

**McDONALD LOCAL SCHOOL DISTRICT BOARD OF EDUCATION  
REGULAR MEETING  
TUESDAY, JUNE 27, 2023 – 6:00 P.M.  
M.H.S. LIBRARY  
MCDONALD, OHIO 44437**

The McDonald Local School District Board of Education held a Regular Meeting on Tuesday, June 27, 2023, at 6:00 p.m., in the McDonald High School Library, and via McDonald Schools Facebook Live, 600 Iowa Avenue, McDonald, Ohio 44437.

The Regular Meeting was called to order at 6:00 p.m. by President John Saganich. Treasurer Megan Titus called the roll:

Members Present: Joseph Cappuzzello, Jody Klase, Jessica Krumpak  
Donna Shields, John Saganich

“Notice of this meeting was given in accordance with the provisions of Section 1.450 of the O.R.C. and the Ohio Administrative Procedures Act.”

Pledge of Allegiance

**Res. 23-116** Approve agenda for Regular Meeting of June 27, 2023

Mr. Cappuzzello moved and Mrs. Shields seconded  
Yeas: Cappuzzello, Shields, Krumpak, Klase, Saganich  
Nays: None  
President declared motion carried

**Res. 23-117** Approval of Board Minutes:

Regular Meeting – April 19, 2023

Mr. Cappuzzello moved and Mrs. Shields seconded  
Yeas: Cappuzzello, Shields, Krumpak, Klase, Saganich  
Nays: None  
President declared motion carried

# 6715

**Res. 23-118** Approval of Board Minutes:

Special Meeting – May 2, 2023

Mr. Cappuzzello moved and Mrs. Shields seconded

Yeas: Cappuzzello, Shields, Krumpak, Klase, Saganich

Nays: None

President declared motion carried

**Res. 23-119** Approval of Board Minutes:

Regular Meeting – May 15, 2023

Mr. Cappuzzello moved and Mrs. Shields seconded

Yeas: Cappuzzello, Shields, Krumpak, Klase, Saganich

Nays: None

President declared motion carried

**Res. 23-120** Approval of Board Minutes:

Special Meeting – May 31, 2023

Mr. Cappuzzello moved and Mrs. Shields seconded

Yeas: Cappuzzello, Shields, Krumpak, Klase, Saganich

Nays: None

President declared motion carried

Recognition of Visitors / Audience Participation:

**Laurie Smith – Teachers**

Old Business: any Old Business to bring before the Board -None

New Business:

A. Program/Policy Committee – Jessica Krumpak, Chairperson

**Res. 23-121** MCDONALD HIGH SCHOOL AND ROOSEVELT ELEMENTARY  
STUDENT HANDBOOKS – 2023/2024

Resolution to approve the McDonald High School Handbook and the Roosevelt Elementary Handbook for the 2023-2024 school year (See Exhibits A and B).

Upon the recommendation of the district superintendent, I call for a motion to approve the above resolution.

Mrs. Krumpak moved and Mrs. Klase seconded  
Yeas: Krumpak, Klase, Shields, Cappuzzello, Saganich  
Nays: None  
President declared motion carried

**Res. 23-122** INTENT NOT TO PROVIDE CAREER-TECHNICAL EDUCATION TO  
STUDENTS IN GRADES SEVEN AND EIGHT

WHEREAS, O.R.C. 3313.90 provides that the requirement for a school district to provide career-technical education to students enrolled in grades seven and eight can be waived for a particular school year if the school district's board of education adopts a resolution that specifies the district's intent not to provide career-technical education to students enrolled in grades seven and eight for a particular school year and submits that resolution to the Ohio Department of Education by the thirtieth day of September of that school year.

NOW, THEREFORE, BE IT RESOLVED THAT;

1. The Board will not provide career-technical education to students enrolled in grades seven and eight for the 2023-2024 school year; and
2. The Board directs the Superintendent to submit a copy of this Resolution to the Ohio Department of Education prior to September 30, 2023.

Upon the recommendation of the district superintendent, I call for a motion to approve the above resolution.

6717

Mrs. Krumpak moved and Mrs. Klase seconded  
Yeas: Krumpak, Klase, Shields, Cappuzzello, Saganich  
Nays: None  
President declared motion carried

**Res. 23-123** COOPERATIVE TRANSPORTATION AGREEMENT

Resolution authorizing the McDonald Local School District Board of Education to enter into a Cooperative Transportation Agreement with the Trumbull County Educational Service Center and Community Bus Services, Inc., for the 2023-2024 school year. (See Exhibit C)

Upon the recommendation of the district superintendent, I call for a motion to approve the above resolution.

Mrs. Krumpak moved and Mrs. Klase seconded  
Yeas: Krumpak, Klase, Shields, Cappuzzello, Saganich  
Nays: None  
President declared motion carried

**Res. 23-124** ALTA CARE GROUP SERVICES FOR 2023/2024 SCHOOL YEAR

Resolution to approve a one (1) year agreement between the McDonald Local School District and Alta Care Group, for the period of August 21, 2023 through May 30, 2024. (See Exhibit D)

Upon the recommendation of the district superintendent, I call for a motion to approve the above resolution.

Mrs. Krumpak moved and Mrs. Klase seconded  
Yeas: Krumpak, Klase, Shields, Cappuzzello, Saganich  
Nays: None  
President declared motion carried

**Res. 23-125** CINTAS CORPORATION CONTRACT

Resolution to approve a three (3) year contract with Cintas Corporation to provide the district with mats and mops of different sizes, effective August 1, 2023 through August 1, 2026, at a total contract cost of \$16,415.40. (See Exhibit E)

6718

Upon the recommendation of the district superintendent, I call for a motion to approve the above resolution.

Mrs. Krumpak moved and Mrs. Klase seconded  
Yeas: Krumpak, Klase, Shields, Cappuzzello, Saganich  
Nays: None  
President declared motion carried

**Res. 23-126** REVISED SCHOOL CALENDAR – 2023/2024

Resolution to approve a revised school calendar for the 2023/2024 school year. (See Exhibit F)

Upon the recommendation of the district superintendent, I call for a motion to approve the above resolution.

Mrs. Krumpak moved and Mrs. Klase seconded  
Yeas: Krumpak, Klase, Shields, Cappuzzello, Saganich  
Nays: None  
President declared motion carried

**Res. 23-127** SECURITY VOICE CONTRACT

Resolution to approve a three (3) year contract with Security Voice effective August 1, 2023 to July 31, 2026 at a cost of \$1,236 per year. (See Exhibit G)

Upon the recommendation of the district superintendent, I call for a motion to approve the above resolution.

Mrs. Krumpak moved and Mrs. Klase seconded  
Yeas: Krumpak, Klase, Shields, Cappuzzello, Saganich  
Nays: None  
President declared motion carried

# 6719

B. Finance Committee – Jody Klase, Chairperson

**Res. 23-128** TREASURER’S FINANCIAL REPORT

Treasurer’s Financial Report: May, 2023

- a. Check Register
- b. Financial Summary
- c. Bank Reconciliation

Upon the recommendation of the district treasurer, I call for a motion to approve the above resolution.

Mrs. Klase moved and Mr. Cappuzzello seconded  
Yeas: Klase, Cappuzzello, Shields, Krumpak, Saganich  
Nays: None  
President declared motion carried

**Res. 23-129** DONATIONS

Resolution to accept the following donations:

<b>DONOR</b>	<b>AMOUNT</b>	<b>FUND</b>	<b>PURPOSE</b>
Anonymous	\$500	005-9016	Anonymous donation to the Athletic Complex Fund.
Dr. William T. Kunkel, Jr., D.D.S.	\$10,500	007-9222	William and Irene Kunkel Scholarship and Marilyn Kunkel Stonestreet Scholarship donations.
Anonymous	\$80	018-9120	Donation to the Elementary PTO Group Fund.
Daniel J. Noday	\$25	018-9120	Donation to the Elementary PTO Group Fund.
Blaine Carter	\$100	018-9120	Donation to the Elementary PTO Group Fund.
Trevor Westervelt	\$25	018-9120	Donation to the Elementary PTO Group Fund.
Dustin Rivera	\$25	018-9120	Donation to the Elementary PTO Group Fund.
Adam Vukovic	\$100	200-9088	Hole Sponsor for Father/Son Golf Outing.
Russell and Mindy Miller	\$100	200-9088	Hole Sponsor for Father/Son Golf Outing.
Martin and Patricia Daniels	\$100	200-9088	Hole Sponsor for Father/Son Golf Outing.
Todd D. Flere DDS Inc	\$100	200-9088	Hole Sponsor for Father/Son Golf Outing.
Rosslers Transmission Inc.	\$100	200-9088	Hole Sponsor for Father/Son Golf Outing.
Richard P. Vukovic	\$100	200-9088	Hole Sponsor for Father/Son Golf Outing.
BlueDevil Band Boosters Inc	\$3,267	200-9960	Donation for the purchase of Marching Band Baritones.

6720

Upon the recommendation of the district treasurer, I call for a motion to approve the above resolution.

Mrs. Klase moved and Mr. Cappuzzello seconded  
Yeas: Klase, Cappuzzello, Shields, Krumpak, Saganich  
Nays: None  
President declared motion carried

**Res. 23-130** PERMANENT IMPROVEMENT LEVY RENEWAL – RESOLUTION TO PROCEED WITH SUBMISSION TO THE ELECTORS

Resolution determining to proceed with the submission to the electors the question of the renewal of an existing tax levy for the purpose of general permanent improvements. (See Exhibit H)

Upon the recommendation of the district treasurer, I call for a motion to approve the above resolution.

Mrs. Klase moved and Mr. Cappuzzello seconded  
Yeas: Klase, Cappuzzello, Shields, Krumpak, Saganich  
Nays: None  
President declared motion carried

**Res. 23-131** FY 2023 FINAL AMENDED APPROPRIATIONS

Resolution to approve the FY 2023 Final Amended Appropriations. (See Exhibit I)

Upon the recommendation of the district treasurer, I call for a motion to approve the above resolution.

Mrs. Klase moved and Mr. Cappuzzello seconded  
Yeas: Klase, Cappuzzello, Shields, Krumpak, Saganich  
Nays: None  
President declared motion carried

**Res. 23-132** FY 2024 PERMANENT APPROPRIATIONS

Resolution to approve the FY 2024 Permanent Appropriations. (See Exhibit J)

# 6721

Upon the recommendation of the district treasurer, I call for a motion to approve the above resolution.

Mrs. Klase moved and Mr. Cappuzzello seconded  
Yeas: Klase, Cappuzzello, Shields, Krumpak, Saganich  
Nays: None  
President declared motion carried

**Res. 23-133** CAMPUS PATROL

Resolution to pay the following McDonald Police Officers at the rate of \$27.50 per hour for campus patrol for the McDonald Local School District for all student days in the 2023-2024 school year:

Chief William Woodley	Lt. Ryan Ronghi
Officer Austin Bucan	Officer Brandon Caraway
Officer Dave Smith	Officer James Lampkin
Officer Ron Pratt	Officer Martez Penn

Upon the recommendation of the district treasurer, I call for a motion to approve the above resolution.

Mrs. Klase moved and Mr. Cappuzzello seconded  
Yeas: Klase, Cappuzzello, Shields, Krumpak, Saganich  
Nays: None  
President declared motion carried

C. Personnel Committee – Donna Shields, Chairperson

**Res. 23-134** SUPERINTENDENT CONTRACT

Resolution to renew Kevin O'Connell as Superintendent of McDonald Schools, for a five (5) year contract, beginning on August 1, 2024 and concluding on July 31, 2029. (See Exhibit K)

I call for a motion to approve the above resolution.



6722

Mrs. Shields moved and Mrs. Krumpak seconded  
Yeas: Shields, Krumpak, Cappuzzello, Klase, Saganich  
Nays: None  
President declared motion carried

**Res. 23-135** TRANSPORTATION SUPERVISOR

Resolution to renew Wilma Sylak, Transportation Supervisor of McDonald Schools, on a two (2) year contract, effective August 1, 2023 and concluding July 31, 2025. (See Exhibit L)

Upon the recommendation of the district superintendent, I call for a motion to approve the above resolution.

Mrs. Shields moved and Mrs. Krumpak seconded  
Yeas: Shields, Krumpak, Cappuzzello, Klase, Saganich  
Nays: None  
President declared motion carried

**Res. 23-136** CLASSIFIED SUBSTITUTE CUSTODIANS AND/OR DOMESTICS

Resolution to hire the following individuals as substitute custodians and/or domestics for the District, pending BCII and FBI background checks. Compensation will be at the approved hourly substitute rate for each position.

Aiden Booth	Kaden Crown	Kyle Crown
Daniel Gray	William Van Meter	

Upon the recommendation of the district superintendent, I call for a motion to approve the above resolution.

Mrs. Shields moved and Mrs. Krumpak seconded  
Yeas: Shields, Krumpak, Cappuzzello, Klase, Saganich  
Nays: None  
President declared motion carried

# 6723

**Res. 23-137** SUPPLEMENTAL CONTRACTS – 2023/2024

Resolution to approve the following personnel on a one (1) year supplemental contract for the school year 2023/2024, pending BCII and FBI background checks, as well as ODE Pupil Activity Permit:

Tracy Bosheff – Senior Class Co-Advisor	\$1,438.00
Jenna Evans – Senior Class Co-Advisor	\$1,438.00
Melissa Mills – Majorette/Flag-Line Advisor	\$1,232.00
Tim Harkleroad – Assistant Volleyball Coach	\$3,287.00
Cameron Hefner – 8 <sup>th</sup> Grade Volleyball Coach	\$3,287.00
Jeannette Domitrovich – Vol. Asst. Tennis Coach	\$-0-
Kim Jones-Schmidt – Vol. Assistant Majorette Advisor	\$-0-
Kim Jones-Schmidt – Vol. Band Camp Chaperone	\$-0-
Gina Peplow – Vol. Assistant Flag-Line Advisor	\$-0-
Gina Peplow – Vol. Band Camp Chaperone	\$-0-
Joseph Lasher – Vol. Band Camp Chaperone	\$-0-
Jesse Delorenzo – Vol. Band Camp Chaperone	\$-0-

Upon the recommendation of the district superintendent, I call for a motion to approve the above resolution.

Mrs. Shields moved and Mrs. Krumpak seconded  
Yeas: Shields, Krumpak, Cappuzzello, Klase, Saganich  
Nays: None  
President declared motion carried

6724

**Res. 23-138** CERTIFIED RESIGNATION

Resolution to accept the resignation of Dana Lariccia as High School Intervention Specialist effective June 27, 2023.

Upon the recommendation of the district superintendent, I call for a motion to approve the above resolution.

Mrs. Shields moved and Mrs. Krumpak seconded  
Yeas: Shields, Krumpak, Cappuzzello, Klase, Saganich  
Nays: None  
President declared motion carried

**Res. 23-139** HIGH SCHOOL INTERVENTION SPECIALIST

Resolution to hire Kraig Barth II, as a high school Intervention Specialist for the school year 2023-2024, pending BCII and FBI background checks. Contract is based on Column 1 – BA, step 2 - \$45,191.00.

Upon the recommendation of the district superintendent, I call for a motion to approve the above resolution.

Mrs. Shields moved and Mrs. Krumpak seconded  
Yeas: Shields, Krumpak, Cappuzzello, Klase, Saganich  
Nays: None  
President declared motion carried

**Res. 23-140** AJOURNMENT

Mr. Cappuzzello moved and Mrs. Shields seconded to adjourn the Regular Meeting at 6:51 p.m.

Yeas: Cappuzzello, Shileds, Krumpak, Klase, Saganich  
Nays: None  
President declared motion carried

**ATTEST:**

  
\_\_\_\_\_  
PRESIDENT

  
\_\_\_\_\_  
TREASURER



MCDONALD LOCAL SCHOOL DISTRICT BOARD OF EDUCATION  
REGULAR MEETING  
TUESDAY, JUNE 27, 2023 – 6:00 P.M.  
M.H.S. LIBRARY  
MCDONALD, OHIO 44437

Visitors, please register.

1. Karice Humphrey J.
2. Craig Barth
3. Laurie Smith
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.
- 13.
- 14.
- 15.
- 16.
- 17.
- 18.
- 19.
- 20.



**McDONALD HIGH SCHOOL  
600 IOWA AVENUE  
McDONALD, OHIO 44437**

**Letter from the Principal**

Dear Parents/Guardians and Students:

On behalf of the McDonald High School Administration, Faculty, and Staff, welcome back for the 2023-2024 school year. We look forward to an exciting year in academics, arts and athletics.

The information assembled in this Student Handbook is to provide you with an understanding of McDonald High School's policies and procedures. I urge you to read it carefully and discuss the pertinent parts together as a family. **There are significant changes to the Dress and Grooming policy on pages 29-31.** Students are urged to use this handbook as a tool to organize daily assignments and activities. Pages 3 and 4 require signatures from the student and parent, please complete this task and return them to school as soon as possible. Please feel free to contact my office if you have any questions about or concerns with the information outlined in this handbook.

I ask the students of McDonald High School to accept the challenge of academic excellence and dedicate yourselves to learning. I encourage you to take pride in your school, community, family, and most importantly yourself. I wish to thank you for your continued efforts in making the McDonald High School student body stand above all others. I hope that this school year will be both academically rewarding and socially enjoyable. Together, we will continue the tradition that is McDonald High School.

GO BLUE DEVILS!

Sincerely,

Mr. Gary Carkido, Principal

### **VICTORY MARCH**

**Cheer cheer for McDonald High  
Wake up the echoes cheering her name  
Send a volley cheer on high  
Shake down the thunder from the sky.  
Whether the odds be great or small  
McDonald High will win over all  
While her loyal sons are marching  
Onward to victory.**

### **ALMA MATER**

**Oh! Come let's sing McDonald's praise;  
And songs to alma mater raise.  
While we sing our love to you,  
We wear your colors, white and blue.  
McDonald High School is our cry!  
We laud your glories to the sky,  
We strive to do our best for you;  
McDonald High School, we'll be true.**



## Student/Parent Signature Page

### After reading and understanding the Student Handbook:

**PLEASE CHOOSE ONE**

\_\_\_\_\_ **I give** permission for my child to be interviewed, photographed and/or videotaped by McDonald Local Schools, members of the news media and other school-approved agencies for publication in news stories, educational and promotional materials for McDonald Local Schools. I understand that my child's name, age, and/or other personal information may be used as appropriate. I also understand that these images may be used for educational purposes to inform the community of school activities, school accomplishments, and educational offerings.

\_\_\_\_\_ I **do not** give permission for my child to be interviewed, photographed and/or videotaped by McDonald Local Schools, news media and/or other school-approved agencies for publication in news stories, educational and promotional materials for McDonald Local Schools.

**PLEASE CHOOSE ONE**

\_\_\_\_\_ **I give** permission for my child's image to be displayed on any McDonald Local Schools website for promotional and/or educational purposes. I understand that my child's name, age, and/or other personal information may be used as appropriate.

\_\_\_\_\_ I **do not** give permission for my child's image to be displayed on any McDonald Local Schools website for promotional and/or educational purposes.

I hereby release the above named organization, their agents, associates, and other assignees from any and all claim for damages, libel, slander, invasion of the right of privacy, or any other claim based on the use of said material.

(over)

**DIRECTORY PERMISSION OR NOT (Juniors & Seniors only)**

PLEASE CHOOSE ONE \_\_\_\_ I give permission for my child’s directory information to be released to the United States Military and /or other non-profit entities

\_\_\_\_ I do not give permission for my child’s directory information to be released to the United States Military and/or non- profit entities.

**COMPUTER AGREEMENT**

As a student, I have read, understand and agree to abide by the terms of the foregoing Acceptable Use and Internet Safety Policy and Agreement (EDE-P) provided in the opening day student folder. Should I commit any violation or in any way misuse my access to the District's computer network and the Internet, I understand and agree that my access privilege may be revoked and School disciplinary action may be taken against me.

As the parent or legal guardian of this student, I have read, understand and agree that my child or ward shall comply with the terms of the District’s Acceptable Use Policy and Agreement for the students’ access to the District’s computer network and the Internet. I understand that it is impossible for the school to restrict access to all offensive and controversial materials and therefore signing this Policy and Agreement and agree to indemnify and hold harmless the School, the District and NEOMIN against all claims, damages, losses and costs or whatever kind, that may result from my child's or ward's use of his/her access to such networks or his/her violation of the foregoing Policy and Agreement. Further, I accept full responsibility for supervision of my child's/ward's use of his/her access account if and when such access is not in the School setting.

**By signing this document, we agree that we have read and understand the handbook as well as the computer agreement.**

---

(Student signature)

(Date)

---

(Parent/Guardian signature)

(Date)

**Guidelines for Planner Use**



**August**

16... Teacher In-Service  
17... Teacher In-Service  
21... First Day of School

**September**

1... No School  
4... Labor Day –No School

**October**

6... Homecoming Game  
7... Homecoming Dance  
12... Parent Teacher Conf. 3-9pm  
13... NEOEA Day – No School  
25... End of 1<sup>st</sup> Nine Weeks

**November**

22-27... No School  
Thanksgiving Recess

**December**

18-Jan.2... Winter Vacation

**January**

3... Classes Resume  
15... Martin Luther King Day  
No School  
19... End of 2<sup>nd</sup> Nine Weeks  
(12:45 Early Release)

**February**

15... Parent –Teacher Conf  
3-9pm  
16... No School  
19... Presidents Day –No School

**March**

22... End of 3<sup>rd</sup> nine weeks  
29 - April 2 Easter Vacation

**April**

3... School Resumes

**May**

3... Prom  
25... Graduation  
30... Students Last Day  
31... Teacher In-Service

**Board of Education**

President..... Atty. John Saganich  
Vice President.....Jody Klase  
Members.....Jessica Krumpak, Donna Shields, Joseph Cappuzzello

**Faculty and Staff**

Phone # 330-530-8051  
Fax # 330-530-7041  
High School Office Fax #330-530-7034

**Administration**

Superintendent .....Kevin O’Connell  
Principal .....Gary Carkido  
Special Education Supervisor.....Meghan Waston

**Faculty**

Shannon Averell  
Brian Backur  
Bill Bundy  
Louis Domitrovich  
Jenna Evans  
Hallie Fabian  
Michael Hecker  
Rob Hilbun  
Ross Hill  
Dana Lariccia  
Melissa Mills  
Chuck Mooney  
Anthony Napolitano  
Jaclyn Napolitano  
Danielle Ronghi  
Danica Ronghi  
Pam Ross  
Samantha Rozzo  
Angela Sanson  
Thomas Senich  
Alicia Stonestreet  
Dan Williams

**Nurse**

Chelsey Palmer

**Guidance**

Tracy Bosheff

**Office**

Diane Fossaceca  
Diane Hughes  
Julie Lobaugh  
Pam Streb  
Linda Prokop (Study Hall and Attendance)

**Custodial**

Tom Amicone  
John Lewis  
Kim Oblinsky

**Educational Aides**

Jenn Schiavi  
Lori Srock

**McDonald Board of Education - Student Policy**

Students are the first concern of the school district and to fulfill its obligation to the students, the board will strive to spend its time in formulating policy and considering other matters related to students. Each student shall be treated with respect as an individual. One of the major tasks of our educational program shall be to assist each student in becoming self-sufficient in the utilization of the decision-making process. We believe students at McDonald High School model common sense, cooperation, leadership, and high standards of personal behavior. While the handbook clearly outlines our expectations for you based on these beliefs, real success by students can only be achieved through willingness to live up to these expectations. As in real life, the actions you choose to take will result in direct consequences. We stand committed in helping all students live up to their responsibility to our school community. To this end, the board and staff at McDonald shall work together to establish the best learning environment for each student.

