of protection against malware and security attacks.

6. PROTECTING & STORING YOUR CHROMEBOOK

- Chromebooks are the responsibility of the student. This device will be yours for the entire school year. *Take good care of it!*
- Students need to take their Chromebooks home every day.

7. DAMAGED OR STOLEN CHROMEBOOK

7a: Reporting Chromebook Damage

- If your Chromebook is damaged, report incident immediately to your teacher. **Do not try to repair it yourself.**
- A portion of school fees will help cover supplies and equipment repairs.
- ***All repairs due to accidental damage will be assessed a \$25 charge.***

7b: Stolen Chromebook

- Parent(s)/Guardian(s) must file a police report for the stolen device. Upon receipt of the police report, the District will then replace the Chromebook.

7c: Chromebooks under repair

- A loaner Chromebook will be provided to the student while repairs are taking place. Loaner Chromebooks will fall under the same guidelines as any other student-issued Chromebook.

8. RETURNING YOUR CHROMEBOOK

All district owned Chromebooks must be returned following these guidelines:

- Chromebook, charger and carrying case must be returned in good working condition upon request or withdrawal from the school district. ***Students should not write on or decorate their Chromebook or carrying case.***
- Parents will be responsible for the replacement cost of any Chromebook, charger and/or carrying case not returned and student records will be held until payment is made to Maysville Schools.

Title IX

The Maysville Local School District Title IX policy is available in the digital handbook found on the district website at www.maysville.k12.oh.us.



NO BULLYING SCHOOLS

RESPECT • RESPONSIBILITY • RESILIENCY

The Leading Research-Based Program for
Bullying Prevention & Positive School Culture

NoBullyingSchools.com



TOOLS FOR STUDENTS & PARENTS

- TECHNOLOGY: Students can report bullying from any smartphone
- Training videos with lesson plans and activities for students & parents
- Video curriculum teaches: respect, responsibility, and resiliency
- Parent Letter and welcome video to introduce program
- Bullying Policy with clear chart for behavioral consequences

TOOLS FOR EDUCATORS & ADMINISTRATORS

- TECHNOLOGY: Online Reporting Software to track and manage bullying incidents
- Software includes “Easy Reports” that automatically track many aspects of student behavior
- Training videos for educators, students, and parents
- Suggested Surveys for tracking positive school culture and student satisfaction
- Printable and customizable posters, banners, and behavioral chart

BENEFITS FOR EVERYONE

- Most comprehensive program (multi-tiered supports)
- *Research-Based* interventions developed by educators
- Flexible enough to use with all K-12 grade levels
- Easiest program for educators to use and maintain
- Based on “Restorative Practices” rather than “Zero Tolerance”
- Teaches the difference between bullying and mutual negative behavior



PARENT LETTER

Maysville Elementary School

Greetings Parents and Guardians. At _____, we believe every student deserves a positive school environment, free from repeat bullying or harassment. This is why we partner with No Bullying Schools, one of America's top research-based models for preventing bullying and creating a positive school culture. The program uses video lessons and classroom activities to teach three core principles: Respect, Responsibility, and Resiliency.

WHAT IS BULLYING?

DEFINITION: *Bullying is when you keep picking on someone in a way that is hurtful or controlling.* If your child is ever bullied or harassed, please report it right away by clicking the "Report Incident" link at the top of the page at <https://nobullyingschools.com>. Our goal is to partner with you to make sure all incidents are reported and handled appropriately. Every report is kept confidential in our secure software and is dealt with using the research-based chart below. Please contact us if you have any questions.

Behavior		Mild	Moderate	Major
Negative Behavior	BEHAVIORS: Mild Misunderstandings, Peer Conflict, or Mild Mutual Misbehavior Between Students <i>(Mutual Misbehavior is not bullying)</i>	BEHAVIORS: 1st Time Disrespectful to Authority, Moderate Mutual Misbehavior, or 1st Time Harsh Teasing or Name Calling to a Student	BEHAVIORS: 2nd Time Disrespectful to Authority, or Major Mutual Misbehavior Incident	
	CONSEQUENCES: Resolve with a School Counselor or School Staff	CONSEQUENCES: Warning from School Counselor or School Staff, And Phone Call to Parents	CONSEQUENCES: Meet with Parents, Complete Positive Action Plan, In-School Suspensions Can Apply	
Bullying <small>(Also includes Cyberbullying, Harassment, & Intimidation)</small>	BEHAVIORS: 1st Mild Bullying Incident: Verbal Bullying, or Social Bullying, Or 2nd Time Harsh Teasing or Name Calling <i>(They've already been warned)</i>	BEHAVIORS: 2nd Bullying Incident, Or Moderate 1st Time Incident: Any Physical Bullying, Cyberbullying, Harassment, or Intimidation	BEHAVIORS: 3rd Bullying Incident, Or Major 1st Time Incident: Major Physical or Cyberbullying, or Teasing of Physical Appearance or Teasing of Perceived Sexuality	
	CONSEQUENCES: Meet with Parents, Complete or Revise Positive Action Plan, In-School Suspensions Can Apply at the School's Discretion	CONSEQUENCES: Contact Authorities if Necessary, Meet with Parents, Complete or Revise Positive Action Plan, Any Kind of Suspension Can Apply	CONSEQUENCES: Contact Authorities if Necessary, Meet with Parents, Revise Positive Action Plan, Suspensions & Expulsion Can Apply	
At-Risk Behavior	BEHAVIORS: 3rd Time Disrespectful to Authority, or a Severe Mutual Misbehavior Incident	BEHAVIORS: 4th Time Disrespectful to Authority, 2nd Severe Negative Behavior Incident, Also Any Sexting or Cybercrime	BEHAVIORS: 5th Time Disrespectful to Authority, 2nd Severe Negative Behavior Incident, Or 1st Major Fighting, Assault, Threats, Crime, Drugs, Alcohol, Cyberstalking, Repeat Sexting, & More	
	CONSEQUENCES: Meet with Parents, Revise Positive Action Plan, In-School Suspensions Can Apply	CONSEQUENCES: Contact Authorities if Necessary, Meet with Parents, Revise Positive Action Plan, Any Kind of Suspension Can Apply	CONSEQUENCES: Contact Authorities if Necessary, Meet with Parents, Revise Positive Action Plan, Suspensions & Expulsion Can Apply	