**BELL SCHEDULE**

Enter Building.....7:45 a.m.  
 1<sup>st</sup> Period.....7:50 a.m. – 8:40 a.m.  
 2<sup>nd</sup> Period.....8:43 a.m. – 9:23 a.m.  
 3<sup>rd</sup> Period.....9:27 a.m. – 10:07 a.m.  
 4<sup>th</sup> Period.....10:10 a.m. – 10:50 a.m.  
 Lunch  
 May return to the building at 11:35 a.m.  
 5<sup>th</sup> Period.....11:40 a.m. – 12:30 p.m.  
 6<sup>th</sup> Period.....12:33 p.m. – 1:13 p.m.  
 7<sup>th</sup> Period.....1:17p.m. – 1:57 p.m.  
 8<sup>th</sup> Period.....2:00 p.m. – 2:40 p.m.

**ADJUSTED SCHEDULES**

<b>ONE HOUR DELAY</b>	<b>TWO HOUR DELAY</b>
1 <sup>st</sup> period 8:50 - 9:26	1 <sup>st</sup> period 9:50 - 10:19
2 <sup>nd</sup> period 9:29 - 9:54	2 <sup>nd</sup> period 10:22 - 10:51
3 <sup>rd</sup> period 9:57 - 10:22	3 <sup>rd</sup> period 10:55 - 11:25
4 <sup>th</sup> period 10:25 - 10:50	LUNCH 11:25 - 12:10
LUNCH 10:50 - 11:35	4 <sup>th</sup> period 12:15 - 12:41
5 <sup>th</sup> period 11:40 - 12:31	5 <sup>th</sup> period 12:44 - 1:11
6 <sup>th</sup> period 12:34 - 1:14	6 <sup>th</sup> period 1:14 - 1:40
7 <sup>th</sup> period 1:17 - 1:57	7 <sup>th</sup> period 1:44 - 2:10
8 <sup>th</sup> period 2:00 - 2:40	8 <sup>th</sup> period 2:13 - 2:40

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### **ACADEMIC INTEGRITY POLICY**

The McDonald Administration and faculty have adopted the following Academic Integrity Policy. Please read it carefully.

Each McDonald student is expected to do his/her own work, including homework assignments, essays, lab work, exams, and projects.

You can be sure of maintaining this academic integrity if you do the following.

\*Cite sources from which you directly take any ideas, information, images, etc. other than your own.

\*Cite sources from which you paraphrase anyone else's ideas in your own words and style.

\*Refuse to share your work or receive the work of others unless approved by the teacher.

\*Work with others only when that collaboration has been approved by the teacher.

\*Complete all assessments without the aid of any person, notes or technologies not pre-approved prior to the assessment.

\*Participate fully in collaborative efforts and projects.

Failure to follow any of the approved, constitutes cheating or plagiarism and will not be tolerated. The following consequences will be enforced:

- A zero for that work with no make-up credit.
- Parent contact and/or conference.
- 3-day detention.

### **ALGEBRA I, PHYSICAL SCIENCE & FOREIGN LANGUAGE (8<sup>TH</sup> GRADE)**

A select group of eighth graders are given the opportunity to add Algebra I and/or Physical Science and/or Foreign Language to their schedule in place of Pre-Algebra 8 and Science 8 with the intent of taking Calculus and/or an Advanced Science in their senior year. To qualify for Algebra I and/or Physical Science and/or Foreign Language, students are selected on past performance and teacher recommendation.

These eighth grade students will have the opportunity to earn graduation credit for successful completion of Algebra I and/or Physical Science and/or Foreign Language. Algebra I students are required to take the Algebra I End of Course exam. Physical Science students are required to take the AIR assessment for Science 8.

**The only potential drawback is that a student will start his/her cumulative grade point average with the grade he/she receives in these classes.** If the student begins to struggle with Algebra I and /or Physical Science and/or Foreign Language, early intervention or placement in Pre-Algebra 8 and/or Science 8 and/or withdrawal from Foreign Language is recommended.

### **ANNOUNCEMENTS**

Announcements are made twice a day during the first and fifth period. Students must be attentive during announcements. Every effort is made to email daily announcements to TCTC students' email accounts.

### **ARRIVAL AND DISMISSAL**

In good weather, students are not to enter the building before 7:45 a.m. and 11:35 a.m. **Students may not enter the building by the rear doors.** Dismissal is at 2:40 p.m. and all students are to be out of the building by 2:50 p.m. unless under the supervision of a staff member. **If students arrive early to receive help or complete make-up work, they must arrive no later than 7:30 a.m.**

### **ATTENDANCE RECORDS**

**Students will be responsible to keep track of their own attendance.** A student or parent may request attendance information from the attendance officer one time per semester. This must be done after the school day. **The school must receive a call off or note from a parent/guardian within 24 hours or the student may receive detention. It is your responsibility to keep your attendance record on page 5.**

### **ASSEMBLIES AND PEP RALLIES**

Assemblies and pep rallies are held for several purposes: to teach, to entertain, to honor, to display school spirit, etc. Depending upon the purpose of the assembly, there is a specific type of behavior expected from the audience. **First and always, the members of the audience should respect the rights of the performer, speaker, or whomever might be presenting the program.** There is an obligation of courtesy that each student at McDonald High School owes other persons in this school. It is our expectation that you respect that obligation and our belief that you are due that level of courtesy in return. You are expected to:

1. Follow assembly instructions as given over the announcements.
2. HONOR and RESPECT the dignity of the program.
3. Avoid talking, yelling, clapping, or indicating your approval or disapproval when such is not appropriate. As an example, some programs require silence; pep rallies require audience participation. Even at pep rallies, there is a time to cheer and a time to listen.

Students not complying with our expectations will be denied attendance at assemblies and will be assigned to study hall for the duration of future assemblies.

Prior to an assembly, students are to report to their homeroom. Textbooks, coats, etc. are to be left in their lockers.

### **ATHLETICS AND EXTRACURRICULAR ACTIVITIES**

Eligibility for all extracurricular activities will be determined by the laws of the State of Ohio, the regulations of Ohio High School Athletic Association and the extracurricular regulations adopted by the McDonald Board of Education. In addition to a code of conduct, which deals with the possession or use of tobacco, alcohol and drugs, the Board regulation also established an academic standard beyond the state regulation of passing five credits during

the previous grading period. Remember participation in these activities is a **privilege, not a right.**

Students in athletics and extra-curricular activities must:

- Earn the equivalent of a 1.2 grade point average (G.P.A.) on a 4.00 scale for the preceding grading period.
- Earn the equivalent of 5 credits for the preceding grading period.
- Fulfill all eligibility requirements as set forth by the OHSA.
- Students in grades 7 or 8 must pass a minimum of five of all subjects in which enrolled the immediately preceding grading period.

### **McDONALD LOCAL SCHOOL DISTRICT INTERSCHOLASTIC AND EXTRA-CURRICULAR PARTICIPATION AGREEMENT**

As a member of an interscholastic team or an extra-curricular activity, there are specific traditions and responsibilities which must be maintained. They are worthy of, and require the **BEST** efforts of all concerned, including your family, other students, and your community. You will be observed and others will want to emulate you in many ways. Setting a good example for them speaks well of you, your team, and the school you represent.

You have made a choice to uphold certain standards above reproach. The importance of proper conduct cannot be overemphasized. Therefore, the compliance for conduct is not only for the McDonald High School Code of Conduct, but the Code of conduct established in this Interscholastic and Extra-Curricular Agreement for school sponsored activities.

As a current or future member of a team sport or extra-curricular activity:

- I will not sell, distribute, use or possess any mood-altering chemicals (drugs or alcohol).
- I will not sell, distribute, use or possess tobacco products of any kind (smoking, chewing or vaping).
- I will not be involved in any criminally related activity, excluding traffic violations.
- I will not participate in any hazing or related activity.

All offenses will determine the action to be taken. The 1st, 2nd, and 3rd offenses are based on the student athlete's athletic participation grades 9-12.

#### 1<sup>st</sup> Offense

The student athlete or extra-curricular participant will be suspended for 15 days of the season or 15 days of the extra-curricular activity in which the infraction occurred. Should the suspension occur late enough into that athletic season or extra-curricular activity, the remaining days will continue until all days have been served.

The student who is suspended will also not be permitted to attend any school functions sponsored by McDonald Local Schools for the period of the suspension. In addition, the student athlete or extra-curricular participant may be required to receive counseling and show proof of having attended or be presently attending counseling before being permitted to resume the activity.

2<sup>nd</sup> Offense

Dismissed from the team or activity immediately and prohibited from participating in any athletic contest or extra-curricular activity for one calendar year. The student who has been removed will also not be permitted to attend any school functions sponsored by McDonald Local Schools for the period of the suspension.

3<sup>rd</sup> Offense

Dismissed from the team or activity immediately and prohibited from participating in any athletic contest or extra-curricular activity for the remainder of high school.

The student who has been removed will also not be permitted to attend any school functions sponsored by McDonald Local Schools throughout his or her high school career. However, after dismissal for one calendar year the student may appeal to the McDonald Board of Education to be reinstated to his team or activity under probation for the remainder of high school.

All offenses will be determined when:

- A McDonald School Employee, Coach, or School Advisor witnesses the offense.
- The offense is confirmed by a law enforcement agency.
- The athletic or extra-curricular participant admits to offense.

I accept this agreement as morally binding and will honor all items in this agreement.

**EXAMPLE** \_\_\_\_\_  
**Student Signature**

**EXAMPLE** \_\_\_\_\_  
**Date**

**PARENT SECTION**

As a parent, I have read and understand the above agreement and agree that my child will uphold the rules and regulations set forth by the McDonald Local Schools for Interscholastic and Extra-Curricular Participation. If my child breaks any of the above rules, I understand that he/she is subject to discipline by the Athletic Department, Coaches, Advisors, and/or the Administration as described herein.

**EXAMPLE** \_\_\_\_\_  
**Parent Signature**

**EXAMPLE** \_\_\_\_\_  
**Date**

**\*\*STUDENT ATHLETIC AND EXTRA-CURRICULAR ACTIVITY PARTICIPANT WILL BE DENIED PARTICIPATION UNTIL THIS FORM HAS BEEN SIGNED BY BOTH PARENT AND STUDENT AND RETURNED TO THE COACH OR ADVISOR.**

**STUDENT ACTIVITIES**

Participation in interscholastic and extra-curricular activities enables students to develop leadership qualities, make new friends, pursue special interests, and just have fun.

Students are encouraged to get involved in an activity. However, since the primary purpose of high school is to promote scholastic achievement, students are reminded to select activities wisely and to budget their time effectively.

#### **DAILY REQUIREMENTS FOR EXTRACURRICULAR ACTIVITIES**

Students taking part in an interscholastic or extracurricular activity, as a participant or spectator, shall be in attendance all day on the day the event is held. If a student has not been in attendance all day on the day of an extracurricular activity, they shall not participate in nor be in attendance as a spectator at the event. Exceptions to this procedure must be approved by the Principal.

##### **List of Activities**

Cheerleading	National Honor Society
Class Officer	Marching Band
Spanish Club	Yearbook
Art Club	Math Club
Prep Bowl	Drama Club
Student Aides	English Festival
Student Council	Pep Band
Tabletop Game Club	

##### **Interscholastic**

Baseball (Boys)
Basketball (Boys & Girls)
Bowling (Boys & Girls)
Cross Country (Boys & Girls)
Golf (Co-ed)
Football (Boys)
Softball (Girls)
Tennis (Girls)
Track & Field (Boys & Girls)
Volleyball (Girls)

#### **ATTENDANCE POLICY**

##### **Attendance at school until the age of 18 is mandatory under Ohio law.**

It is the parent/guardian's responsibility to see that their son and/or daughter is enrolled until age 18 and that the student complies with the attendance policy of the school. Additionally, there is a strong correlation between regular attendance and school performance. Students, who do not maintain good attendance may fail academically, lose certain privileges including driving, participation in extracurricular activities, and/or athletics.

**If a student misses a class or school more than 54 hours (9 days) in a semester, or more than 108 hours (18 days) for the year, the student will receive 55% for each grading period for that class during that semester. Excused absences that do not count toward the 54 and 108 hours are listed on page 18.**

It is the student's responsibility to attend school from **7:50 a.m.** until the end of the school day unless officially excused by the principal or designee. Please call the school attendance office 330-530-8051 if your child will be absent. Also, if you receive an automated phone call or text informing you of your student's absence in either the am or pm; please call the school to verify the absence. Upon returning to school, students must turn in medical excuses or a parent note to the attendance officer within **72 hours** to have the day(s) excused. For the purposes of this policy, a student that missed periods 1 and 2 is absent in the AM or missed periods 5 and 6 is absent in the PM. **Any student not reported off by phone or fails to turn in a note when he/she returns may receive a detention.**

Any school-sponsored activity such as a field trip or class meeting will be an excused absence.

**Excused Absences:**

1. Personal illness – **medical verification is required.**
2. Illness in the immediate family – **medical verification is required.**
3. Quarantine – **medical verification is required.**
4. Death of a relative – three (3) days maximum.
5. Religious Holiday
6. Court summons or incarceration.
7. Family emergency – must be an acceptable reason in the judgment of the Principal or designee.
8. School-related activities approved by the Principal.
9. College visits, not to exceed three college visits for the school year.

**Family vacations taken during school days are not excused and are highly discouraged. Vacation days shall count toward the 54 hours (9 days) and 108 hours (18 days) as it relates to the 55% policy.**

Students with an **excused absence** are expected to make up work in a timely fashion. **If a student knew about a test or assignment prior to the absence, the teacher may require the student to complete the work immediately upon return to school.** Teachers are expected to provide students with the opportunity and assistance to make up work when possible and at a time as convenient as possible for both. However, it is recognized that many classroom activities and projects are not possible to recreate or make up. Except for long absences, those exceeding 5 days, the general rule will be one **(1)** make-up day for each day of an excused absence.

**Unexcused absence**, which in effect is considered truancy, will be addressed through the school discipline policy. An absence is unexcused if the reason is not covered under any of the nine reasons above. When a student is unexcused, truant, or suspended out of school, he/she will be permitted to make up classroom work assignments or tests and shall receive a grade no higher than a 65% for each completed assignment or test missed.

**RIGHT:** All residents of the McDonald Local School District of junior high or senior high school age will be provided the opportunity for a free public education upon the successful completion of six elementary grades.

House Bill 410, a student is considered "Habitually Truant" once he/she has missed 30 consecutive unexcused hours, 42 unexcused hours in one month,

or 72 unexcused hours in one school year. We are required by law to notify the home and set up a meeting with the school's Attendance Intervention Team which includes the parent(s)/guardian, child, a school official and the attendance officer.

According to House Bill 410, a student may not miss more than 65 hours in one school year or more than 38 hours in a month **with or without** a legitimate excuse or they are considered "Excessively Absent." We are required by law to notify home and set up a meeting with the school's Attendance Intervention Team.

### **BACKPACKS**

Book bags, backpacks, briefcases, and purses can be used to carry books/clothing to and from school. **They are not to be used during the school day from class to class. They are to remain in the locker.** Gym bags and duffle bags can be carried to and from P.E. class only.

### **BULLYING, HARASSMENT, INTIMIDATION AND CYBER-BULLYING**

The prohibition against hazing, dating violence, harassment, intimidation or bullying is publicized in the student handbook and in the McDonald Board of Education policy manual.

Hazing, bullying behavior and/or dating violence by any student/school personnel in the District is strictly prohibited, and such conduct may result in disciplinary action, up to and including suspension and/or expulsion from school. Hazing, bullying and/or dating violence means any intentional written, verbal, graphic or physical acts, including electronically transmitted acts, either overt or covert, by a student or group of students toward other students/school personnel with the intent to haze, harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity; in any District publication; through the use of any District-owned or operated communication tools, including but not limited to District email accounts and/or computers; on school-provided transportation or at any official school bus stop. While the majority of these issues may occur "on school property", or "at school events", it should be noted that discipline involving bullying may also include where the bullying originates as well as where it is communicated. If the act of bullying occurs off school property/during non-school hours, it may still result in school discipline if there is a disruption in the learning environment in the school setting.

Hazing, bullying and/or dating violence can include many different behaviors. Examples of conduct that could constitute prohibited behaviors include, but are not limited to:

1. physical violence and/or attacks;
2. threats, taunts and intimidation through words and/or gestures;
3. extortion, damage or stealing of money and/or possessions;
4. exclusion from the peer group or spreading rumors;



5. repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other Web-based/online sites (also known as "cyberbullying"), such as the following:
  - A. posting slurs on websites, social networking sites, blogs or personal online journals;
  - B. sending abusive or threatening emails, website postings or instant messages;
  - C. using camera phones to take embarrassing photographs or videos of students and/or distributing or posting the photos or videos online and
  - D. using websites, social networking sites, blogs or personal online journals, emails or instant messages to circulate gossip and rumors to other students.
6. excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.

In evaluating whether conduct constitutes hazing or bullying, special attention is paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim and the motivation, either admitted or appropriately inferred.

### Complaints

#### 1. Formal Complaints

Students and/or their parents or guardians may file reports regarding suspected hazing, harassment, intimidation, and bullying and/or dating violence. The reports should be written. Such written reports must be reasonably specific including the 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. They are promptly forwarded to the building principal/designee for review and action.

#### 2. Informal Complaints

Students, parents or guardians and school personnel may make informal 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 informal complaints must be reasonably specific as to the actions giving rise to the suspicion of hazing, harassment, intimidation and/or bullying, including person(s) involved, number of times and places of the alleged conduct, the target of the prohibited behavior(s) and the names of any potential student or staff witness. The school staff member or administrator who receives the informal complaint promptly documents the complaint in writing, including the above information. This written report by the school staff member and/or administrator is promptly forwarded to the building principal/designee for review and action.

### 3. Anonymous Complaints

Students who make informal complaints as set forth above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. The anonymous complaint is reviewed and reasonable action is taken to address the situation, to the extent such action (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 hazing, bullying and/or dating violence.

### 4. False Complaints

Students are prohibited from deliberately making false complaints of harassment, intimidation or bullying. Students found responsible for deliberately making false reports of harassment, intimidation or bullying may be subject to a full range of disciplinary consequences.

### Disciplinary Interventions

When acts of harassment, intimidation and bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Anonymous complaints that are not otherwise verified, however, cannot provide the basis for disciplinary action.

In or out-of-school suspension may be imposed only after informing the accused perpetrator of the reasons for the proposed suspension and giving him/her an opportunity to explain the situation.

Expulsion may be imposed only after a hearing before the Board, a committee of the Board or an impartial hearing officer designated by the Board in accordance with Board policy. This consequence is reserved for serious incidents of harassment, intimidation or bullying and/or when past interventions have not been successful in eliminating prohibited behaviors.

Allegations of criminal misconduct are reported to law enforcement, and suspected child abuse is reported to Child Protective Services, per required time lines.

### **CARE OF SCHOOL PROPERTY**

Take pride in your school. Please try to keep the outside and inside of the school clean and orderly. If a student writes on a desk, locker or school property, the student will be responsible for the cost of repair or replacement and may be subject to school discipline.

### **CHROMEBOOK GUIDELINES FOR STUDENTS**

These guidelines have been created to prevent accidental damage to the Chromebooks and to ensure that students are using them safely for educational purposes. Guidelines will be enforced in all areas of the school and should also be followed at home.

1. ALWAYS use the Chromebook placed flat on a desk or table, NOT in lap, on the floor etc.
2. ALWAYS carry the Chromebook with the lid closed inside the classroom.
3. ALWAYS transport the Chromebook securely fastened in its school-issued case, by the handles or shoulder strap & not on top of books-- whether going next door or leaving for the day.
4. ALWAYS keep all food, drink, and heavy objects away from the area where the Chromebook is being used to prevent accidental damage to the Chromebook.
5. ALWAYS bring your Chromebook to school, **charged** and ready to use, and to each class throughout the day.
6. ALWAYS keep your Chromebook in a safe, secure environment. Do not leave your Chromebook unattended or anywhere it could be exposed to extreme temperatures, theft, or other damage.
7. NEVER touch the screen of the Chromebook with fingers or any other object.
8. NEVER close the Chromebook with ANYTHING on the keyboard as this may damage the screen (be especially mindful of earbuds, pencils, papers, etc.)
9. NEVER place anything else in your case with the Chromebook since this could damage the Chromebook screen. This includes papers as they can cause the machine to overheat.
10. NEVER place the Chromebook on the floor where it may be stepped on. Store it under the chair when not in use in class.
11. NEVER push the Chromebook screen back too far or pick the Chromebook up by the screen as this will cause a short in the screen.
12. NEVER attempt to visit blocked sites or use the computer in a way that is not allowed in the MLSD Acceptable Use and Internet Safety Policy (EDE-P).
13. ALWAYS follow the rules of netiquette in all of your computer interactions- treat others as you wish to be treated online as well as in person.
14. ALWAYS use your own Chromebook and don't allow other students to use it because each student is responsible for damages to his or her own Chromebook.
15. ALWAYS return the Chromebook borrowed from a cart for daily use only. Be sure to plug in the Chromebook to be charged and return the Chromebook to the correct cart and slot.

### **CLINIC**

The purpose of the clinic is to provide first aid for minor injuries and sudden illnesses. The clinic is supplied with cots, bandages, and some medical supplies.

**You must have a pass from a teacher/administrator or secretary to go to the clinic. Students who leave for appointments or because of illness must receive approval prior to leaving the building from the Principal's Office or the Attendance Office.**

### **ADMINISTERING MEDICINES TO STUDENTS**

Students needing medication are encouraged to receive the medication at home, if possible. Only employees of the Board who are licensed health professionals, or who are appointed by the Board and have completed a drug administration training program meeting State law requirements, conducted by a licensed health professional and considered appropriate by the Board, can administer prescription drugs to students. Exceptions to this rule are noted in the Board of Education policy and must be administered by the school nurse.

### **COLLEGE CREDIT PLUS**

State law provides for student participation in the College Credit Plus (CCP) program for the purposes of promoting rigorous academic pursuits and exposing students to options beyond the high school classroom. Therefore, eligible 7th through 12th grade students may enroll at any public college/university and any participating nonpublic college/university on a full- or part-time basis and complete eligible nonsectarian, non-remedial courses for transcribed high school and/or college credit.

CCP information, registration, financial information and forms can be accessed through the school counselor's website.

### **CONDUCT AT ATHLETIC EVENTS FOR STUDENTS**

Athletic contests in which teams representing McDonald High School or Junior High are involved are a part of the overall program of the school, regardless of their location. Courtesy and sportsmanship are expected at all times. Misbehavior at any athletic contest, home or away, is punishable under the Student Code of Conduct at McDonald High School.

### **CODE OF CONDUCT FOR STUDENTS**

- Every attempt shall be made to be as fair as possible as well as firm as possible.
- Proper behavior is something we all must learn. It is perhaps the most important.
- The administration and teachers do not punish students when they show improper conduct. They only take corrective action hoping that it will not happen again.
- All possible misconduct could not possibly be listed. In other cases of misconduct, the corrective action taken will relate as closely as possible to the offense.
- Parents are to be notified whenever possible of serious or repeated infractions.
- Flagrant disregard for any or all school rules may result in out-of-school suspension of not less than 1 or more than 10 and may be followed with a recommendation for expulsion.
- Students may be disciplined for misconduct engaged in away from school property if the misconduct is related to activities occurring on school property. Students are subject to discipline for misconduct directed at school employees or their property, **regardless of where the misconduct occurs.**

The exercise of self-control, self-discipline, and self-direction are essential to positive school behavior and future success. To this end, each pupil must be responsible for his/her own behavior and must respect the rights of others.

The student conduct code provides a guide that will enable the students to learn good citizenship, respect for others, and to be a part of an academic atmosphere that is conducive to education. To help ensure this environment, the following offenses may lead to the probable corrective action that may include, but not limited to teacher detention, administration detention, loss of privileges, class suspension, emergency removal, in-school suspension, out-of-school suspension (*The District permits students to complete any classroom assignments missed due to out of school suspension. The student shall receive a grade no higher than a 65% for each completed assignment or test missed.*), or expulsion:

- Running in halls
- Littering in halls
- Assembly disturbance
- Assault or battery of a student or school employee
- Bus misconduct
- Bullying
- Cafeteria disturbance
- Cheating/plagiarism
- Chronic violation of school rules
- Disobedience
- Disrespect
- Distribution of unauthorized material
- Disruption of school – by setting off a fire alarm, possession or use of incendiaries, stink bombs, threat to induce panic, etc.
- Endangering the safety of others
- Extortion
- Failure to serve detention
- Failure to show reasonable care in use of textbooks and school equipment
- Fighting
- Flagrant disregard of school rules
- Foul or inappropriate language or obscene gesture directed toward a school employee
- Forgery
- Gambling, card playing, games, etc.
- Inducing panic through a verbal threat or action
- Harassment, intimidation, hazing
- Leaving school or class without permission
- Loitering
- Misbehavior in school
- Possession of drugs, drug paraphernalia, or alcohol
- Possession or use of tobacco products
- Possession of any smoking paraphernalia, including but not limited to, matches, lighters, cigarette paper, e-cigarette, vaping, etc.
- Possession or use of weapons

- Profanity or vulgar or inappropriate language (written, spoken, text, type, etc.)
- Provoking a fight or disturbance by actions or verbal comment
- Public display of affection; hugging, holding hands, etc.
- Sexual harassment
- Skipping class
- Student disruption
- Refusing to accept teacher discipline
- Theft/vandalism/destruction of school property
- Threats made towards students or staff
- Throwing snowballs and other objects
- Use of racial, ethnic, religious, degrading or sexual slurs
- Violation of attendance or tardy policy
- Violation of computer and technology guidelines
- Violation of dress code

**Any action or behavior judged by school officials to be inappropriate in a school setting and not specifically mentioned in other sections shall be in violation of the student conduct code. These student rules and consequences are general in nature. The administration reserves the right to use its discretion in enforcing the rules and consequences.**

Due to a broad range of behaviors, mitigating circumstances, and a sincere desire to modify misbehavior rather than simply assign predetermined consequences, the administration will use discretion as it sees fit. Interscholastic and extra-curricular activities have rules and regulations in addition to those listed above. **Violation of school rules or those rules particular to an activity may result in loss of participation.**

The following criteria will be considered when determining the appropriate corrective action for infractions of the student conduct code. Disciplinary action will be taken on an individual basis by the administration.

- Circumstances surrounding the incident or violation
- Minor or major infractions of school rules
- Frequency of infractions
- Cooperation and attitude of student
- Social Consequences – student may be denied participation in school activities as part of disciplinary consequences

#### **Probable Corrective Actions**

- Loss of privileges
- Teacher detention
- Administrative detention
- Class suspension
- School Service
- Emergency removal
- In-school suspension (ISS)
- Out of School Suspension (OSS) (*The District permits students to complete any classroom assignments missed due to suspension. The student shall receive a grade no higher than a 65% for each*)

*completed assignment or test missed. Assignments must be turned in the first day back from suspension.)*

- Expulsion

#### **Automatic Corrective Actions**

- **Selling of drugs and alcohol**

1<sup>st</sup> offense - Expulsion/Authorities contacted

- **Possession or use of drugs and/or alcohol**

1<sup>st</sup> offense- 10 days O.S.S. – pending a complete professional assessment with a certified addiction counselor or accredited or state licensed agency, conference with parent, principal (or designee), or a core team member.

Up to five days of the 10 days of suspension can be waived upon completion of the professional assessment and the approval of the principal and complying with the recommendation of the professional assessment.

Failure to comply with step 1 within three days may result in recommendation for expulsion.

2<sup>nd</sup> offense - 10 days with the recommendation for expulsion.

- **Use or possession of tobacco or smoking paraphernalia, ex. matches, lighters, cigarettes, e-cigarettes, vaping, etc.**

1<sup>st</sup> offense – 3 days O.S.S.

2<sup>nd</sup> offense – 5 days O.S.S. and suspended to Superintendent

- **Fighting**

1<sup>st</sup> offense - 1-5 days O.S.S.

2<sup>nd</sup> offense - 5-10 days O.S.S.

3<sup>rd</sup> offense - 10 days O.S.S. and suspended to Superintendent

- **Unauthorized leaving of school/class/study hall/ or lunch**

1<sup>st</sup> offense - 3 days detention

2<sup>nd</sup> offense - 1 day O.S.S.

3<sup>rd</sup> offense - 2 days O.S.S.

4<sup>th</sup> offense - 5 days O.S.S.

- **Use or possession of weapons**

1<sup>st</sup> offense - Expulsion for 1 year (State Law)

- **Assault or battery of school employee/student**

1<sup>st</sup> offense - 10 days O.S.S. and suspended to Superintendent

- **Foul or inappropriate language or obscene gesture directed toward a school employee (verbal or written)**

1<sup>st</sup> offense - 2-5 days O.S.S.

2<sup>nd</sup> offense - 6 days and suspended to Superintendent

- **Insubordination directed towards faculty member, staff member or administrator, whether verbal or written.**

1<sup>st</sup> offense - O.S.S.; number of days to be determined by administration

- **Student Disruptions**

1<sup>st</sup> offense - Discipline to be determined by the principal.

- **Disruption of school, bomb threats, use or possession of incendiaries, setting off fire alarms, stink bombs, inducing panic, etc.**

1<sup>st</sup> offense - 10 days O.S.S.; Recommendation for expulsion and contact law enforcement.

- **Flagrant disregard of school rules**

1<sup>st</sup> offense - 1-5 days O.S.S.

2<sup>nd</sup> offense - 6-10 days OSS and suspended to Superintendent.

- **Truant** - is absent from school for all or any part of the day without a legitimate excuse.

- **Violations of plagiarism and/or academic cheating**

Grade of zero on assignment or test, 3 detentions, parent notification by teacher

***GUIDELINES DESCRIBED IN THIS HANDBOOK ARE TO BE CONSIDERED AN ADDENDUM TO BOARD APPROVED POLICY.***

#### **CONDUCT/DISCIPLINE FOR STUDENT**

The privileges and rights of all students shall be guaranteed without regard to race, religion, sex creed, or national origin.

Students have the right to due process procedures in matters of suspension and expulsion.

**No student shall interrupt the process of education within the school.**

Every member of the school community, including students, and staff have the responsibility to promote regular attendance at school, orderly conduct and behavior, freedom from fear of insult and injury, and maximum opportunities for learning on the part of the student.

#### **DANCE RULES/PROM RULES**

1. All school rules are in effect whether the dance is on school property or not.
2. Once a student or guest leaves the dance, they are not permitted to return.
3. Any student or guest who has in their possession alcohol, tobacco, or drugs or is found to have used any such substance before attending the dance will not be permitted to attend and police will be called. Disciplinary action will also be taken at school.
4. Dangerous or offensive dancing is prohibited. This includes, but is not limited to, grinding, dirty dancing, jumping on another person's back, etc.
5. School dress code applies for all dances unless otherwise specified.



6. For open dances, a student guest form must be on file for all guests of MHS students. The age limit for a guest to attend a dance is 20 years old.
7. Students or guests who do not comply with these rules or the directives of the school administrators and/or chaperones, will be asked to leave the dance and may be subject to further disciplinary action.

### **DANGEROUS WEAPONS**

State legislation addresses the problem of dangerous weapons in school; students are prohibited from bringing a firearm on school property, in a school vehicle or to any school sponsored activity. If a student violates this regulation, the Superintendent shall expel the student from school for a period of one calendar year.

Further, students are prohibited from bringing knives and other dangerous weapons on school property, in a school vehicle or to any school sponsored event.

If a student does, the Superintendent may expel the student from school for one calendar year.

### **DETENTION PROCEDURE/RULES**

Detention will be assigned to be served in the morning, lunchtime, or after school. The time of detention is at the discretion of school officials. The primary purpose of detentions is to encourage a change of behavior. If the behavior becomes habitual, the principal will contact parents. If a student's pattern of behavior has not changed after a series of detentions, the student will receive a suspension.

**MORNING DETENTION** is held from 7:00 a.m. to 7:45 a.m. The doors for detention will open at 6:55 a.m. Please enter through the main door on Iowa. Students are to bring a writing utensil with them. Late arrivals will not be admitted.-

**LUNCHTIME DETENTION** is held from 10:55 a.m. to 11:35 a.m. Students are responsible for their own lunch. Students must be in their seats at 10:55 for the detention to count as served. If a student is receiving a school prepared lunch, it will be delivered to the detention room. Students are to bring a writing utensil with them. Late arrivals will not be admitted.

**AFTER-SCHOOL DETENTION** is held from 2:45 p.m. to 3:30 p.m.

To make detention more effective, the following items need to be noted by students and teachers:

1. In order to count a detention as served, the student must be in the room by 7:00 a.m. 10:55 a.m. or 2:45 p.m., no exceptions.
2. In order to avoid additional detentions, the student can enter no later than 7:05 a.m., 11:00 a.m., or 2:50 p.m. He/she must stay or an additional detention will be assigned.
3. Students are to go to lockers prior to coming to the detention room. Once in the room, only restroom passes will be issued.
4. Students will be required to complete an assignment given by the detention supervisor if they do not bring their own work.

5. Sleeping in detention is not permitted and will automatically result in an additional detention being issued by the supervisor.
6. Students will not be excused to teachers' rooms for any reason. Make-up tests should be sent to the detention supervisor who will administer them and return the completed copies to the appropriate teachers.

All detention slips issued should be in the appropriate box in the principal's office by 3:00 p.m.

\*Students who fail to report to detention will receive another day of detention. If the student still fails to report for detention, the student will receive 2 more detentions, if still misses, the student may be suspended or required to do school service.

**\*The student upon completion of suspension or school service will still need to serve his/her detention.**

Any student wishing to dispute a detention may fill out a **Detention Dispute Form** in the office. Forms **must** be turned in the **same day** the detention is given. A student that files a detention dispute will not serve the detention until he/she has met with the principal.

#### **DIPLOMA WITH HONORS**

Ohio students have the opportunity to choose to pursue one of six honors diplomas:

1. Academic Honors Diploma
2. International Baccalaureate Honors Diploma
3. Career Tech Honors Diploma
4. STEM Honors Diploma
5. Arts Honors Diploma\*
6. Social Science and Civic Engagement Honors Diploma

To be awarded an **Academic Honors Diploma**, the student shall;

1. Meet McDonald High School's curricular requirements.
2. Pass All State Mandated Assessments.
3. Meet seven of the eight criteria listed:
  - a. Earn four credits of English
  - b. Earn four credits of Mathematics which shall include Stem Algebra 1, Stem Geometry, Stem Algebra II or equivalent and another higher level course or a four-year sequence of courses that contain equivalent content. (Excludes Applied Math)
  - c. Earn four credits of Science, including 2 units of advanced science. Advanced science refers to courses that are inquiry based with laboratory experiences. They must align with the grades 11/12 standards (or above) or with an Advanced Placement science course or entry-level college course (clearly preparing students for a college freshman-level science class.)
  - d. Earn four credits of Social Studies.
  - e. Earn either three credits of one world language or two credits of two world languages.

- f. Maintain an overall high school grade point average of at least 3.5 on a four-point scale.
- g. **Earn one credit** of fine arts.
- h. **Obtain a composite score of 27 on the ACT or 1280 on the SAT.**

**\*For the criteria required for students to earn one of the six honors diplomas visit the Ohio Department of Education website. \***

#### **DRESS AND GROOMING**

The following guidelines for student dress and grooming are provided by the McDonald Board of Education in order to encourage an atmosphere which respects the opportunities for learning to which every student is entitled, and for which each in his/her own way is responsible:

1. All students are expected to adhere to common practices of modesty, cleanliness and neatness and to dress in such a manner as to contribute to an academic atmosphere. Any clothing, object, or manner of personal grooming that is unsafe, unhealthy, injurious to school property or is otherwise disruptive to the educational process is prohibited.
2. Students are expected to avoid extremes in appearance which may be disruptive or distracting.
3. In areas of organized activities where students publicly represent the school or one of its organizations, students will be required to dress in full accordance with the reasonable expectations of the staff member in charge of the activity. Students unwilling to comply with these requirements will disqualify themselves from participation.
4. **The Principal will have the final jurisdiction in interpreting and enforcing the dress code.**

**The following general guidelines are appropriate and applicable to all students. This is not an all-inclusive list.**

1. Clothing and jewelry should be worn in the manner for which it was designed. Jewelry that is dangerous such as dog collars, spiked jewelry, trailer chains, belt chains, etc. are prohibited.
2. The waistline of bottoms shall not be lower than the top of the hips. Undergarments shall not be exposed.
3. Clothing representing any school district other than the McDonald School District is not permitted.
4. Clothing bearing slogans, decals, pins, etc., or illustrations that pertain or relate to alcohol, tobacco, drugs, sex or other offensive matter may not be worn.
5. Any clothing that is dangerous and/or considered a safety hazard to the student or destructive to school property, (e.g., shoes that leave marks on the floor, clothes that drag on the floor) will not be permitted to be worn.
6. Head Cover is not to be worn inside the school building.

7. Foot apparel must be worn.
8. Student bottoms (shorts, skirts, dresses) must be at or below fingertip length when arms are hanging at the side. Slits or cut-outs (jeans with holes), must also be at or below fingertip length.
9. The following are not permitted: cutoff shorts, halter tops, bare midriffs, tank tops, spaghetti strap tops, sleeveless tops, or sleeves that are split at the shoulder. Also prohibited, revealing apparel such as: a nude look, see-through or peek-a-boo peep style, revealing necklines, cut, torn, or tied tops.
10. No coats are to be worn in class.
11. No visible body piercing (such as nose, tongue, lip, eyebrows, piercing retainers, gauges, etc.) Band-Aids or other materials used as coverings are prohibited.
12. Hair is to be clean and neatly groomed.
13. Facial hair is to be neatly trimmed and groomed.
14. Hair color must be natural in appearance. Extreme colors such as pink, blue, green, crayola red, or any other color not deemed natural by the principal or designee are not permitted.
15. Hair styles such as mohawks, long spikes, shaved initials, numbers or designs are not permitted.
16. Hair may not be worn covering the eyes in a way which obstructs a student's vision or obstructs a staff member's ability to observe a student's eyes.
17. Make-up may not be excessive.
18. No visible tattoos. If you have a tattoo it must be covered.
19. No hand cover or gloves are to be worn in school.
20. Sleepwear and slippers are not permitted.
21. Dress at all school sponsored events and activities shall be at the discretion of the activity sponsor, coach, and/or Principal. However, generally school dress is required when attending all school related activities.

Any student observed violating the above regulations will be required to conform to the dress code. Students whose apparel or personal grooming that distracts from the educational atmosphere will be subject to appropriate disciplinary action which may include detention or suspension until such time the dress code violation ceases to be a disturbing factor. **If the student is sent home to change, time missed will be unexcused.**

This dress code has been adopted not to create hardships on parents or students, nor to discriminate, but to try to keep in effect the appearance and pride that have been established in the McDonald School District.

#### **DRIVING PARKING/POLICY**

Students are permitted to park on designated school property which is the old elementary lot. All others will be towed, unless given authorization from Administration or designee.

## **ELECTRONIC DEVICES**

**Cellular Phones of any type** and any attachments i.e., headsets and earphones are prohibited during the school day.

### **SPECIFICALLY FOR CELL PHONES**

- All students' cell phones must be turned off once they have entered the building and stored in their lockers. Students' cell phones may not be turned on until they have left the building.
- **Students may only bring their cell phone to a class in which it was specifically requested by a teacher for educational use and must be returned promptly to their locker.**
- **Students who have permission to use cell phones by their teacher must be connected to the student WiFi to ensure educational use and keep students working in a safe environment.**
- **Cell phones may be used in the commons during lunch.**
- Unauthorized activation and/or use of cell phones may result in confiscation and/or search of the cell phone as such action is a direct violation of school policy.
- Whether or not or when the cell phone is returned to the student or parent/guardian is dependent upon circumstances present at the time of violation.
- When a cell phone is confiscated, the student will receive **two detentions for the 1<sup>st</sup> offense. Subsequent offenses will result in a 1-5-day suspension.**
- **Remember:** cell phones, like all other personal items brought by a student into a school zone, may be subject to search. The outcome of that search may result in school disciplinary action and/or a criminal investigation by the police.

## **EMERGENCY MEDICAL AND STUDENT FORMS**

It is vitally important that this form be completed and returned at the beginning of the school year. In an emergency situation, students cannot be transported or treated at a hospital without this form. The information on this form is important so that we can contact the appropriate person to release the student to go home.

## **EMERGENCY PROCEDURES**

Tornado Drill - In case of a tornado warning, you will be notified by the emergency siren and/or the public address system. Each teacher has been instructed on the proper procedure and designated area within the building to proceed.

You should kneel or lie face down against an interior wall, draw your knees under you, cover the back of your head with your arms and remain quiet for further directions.

### Lock Down Drill

In case of an intruder you will be notified through the public address system. Each teacher has been instructed on proper procedures to follow. Make sure

to stay out of view from all windows and doors, turn out lights and remain quiet. Do not answer the door if someone should knock. Further directions will be given over the public address system.

Evacuation Procedure

Students will be evacuated in response to a fire alarm, or other emergency relating to leaving the building, and then reoccupy the building when officials indicate it is safe to return.

Students may be evacuated and sent to an alternate site.

**EMERGENCY SCHOOL CLOSING**

In the event of school closing due to snow or other emergencies, please listen to the television and/or the radio for accurate information. In addition, the school district has an all call system in place. If you do not receive a call please contact the school.

**FALSE FIRE ALARMS/BOMB THREATS**

Initiating or partaking in false alarms is a criminal act and a dangerous act. The proper authorities will be notified as well as disciplinary action by the school.

**STUDENT FEES – 2023-2024**

All fees are to be paid in the main office. Fees should be paid as soon as possible during the first month of school. A list of fees follows below:

**ROOSEVELT ELEMENTARY STUDENT FEES**

Kindergarten	\$20.00
First Grade	\$35.00
Second Grade	\$35.00
Third Grade	\$25.00
Fourth Grade	\$25.00
Fifth Grade	\$25.00
Sixth Grade	\$25.00

**MCDONALD HIGH SCHOOL STUDENT FEES**

Jr. High General Studies	\$10.00
Jr. High Science	\$10.00
Band	\$10.00
Intro Drawing	\$20.00
Intro Painting	\$25.00
Intro Ceramics	\$30.00
Adv. Ceramics	\$30.00
Crafts	\$20.00
Accounting	\$15.00
Accounting II	\$15.00
Biology	\$ 6.00
Chemistry	\$20.00
Adv. Chemistry	\$15.00
Physiology	\$ 6.00
Physics	\$12.00

A maximum student/course fee of \$100.00 per family has been established by the McDonald Local Board of Education. Additional charges for magazines, newspapers, etc., used in various subjects will be assessed to students at cost.

### **FERPA AND DIRECTORY INFORMATION**

Family Educational Rights and Privacy Act (FERPA). One change to FERPA was modification of the requirement to release directory information to military recruiters. Section 3319.321 (B) (1) (b) of the Revised Code has required nearly the same policy involving release of information to military recruiters." As a result of those two statutory requirements, most interested parties have taken the position that a parent could "opt out" of the release of information to recruiters specifically.

First, students and parents that choose any "opt out" of release of directory information must choose that the prohibition be for the release of directory information to all outside entities if there is an "opt out" for recruiters. That is, if recruiters are excluded, it must be as a part of excluding everyone. Recruiters must be treated the same as everyone else for release purposes. Specifically, the law requires local educational agencies (LEAs) receiving federal funding under ESE to give military recruiters the same access to secondary school students as they provide to postsecondary institutions or to prospective employers.

### **FIRE DRILLS**

State Law requires schools to hold periodic fire drills, so that in an emergency the building can be evacuated quickly and in an orderly manner. It is important that students move quietly and quickly out of the building.

- Each class is to exit via its assigned route. Students in hallways and other areas should immediately exit.
- Lights are to be turned off, doors and windows closed.
- The teacher should be the last person to leave the room and accompany the class to the outside area and take attendance and report anyone missing from their class.

If you have a student in your class with a permanent or temporary disability, be considerate and assist the student in exiting the building. **(Everyone is expected to leave the building.)**

### **FINAL (and Semester) EXAMS**

#### CCP Classes

- Final exams are required for all.

#### Year Long Classes

- Semester Exams are required for all.
- Final Exams: You are exempt from the exam if all is met:
  - You have all A's or at least one A and all B's
  - You have 5 or less days absent. Days that do not count towards the 5 days are listed on page 18 under excused

absences. Personal illness is excused towards the 5 days only if accompanied by a medical excuse.

- o You have no suspensions

Semester Classes:

- You are exempt from the final exam if all is met:
  - o You have all A's or at least one A and all B's
  - o You have 3 or less days absent. Days that do not count towards the 3 days are listed on page 18 under excused absences. Personal illness is excused towards the 3 days only if accompanied by a medical excuse.
  - o You have no suspensions

**SEMESTER AND FINAL EXAM DAY**

All students are expected to be in school on exam days (unless you are exempt). Only medical excuses will be accepted, and those will be verified by school personnel.

**FOOD AND DRINK**

Except for a clear water bottle, there will be no food or drink permitted in the classrooms or hallways. Staff have the right to confiscate and inspect any clear water bottle. **FOOD OR DRINK, INCLUDING WATER, IS NOT PERMITTED IN THE COMPUTER LABS.**

**GRADE CLASSIFICATION**

Promotion to a specific grade level will be based on units of credit except 7<sup>th</sup> and 8<sup>th</sup> grade who must pass at least 3 of the 5 core subjects.

9 <sup>th</sup> grade	completion of 8 <sup>th</sup> grade
10 <sup>th</sup> grade	completion of 5.25 units
11 <sup>th</sup> grade	completion of 10.50 units
12 <sup>th</sup> grade	completion of 15.75 units

**GRADING PROCEDURE**

The following procedure will be used in determining a student's letter grade for a nine-week grading period.