POSITIVE SCHOOL CULTURE

As a school, our staff is committed to providing an uplifting and positive learning experience for every student. When students come to school with a great attitude and ready to learn, they join us in this pursuit. The three core principles of our Positive School Culture are Respect, Responsibility, and Resiliency. We proactively teach these principles throughout the year with video lessons and classroom activities. Please partner together with us in creating a positive school culture!

NEGATIVE BEHAVIOR

Not all negative behaviors are considered “bullying,” but they still need to be corrected. Some examples include being disrespectful to school staff or school property, first-time harsh teasing another student, and “*Mutual Misbehavior*” where both students behaved negatively. If “*Mutual Misbehavior*” cannot be confirmed by witnesses, then it can be considered bullying. Also, students reported for “Harsh Teasing” will be given a warning for the first offense. However, if they are reported again for the same thing, the incident will be considered bullying. The excuse, “*I was only joking!*” will not be tolerated.

BULLYING DEFINITION

Our school considers it **bullying** “*when you keep picking on someone in a way that is hurtful or controlling.*” This is the shorter bullying definition that we want kids to remember. The full definition we teach comes from StopBullying.gov where it explains – “*Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.*” There are many types of bullying including Physical, Verbal, Social, Emotional, and Cyberbullying. Bullying can also include Harassment and Intimidation. Our school tracks all reports of bullying in our secure No Bullying Schools Software. Every report is investigated, and then consequences are given based on the Bullying Policy Summary Chart.

AT-RISK BEHAVIOR

Some negative behaviors are considered “at risk” or “beyond bullying.” Examples include Assault, Threats, Crime, Drugs, Alcohol, Cyberstalking, Sexting, and more. We are required by law to contact authorities for many of these behaviors. Consequences range from in-school suspensions to being permanently expelled from school.

POSITIVE ACTION PLAN

When students engage in bullying and other negative behaviors, we work with them and their parents or guardians to create a “Positive Action Plan.” This plan identifies what behaviors need to be corrected, and gives the student a chance to write out a plan for how they will behave in a more positive way in the future.

ZERO TOLERANCE POLICY?

This is not a “Zero Tolerance Policy.” Most research shows “Zero Tolerance” to be ineffective in the long run. Instead, our program provides training and gives students a chance to be warned about bullying. If the behavior continues, we provide clear consequences and interventions for bullying.

PARENT & SCHOOL PARTNERSHIP

As a school, we are in a partnership with parents to raise healthy students who excel academically, socially, and emotionally. We are committed to communicating with parents and students in a respectful manner, and we expect the same in return from them.

HOW TO REPORT BULLYING

Please report all incidents of bullying! Your report will be kept confidential according to the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g. Below are three ways to report bullying or any type of behavior:

- **NO BULLYING SCHOOLS APP** – Whenever you (as a student, parent, or educator) become aware of a bullying incident or any type of negative behavior, we ask you to report it right away by clicking the “Report Incident” link at the top of our webpage: <https://nobullyingschools.com>. We encourage you to include your name, but you can also report anonymously. Our technology records the IP address of the submitting device, which reduces the chance of false reports and enables the school to look up the device, should it ever become necessary.
- **IN PERSON** – Call the school and schedule a time to meet with a school principal or a counselor to report a bullying incident. We will meet with you (or have a phone conversation), and then enter any bullying incidents into our No Bullying Schools Software and follow up using the Bullying Policy Summary Chart
- **ON PAPER** – Complete a “Bullying Incident Report,” which is a paper version of the No Bullying Schools App. Forms are available in the office or on our website.



WE ARE ON THE SAME TEAM:

- I have read through our school's Bullying Prevention Plan & Policy. I will give my best effort to follow the policy and to report any incidents of bullying, cyberbullying, harassment, or intimidation.
- I have read through the Positive School Culture Policy. I will give my best effort to create a positive school culture where everyone demonstrates Respect, Responsibility, and Resiliency.
- I agree to be respectful in my communications this year, recognizing that we all play an important role in creating an outstanding school where everyone feels safe and valued.
- I agree to follow the additional school board policies that are in place for academic performance and for student behavior. I acknowledge that I have access to these policies and that I can get physical copies by asking for them at the school office.

STUDENT SIGNATURE

- Print Name: _____ Signature: _____ Date: _____

PARENT SIGNATURE

- Print Name: _____ Signature: _____ Date: _____

EDUCATOR SIGNATURE

- Print Name: _____ Signature: _____ Date: _____