A	93-100
B	84-92
C	74-83
D	65-73
F	64 and Below

A grade will be calculated by totaling the value of six marks for the year and three marks for the semesters using the following procedure:

Examples: Full year class

<u>1</u>	<u>2</u>	<u>Exam</u>	<u>3</u>	<u>4</u>	<u>Exam</u>
22.5%	22.5	5%	22.5%	22.5%	5%

Or Semester long class



<u>1</u>	<u>2</u>	<u>Exam</u>
45%	45%	10%

The letter grade will continue to be displayed on the report card, however teachers will be using percentages to determine their student's grades for semester and yearly average.

### **GRADUATION EXERCISES**

Any student having successfully completed all requirements for graduation is eligible to participate in the graduation exercises conducted by the McDonald High School. Students participating in the ceremony must meet all graduation requirements.

1. Students must have successfully completed all requirements contained in the Ohio Revised code and set by the Ohio Department of Education and the McDonald Board of Education.
2. Students graduating early shall request participation in the graduation ceremony. Early graduates can only participate in the graduation exercises in the year of graduation. Early graduates are not eligible for valedictorian, top ten, and local scholarships.
3. All financial obligations to the District must be paid.
4. All disciplinary obligations must be satisfactorily complete.
5. Participation in graduation rehearsal is required for participation in the graduation ceremonies.
6. Students participating in the ceremony must wear the prescribed cap and gown.
7. Prior to graduation, misconduct that results in suspension or expulsion may result in denial of participation in graduation ceremonies.

Students whose decorum is disruptive or brings undue attention to themselves will not be awarded their diploma at the commencement exercises. They will be required to fulfill the disciplinary requirements given by the Superintendent/designee. Once the disciplinary requirements have been satisfied, the students shall receive their diplomas.

### **GRADUATION REQUIREMENTS FOR THE CLASS OF 2023 AND BEYOND**

There are 3 parts to meeting state graduation requirements:

1. Cover the Basics!

The minimum requirements for graduation at McDonald High School are 21 units of credit they are as follows:

- 4 Units of English
- 4 Units of Math
- 3 Units of Social Studies
- 3 Units of Science
- 1 Units of Health and Physical Education
- 1 Unit of Fine Arts
- 5 Units of Electives

\*Students must receive instruction in economics and financial literacy (in high school)

2. Show Competency:

Earn a passing score on Ohio's high school Algebra I and English II tests. Students who do not pass the test will be offered additional support and must retake the test at least once. Is testing not your strength? After you have taken your tests, there are three additional options to show competency!

Demonstrate Two Career-Focused Activities\* : Foundational Proficient scores on WebXams A 12-point industry credential A pre-apprenticeship or acceptance into an approved apprenticeship program Supporting Work-based learning Earn the required score on WorkKeys Earn the OhioMeansJobs Readiness Seal

Enlist in the Military Show evidence that you have signed a contract to enter a branch of the U.S. armed services upon graduation.

Complete College Coursework Earn credit for one college-level math and/or college-level English course through Ohio's free College Credit Plus program.

3. Show Readiness:

Students will demonstrate readiness by earning at least two diploma seals, one of which must be state defined.

State-Defined Diploma Seal	Requirements
Military Enlistment Seal	Provide evidence that a student has enlisted in a branch of the U.S. Armed Forces, or Participate in an approved JROTC program

Technology Seal	<p>A student can</p> <ol style="list-style-type: none"> <li>1. Earn a score that is at least equivalent to proficient on an appropriate Advanced Placement or International Baccalaureate exam</li> <li>2. Earn a final course grade that is equivalent to a B or higher in an appropriate class taken through the College Credit Plus program, or</li> <li>3. Complete a course offered through the district or school that meets guidelines developed by the Department. A district or school is not required to offer a course that meets those guidelines.</li> </ol>
Industry-Recognized Credential Seal	<p>Earn a 12-point approved industry-recognized credential or group of credentials totaling 12 points in a single career field.</p>
Citizenship Seal	<p>A student can</p> <ol style="list-style-type: none"> <li>1. Earn a score of proficient or higher on both the American history and American government end-of-course exams</li> <li>2. Earn a score that is at least equivalent to proficient on appropriate Advanced Placement or International Baccalaureate exams, or</li> <li>3. Earn a final course grade that is equivalent to a B or higher in appropriate classes taken through the College Credit Plus program</li> <li>4. Earn a final course grade that is equivalent to a B or higher in both an American History course and an American Government course offered at the student's high school.</li> </ol>

OhioMeansJobs-Readiness Seal	Meet the requirements and criteria established for the readiness seal including demonstration of work-readiness and professional competencies
State Seal of Biliteracy	Meet the requirements and criteria including proficiency requirements on assessments in a world language and English
College-Ready Seal	Earn remediation-free scores on the ACT or SAT. Visit the ODE for more information
Science Seal	<p>A student can</p> <ol style="list-style-type: none"> <li>1. Earn a score of proficient or higher on the biology end-of-course exam</li> <li>2. Earn a score that is at least equivalent to proficient on appropriate Advanced Placement or International Baccalaureate exams, or</li> <li>3. Earn a final course grade that is equivalent to a B or higher in an appropriate class taken through the College Credit Plus program</li> <li>4. Earn a final course grade that is equivalent to a B or higher in an Advanced Science course</li> </ol>

<p>Honors Diploma Seal</p>	<p>Earn one of six Honors Diplomas outlined below:</p> <ol style="list-style-type: none"> <li>1. Academic Honors Diploma</li> <li>2. International Baccalaureate Honors Diploma</li> <li>3. Career-Tech Honors Diploma</li> <li>4. STEM Honors Diploma</li> <li>5. Arts Honors Diploma</li> <li>6. Social Science and Civic Engagement Honors Diploma</li> </ol>
<p>Locally Defined Diploma Seals**</p>	<p><b>Requirements</b></p>
<p>Community Service Seal (locally defined)</p>	<p>Students must complete 20 hours of community service over the course of grades 9-12. Plans must be pre-approved by the school counselor or administrator. Community Service is defined as unpaid work performed by a student for the benefit and betterment of their community without any form of compensation.</p>
<p>Student Engagement Seal (locally defined)</p>	<p>Students must complete a minimum of 4 credits in the fine arts over the course of grades 9-12. CCP classes can count towards the 4 credits. In lieu of taking fine arts classes during the school day, students may elect to participate in a minimum of 2 school days of music over the course of grades 9-12. Outside fine and performing arts education must be pre-approved by the school counselor or administrator.</p>

Fine and Performing Arts Seal (locally defined)	Students must participate in at least 1 school-sponsored club or sport each year over the course of grades 9-12
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### HALL PASSES

No student will be permitted in the hall without a hall pass. It will be the responsibility of the student to ask the teacher for the hall pass. The issuance of a hall pass will be at the discretion of the teacher. Each student must have a separate pass. Hall passes are to be used as intended and students in areas not approved by the teacher may receive a detention(s).

### HONOR ROLL

An honor roll will be published at the end of each nine-week grading period. This is not based on an average or point system. It will be an A and B honor roll. One grade lower than B will eliminate a student from the honor roll.

### INSURANCE FOR STUDENTS

School insurance is available to all students. This is an excess coverage insurance program and is optional.

### INTEGRITY

Students' attitudes shall reflect honesty, trustworthiness, and respect for others as well as for self. **Whenever a student is found guilty of cheating, plagiarism, falsification, or stealing, the teacher shall take disciplinary action and notify the parents.** The principal will also be notified and will determine if further disciplinary action is needed.

**Cheating:** Cheating includes the actual giving or receiving of any unauthorized aid or assistance or the actual giving or receiving of unfair advantage on any form of academic work.

**Plagiarism:** Plagiarism includes the copying of the language, structure, idea and/or thought of another and representing it as one's own original work.

**Falsification:** Falsification includes the verbal or written statement of any untruth. This includes making false reports against students and school personnel.

**Stealing:** Stealing includes acquiring another's possessions without right or permission.

### INTERIM PROGRESS REPORTS

Interim Progress Reports will go out during the fifth week of each grading period.

### INTERIMS

September 22

November 30

February 22

April 26

### **INTERNET ACCEPTABLE USE POLICY AND AGREEMENT**

Every McDonald student is required to review, sign, and return the internet acceptable use policy and agreement. Students will receive this policy and agreement on the first day of school in their homeroom packets. No student, regardless of age, will be provided access to the network or Internet until he/she has returned a copy of the Policy and Agreement which has been signed by both the student and the student's parent or guardian.

### **LEAVING BUILDING/SCHOOL GROUNDS**

Leaving the building or school grounds at any time during the school day without authorization is not permitted. Refer to Conduct Code for Students for consequences.

### **LOCKERS**

On the first day of school, students are assigned a locker. Lockers are provided as a convenience for students to store books, coats, and school supplies. Lockers should be kept clean and in order at all times.

- Nothing is to be placed on the outside of locker
- No permanent markings are to be made on the inside of lockers.
- The student is responsible for removing any decorations or objects at the close of the school day.
- Any offensive material is prohibited.

**Do not give your combination to other students. Changing lockers without permission is prohibited. Your lockers must remain closed and locked throughout the day. Rigging your locker to stay open is prohibited and you may receive detention for doing so. Lockers are subject to inspection by a school official or designee at any time.**

### **LOST AND FOUND**

Articles found in and around the school should be turned in to the office, where the owners may claim their property by identifying it. Items will be held for one week, then disposed of.

### **LUNCH PERIOD**

Student behavior in the commons should be based on courtesy and cleanliness. Students must be in the lunchroom, in a teacher's room or out of the building by 11:00 a.m. When students have finished eating, all trash and garbage is to be dumped into the trash bin. Students are to remain in the commons. No students are permitted to go to their lockers at lunch time.

**Whether a student leaves for lunch or stays in school, the student code of conduct applies to all.**

Only two girls and two boys are permitted to use the restroom at one time and must use the ones on the first floor. Those who eat in the commons may not leave the building during the lunch period. Students leaving the building at lunchtime must leave immediately after the fourth (4<sup>th</sup>) period and may not return until 11:35 a.m. **At no time during the day may food or drink (except water) be taken from the commons, except for lunchtime meetings.**

### **MAKE-UP ASSIGNMENTS**

A student with an **excused absence** is expected to make up work in a timely fashion. **If a student knew about a test or assignment prior to the absence, the teacher may require the student to complete the work immediately upon return to school.** Teachers are expected to provide students with the opportunity and assistance to make up work when possible and at a time as convenient as possible for both. However, it is recognized that many classroom activities and projects are not possible to recreate or make up. Except for long absences, those exceeding 5 days, the general rule will be one **(1)** make-up day for each day of an excused absence.

**Unexcused absence**, which in effect is considered truancy, will be addressed through the school discipline policy. An absence is unexcused if the reason is not covered under any of the nine reasons on page 18. When a student is unexcused, truant, or suspended out of school, he/she is permitted to make up classroom work assignments or tests and shall receive a grade no higher than a 65% for each completed assignment or test missed. Assignments must be turned in the first day back from suspension.

### **MARKING PERIODS/REPORTING GRADES FOR 2023-2024**

1 <sup>st</sup> nine weeks ends	October 25
2 <sup>nd</sup> nine weeks ends	January 19
3 <sup>rd</sup> nine weeks ends	March 22
4 <sup>th</sup> nine weeks ends	May 30

### **MEDIA CENTER/COMPUTER LABS POLICIES AND PROCEDURES**

Students are encouraged to use the library/labs. Students are not permitted in the library/labs without teacher supervision.

- Students must be working the entire time.
- Furniture and equipment is not to be moved unless under teacher supervision.
  - maximum of one person per computer/chair
  - If equipment is not working properly, please notify a teacher
  - In order to use the computers, you must do three things:
    - 1) sign an Acceptable Use Policy
    - 2) secure a pass from a teacher for whom you are doing work for that requires a computer
    - 3) know your password
- No food, drink, or gum chewing in any computer lab.
- Teachers have the right to accept/deny use of a computer (a computer pass).
- Students who are not working constructively, will be sent to the office.



### **NATIONAL HONOR SOCIETY**

Induction into the National Honor Society is the highest academic honor a student can achieve. Since this is such an impressive accomplishment, we attempt to reflect this fact in our fall induction ceremony.

Students who wish to be considered for induction into NHS must meet the following criteria:

- Candidates eligible for selection must be members of the junior or senior class.
- Candidates must have been enrolled for a period equivalent to one semester at McDonald High School.
- 3.4 cumulative grade point average (through the 4<sup>th</sup> semester of high school, 9-11)
- A minimum of 12 activity points is required.
- A minimum of 40 hours of community service is required.
- 3.4 average character rating by the teachers on a 4-point scale
- Completion of an Interest Questionnaire in the fall prior to selection and induction. This form must be signed by the student and parent or guardian indicating an understanding of the selection process. Questionnaires, character ratings, and all documentation forms are then turned over to the five-member faculty council. The council selects new members based on this information. The decision of the council is final.
- During the course of a school year, circumstances may arise that can alter the criteria above. If there are changes, students will be notified as soon as possible of the changes.

### **PEPPER GAS**

Pepper gas, mace, stink bombs, and other similar substances are regarded as disruptive devices, and will be subject to school discipline.

### **SCHEDULE CHANGES**

All schedule **changes** are to be made during the **first full week** of school. Schedule changes will be made by the guidance counselor. During the **first week** of school, a student may **withdraw** from a course, however, before a student is permitted to **drop** a class the parent, student, teacher and guidance counselor will need to meet to determine if this is best for the student. If it is determined in the best interest of the student, the student may select a new course offered during the same period or during one of their study halls. A student may add courses the first week to fill scheduled study halls.

All high school students are strongly encouraged to maintain at least six credits per academic year. **No more than two study halls per semester is allowed (exceptions may be made for students enrolled in CCP classes).**

A student may drop a class no later than two days after the 1<sup>st</sup> nine weeks. A student may drop a semester class no later than two days after the first interim for that class. Students who withdraw after these times will receive a WF (withdrawn failing) for that class. Students enrolled in a CCP class will follow the respective university policy for withdrawals.

**SIGNING IN AND OUT**

A student arriving at school any time after the normal starting time, morning or afternoon, is tardy and must report to the main office to sign in. Any time it is necessary for a student to leave school before the normal dismissal time, morning or afternoon, the student must sign out in the main office. No student may leave the school without the prior approval of the office. This approval may be obtained through a note from the student’s parents, a phone call from the parents, or by the Principal or secretary calling the parents or parents’ designee for their consent.

**STUDENT BEHAVIOR**

The exercise of self-control, self-discipline, and self-direction are essential to positive school behavior and success in the future. The school has an obligation to observe and respect the rights of individual students and the student body as a whole, and attempt to maintain a safe environment for all. As with any organization, cooperation and the observation of the rights of others are essential if the goals of the organization are to be accomplished. To this end, **each student is responsible for his/her own behavior and must respect the rights of others.**

**STUDENT COUNCIL**

Your Student Council provides for student activities, serves as a training experience for both leaders and followers, promotes the common good, gives students a share in the management of the school, develops high ideals of personal conduct, acts as a clearing house for student activities, seeks to interest students in school affairs and helps solve problems that may arise. Members of the Council are your representatives and have direct access to the school administration.

**Student Council Officers for 2023-2024**

- President.....
- Vice President ...
- Secretary.....
- Treasurer.....

**STUDENTS RECEIVING ASSISTANCE IN THE MORNING**

Students arriving for help must report directly to that teacher and not roam the halls. Check with the teacher the day before to see what time he/she will be at school.

**STUDENTS 18 YEARS OLD OR OVER AND/OR MARRIED**

Adult and/or married students participating in the school program are subject to the same rules, regulations and policies of McDonald High School.

**STUDY HALL**

Study hall students are expected to accomplish the following:

- Be in the study hall prior to the tardy bell.

- Bring materials to the study hall to read and/or complete class assignments.
- No talking unless permission is granted from the study hall monitor.
- Remain in your seat unless given permission to leave by the study hall monitor.
- Sleeping is **not** permitted.
- Food and drink are prohibited.
- Raise your hand to ask a question. (**No yelling out**)
- You cannot leave the study hall to get a pass from a teacher to leave study hall.

#### **SUBSTITUTE TEACHER**

Substitute teachers are to be accorded respect. Any student failing to maintain proper behavior and/or respect will be dealt with according to the Student Conduct Code. The responsibility is on the student for his/her behavior. A substitute teacher is someone whose impressions of our school and students will be carried into the community.

#### **SUBSTANCE ABUSE POLICY**

Viewed from a school perspective, the Board is committed to achieving an environment free of chemical abuse or dependency within our student body, our faculty, and our employees. Efforts to eliminate the use of non-therapeutic drugs, alcohol and other harmful substances in the schools are based upon the beliefs that: (1) Schools have a responsibility to teach about the harmful effects of drugs and alcohol, and (2) the use of drugs and alcohol leads to impairment of learning and behavior.

#### **Disciplinary Procedure and Action for Chemical Abuse in McDonald Schools.**

A student shall not possess, use, transmit, or show evidence of the unauthorized use of any narcotic drug, counterfeit controlled substance, hallucinogenic drugs, amphetamine, barbiturate, marijuana, steroids, alcoholic beverage, "look-alike" drug or intoxicant of any kind:

1. On the school grounds.
2. Off the school grounds at a school activity, function, or event.
3. Other than use of a drug authorized for that student by a medical prescription for a registered physician which has been registered and deposited with a school official or at any other time the student is within school district jurisdiction.

#### **FIRST OFFENSE**

1. Immediate ten-day, out-of-school suspension, pending a complete professional assessment with a certified addiction counselor or accredited or state-licensed agency; conference with parent, Principal (or his/her designee), and a Core Team member. (All assessment shall be at the parent's or guardian's expense.)
- 2.

3. Up to five days of the 10-day suspension may be waived upon completion of the professional assessment and the approval of the Principal and complying with the recommendations of the professional assessment.
4. Failure to comply with Step 1 within three school days may result in recommendation for expulsion.

#### SECOND OFFENSE

1. Immediate ten-day suspension with recommendation for expulsion; expulsion recommendation may be waived upon reassessment and recommendation of the original assessing agency.

#### THIRD OFFENSE

1. **EXPULSION.** The student will lose all academic credit for the period of time during which he/she is expelled. Readmission into school will be determined by compliance with the recommendations of the agency and continued follow-up programs as prescribed.

#### **Distribution or sale of alcoholic beverages and/or drugs or narcotics and/or "look-alike" or counterfeit drugs within jurisdiction:**

#### FIRST OFFENSE

1. Immediate ten-day out-of-school suspension pending recommendation for expulsion and contact law enforcement officials.

#### **TARDY POLICY**

##### **A. TARDY TO SCHOOL: (Administered by Semester)**

1. On the third (3<sup>rd</sup>) occasion that a student is tardy, the student will be assigned one (1) detention.
2. On the fourth (4<sup>th</sup>) occasion – two (2) detentions.
3. On the fifth (5<sup>th</sup>) occasion – four (4) detentions.
4. On the sixth (6<sup>th</sup>) and subsequent occasions – one (1) or more days suspension or school service. (To be determined by the administrator.)

##### **B. TARDY TO CLASS OR STUDY HALL: (Administered by Semester)**

1. First (1<sup>st</sup>) tardy – Teacher notifies student.
2. Second (2<sup>nd</sup>) tardy – Teacher warns student next tardy will result in detention.
3. Third (3<sup>rd</sup>) tardy – one (1) Detention.
4. Fourth (4<sup>th</sup>) tardy – (2) Detentions and parent conference.
5. Fifth (5<sup>th</sup>) tardy – and subsequent tardiness will result in either suspension or school service. (to be determined by the administrator.)

#### **TECHNOLOGY USE**

Computers, networks, telecommunications services and other forms of technology are designed to enhance student learning by supporting instructional activities within the school and by providing students with access to the resources available in an electronic community. With access to

computers comes the availability of material that may not be considered to be of educational value in the context of the school setting.

The use of electronic communications is a privilege, not a right, and inappropriate use may result in the cancellation of those privileges and/or other disciplinary action.

All confiscated materials will be held in the office until picked up.

1<sup>st</sup> offense - 2 days detention

2<sup>nd</sup> offense - suspension and parent or guardian will need to pick up the confiscated material.

### **TELEPHONE**

Students are permitted to use the office phone to call a parent or guardian with staff permission. Cell phones are to be used according to the cell phone rules on page 31.

### **TERMS AND DEFINITIONS**

**Anti-Hazing Policy** - No administrator, faculty member, or any other employee of the school district shall encourage, permit, condone, or tolerate any hazing activities. No student, including leaders of student organizations, shall plan, encourage, or engage in any hazing.

Hazing is defined as doing any act of coercing another, including the victim, to do any act of initiation by any student or other organization that cause substantial risk of causing mental or physical harm

**Assault** - A student shall not cause physical injury or behave in such a way or threaten to cause fear of physical injury to any student, teacher, staff member, or visitor to the school system.

**Bullying** - A student shall not repeatedly intimidate another student by the real or threatened infliction of verbal, physical, written, electronically transmitted, emotional abuse, or through attacks on the property of another. It may include, but not be limited to actions such as verbal taunts, name-calling, put-downs and extortion of money or possessions.

**Dangerous Weapons & Instruments** - A student shall not use, possess, handle, transmit, or conceal dangerous weapons, firearms, knives, mace, tear gas, firecrackers, explosives, or other devices on school property or at school sponsored events.

**Disobedience** - A student should follow the reasonable requests or directives of a teacher or authorized school personnel. Repeated or major violations or rules or directives also constitute insubordination.

**Disrespect/Insubordination** - No student shall show disrespect to faculty, staff, or visitors through "spoken, written, type or text" words or actions. Repeated or major violations or rules or directives shall also constitute insubordination.

**Disruption of school** - Students who by words, acts or deeds, directly incite others or themselves to commit violence or disrupt the atmosphere of order and discipline, shall be subjected to strong disciplinary action. ( An example, but not limited to, bomb threats, setting off fire alarms, use of incendiaries (firecrackers, smoke bombs, and/or impeding the free flow of traffic to or within the school.)

**Drug and Alcohol Abuse** - Possession, use, purchase, sale, intent to buy or sell, transmission, having the odor of alcohol beverages and/or drugs, controlled substance, or any other drug or counterfeit (look alike) drug, and /or simulating any of the above, during a school day or at a school sponsored activity regardless of day, time or location is prohibited.

Students shall not possess, use, sell, offer to sell, deliver, or conceal any instruments or paraphernalia for use with drugs of abuse. Use of drugs authorized by a medical prescription from a licensed physician shall not be considered to be in violation of this rule.

**Fighting** - Students shall not provoke or engage in physical contact for the express purpose of inflicting harm on another person. Words can constitute provocation. The aggressor may be dealt with in a more severe manner than the second party involved.

**Gangs** - Gang/hate group activity, clothing, and paraphernalia are prohibited. Gangs and hate groups which initiate, advocate, or promote activities which threaten the safety or well-being of persons or which are disruptive to the school environment will not be tolerated. Incidents involving initiations, hazing, intimidations, and/or related activities of such group affiliations which are likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students are prohibited.

Any student wearing, carrying, or displaying gang/hate group paraphernalia or exhibiting behavior or gestures which symbolize gang/hate group membership or causing and/or participating in activities which intimidate or affect the attendance of another student will be subject to disciplinary action.

**Harassment** - No student shall engage in verbal or physical activities which are intended to harass or annoy school employees and/or other students.

**Misbehavior in school** - A student shall not behave in such a manner as to require the teacher to spend valuable class time admonishing said student for the behavior. Examples of misbehavior would include talking, throwing paper, whistling, making distracting noises, engaging in horseplay, etc.

**Plagiarism/Academic Cheating** - A student shall not use the ideas, words, phrases, or writings of others and pass them off as his/her own. A writer's ideas, words, and the way of expressing them are his/her property, and anyone using them without properly citing and crediting the original source is guilty of plagiarism.

Cheating is the attempt to obtain knowledge, information, or material from another person or source of information or to submit such work as the work product of the student.

Examples of academic cheating may include the following: giving or receiving aid during a testing period, lending one's own work or acquiring the work of another for the purpose of submitting all or part thereof as the work product of the student.

**Public Display of Affection** – Public display of affection is considered inappropriate conduct. A student shall not exhibit inappropriate displays of affection in school buildings, on school property, or at school sponsored events.

**Search and Seizure** - Students are provided lockers, desks and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion of a violation of the law or school rules. Locks are to prevent theft, not to prevent a search by school authorities.

Search of a student and his/her possessions, including but not limited to vehicles, purses, and/or book bags may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others. All searches may be conducted with or without the student's consent.

Items found during a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated.

**Sexual Harassment** - It is legally defined as unwanted sexual advances which may be verbal, visual, or physical contact. Anyone who feels he/she is being harassed should report it to school officials. All matters involving sexual harassment complaints shall remain confidential. Parents of students involved will be notified.

- Student to student complaints report to principal
- Student to staff complaints report to the administrative assistant.

Given the nature of harassing behavior, the school recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges.

**Tobacco Products/Smoking** - The use or possession of tobacco in any form by students on or near school property, including school buses and school sponsored events, regardless of location, is prohibited

***It is illegal in the state of Ohio for individuals under the age of 18 to possess tobacco products.***

The possession of tobacco or smoke residue and odor will be considered sufficient evidence of its use. Possession of any tobacco or smoking paraphernalia including, but not limited to; matches, lighters, and papers will be in violation of the smoking policy. Smokeless tobacco will be treated in the same manner as a smoking violation. Any student acting as a look-out shall be considered to have violated the smoking policy.

#### **TEXTBOOKS**

All basic texts are loaned to students for their use during the school year. Workbooks and other supplies are paid for by the student. Textbooks are to be kept clean and handled carefully. Students should write their name in ink on the book label in case the book is misplaced. Students are required to pay for lost or damaged books.

#### **TORNADO DRILL**

Students are to move quickly and quietly to their designated area in the building. When arriving at this point, students are to kneel facing a wall, lower their heads to their knees, and cover their head with their hands. They are to wait quietly until a school designee indicates the all clear.

#### **TRUMBULL COUNTY TECHNICAL CENTER (TCTC)**

McDonald students attending Trumbull County Technical Center must adhere to the rules and regulations of both McDonald High School and TCTC.

#### **VALEDICTORIAN**

- A) In an effort to recognize academic excellence at McDonald High School, a class valedictorian(s) will be chosen. The following criteria will be used to determine valedictorian:
- 1) Valedictorian will be a graduating senior having the highest grade point average.
  - 2) No tutored course accepted.
  - 3) In case of ties, equal GPAs, co-valedictorians will be named.
- B) To qualify for valedictorian a student must:
- A. Be enrolled as a student at McDonald High School by the first day of their senior year.
  - B. Participate and earn credit in the following courses:
    1. Four units of English including Advanced English 11 and Advanced English 12 (CCP Writing I & II).
    2. Five units of Math including Calculus from the college preparatory offerings.
    3. Four units of Science; two being selected from Advanced Chemistry (CCP Chemistry I & II), Physics, Physiology, in the college preparatory offerings.
    4. Four units of Social Studies.
    5. Three units of Foreign Language or two units in two Foreign Languages.



6. College Credit Plus classes that are approved can be substituted for any class listed above.

7. Obtain a minimum composite score of 26 on the ACT or 1190 on the SAT. (Should all candidates fail to meet the minimum ACT/SAT score, the highest score attained by the candidate(s) will be the new minimum composite score for that graduating class.)

8. All other required courses set forth by the McDonald Board of Education.

Class rank is determined by the final yearly average listed on the report card. Senior year ranking is tentatively determined at the 7th semester and Final determination is done at the end of the 8th semester. A minimum of two CCP classes must be completed to be ranked in the top ten. If not enough students meet the minimum requirements, the top ten will be determined by advanced classes taken grades 8-12.

#### **VANDALISM AND PROPERTY DAMAGE**

Our school buildings and equipment cost the taxpayers to construct, purchase and maintain. Students who destroy or vandalize school property will be required to pay for losses or damages.

If students willfully destroy school property, suspension and subsequent expulsion may be necessary. If you happen to damage something by accident, you should report it to a teacher or the office immediately.

#### **VISITORS**

Parents/Guardians and visitors are welcome to visit our school. However, in order to properly guarantee the safety of our students and staff the individuals must report to the office upon entering the building to sign-in and obtain a hall pass.

In order to prevent any inconvenience, a person needing to confer with a staff member should call for an appointment prior to coming to school.

Students may not bring visitors to school to spend the day.

#### **WITHDRAWAL OR TRANSFER FROM McDONALD HIGH SCHOOL**

1. Obtain a withdrawal form from the guidance office.
2. The parent/guardian must accompany the student to school on the day of withdrawal.
3. Have each of your teachers sign the form stating you have turned in all books and materials issued to you and your grade at the time of withdrawal.
4. Check in the office to make sure all fees are paid.
5. Take the completed withdrawal form to the guidance office for final clearance.

### 2023 Football Schedule

Day	Date	Opponent	Location
Friday	August 18th	Southern	Home
Friday	August 25th	Columbiana	Home
Friday	September 1st	Campbell	Away
Friday	September 8th	Western Reserve	Home
Friday	September 15th	Jackson Milton	Away
Friday	September 22nd	Waterloo	Away
Friday	September 29th	Lowellville	Away
Friday	October 6th Homecoming	Windham	Home
Friday	October 13th	Springfield	Home
Friday	October 20th	Mineral Ridge	Away

### 2023 Tennis Schedule

Day	Date	Opponent	Location	Time
Tuesday	August 8th	Beaver Local	Away	4:00pm
Friday	August 11th	Struthers	Away	2:00pm

Monday	August 14th	Salem	Home	4:00pm
Thursday	August 17th	Lakeview	Home	4:00pm
Tuesday	August 22nd	United	Home	4:00pm
Wednesday	August 23rd	Warren	Away	4:00pm
Tuesday	August 29th	JFK	Home	4:00pm
Thursday	August 31st	Niles	Away	4:00 pm
Tuesday	September 5th	United	Away	4:00pm
Wednesday	September 6th	Warren	Home	4:00pm
Wednesday	September 13th	Salem	Away	4:00pm
Thursday	September 14th	JFK	Away	4:00pm
Monday	September 18th	Beaver Local	Home	4:-00pm
Wednesday	September 20th	Niles	Home	4:00 pm
Wednesday	September 27th	Struthers	Home	4:00pm

### 2023 Varsity/JV Volleyball Schedule

Day	Date	Opponent	Location	Time
Monday	8-21	Mathews	Home	5:30pm
Tuesday	8-22	Jackson Milton	Away	5:30pm

Thursday	8-24	Springfield	Away	5:30pm
Tuesday	8-29	Western Reserve	Home	5:30pm
Thursday	8-31	Waterloo	Home	5:30pm
Saturday	9-2	Canfield	Home	10:00am
Tuesday	9-5	Sebring	Home	5:30pm
Thursday	9-7	Mineral Ridge	Away	5:30pm
Tuesday	9-12	Lowellville	Home	5:30pm
Thursday	9-14	Jackson Milton	Home	5:30pm
Saturday	9-16	Lakeview	Away	10:30am
Monday	9-18	Brookfield	Home	5:30pm
Tuesday	9-19	Springfield	Home	5:30pm
Thursday	9-21	Western Reserve	Away	5:30pm
Monday	9-25	Crestview	Away	5:30pm
Tuesday	9-26	Waterloo	Away	5:30pm
Wednesday	9-27	Sebring	Away	5:30pm
Tuesday	10-3	Mineral Ridge	Home	5:30pm
Wednesday	10-4	LaBrae	Away	5:30pm
Thursday	10-5	Lowellville	Away	5:30pm
Monday	10-9	Heartland	Home	5:30pm
Thursday	10-12	Columbiana	Away	5:30pm

## 2023 McDonald Cross Country Schedule

Sat. Aug. 26 \*Billy Goat Challenge Woodland Park McDonald, OH

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Sat. Sept. 16 Spartan Invitational Boardman HS Boardman, OH

Wed. Sept. 19 \*Suburban League Champ Canfield Fairgrounds Canfield, OH

Tues. Sept. 26 \*Trumbull  
County Trumbull Co.  
Championship Fairgrounds

Friday, Sept. 29 Gilmour Academy Gilmour HS High School Only  
Gates Mills, Oh

Tues. Oct. 3 MVAC  
Championship Woodland Park  
TBA McDonald, OH

Sat. Oct. 7 \*The Legends Meet Trumbull Co. Fairgrounds

Tues. Oct. 10 MVJH  
Championships Woodland Park  
Middle School Only McDonald,  
OH

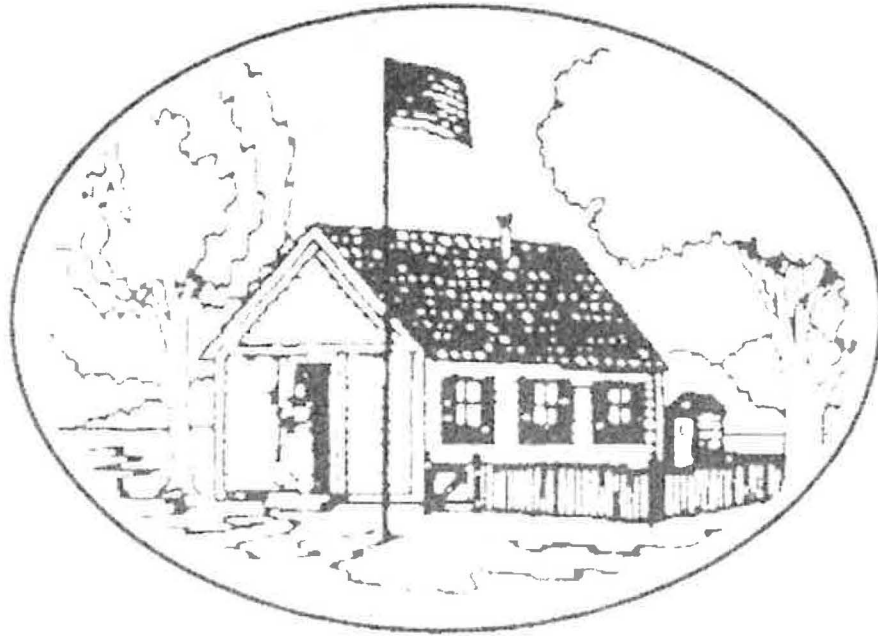
Sat. Oct. 21 Districts

Sat. Oct. 28 Regionals

Sat. Nov. 4 State

# ROOSEVELT

## ELEMENTARY



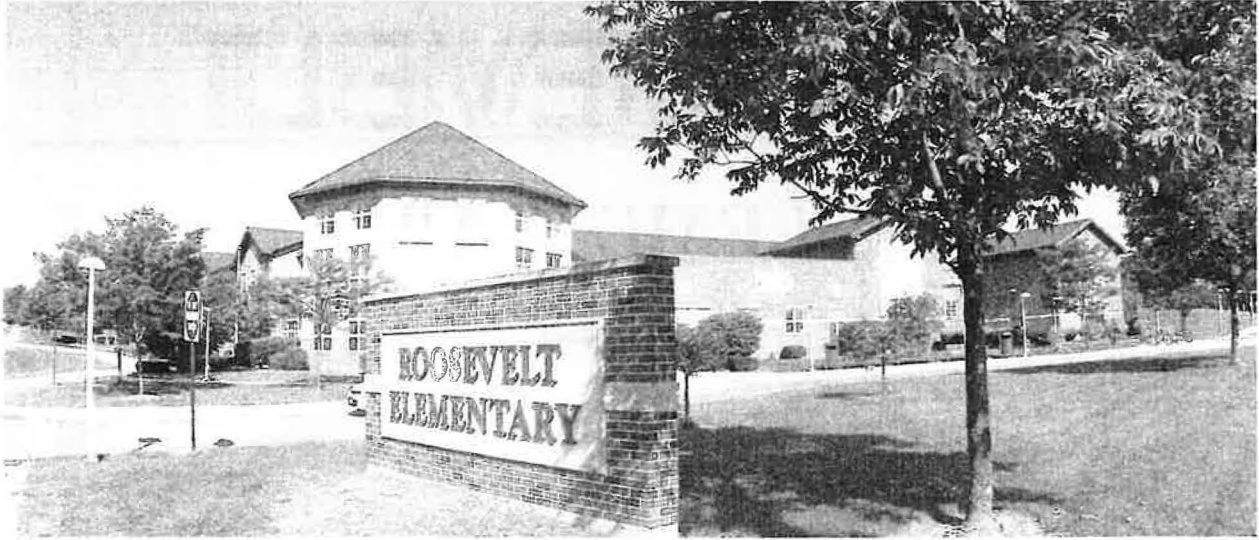
## STUDENT HANDBOOK

NT HANDBOOK

2020 - 2021

### 2023 - 2024

The district/school has unlimited rights to change the terms of this handbook at any time, without notice.  
The terms of this handbook are effective August 1, 2023 to July 31, 2024



## “The Place To Be”

Message From Our Roosevelt Family:

Dear Parents / Guardians and Students,

The Roosevelt Elementary faculty and staff would like to welcome you to our school and the beginning of a great new school year! The purpose of this handbook is to inform the parents and students about the rules, regulations, and policies of Roosevelt Elementary. Please take the time to read it carefully and discuss its contents with your child. If you have any questions, don't hesitate to call us (330) 530-8051.

We believe in a cooperative learning environment that involves the home, school, and community. Your support and cooperation in our efforts to achieve high standards of academic excellence and proper, respectful behavior will contribute greatly to a successful educational experience.

Thank you in advance for taking an active role in your child's education.

Sincerely,

Our 2023 - 2024 Roosevelt Family



## **McDonald Local Schools Board of Education**

Mrs. Jessica Krumpak

Mr. Joseph Cappuzzello

Mrs. Donna Shields

Mrs. Jody Klase

Attorney John Saganich

## **McDonald Local Schools Administrative Staff**

Mr. Kevin O'Connell, Superintendent

Ms. Megan Titus, Treasurer

Mr. Gary Carkido, High School Principal

Mr. Eric Jones, Elementary Principal

Ms. Meghan Watson, Director of Special Services

Mr. Jeff Studer, Technology Coordinator

Mrs. Jamie Van Meter, Director of Food Service

## **Roosevelt Elementary School Faculty**

Mrs. Bundy	Grade K
Mrs. Edwards	Grade K
Mrs. Rogers	Grade K
Mrs. Larson	Grade 1
Mrs. O'Leary	Grade 1
Mrs. Simmons	Grade 1
Mrs. Csizmadia	Grade 2
Mrs. Metzinger	Grade 2
Mrs. Morrison	Grade 2
Mrs. DeChellis	Grade 3
Mrs. Grewell	Grade 3
Mrs. Worrell	Grade 3
Mrs. Conley	Grade 4
Mrs. Fedyski	Grade 4
Mr. Vukovic	Grade 4
Miss Dolsak	Grade 5
Mrs. Rupe	Grade 5
Mr. Witkoski	Grade 5
Mrs. Daigle	Grade 6
Mrs. Kelly	Grade 6
Mrs. Mason	Grade 6
Ms. Conway	Intervention Specialist
Miss Wert	Intervention Specialist
Mr. Bucan	Intervention Specialist
Mrs. Schadl	Title 1
Mrs. Hill	Music
Miss Sonntag	Art
Mr. Krumpak	Gym
Mr. Ronghi	Technology
Mrs. Bosheff	Counselor
Mrs. Bucan	Paraprofessional
Mrs. Candel	Paraprofessional
Mrs. Williams	Paraprofessional

## **Roosevelt Elementary Staff**

Mrs. Skufca

Secretary

Mrs. Palmer  
Mrs. Heather Sennsabaugh  
Mrs. Cheryl Asente  
Mrs. Blystone  
Mrs. Evan  
Mrs. Palmer  
Ms. Houston  
Mrs. Knight  
Mrs. Kyees  
Mrs. Baker  
Mrs. Stuhldreher  
Mrs. Stitt  
Mrs. Hatton  
Mrs. Wright

School Nurse  
Alta Case Manager  
Alta Counselor  
Occupational Therapist  
Speech  
School Psychologist  
Title 1  
Title 1  
Title 1  
Custodian  
Custodian  
Custodian  
Cook  
Cook



## Our Mission

*The McDonald Local School District is committed to the pursuit of academic excellence, to inspire productive citizenship, and to empower lifelong learning for every student.*

## **Guiding Principles**

- 1. We believe that high expectations inspire high performance and continuous improvement.*
- 2. We will educate, engage, and enrich every student every day to grow academically, personally, and civically.*
- 3. We believe in a safe learning environment that fosters critical thinking, effective communication, and in the mission to prepare students for college and career readiness.*

## **McDonald Local Schools Code of Student Conduct**

The items in this code are applicable to all students when they are under the authority of school personnel during a school activity, function, or event whether on property owned, rented, or maintained by the McDonald Board of Education or property owned, rented, or maintained by another party. Additionally, the provisions of this code shall apply to students if the prohibited act(s) takes place while on properties immediately adjacent to school property, within the line of sight of school property, on school transportation, or if the act affects the operation of the schools.

Violation by a student of any one or more of the following rules of conduct may result in disciplinary action(s) which may include detention, deprivation of privileges, parental contact, referral to legal authorities, emergency removal, disciplinary removal, suspension, expulsion, permanent exclusion, or other disciplinary actions as deemed necessary to respond to inappropriate actions or behaviors. A student may be suspended pending the outcome of expulsion proceedings.

### **Table of Contents**

<b><u>Section 1: General School Information</u></b> (p.7-28) Academic School Calendar Academic Integrity	Students Discipline Tobacco Vandalism and Property Damage
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<p>Alcohol and/or Drugs  Bell Schedule  Bicycle Rules  Birthday Invitations / Special Occasion Treats  Bullying, Harassment, and Intimidation  Bus Rules  Cafeteria  Cell Phones  Chewing Gum  Clinic Services  Compulsory Attendance Ages  Due Process  Electronic Devices  Emergency Drills  Equal Educational Opportunities  Grade Scale  Hallways and Lawns  Homeless Students  Home Schooling or non-Chartered Students  Homework  Honor Roll  Inclement Weather  Interim Reports  Interrogations and Searches  Kindergarten  Lost and Found  Open Enrollment  Non Resident Students  Parent Conferences  Physical Education  Playground  Public Display of Affection  Report Cards  Restrooms  School Admission  School Fees  School Insurance  Signing In and Out</p>	<p>Weapons in the School</p> <p><b><u>Section 2: Dress Code Policy</u></b> (p.29-30)</p> <p><b><u>Section 3: Student Attendance Guidelines and Procedures</u></b> (p.31-33)  Types of Absences  Habitual Truancy  Excessive Absence  Due Process  Makeup Work Guidelines  Early Excusal  Tardiness to School  Intervention for Tardiness</p> <p><b><u>Section 4: Student Code of Conduct</u></b> (p.34-36)</p> <p><b><u>Student/Parent Sign-Off Sheet for Handbook</u></b>  (p.37)</p>
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**Section 1: General School Information**

**Academic School Calendar**

Aug. 16-17	Staff Reports
Aug. 21	First Day of School - All Students (Grades 1-6) KRA Testing (Aug. 21-23), First full day of Grade K Aug. 24
Aug. 31	Picture Day

Sept. 1	No School
Sept. 4	No School - Labor Day
Sept. 15	Health Fair
Sept. 26	Roosevelt Interims Go Home
Oct. 12	Parent Teacher Conferences (3-9pm)
Oct. 13	NEOEA Day - No School
Oct. 25	End Quarter 1 Grade Period
Oct. 27	Roosevelt Halloween Parade & Parties
Nov. 1	Quarter 1 Report Cards Go Home
Nov. 7	Waiver Day - No School
Nov. 22-27	Thanksgiving Break
Nov. 28	Classes Resume from Thanksgiving Break
December 4	Quarter 2 Interims Go Home
Dec. 15	Class Christmas Parties
Dec. 18-Jan. 2	Christmas Break
Jan. 3	Classes Resume from Christmas Break
Jan. 15	No School - MLK Jr. Day
Jan. 19	End Quarter 2 Grade Period - Early Release for Students
Jan. 26	Quarter 2 Report Cards Go Home
Feb. 14	Class Valentine Parties
Feb. 15	Parent Teacher Conferences (3-9pm)
Feb. 16	No School
Feb. 19	No School - Presidents Day
Feb. 26	Quarter 3 Interims Go Home
Mar. 22	End Quarter 3 Grade Period
Mar. 28	Quarter 3 Report Cards Go Home
Mar. 29-Apr. 2	Easter Break
Apr. 3	Classes Resume from Easter Break
Apr. 30	Quarter 4 Interims Go Home
May 27	No School - Memorial Day
May 29	6th Grade Promotion / Class Picnic Celebration - Last Day of Classes Grade 6
May 30	End Quarter 4 Grade Period - Last Day of Classes for Students (K-5)
May 31	Quarter 4 Report Cards Go Home Last Day for Staff

### **Academic Integrity**

Students are encouraged and expected to give their best effort on academic assignments / activities. Cheating, copying, the use of other persons' work, the use of A.I., etc... is not permitted. Disciplinary action may result.

### **Alcohol and/or Drugs**

The Board recognizes its share of the responsibility for the health, welfare and safety of the students who attend the District's schools. The Board is concerned about the problems of alcohol and drug abuse and recognizes that illegal or inappropriate use of alcohol, narcotic drugs, depressants or other controlled substances is wrong and harmful and constitutes a hazard to the positive development of all students.

The Board does not permit any student to possess, transmit, conceal, offer for sale, consume, show evidence of having consumed or used any alcoholic beverages, illegal drugs, unprescribed drugs, look-alike drugs or any mind-altering substance while on school grounds or facilities; at school-sponsored events; in other situations under the authority of the District or in school owned

or school-approved vehicles. Included in this prohibition are any substances represented as a controlled substance, nonalcoholic beers, steroids, tobacco and tobacco products and drug paraphernalia.

The Board wishes to emphasize the following requirements:

1. A student is required to obey existing laws on school grounds and while involved in school activities. School authorities have the same responsibility as any other citizen to report violations of the law. The final disposition of any problem, however, is determined by the building principal with due consideration of the welfare of the student and of any other relevant factors involved.
2. Discipline is imposed independent of court action. Students are subject to immediate suspension or expulsion proceedings for possession or use of illegal drugs or alcoholic beverages.
3. Parents and students are given a copy of the standards of conduct and the statement of disciplinary sanctions and are notified that compliance with the standards of conduct is mandatory.
4. If conditions warrant, the administration refers the student for prosecution and offers full cooperation in a criminal investigation.
5. A reduction in penalty may be considered if the student receives professional assistance. Professional assistance may include but not be limited to an alcohol/drug education program; assessment with follow-through based on the assessment findings, counseling, outpatient treatment or inpatient treatment.

The Superintendent designee establishes and the Board considers for approval detailed procedures for dealing with students who may have a drug or alcohol problem. These procedures are in compliance with all applicable laws and observed by all staff members. It is the desire of the Board for students with problems to feel secure enough to ask for help from their teachers or counselors without fear of reprisal. Confidentiality shall be maintained within the limits of the law. The long-range welfare of the student is paramount.

#### **Bell Schedule**

Breakfast	7:30 am - 8:00 am
Classes Begin	8:00 am
Tardy Bell	8:05 am
1 & 2 Lunch	10:20 am - 10:50 am
5 & 6 Lunch	10:55 am - 11:25 am
K Lunch	11:30 am - 12:00 pm
3 & 4 Lunch	12:05 pm - 12:35 pm
Dismissal Bus	2:20 pm
Dismissal K	2:25 pm
Dismissal 1-6	2:30 pm

#### **Bicycle Rules**

Students in grades 5 and 6 may secure bike permits in September. The following bicycle rules have been set up to maximize our efforts to provide our children with a safe atmosphere.

1. Obey all traffic laws: stop signs, riding on the right side of the road, riding single file, etc.
2. Wait until the school buses have left the school grounds.
3. Walk bicycles in and around the school grounds.
4. Park bicycles only in the rack provided.
5. Keep bicycles off grassy areas of school grounds.
6. Arrive at school no earlier than 10 minutes before school starting time unless involved in band practice, for a school program, or directed by a teacher.
7. Only one person is permitted on a single seat bicycle.
8. Behavior must be consistent with the expected standards of the school.
9. Children are not permitted to ride bicycles during the lunch hour.
10. Bicycle helmets are recommended.

Failure to abide by these rules will result in the loss of bicycle privileges.

#### **Birthday Invitations / Special Occasion Treats**

##### Party Invitations

All party invitations are to be given to the classroom teacher to distribute discreetly during the school day. Your child will not be permitted to distribute party invitations to his/her classmates if all students are not being included. If you have any questions or concerns regarding this please contact the main office.

##### Special Occasion Treats

All treats must be brought to the main office upon entry into the building to be inspected by the school nurse. No treats will be permitted without the approval of the school nurse. Please refer to the Acceptable Treats document on the

district website ([www.mcdonald.k12.il.us](http://www.mcdonald.k12.il.us)) located under the "Elementary" then "Cafeteria or Clinic" then "Acceptable Treats" link.

### **Bullying, Harassment, and Intimidation**

The prohibition against hazing, violence, harassment, intimidation or bullying is publicized in student handbooks and in the McDonald Board of Education policy manual.

Hazing, bullying behavior and/or violence by any student/school personnel in the District is strictly prohibited, and such conduct may result in disciplinary action, up to and including suspension and/or expulsion from school. Hazing, bullying and/or violence means any intentional written, verbal, graphic or physical acts, including electronically transmitted acts, either overt or covert, by a student or group of students toward other students/school personnel with the intent to haze, harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity; in any District publication; through the use of any District-owned or operated communication tools, including but not limited to District email accounts and/or computers; on school-provided transportation or at any official school bus stop.

While the majority of these issues may occur "on school property", or "at school events", it should be noted that discipline involving bullying may also include where the bullying originates as well as where it is communicated. If the act of bullying occurs off school property/during non-school hours, it may result in school discipline if there is a disruption in the learning environment in the school setting.

Hazing, bullying and/or violence can include many different behaviors. Examples of conduct that could constitute prohibited behaviors include, but are not limited to:

1. physical violence and/or attacks;
2. threats, taunts and intimidation through words and/or gestures;
3. extortion, damage or stealing of money and/or possessions;
4. exclusion from the peer group or spreading rumors;
5. repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other Web-based/online sites (also known as "cyberbullying"), such as the following:
  - A. posting slurs on websites, social networking sites, blogs or personal online journals;
  - B. sending abusive or threatening emails, website postings or comments and instant messages;
  - C. using camera phones to take embarrassing photographs or videos of students and/or distributing or posting the photos or videos online and
  - D. using websites, social networking sites, blogs or personal online journals, emails or instant messages to circulate gossip and rumors to other students.
6. excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.

In evaluating whether conduct constitutes hazing or bullying, special attention is paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim and the motivation, either admitted or appropriately inferred.

## **Complaints**

### **1. Formal Complaints**

Students and/or their parents or guardians may file reports regarding suspected hazing, harassment, intimidation, bullying and/or dating violence. The reports should be written. Such written reports must be reasonably specific including the 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. They are promptly forwarded to the building principal/designee for review and action.

### **2. Informal Complaints**

Students, parents or guardians and school personnel may make informal 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 informal complaints must be reasonably specific as to the action(s) giving rise to the suspicion of hazing, harassment, intimidation and/or bullying, including person(s) involved, number of times and places of the alleged conduct, the target of the prohibited behavior(s) and the names of any potential student or staff witness. The school staff member or administrator who receives the informal complaint promptly documents the complaint in writing, including the above information. This written report by the school staff member and/or administrator is promptly forwarded to the building principal/designee for review and action.

### **3. Anonymous Complaints**

Students who make informal complaints as set forth above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. The anonymous complaint is reviewed and reasonable action is taken to address the situation, to the extent such action (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 hazing, bullying and/or dating violence.

#### 4. False Complaints

Students are prohibited from deliberately making false complaints of harassment, intimidation or bullying. Students found responsible for deliberately making false reports of harassment, intimidation or bullying may be subject to a full range of disciplinary consequences.

### **Disciplinary Interventions**

When acts of harassment, intimidation and bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Anonymous complaints that are not otherwise verified, however, cannot provide a basis for disciplinary action.

In and out-of-school suspension may be imposed only after informing the accused perpetrator of the reasons for the proposed suspension and giving him/her an opportunity to explain the situation.

Expulsion may be imposed only after a hearing before the Board, a committee of the Board or an impartial hearing officer designated by the Board in accordance with Board policy. This consequence is reserved for serious incidents of harassment, intimidation or bullying and/or when past interventions have not been successful in eliminating prohibited behaviors.

Allegations of criminal misconduct are reported to law enforcement, and suspected child abuse is reported to Child Protective Services, per required time lines.

#### **Bus Rules**

The Board furnishes transportation in compliance with State law. This fact does not relieve parents of students from the responsibility of supervision until such time as the student boards the vehicle and after the student leaves the vehicle at the end of the school day.

Students on District managed transportation are under the authority of, and directly responsible to, the driver. The driver has the authority to enforce the established procedures for rider conduct. Disorderly conduct or refusal to submit to the authority of the driver is sufficient reason for refusing transportation services or suspending transportation services to any student once proper procedures are followed.

The Board authorizes the Superintendent or other administrators to suspend a student from District managed transportation privileges for a period not to exceed one school year. The only due process required is the student must receive notice of an intended suspension from District managed transportation and an opportunity to appear before the Superintendent or other administrator before the suspension is imposed.

The Board's policy regarding suspension from District managed transportation privileges must be posted in a central location in each school building and made available to students upon request. Regulations regarding conduct on District managed transportation, as well as general information about the school transportation program, are available to all parents and students.

The following procedures pertain to student conduct on District managed transportation and are intended to ensure the safety and welfare of the students, the driver and other drivers on the road and to ensure the safety and proper maintenance of school vehicles.

Students will:

1. be careful in approaching bus stops, walk on the left facing oncoming traffic, be sure that the road is clear both ways before crossing the highway and wait in a location clear of traffic;
2. arrive at the bus stop before the bus is scheduled to arrive in order to permit the bus to follow the time schedule;
3. not exhibit behavior at the bus stop that threatens life, limb or property of any individual;
4. sit in assigned seats (drivers have the right to assign a student to a seat and to expect reasonable conduct similar to conduct expected in a classroom);
5. reach assigned seat without disturbing or crowding other students and remain seated while the vehicle is moving;
6. obey the driver promptly and respectfully and recognize that he/she has an important responsibility and that it is everyone's duty to help ensure safety;
7. keep the vehicle clean and sanitary, refrain from chewing gum or consuming candy, food or drinks on the vehicle at any time (except as required for medical reasons);

8. refrain from using profane language and from loud talking or laughing (unnecessary confusion diverts the driver's attention and might result in a serious accident);
9. remain seated keeping aisles and exits clear, keep head, arms and hands inside the vehicle at all times and not throw or pass objects on, from or into the vehicle;
10. be courteous to fellow students and to the driver;
11. treat equipment as one would treat valuable furniture in his/her home (damage to the school vehicle is strictly forbidden);
12. not use tobacco on the vehicle or possess alcohol or drugs on the vehicle except as prescription medications may be required for a student and
13. carry on the vehicle only items that can be held in their laps.

Students **must remain seated** until the vehicle **stops**, then promptly **unload** and wait in their **designated place of safety** until the vehicle **leaves**. Students who must cross the **street** to reach the **residence** side of the street must **wait** for the **signal** from the driver and cross in front of the vehicle after also checking for traffic themselves.

Failure of a student to follow these procedures may result in his/her forfeiting the right of transportation on District managed transportation.

### **Discipline**

The Board authorizes the Superintendent or other administrators to suspend a student from transportation privileges only for a period of up to one school year. The only due process required is notice to the student of an intended **bus riding suspension** and an opportunity to appear before the administrator considering the suspension before it happens. The administrator's decision is final.

When discipline problems with individual students arise, use the following guidelines.

1. If possible, the driver should **resolve the problem**.
2. When the driver is unable to **resolve the problem**, he/she should report it to the transportation supervisor. The transportation supervisor and driver, if necessary, confer with the principal. Any discipline is imposed by the principal of the school.
3. Problems that cannot be resolved by measures specified above are referred to the Superintendent.

### **Cafeteria**

The cooks in Roosevelt's cafeteria serve a warm, nutritious Class A lunch prepared daily in our kitchen. Please send your child to school with a lunch or with money to purchase one. Those packing their own lunch may purchase a drink from the cafeteria. Any parent/guardian wishing their child to walk home for lunch must indicate their desire in written form to their child's teacher. Those **going home** should not return to school until the lunch period is completed. Lunch times are available for viewing on the district **website** ([medonald.k12.oh.us](http://medonald.k12.oh.us)) and prices are as follows:

#### **Breakfast Prices**

Regular: \$1.50  
Reduced: \$0.30

#### **Lunch Prices**

Regular: \$2.50  
Reduced: \$0.40  
Milk: \$0.50

Student behavior in the cafeteria should be based on courtesy and cleanliness. When students have finished eating, all trash and garbage should be disposed of properly. Students are to return to their tables and remain in the cafeteria until dismissed by the cafeteria supervisors. The following are some rules that have been established to provide an orderly lunch period:

1. Tables will be assigned.
2. Children will remain in their seats until given permission to get up.
3. No loud talking will be permitted. If the noise level **gets** too high, the supervisors will turn out the lights. There is NO talking when the lights are out.
4. Students are responsible for cleaning up their own mess.
5. No horseplay will be permitted.
6. Food throwing will result in automatic detention and possible suspension from the cafeteria.

Other rules **deemed beneficial** to the general student body will be announced and enforced by the cafeteria supervisors. If the rules are **disregarded**, appropriate disciplinary action will be taken.

### **Cell Phones / Smartwatches**

Cell phones / Smartwatches have become a staple in most of our lives. Many students are carrying cell phones / smartwatches for after-school use or security purposes. Cell phones are not to be used without staff permission. We have encountered a number of incidents, however, where cell phones / smartwatches have been used during the school day, with students texting, posting on social media, and/or making and receiving calls. This has presented a distraction and has contributed to discipline problems. If you must send your child to school with a cell phone, the phone must be in the child's backpack and muted during school hours. In the event that your child does not have a backpack, phones are to be given to the main office or the classroom teacher for safe storage of the device. If your child is planning to wear a smartwatch, they must not be texting or making calls with the device during school hours.

If a child is found to be using a cell phone / smartwatch in an inappropriate manner during school hours, the code of conduct will be followed. Remember, cell phones / smartwatches like other personal items brought by a student into a school zone may be subject to a search. The outcome of the search may result in school disciplinary action and or investigation by the police.

### **Chewing Gum**

Chewing gum can be beneficial at times for students during class. However, careless disposal of gum in drinking fountains, on furniture and floors present sanitation and cleaning problems and costly repairs. Therefore, gum chewing is not permitted outside of the classroom. The decision to allow students to chew gum rests with the classroom teacher - while in the classroom.

### **Clinic Services**

An illness or injury is to be reported to the teacher, playground supervisor, or the office. Students will be cared for in the clinic under the supervision of our nurse or other school personnel. Students are not to go to the restroom or other areas of the building without faculty knowledge. Should a student be unable to continue the school day, an attempt will be made to notify the parents first, and then any other persons listed on the emergency medical form. School personnel may request identification before releasing a student to an adult listed on the emergency form who comes into the office to pick up their children. If, at the discretion of the person in charge of the clinic, it is felt a student is able to continue the school day, he/she will be sent to class. Students are not permitted to walk home when ill, nor are they allowed to leave the school without parental permission. School personnel may not keep or administer medications to students. If the school nurse is unavailable, parents must come in to give medications to their child. In the event of a minor cut or abrasion, the wound will be cleaned with disinfectant and a bandage will be applied. If the situation is more severe, parents will be notified immediately. Any physical impairment or disability should be noted on the student's emergency medical form. If your child is sick in the morning, has a fever, and/or a bad cough or runny nose, please do not send him/her to school and expose the other children and staff members.

### **Administering Medicines to Students**

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

1. Only employees of the Board who are licensed health professionals, or who are appointed by the Board and have completed a drug administration training program meeting State law requirements, conducted by a licensed health professional and considered appropriate by the Board, can administer prescription drugs to students.
2. The school nurse or an appropriate person appointed by the Board supervises the secure and proper storage and dispensing of medications. The drug must be received in the container in which it was dispensed by the prescribing physician or others licensed to prescribe medication.
3. Written permission must be received from the parent(s) of the student, requesting that the school nurse or an appropriate person comply with the physician's order.
4. The school nurse or other designated individual must receive and retain a statement which complies with State law and is signed by the physician who prescribed the drug or other person licensed to prescribe medication.
5. The parent(s) must agree to submit a revised statement, signed by the physician or other licensed individual who prescribed the drug, to the nurse or other designated individual if any of the information originally provided by the physician or licensed individual changes.
6. No employee who is authorized by the Board to administer a prescribed drug and who has a copy of the most recent statement is liable in civil damages for administering or failing to administer the drug, unless he/she acts in a manner which would constitute "gross negligence or wanton or reckless misconduct."
7. No person employed by the Board is required to administer a drug to a student except pursuant to requirements established under this policy. The Board shall not require an employee to administer a drug to a student if the employee objects, on the basis of religious convictions, to administering the drug.

### Inhalers for Asthma

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

In order for a student to possess the inhaler, he/she must have written approval from the student's physician and parent or other caretaker. The principal and/or the school nurse must have received copies of these required written approvals.

#### Epinephrine Autoinjectors

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

Student possession of an epipen is permitted only if the student has written approval from the prescriber of the medication and, if a minor, from his/her parent. Written approval must be on file with the principal and, if one is assigned, the school nurse. In addition, the principal or school nurse must receive a backup dose of the medication from the parent or student.

#### Diabetes Medication

If a student's treating physician determines a student with diabetes is capable of performing diabetes care tasks, the student is permitted to attend to the self-care and management of his/her diabetes during regular school hours, and at school-sponsored activities upon written request from the student's parent/guardian or other person having care or charge of the student. Students may perform these tasks in the classroom, in any area of the school or school grounds, and at any school-sponsored activity. Students are permitted to possess, at all times, the necessary supplies and equipment to perform the tasks in accordance with the student's treating physician's orders. This right may be revoked if the student performs any care tasks or uses medical equipment for purposes other than the student's own care. The student is provided with a private area for performing self-care tasks if requested by the student, student's parent/guardian or other person having care or charge of the student.

#### Communicable Diseases

The Board recognizes that controlling the spread of communicable diseases through casual contact is essential to the well-being of the school community and to efficient District operation.

In order to protect the health and safety of students and staff, the Board follows all State laws and Ohio Department of Health regulations pertaining to immunizations and other means for controlling communicable diseases that are spread through casual contact in the schools.

All students with signs or symptoms of diseases suspected as being communicable to others are given immediate attention and sent home if such action is indicated.

Any student suspected or reported to have a communicable disease is examined by a school nurse or public health nurse. Upon the recommendation of the school nurse, the student may be excluded from school. Readmission is dependent upon a decision by a physician, school nurse or public health nurse.

Parents are informed when a communicable disease occurs in their child's classroom or on the bus so that early signs or symptoms can be observed and appropriate preventive measures can be instituted.

#### Immunizations

In order to minimize the spread of preventable illnesses in schools and provide students with a healthier learning environment, the Board requires immunizations in compliance with State law and the Ohio Department of Health for each student unless the parent(s) file an objection. The Board may also require tuberculosis examinations in compliance with law.

Students eligible for kindergarten and students new to the District must present written evidence of similar immunizations, or written evidence to indicate that they are in the process of receiving immunizations, to be completed no later than the day of entrance. The District will immediately enroll homeless students and foster students and assist in obtaining necessary immunization records. Students failing to complete immunizations within 14 days after entering are not permitted to return to school. The District maintains an immunization record for each student, available in writing to parents upon request.

#### **Compulsory Attendance Ages**

Children between the ages of six and 18 are of compulsory school age. Every person of compulsory school age must attend a school which conforms to the standards prescribed by the State Board of Education (SBOE) until one of the following occurs.

1. The person receives a diploma or certificate of high school equivalency granted by the Board or other governing authority indicating such student has successfully completed all state and local requirements.
2. The person receives an age and schooling certificate (work permit) and is enrolled in an educational program meeting the requirements of State law.



3. The person is excused from school under standards adopted by the SBOE pursuant to State law. The parent(s) of any person who is of compulsory school age must send such a person to school unless he/she is exempt as listed above.

### **Due Process**

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

Due process procedures are:

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

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

### **Electronic Devices**

Any electronic device designed to play or record audio or video is prohibited during the school day.

### **Emergency Drills**

Fire and tornado drills are held at regular intervals in compliance with state law, throughout the school year. Students are to follow directions as posted and move quickly and quietly to their designated areas.

In addition to the fire and tornado drills, we will conduct emergency lock-down and evacuation drills. Some of these drills will be announced, some will not. Our goal is to ensure that staff and students are prepared to react to any emergency safely and quickly.

### **Equal Educational Opportunities**

All students of the District have equal educational opportunities. Students have the right to be free from discrimination on the basis of race, color, national origin, citizenship status, ancestry, religion, sex, economic status, marital status, pregnancy, age, disability or military status in all decisions affecting admissions; membership in school-sponsored organizations, clubs or activities; access to facilities; distribution of funds; academic evaluations or any other aspect of school-sponsored activities. Any limitations with regard to participation in a school-sponsored activity are based on criteria reasonably related to that specific activity.

### **Grade Scale**

The following scale shall be used in determining a student's letter grade for a nine-week grading period.

A	93-100	D	65-73
B	84-92	F	64 and below
C	74-83		

### **Hallways and Lawns**

There will be no running, scuffling, loud talking, or boisterous behavior in the hallways. The lawn and grounds are to be kept clean, and only designated areas will be used as recreational areas. Students are to arrive at the designated starting time of school, thus eliminating any opportunity to utilize the recreational or playground equipment. This will eliminate the chances of students being hurt on the equipment through improper utilization during unsupervised times.

### **Homeless Students**

The Board believes that all school-aged students, including homeless students and unaccompanied youth, have a basic right to equal educational opportunities. Accordingly, the District must enroll each homeless student or unaccompanied youth in the District in the school determined to be in the student's best interest. Enrollment is defined by the McKinney-Vento Homeless Assistance Act as attending classes and participating fully in school activities.

A homeless student is defined as an individual who lacks fixed, regular and adequate nighttime residence including:

1. sharing the housing with other people due to loss of housing, economic hardship or a similar reason;
2. living in a motel, hotel, trailer park or campground due to the lack of alternative adequate accommodations;
3. living in emergency or transitional shelters;
4. abandonment in hospitals;
5. a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings;
6. living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings;
7. migratory students living in circumstances described above and

8. an unaccompanied youth who is homeless and not in the physical custody of a parent or guardian.

In compliance with the McKinney-Vento Homeless Assistance Act, the District must make school placement determinations on the basis of the best interest of the student. The District presumes that keeping the homeless child or youth in the school of origin is in the child or youth's best interest, unless doing so is contrary to the request of the student's parent or guardian, or the unaccompanied youth. When considering the school of best interest, the District considers student centered factors related to the homeless child or youth's best interest including factors related to the impact of mobility on achievement, education, health and safety of the child or youth and gives priority to the homeless child or youth's parent or guardian or the unaccompanied youth.

The District complies with a request made by a parent(s) regarding school placement regardless of whether the student lives with the homeless parent(s) or is temporarily residing elsewhere.

The Board ensures that:

1. it reviews and revises Board policies and regulations to eliminate barriers to the identification, enrollment, retention and success in school of homeless students including barriers to enrollment and retention due to outstanding fees or fines, or absences;
2. the District does not segregate homeless children or youth into separate schools or separate programs within a school, based on the student's status as homeless;
3. it appoints a District liaison, able to carry out their duties, who ensures that homeless students are identified and enroll and succeed in school and ensures the liaison is trained in compliance with law;
4. it provides training opportunities for staff on identifying and serving homeless students;
5. homeless children or youth are immediately enrolled even if the child or youth is unable to produce records normally required for enrollment such as previous academic records, records of immunization and other required health records, proof of residency of other documentation, or if the student has missed application or enrollment deadlines during any period of homelessness;
6. homeless children or youth are provided with education, nutrition and transportation services that are at least comparable to the services provided to non homeless students and
7. homeless students and unaccompanied youth meeting the relevant eligibility criteria do not face barriers to accessing academic and extracurricular activities including: magnet school; summer school; career and technical education; advanced placement; online learning and charter school programs.

The liaison carries out all duties required by law, ensures compliance with the subgrant and coordinates services for homeless students with local social service agencies and programs, including those funded under the Runaway and Homeless Youth Act.

A student who ceases to be homeless may continue to receive services until the end of the period of time for which the service was originally intended to be provided, which may be the end of the school year or the end of a program cycle.

Information about a homeless child or youth's living situation is part of the student education record and is not considered directory information.

The District complies with the Ohio Department of Education's Plan and State and Federal laws for the education of homeless students.

#### **Homeless Student Dispute Resolution Process**

If a dispute arises over eligibility, school selection or enrollment, the District will immediately enroll the child/unaccompanied youth in the school in which he/she is seeking enrollment, pending resolution of the dispute, including all appeals. Enrollment is defined by the McKinney Vento Homeless Assistance Act as attending classes and participating fully in school activities.

1. District staff will refer the student, parent or guardian to the District liaison who will initiate the dispute resolution process as quickly as possible. The District liaison will make sure that the District follows the dispute resolution process. The liaison also must ensure that unaccompanied youth receive the same rights to appeal a district's eligibility, school selection or enrollment decision as parents and guardians. The role of the District liaison is to assist the student, parent or guardian through the duration of the dispute resolution process. The process will be open and transparent among those involved.
2. Upon determination of eligibility, enrollment or school selection, the District will provide a written explanation of any decisions made to parents, guardians or unaccompanied youth. The written explanation will be easy to understand and free of jargon. When appropriate, the District will translate the decision into the recipient's dominant language. At a minimum, the written explanation of how the District reached its decision regarding eligibility, school selection or enrollment will include:
  - a. A description of the action that the District proposed or refused;
  - b. An explanation of why the District proposed or refused the action;
  - c. A description of any other options the District considered;

- d. The reasons why the District rejected any other options:
  - e. A description of any other factors relevant to the District's decision and information related to the eligibility or best interest determination. This includes the facts, witnesses and evidence relied upon and their sources:
  - f. Appropriate timelines to ensure any relevant deadlines are met:
  - g. Contact information for the District liaison and state homeless education coordinator and a brief description of their roles and
  - h. Notice to the recipient of their right to file an appeal, including step-by-step instructions of how to file an appeal.
3. The student, parent or guardian has the right to appeal any district determination of eligibility, school selection or enrollment. The District liaison will guide the student, parent or guardian through the entire dispute resolution process. The liaison will assist in both the local and state-level appeals process, if necessary. This includes recording evidence that will be used to write an appeal if a parent, guardian or unaccompanied youth cannot do so by him or herself and providing access to school materials, such as copiers and fax machines.
  4. Following an appeal at the local level, if the student, parent or guardian still disagrees with the determination, they may appeal to the Ohio Department of Education (ODE). The District liaison will forward all written documentation and related documents to the ODE state coordinator for homeless education. Upon receipt of any requested documentation, the state coordinator for homeless education will investigate the dispute and request applicable documentation, ODE will make a decision within 15 school days from the receipt of all necessary materials and will provide the final decision to the District Superintendent, building principal, local liaison, and parent, guardian or unaccompanied youth. All parties must immediately adhere to the final determination.

#### **Home Schooling or Non-Chartered Students**

Students seeking admission into the District's schools who have been enrolled in non-chartered schools or homeschooling programs may be required to take competency examinations. The purpose of these examinations is to determine the proper grade placement for these students. In making a placement decision, the Superintendent may consider:

1. the student's most recent annual academic assessment report;
2. whether to require the student to take any or all of the nationally normed, standardized achievement tests that are regularly scheduled for District students of similar age and
3. other evaluation information that may include interviews with the student and the parent.

Resident students attending a non-chartered nonpublic school are permitted to participate in the District's extracurricular activities at the school to which the student would be assigned if the non-chartered nonpublic school the student is enrolled in does not offer the extracurricular activity. Students must be of the appropriate age and grade level as determined by the Superintendent and must fulfill the same academic, non academic and financial requirements as any other participant.

Resident students receiving home instruction in accordance with State law are permitted to participate in District extracurricular activities at the school to which the student would be assigned. Students must be of the appropriate age and grade level as determined by the Superintendent and must fulfill the same academic, non academic and financial requirements as any other participant.

#### **Homework**

Home study is a necessary part of each pupil's educational program. Each student must be expected to spend some time in addition to scheduled class instruction to achieve satisfactory work. Planned study eliminates the necessity of spending too much time in completing an assignment. Roosevelt School has the following guidelines concerning homework:

##### **Primary Level:**

Homework, in grades K-2, is given for practice and reinforcement of skills that are related to the Ohio Academic Content Standards.

##### **Intermediate Level:**

During grades 3-5, homework of a more formal nature is introduced. As the students progress through grades 3-5, assignments in academic subjects are designed to meet particular individual or class needs and the Ohio Academic Content Standards. Homework assignments should be an extension of skills already learned. Twenty to thirty minutes of homework per school day is recommended at this level.

In grade 6, homework is carefully planned to extend and broaden classroom learning and to provide for and stimulate continued personal and mental growth. Assignments grow out of ongoing classroom activities and relate to standards. Some homework will be designed for one homework period, while others may cover a period of several days. The

attitude of students toward homework, which is developed in this grade, should be positive and should create an interest in school work.

### **Honor Roll**

An honor roll will be published at the end of each nine-week grading period for grades 4–6. This is not based on an average or point system. It will be an A or B honor roll. One grade lower than B will eliminate a student from the honor roll as will an N (Needs Improvement) or U (Unsatisfactory).

### **Inclement Weather**

Unless some announcement is made at school or over the local radio/TV stations, school will be in session. When weather conditions are doubtful, listen to the Youngstown radio/TV stations for announcements. A “One Call” message will be issued. Do not call the school.

In the event school must be closed for snow or other emergencies, the student and parents are asked to listen to local stations. The media will broadcast the closing as early as possible in the morning.

### **Interim Reports**

Interim progress reports will go home with students in grades 1-6 during the fifth week of each grading period. Please reference the academic calendar or school newsletter for specifics.

### **Interrogations and Searches**

The District has responsibility for the control and management of students during the school day and hours of approved extracurricular activities. While discharging its responsibility, the administration is to make an effort to protect each student's rights with respect to interrogations by law enforcement officials. The administration has developed regulations to be followed in the case of searches and interrogations.

The right to inspect students' school lockers or articles carried upon their persons and to interrogate an individual student is inherent in the authority granted school boards. All searches are conducted sparingly and only when such search is reasonably likely to produce tangible results to preserve discipline and good order and the safety and security of persons and their property. The Board permits building administrators/designees to search any unattended bag for safety and identification purposes.

Student lockers are the property of the District, and since random searches have a positive impact on reducing drugs and other criminal activity, the Board permits building administrators/designees to search any locker and its contents as the administrator/designee believes necessary. Such notice will be posted at or near the entrance to the school grounds and at the main entrance to each school building.

The Board directs the Superintendent to authorize the use of dogs trained in detecting the presence of drugs and explosive devices. The dogs may be used to patrol the school facilities and grounds, including the lockers and parking areas. Use of dogs may be unannounced and random. If a trained canine alerts a particular vehicle, locker or other container, it shall create reasonable suspicion to search that vehicle, locker or container in accordance with this policy.

#### Searches of School Property Assigned to a Student

The following rules apply to the search of school property assigned to a student (locker, desk, etc.) and the seizure of items in his/her possession.

1. General housekeeping inspection of school property may be conducted with reasonable notice. Random searches of lockers may be conducted.
2. A search of a desk or other storage space may be conducted when there exists reasonable suspicion for school authorities to believe that the area being searched contains evidence of a crime or violation of school rules.
3. Search of an area assigned to a student should be for a specifically identified item and should be conducted in his/her presence and with his/her knowledge.
4. Items, the possession of which constitutes a crime or violation of school rules, or any other possessions reasonably determined to be a threat to the safety or security of others may be seized by school authorities at any time.

#### Searches of a Student's Person or Personal Property by School Personnel

Building administrators/designees are permitted to search the person and personal property (purse, backpack, gym bag, etc.) of a student where there is reason to believe that evidence will be obtained indicating the student's violation of either the law or school rules. The following rules apply in such cases.

1. There should be reasonable suspicion to believe that the search will result in obtaining evidence that indicates the student's violation of the law or school rules.
2. Searches of a student's person are conducted by a member of the same sex as the student.
3. Searches are conducted in the presence of another administrator or staff member.

4. Parents of a minor student who is the subject of a search are notified of the search and are given the reason(s) for the search as soon as feasible after completion of the search.
5. When evidence is uncovered indicating that a student may have violated the law, law enforcement officials shall be notified.
6. Strip searches should be discouraged. A substantially higher degree of certainty (more than a reasonable belief) is required prior to conducting such a search. In cases in which school officials believe a strip search is necessary, law enforcement officials should be called to conduct the search.

#### Searches of Unattended Bags by School Personnel

Building administrators/designees are permitted to search any unattended bag found on District property for safety and identification purposes. Once the administrator/designee has determined the identity of the owner and that no safety or security issue exists, any subsequent searches of the item are based upon reasonable suspicion.

#### Searches of Student Property by Law Enforcement Officials

A law enforcement agency must have probable cause or produce a warrant prior to conducting any search of a student's personal property kept on school premises. When the law enforcement officials have reason to believe that any item which might pose an immediate threat to the safety or security of others is kept in a student locker, desk or other storage space, searches may be conducted without a previously issued warrant. Interrogations by Law Enforcement Officials The schools have legal custody of students during the school day and during hours of approved extracurricular activities. It is the responsibility of the school administration to try to protect each student under its control; therefore, the following steps shall be taken.

1. The questioning of students by law enforcement agencies is limited to situations where parental consent has been obtained or the school official has made an independent determination that reasonable grounds exist for conducting an interrogation during school hours.
2. Whenever possible, law enforcement officials should contact and/or question students out of school. When it is absolutely necessary for an officer to make a school contact with a student, the school authorities will bring the student to a private room and the contact is made out of the sight of others as much as possible.
3. The school principal must be notified before a student may be questioned in school or taken from a classroom.
4. The administration shall attempt to notify the parent(s) of the student to be interviewed by the law enforcement officials before questioning begins, unless extenuating circumstances dictate that this not be done.
5. To avoid possible criticism, a school official requests to be present when an interrogation takes place within the school.
6. When law enforcement officials remove a student from school, the administration will make an attempt to notify the parent(s).
7. Law enforcement officials should always be notified by the school principal whenever a student is involved in any type of criminal activity. When the principal learns of this involvement, he/she should notify the juvenile officer or detective bureau of the law enforcement agency. The school should not attempt to handle matters that are properly in the realm of a law enforcement agency.

### **Kindergarten**

#### Entrance Age

Each child who is five years of age on or before August 1 is eligible to enroll in kindergarten. Each child who is six years of age on or before August 1 and who has successfully completed kindergarten is eligible to enroll in the first grade.

#### Early Entrance to Kindergarten

State law establishes minimum age requirements for admission to kindergarten. A child who does not meet the age requirements for admittance to kindergarten or first grade, but who will be five or six years old, respectively, prior to January 1 of the school year in which admission is requested, shall be evaluated for early admittance in accordance with District policy upon referral by the child's parent or guardian, an educator employed by the District, a preschool educator who knows the child or a pediatrician or psychologist who knows the child. Following an evaluation in accordance with such a referral, the Board decides whether to admit the child.

If a child, for whom admission to kindergarten or first grade is requested, will not be five or six years of age, respectively, prior to January 1 of the school year in which admission is requested, the child is admitted only in accordance with the District's acceleration policy adopted under State law.

### **Lost and Found**

Any clothing or other articles found on school property should be turned into the lost and found area. Items may be identified and reclaimed there. Money or valuable items should be turned in to the office. If a student has lost an item, he/she should check the lost and found area.

### **Open Enrollment Students**

The Board permits any student from any other district in the state to apply and enroll in the District schools free of any tuition obligation, provided that all procedures as outlined in the administrative regulations are met. Requirements include:

1. application procedures, including deadlines for application and notification to students of acceptance or rejection and the superintendents of the other districts whenever another district's student's application is approved;
2. procedures for admission;
3. District capacity limits by grade level, school building and educational program are determined;
4. resident students and previously open enrollment district students have preference over first-time applicants;
5. no requirements of academic, athletic, artistic or any other skill or proficiency;
6. no limitations on admitting students with disabilities, unless services required in an IEP are not available in the District;
7. no requirement that the student be proficient in the English language;
8. no rejection of any applying student because the student has been subject to disciplinary proceedings, except an applicant who has been suspended or expelled by the adjacent district for 10 consecutive days or more in the term for which admission is sought or in the term immediately preceding the term for which admission is sought and
9. procedures to ensure maintenance of an appropriate racial balance in the District's schools.

The District cannot refuse to accept the credits earned by students who have participated in interdistrict open enrollment; neither will the Board adopt a policy that discourages resident students from participating in interdistrict open enrollment.

Students are ineligible for athletics for one year when they transfer from one school district to another without changing residency. There are exceptions to the ineligibility provisions contained in the Ohio High School Athletic Association Bylaws

### **Non Resident Students**

In order to be eligible for a free public education in the District's schools, a student must be the child of a resident of the District or reside with a grandparent with either power of attorney or caretaker authorization affidavit. If legal or permanent custody or legal guardianship of the student has been granted by a court to a resident of the District or a government agency within the District, the student is entitled to attend District schools and tuition is paid in compliance with State law.

In compliance with State law and Board policy, nonresident students are exempt from paying tuition when:

1. an adult resident of the District submits a sworn statement that he/she has begun legal custody proceedings for the student (maximum 60 days permitted);
2. the student is at least 18 but not yet 22 years of age and resides in the District, lives apart from his/her parent(s), supports himself/herself by his/her own labor and does not possess a high school diploma;
3. the student is under 18 years of age, resides in the District and is married, regardless of the residence of the parent(s);
4. the student has a medical condition that may require emergency attention and his/her parent is employed in the District; (The parent(s) of such child must submit to the Board a statement from the child's physician certifying that the child's medical condition may require emergency medical attention.)
5. the student resides with a person other than his/her parent(s) and such student has a parent serving outside Ohio in the U.S. Armed Services; (The student's parent(s) must file an affidavit with the Superintendent stating (1) that the parent is serving outside the state in the U.S. Armed Services, (2) that the parent intends to reside in the District upon returning to the state and (3) the name and address of the person with whom the student is living while the parent is outside the state. This tuition exemption may be granted only for a period of up to 12 months.)
6. the student resides with a parent who is planning to either have a home built or has purchased a home in the District and is waiting for the closing date of the mortgage loan; (The student's parent(s) must provide the Superintendent with a sworn statement revealing the location of the house and the parent(s)' intention to reside there. The parent(s) must also provide a statement from a homebuilder, real estate broker or bank officer confirming that the house construction is planned or is awaiting approval of the mortgage loan. The period for tuition-free attendance in these cases may extend up to 90 days.)
7. the student's parent is a full-time employee of the District; (Any such policy shall take effect on the first day of the school year and the effective date of any amendment or repeal may not be prior to the first day of the subsequent school year. The policy shall be uniformly applied to all such children and shall provide for the admission of any such student upon request of the parent(s). No student may be admitted under this policy after the first day of classes of any school year.)
8. the student resides with his/her parent(s) under the care of a shelter for victims of domestic violence;
9. the student is not a resident of the District, does not require special education and resides with his/her grandparent(s), provided that the Board and the board of the district in which the student's parent(s) reside enter into a written agreement showing good cause for the student to be admitted to the District; (The grandparent(s) are required to sign all consent forms required by the District, even if the student would remain in the legal custody of the parent(s).)
10. the student is under the age of 22 and his/her parent(s) moved from the District, but within the county, after the first full week of October, for the remainder of the school year;
11. the student is under the age of 22 and his/her parent(s) moved from the District following the commencement of classes during the student's senior year, for the remainder of the school year and for one additional semester;

12. the student is under the age of 22 and resides in a new school district because of the death of a parent: (The student is entitled to finish the current school year in the District upon approval of the Board.)
13. the student is under the age of 22 and the superintendent of the district in which the student is entitled to attend (the student's district of origin) enters into a contract with the Superintendent of this District (the district into which the student wishes to enroll) consenting to the attendance of the student in this District or (The Superintendent of this District specifies that the purpose of such attendance is to protect the student's physical or mental well-being or to deal with other extenuating circumstances deemed appropriate by the Superintendent.)
14. the student whose parent is a full-time employee of an educational service center may be admitted tuition-free to the schools of the district where the parent's job is primarily located, pursuant to the admission policy of that district.

The Board does not waive the payment of tuition, except:

1. when agreements have been established with other boards of education to serve their students in career-technical or special education classes on a cooperative basis, as permitted by law;
2. when foreign exchange students, sponsored under an approved exchange program, reside in the District temporarily or
3. for adult residents or classified staff employees of the District who meet the criteria established by the Board.

In all cases, specific Board permission to waive tuition must be obtained for each individual case.

The District may temporarily deny admittance to any student who otherwise may be admitted to the District, if the student has been expelled from the schools of another district and if the period of expulsion has not expired. The student and parent(s) will have an opportunity for a hearing before the Superintendent/designee to determine the admittance or non-admittance of the student.

#### Tuition Students

Applications from nonresidents to attend the schools on a tuition basis may be considered if space is available. The amount of tuition is set annually by the State, based on a per-student cost determined in compliance with State law. Nonresident students must provide all records required of resident students in compliance with State law.

#### **Parent Conferences**

Parents are encouraged to make appointments for conferences with teachers when in question about the progress of their child. Regularly scheduled conferences for the entire school occur once each semester. Additional conferences should be made through the teacher.

#### **Physical Education**

In order to provide our children with the instruction and training they need to compete in our fast-paced society, we try to provide them with a combination of physical challenges that they find to be fun and prove to be beneficial. In order to maximize our efforts, we will use our facilities and those facilities at the high school, the park and at other locations within the village. At times, your child's physical education class may be held at one of these alternate locations. Our physical education teacher plans, for example, to make use of the high school track, as well as the tennis courts at the park. By taking advantage of these other facilities, as well as using our own, we can offer our children a wider variety of activities and growth opportunities.

#### **Playground**

1. Students shall not go outside if attire is deemed unsuitable for weather conditions. They will be sent to study hall.
2. Students shall not use profanity or show disrespect to other students or adults.
3. Unsportsmanlike conduct will not be tolerated. This includes arguing, cheating, and changing the rules to fit the circumstances.
4. Games that involve undue roughness and unnecessary body conduct are not permitted.
5. No objects (such as stones, snowballs, hats, gloves, etc.) shall be thrown by any student. Personal property will not be used as game pieces.
6. Equipment will be used properly.
7. Students are not allowed to leave the playground area or enter the building during recess time without a supervisor's permission.
8. Students are to line up immediately when called. No lingering, loitering, or playing is permitted after recess is completed.
9. During the winter, there will be no throwing of, sliding, or climbing on snow or ice.
10. Students will be subject to disciplinary action if the above rules are violated.

#### **Public Display of Affection**

Public display of affection is considered inappropriate conduct. A student shall not exhibit displays of affection in school buildings, on school property, or at school sponsored events.

#### **Report Cards**

Report cards are issued, for grades 1–6, on the Friday following the end of every nine weeks period. Kindergarten reports are issued the 2nd, 3rd and 4th nine weeks. A parent/guardian is to sign and return the report card envelope.

### Restrooms

Proper utilization of Roosevelt’s restroom includes the following:

1. Keep the noise down.
2. Keep restrooms as neat as possible.
3. Report any item that is not working properly to the office.
4. Do not turn light and fan switches on and off
5. Keep off dividers, doors, and sinks.
6. Please practice good hygiene.

### School Admission

The District provides free education to District residents between the ages of five through 21 who do not possess a diploma. Students who do not legally qualify as residents may be required to pay tuition as established by law and Board policy.

A student is considered a resident of the District if he/she resides with a parent, a grandparent with either power of attorney or caretaker authorization affidavit or a person or government agency with legal custody whose place of residence is within the boundaries of the District. Parents, and grandparents with either power of attorney or caretaker authorization affidavit, may be required to present legal proofs of residence.

New entrants at all grade levels are required to present at the time of enrollment a birth certificate or other document as evidence of birth, a certified copy of any child custody order or decree, proof of having received or being in the process of receiving required immunizations and copies of those records pertaining to him/her, which are maintained by the school most recently attended. A protected child, as defined by State law, may not be denied admission to the school solely because the child does not present a birth certificate or comparable document upon registration. A protected child or parent, guardian or custodian of the child must present this documentation within 90 days after the child’s initial entry into the school. The District immediately enrolls homeless students and foster students and assists in obtaining the necessary enrollment documents.

In addition, students released from the Department of Youth Services (DYS), just prior to requesting admission to the District, may not be admitted until the Superintendent has received all required documents provided by DHS. Forwarded documents are:

1. an updated copy of the student’s transcript;
2. a report of the student’s behavior in school while in DHS custody;
3. the student’s current Individualized Education Program, if developed, and
4. a summary of the institutional record of the student’s behavior.

DYS has 14 days to send the documents to the Superintendent.

### School Fees

Kindergarten	\$20.00
Grade 1	\$35.00
Grade 2	\$35.00
Grade 3	\$25.00
Grade 4	\$25.00
Grade 5	\$25.00
Grade 6	\$25.00

School fees will be waived for those on free lunch.

### School Insurance

School insurance is available to all students. This is an excess coverage insurance program and is optional.

### Signing In and Out

A student arriving at school anytime after the normal starting time, morning or afternoon, is tardy and must report to the office to sign in. Any time it is necessary for a student to leave school before the normal dismissal time, a parent/guardian must pick up the student in the office after signing them out. No student may leave school without the prior approval of the office. All visitors must sign in at the office upon entering the building. After school, the doors will be locked and students will not be allowed to re-enter for books, lunch-boxes, etc. Custodians have been instructed to enforce this concept.

### Student Dismissal Precautions

Permission for a student to leave school when school is in session requires approval by the principal or a person specifically designated by him/her to exercise that authority. In evaluating requests for this permission, he/she gives primary consideration to the best interests of the student and/or public welfare. Requests are not approved without a



parent's permission. When a request originates from a person other than the parent(s), the school official in authority contacts the parent(s) to obtain permission. An exception may be made in the case of the student who is 18 years of age or older, who may make requests on his/her own behalf (however, the District may elect to notify the parent/guardian).

### **Student Discipline**

Effective discipline, which requires respect for the rights of others, is necessary if all students are to attain a quality education. The Board delegates to school officials the authority to enforce District policies, regulations and school rules governing student conduct.

A complete statement governing or describing all the relationships and processes involved in student discipline would be very extensive. The most important part of such a statement would be the relationship of the teacher and the principal in matters of discipline. Teachers must feel free to consult and work closely with the building principal in dealing with any problem with which the teacher might need guidance. This working relationship is one key to desirable discipline and a quality instructional environment.

The Board also believes that the teacher-student relationship in the classroom, halls and on school property is important and should be one of mutual respect at all times. The teacher is recognized as the person in authority at all times in the classroom, halls, buildings, school grounds and at school-related events.

Each case of unsatisfactory behavior by a student is handled individually. The classroom teacher may take the steps that he/she believes are justified in each case. If the student does not respond to these measures, the teacher then refers the student to the principal. In terms of the relationship of the teacher and principal in discipline matters, the Board expects that whenever a discipline problem appears to extend beyond the classroom, the teacher discusses the problem with the principal. The teacher(s) and the principal work together in attempting to control or correct the problem.

A student's failure to comply with the requirements for conduct outlined in the student handbooks may result in the student being disciplined. A student cannot be suspended, expelled or removed from school solely because of unexcused absences. The student may lose all rights to participate in school-related social events or extracurricular activities for a period of time determined by the principal. Depending on the seriousness of the offense committed by the student, suspension or expulsion may also result. Discipline is always administered in a reasonable manner.

If several methods of discipline have been used in an effort to solve a problem and it appears necessary, in the judgment of the principal and Superintendent, to discipline or withdraw privileges from a large group, this action may be taken. Any punishment technique involving an entire class or large group is used only as a last resort.

The Board requires a parent of a student who is suspended or expelled from school or who is truant or habitually absent from school to attend a parental education or training program. If the parent fails to attend the program, he/she may be charged with a misdemeanor of the fourth degree, punishable by a maximum fine of \$250 and imprisonment of up to 30 days.

### **Corporal Punishment**

Corporal punishment is prohibited and shall not be used as a form of discipline in the District. The Board expects the administration, faculty and staff to use other forms of discipline, counseling and referral, including communication and meetings with the parents, to promote appropriate, positive behavior.

A student who fails to comply with established school rules or with any reasonable request made by school personnel on school property and/or at school-related events is dealt with according to approved student discipline procedures.

Teachers, principals, administrators and classified staff are authorized by law to use, within the scope of their employment, "such amount of force and restraint as is reasonable and necessary to quell a disturbance threatening physical injury to others, to obtain possession of weapons or other dangerous objects, for the purpose of self-defense or for the protection of persons or property."

### **Discipline of Students with Disabilities**

The Board recognizes that effective and appropriate discipline for students with disabilities may, at times, differ from effective and appropriate discipline for students without disabilities. The Board does not, however, believe in a double standard for misbehavior and holds the welfare and safety of all persons in the District in highest regard. Disciplinary action of students with disabilities proceeds in a manner that protects the welfare and order of the community as well as recognizes the special needs of the student.

The Board delegates to school officials the authority to enforce District policies, procedures and rules governing the conduct of all students. The District will comply with all State and Federal laws and regulations governing the discipline of students with disabilities. All students, including those with disabilities, will be referred to law

enforcement officials when required by law and may be referred to law enforcement officials when their conduct constitutes a crime.

The special needs of the student with a disability are taken into account when setting behavioral expectations. Each case of unsatisfactory behavior by a student with a disability is handled individually in accordance with the student's behavior management plan and interventions articulated in the student's Individualized Education Program (IEP). A student's failure to comply with conduct requirements in student handbooks may result in the student being disciplined.

If the student does not respond to the measures taken by District staff or to the measures articulated in the student's IEP, the staff member refers the student to the principal or other designated individual. The student may lose rights to participate in school-related social events or extracurricular activities for a period of time determined by the principal, unless such programs are included as part of the student's free appropriate public educational program. Depending on the seriousness of the offense committed by the student, suspension or expulsion may also result, but any change in placement will follow mandated procedures in applicable law.

Federal and State laws require that a "free appropriate public education" be provided for students with disabilities, including students with disabilities who have been suspended or expelled from school. The following procedures are implemented when a student with a disability is removed from his/her current placement because of a student conduct violation.

#### Removal for 10 School Days or Less

The District provides to students with disabilities who have been suspended for 10 school days or less in one school year the same services that it provides to students without disabilities who are similarly removed.

#### Removal for More Than 10 School Days

The District provides to students with disabilities who have been suspended for more than 10 school days in one school year educational services that enable the student to continue to participate in the general education curriculum and to progress towards meeting the goals set out in the student's Individualized Educational Program (IEP). Such services may be provided in an interim alternative educational setting and may not be the exact same services provided to the child in other settings.

When a student with a disability is suspended for more than 10 school days in one school year, the District holds a manifestation determination review. When appropriate, the District also performs a functional behavioral assessment and designs behavioral intervention and modification services to address the conduct violation.

#### Manifestation Determination Review

Within 10 school days of any decision to change the placement of a student with a disability who has been suspended for more than 10 school days in one school year, the District holds a manifestation determination review. At the meeting, the school administrator responsible for disciplinary actions, the student's parent(s) and relevant members of the student's IEP team review all relevant information in the student's file, including teacher observations and any pertinent information provided by the parents.

The manifestation determination review team determines whether the conduct was caused by, or had a direct and substantial relationship to, the student's disability, or whether the conduct was a direct result of the school's failure to implement the student's IEP. If the team determines that the conduct was the direct result of the school's failure to implement the student's IEP, the school takes immediate steps to remedy those deficiencies and the student is returned to the agreed-upon placement in the student's IEP.

#### Student Conduct Was Not a Manifestation of the Disability

When the conduct in question is determined not to be a manifestation of the student's disability, the District applies relevant disciplinary procedures in the same manner and for the same duration as applied to students without disabilities. The District continues to provide educational services that enable the student to participate in the general educational curriculum and progress toward meeting the goals set out in the student's IEP.

The IEP team determines the appropriate services for the student and the setting in which such services will be provided. The District conducts a functional behavioral assessment and implements behavioral intervention services and modifications designed to address the behavior violation at its own discretion.

#### Student Conduct Was a Manifestation of the Disability

When the conduct in question is determined to be a manifestation of the student's disability, the District conducts a functional behavioral assessment and implements a behavior intervention plan for the student. If a behavior

implementation plan has already been developed. the school reviews the plan and modifies it, as necessary, to address the behavior.

The student is returned to the placement, if he/she was removed, unless the student's parent(s)/guardian(s) and the school mutually agree on a change of placement as part of the modifications of the behavior intervention plan or unless special circumstances exist.

#### **Special Circumstances for Removal**

The District removes a student with a disability to an interim alternative educational setting for up to 45 school days without regard to whether the behavior violation is determined to be a manifestation of the student's disability if the student partakes in any of the following three violations of the student code of conduct at school, on school premises or at a school function:

1. carrying or possessing a dangerous weapon;
2. knowingly possessing or using illegal drugs, or selling or soliciting the sale of a controlled substance or
3. inflicting serious bodily injury upon another person.

#### **Emergency Removal**

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

If either suspension or expulsion is contemplated, a due process hearing is held on the next school days after the removal is ordered. Written notice of the hearing and the reason for removal and any intended disciplinary action is given to the student as soon as practicable prior to the hearing. The student has the opportunity to appear at an informal hearing before the principal, assistant principal and the Superintendent/designee and has the right to challenge the reasons for the removal or otherwise explain his/her actions. The person who ordered or requested the removal is present at the hearing. Within one school day of the decision to suspend, written notification is given to the parent(s) of the student. This notice includes the reasons for the suspension and the right of the student or parent(s) to appeal to the Superintendent/designee.

If the Superintendent or principal reinstates a student prior to the hearing for emergency removal, the teacher may request, and is given, written reasons for the reinstatement. The teacher cannot refuse to reinstate the student.

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

Students in grades pre-K through three may only be removed for the remainder of the school day and must be permitted to return the following school day. The District may only proceed with a related suspension or expulsion in compliance with State law.

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

#### **Student Expulsion**

At times, the behavior of a student can be considered so serious as to justify total removal from the educational program for a prolonged period of time. Actions meriting expulsion are outlined in the student code of conduct. A student cannot be expelled from school solely because of unexcused absences. Only the Superintendent may expel a student. Expulsion is the removal of a student for more than 10 days, but not more than one year. An expulsion can extend beyond the end of the school year if there are fewer school days than expulsion days remaining. The Superintendent may apply any remaining part or all of the period of the expulsion to the following school year.

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

Whenever possible, principals will consult with a mental health professional under contract with the District or school prior to expelling a student in grades pre-K through three. If needed, the principal or mental health professional will assist the student's parent in locating additional mental health services.

Beginning with the 2019-2020 academic year, the District will reduce the number of expulsions for non-serious offenses, as defined by State law, for students in grades pre-K through three in accordance with State law. Such expulsions will be eliminated by the 2021-2022 school year.

The Superintendent shall give the student and parent(s) written notice of the intended expulsion, including reasons for the intended expulsion. The student and parent(s) or representative have the opportunity to appear on request before the Superintendent/designee to challenge the action or to otherwise explain the student's actions. This notice shall state the time and place to appear, which must not be fewer than three days nor more than five days after the notice is given.

Within 24 hours of the expulsion, the Superintendent shall notify the parent(s) of the student and the Treasurer.

The notice shall include the reasons for the expulsion, the right of the student or parent(s) to appeal to the Board or its designee, the right to be represented at the appeal and the right to request that the hearing be held in executive session.

The Superintendent will initiate expulsion proceedings against a student who has committed an act that warrants expulsion even if the student withdraws from school before the Superintendent has held the hearings or made the decision to expel the student.

#### Permanent Exclusion

If the offense is one for which the District may seek permanent exclusion, the notice shall contain that information.

#### Appeal to the Board

A student or a student's parent(s) may appeal the expulsion by the Superintendent to the Board or its designee. The expulsion appeal must be within 14 calendar days after the notice of intent to expel was provided to the student, parent, guardian or custodian. The appeal request shall be in writing to the Treasurer and at the request of the student or of the student's parent(s) or attorney, the meeting may be held in executive session. The student may be represented in all such appeal proceedings and is granted a hearing before the Board or its designee. All witnesses are sworn and a verbatim record is kept of the hearing. The decision of the Board shall be acted upon at a public meeting. The student may be excluded from school during the appeal process.

#### Appeal to the Court

Under State law, the decision of the Board may be further appealed to the Court of Common Pleas. Any student who is expelled from school for more than 20 days or into the following semester or school year is referred to an agency that works towards improving the student's attitudes and behavior. The Superintendent provides the student and his/her parent(s) with the names, addresses and telephone numbers of the public and private agencies providing such services.

#### Student Suspension

The Superintendent, principals, assistant principals and other designated administrators may suspend a student from school for disciplinary reasons outlined in the student code of conduct. A student cannot be suspended from school solely because of unexcused absences. No period of suspension is for more than 10 school days. If, at the time a suspension is imposed, fewer than 10 days remain in the school year, the Superintendent cannot apply any or all of the period of suspension to the following year.

The Superintendent may instead require a student to perform community service or another alternative consequence for the number of hours remaining in the student's suspension. The Board directs the Superintendent to develop a list of alternative consequences that may be used. If the student is required to perform community service or another alternative consequence during the summer, he/she will be required to begin serving the consequence during the first full weekday of summer break. If a student fails to complete community service or the assigned alternative consequence, the Superintendent may determine the next course of action but still cannot require the student to serve the remaining time of the out-of-school suspension at the beginning of the following school year.

Beginning with the 2019-2020 academic year, the District will reduce the number of out-of-school suspensions for non-serious offenses, as defined by State law, for students in grades pre-K through three in accordance with State law. Such out-of-school suspensions will be eliminated by the 2021-2022 school year.

The District permits students to complete any classroom assignments missed due to suspension. Students will receive at least partial credit upon completion of any assignment missed due to suspension. The Board directs the Superintendent to develop written procedures for completing and grading these assignments. Grade reductions are permitted, but students will not receive a failing grade on a completed assignment solely due to the student's suspension.

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

1. The student is informed in writing of the potential suspension and the reasons for the proposed action.
2. The student is provided an opportunity for an informal hearing to challenge the reason for the intended suspension and explain his/her actions.

3. An attempt is made to notify the parent(s) by telephone if a suspension is issued.
4. Within one school day, a letter is sent to the parent(s) stating the specific reasons for the suspension and including notice of the right to appeal such action.
5. Notice of this suspension is sent to the: A. Superintendent and B. student's school record (not for inclusion in the permanent record).
6. Permanent Exclusion — If the offense is one for which the District may seek permanent exclusion, the notice contains that information.

#### Appeal Procedure

Should a student or a student's parent(s) choose to appeal the principal's suspension, he/she must do so within 10 calendar days of the notice of suspension. The appeal shall be in writing and made to the Superintendent. If dissatisfied with the Superintendent's decision, an appeal may be made to the Board. At the request of the student or of the student's parent(s) or attorney, the meeting may be held in executive session. All witnesses are sworn and a verbatim record is kept of the hearing. The decision of the Board shall be acted upon at a public meeting. The student may be excluded from school during the appeal process.

#### Appeal to the Court

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

### **Tobacco**

The Board has a duty to protect and promote the health and well-being of all students and staff. The Board is acutely aware of the serious health risks associated with the use of tobacco products, both to users and nonusers, and that most tobacco use begins by the age of 18. Therefore, the Board adopts this 100% tobacco-free District policy to endorse a healthy lifestyle and prevent tobacco use.

"Tobacco" is defined as any product made or derived from tobacco or containing any form of nicotine, if it is intended for human consumption or is likely to be consumed, whether smoked, heated, chewed, absorbed, dissolved, inhaled or ingested by any other means including but not limited to: any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, alternative nicotine products, electronic smoking devices, vapor products, any other smoking product, and spit tobacco, also known as smokeless, dip, chew and snuff, in any form.

#### Tobacco Use Prohibited

No student is permitted to smoke, inhale, vape, dip or chew tobacco at any time, including nonschool hours:

1. in any building, facility or vehicle owned, leased, rented or chartered by the District or
2. on school grounds, athletic facilities or parking lots.

No student is permitted to smoke, inhale, vape, dip or chew tobacco at any time, including nonschool hours, at any school-sponsored event off campus. Additionally, no student is permitted to possess cigarettes, lighters or other tobacco products including: filters, rolling papers, pipes, blunt or hemp wraps and liquids used in electronic smoking devices at any time.

#### Providing Notice

"No Tobacco" signs will be posted throughout the District at entrances and other appropriate locations in all academic buildings, administrative spaces and athletic fields. Students are provided notice of this policy through student handbooks. District vehicles will display the international "No Smoking" insignia. Announcements will be made during home athletic events both before the event and during intermission, as well as at all school functions where deemed appropriate. School programs will include a written reminder of the no tobacco use on District property policy.

Students and parents are given copies of the standards of conduct and statement of disciplinary sanctions, and notified that compliance with the standards of conduct is mandatory.

#### Enforcement

Disciplinary measures taken against students for violations of this policy comply with the requirements of Federal and State law and related District policies and regulations. Specific measures are outlined in the student code of conduct.

#### Educational Reinforcement

Tobacco use prevention education is closely coordinated with the other components of the school health program. Staff responsible for teaching tobacco use prevention education have adequate pre-service training and participate in ongoing professional development activities to effectively deliver the education program. Preparation and professional development activities provide basic knowledge about the effects of tobacco use and effects of peer pressure on tobacco use combined with skill practice in effective instructional techniques and strategies and program specific activities.

### **Vandalism and Property Damage**

Our school buildings and equipment cost the taxpayers a great deal to construct, purchase and maintain. Students who destroy or vandalize school property will be required to pay for losses or damages. If students willfully destroy school property, suspension and subsequent expulsion may result. If a student happens to damage something by accident, he/she should report it to a teacher or the office immediately.

Students are responsible for the proper care of all books, supplies, and furniture by the school. Students who disfigure property, break windows, or do other damage to school property or equipment will be required to pay for the damage done, or replace the item. Repeated or major vandalism will result in disciplinary action.

All basic textbooks are loaned to students for their use during the school year. Workbooks and other supplies are paid for by the student. Textbooks are to be kept clean and handled carefully. Please be sure your name, grade, and school are written on the book label in case the book is misplaced. You will be required to pay for lost or damaged books.

### **Weapons in the School**

The Board is committed to providing the students of the District with an educational environment that is free of the dangers of firearms, knives and other weapons. The definition of a firearm is any weapon (including a starter gun) which is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer or any destructive device (as defined in 18 U.S.C.A. Section 921) that includes any explosive, incendiary or poisonous gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or device similar to any of the devices described above. A knife is defined as a cutting instrument having a sharp blade that is capable of causing serious bodily injury. Unless a student is permanently excluded, the Superintendent shall expel a student from school for a period of one year for bringing a firearm or knife to a school within the District or onto any other property owned or controlled by the Board, or for possessing a firearm or knife at a school or on any other property owned or controlled by the Board, which firearm or knife was initially brought onto school property by another person, except that the Superintendent may reduce this requirement on a case-by-case basis in accordance with this policy. Any such expulsion shall extend, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place.

Matters that might lead to a reduction of the expulsion period include the student's mental and/or physical characteristics or conditions, the age of the student and its relevance to the punishment, the prior disciplinary history of the student and/or the intent of the perpetrator. A student may be expelled for up to one year for firearm-related or knife-related incidents occurring off school property while at a school-sponsored interscholastic competition, extracurricular event or other school-sponsored activity. A student suspended, expelled, removed or permanently excluded from school for misconduct involving a firearm or knife also loses his/her driving privileges. The District must notify the county juvenile judge and registrar of motor vehicles within two weeks of the suspension, expulsion or permanent exclusion.

The Board prohibits students from knowingly possessing an object on school premises, in a school or a school building, at a school activity or on a school vehicle if both of the following apply.

1. The object is indistinguishable from a firearm, whether or not the object is capable of being fired.
2. The person indicates that the person possesses the object and that it is a firearm, or the person knowingly displays or brandishes the object and indicates that it is a firearm.

As defined by State law and for purposes of this policy, an "object that is indistinguishable from a firearm" means an object made, constructed or altered so that, to a reasonable person without specialized training in firearms, the object appears to be a firearm. Students found in violation of numbers 1 and 2 above may be reported to the local law enforcement authority and may be prosecuted under state criminal statutes, as well as disciplined in accordance with the provisions of the District's student code of conduct and State law. The Superintendent is authorized to expel a student from school for a period not to exceed one year for making a bomb threat to a school building, or to any premises at which a school activity is occurring at the time of the threat. Any expulsion under this provision extends, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place.

## **Section 2: Dress Code Policy**

The following guidelines for students' dress and grooming are provided by the McDonald Board of Education in order to encourage an atmosphere which respects the opportunities for learning to which every student is entitled, and which each in his/ her own way is responsible.

1. All students are expected to adhere to common practices of modesty, cleanliness, and neatness and to dress in such a manner as to contribute to an academic atmosphere. Any clothing, object, or manner of personal grooming that is unsafe, unhealthy, injurious to school property or is otherwise disruptive to the educational process is prohibited.
2. Students are expected to avoid extremes in appearance which are so disruptive or distracting to a learning environment.
3. Dress at all school-sponsored events and activities shall be at the discretion of the activity sponsor and/or principal. However, generally school dress is required when attending all school-related activities other than athletic events.
4. The principal will have the final jurisdiction in interpreting and enforcing the dress code.

**The following general guidelines are appropriate and applicable to all students.  
This is not an all-inclusive list.**

1. Clothing and jewelry should be worn in the manner for which it was designed. Jewelry that is dangerous such as dog collars, spiked jewelry, wallet chains, belt chains, etc...are prohibited. The waistline of pants, shorts, and skirts shall not be lower than the top of the hips. Undergarments shall not be exposed.
2. Clothing bearing slogans, decals, pins, etc., or illustrations that pertain or relate to alcohol, tobacco, weapons, drugs, sex, or other offensive matter may not be worn.
3. Any clothing that is dangerous to the student or destructive to school property (i.e. shoes that leave marks on the floor, hiking boots, or shoes with soft composition heels) will not be permitted.
  - "Heelies", the shoes with built-in wheels may not be worn.
4. Hats/head covers, hand covers/gloves are not to be worn inside the building.
5. Foot apparel must be worn.
6. Student bottoms (shorts, skirts, dresses) must be at or below fingertip length when arms are hanging at the side. Slits or cut-outs (jeans with holes), must also be at or below fingertip length.

7. The following are not permitted: cutoffs, biker shorts, spandex shorts, shorts that are frayed, shorts with holes or patches, halter tops, bare midriffs, or sleeveless tops with large armholes.
  - Prohibited are the nude look, see-through or peek-a-boo modes (not including sheer garments with appropriately concealing undergarments, i.e. slips, camisoles, etc.), revealing fashions (i.e. slit skirts, bare midriffs, cutouts, spaghetti straps), plunging or low cut necklines, and undergarments worn as outerwear.
8. No visible body piercing (such as nose, tongue, lip, eyebrows, piercing retainers, gauges, etc...) Band-Aids or other materials used as coverings are prohibited.
9. Hair is to be clean and neatly groomed.
10. Hair color must be natural in appearance. Extreme colors such as pink, blue, green, Crayola Red, or any color not deemed natural by the principal or designee are not permitted.
11. Hair styles such as mohawks, long spikes, shaved initials, numbers, or designs are not permitted.
12. Hair may not be worn covering the eyes in a way which obstructs a student's vision or obstructs a staff member's ability to observe a student's eyes.
13. Make-up may not be excessive.
14. No tattoos (real or artificial). All must be covered.
15. Sleepwear and slippers are not permitted.

Any student observed violating the above regulations will be required to conform to the dress code. Students whose wearing apparel or personal grooming distract from the educational atmosphere will be subject to appropriate disciplinary action which may include detention or suspensions until such time as the dress code violation ceases to be a disturbing factor.

This dress code has been adopted not to create hardships on parents or students, nor to discriminate, but to try to keep in effect the appearance and pride that has been established in the McDonald Schools.

The principal will have the final jurisdiction in interpreting and enforcing this policy and may make reasonable adjustments to accommodate extremes of weather.

These rules and regulations, in effect for the school year, encourage students and parents to exercise common sense and good judgment in their application. The McDonald Schools encourage an appearance that at all times maintains the traditional good grooming that is expected of its students.



### **Section 3: Student Attendance Guidelines and Procedures**

*Roosevelt Elementary is responsible for maintaining accurate records of absence, tardiness, truancy, and early excusals. A student must attend school regularly to benefit from the educational experiences offered by McDonald Local Schools. A child between six and eighteen years of age is "of compulsory school age" for the purpose of sections 3321.01 to 3321.13 of the Revised Code. A child under six years of age who has been enrolled in kindergarten also shall be considered "of compulsory school age" for the purpose of sections 3321.01 to 3321.13 of the Revised Code unless at any time the child's parent or guardian, at the parent's or guardian's discretion and in consultation with the child's teacher and principal, formally withdraws the child from kindergarten.*

#### **Types of Absences**

The McDonald Local School District recognizes two (2) different kinds of absences:

##### **I. Excused**

In this case, the student was absent because of personal illness, family illness, or other reasonable situations. In this case, the office was notified the day of the absence by phone and/or the student brought in a signed, dated note from a physician, a document indicating a court appearance, or evidence of one of the following reasons for absence from school as permissible by the Ohio Revised Code:

The Ohio Revised Code and Board Policy permit students to be absent from school for the following reasons:

1. Personal illness
2. Family illness (medical verification may be required if it is deemed appropriate).
3. Needed at home to perform necessary work directly and exclusively for parents or legal guardians (applies to students over 14 years of age only)
4. Quarantine of the home (The absence of the child is limited to the length of the quarantine as determined by proper health officials).
5. Death in the family
6. Religious reasons
7. Authorized school-sponsored activities
8. As determined by the Superintendent

##### **II. Unexcused**

An unexcused absence is defined as missing class or school without a legal reason.

The Board does not believe that students should be excused from school for vacations or other non-emergency trips. The responsibility for such absences resides with the parent(s), and they **must not expect** any work missed by their child to be retaught by the teacher. If the school is notified in advance of such a trip, reasonable efforts are made to prepare a general list of assignments for the student to do while he/she is absent.

### **Habitual Truancy**

House Bill (HB) 410 made several significant changes to district obligations for working with students who are truant. It also made changes to student discipline. Under the revised law, the term "chronic truant" has been removed. The term "habitual truant" still is used, and the definition has been updated, removing references to "days" and replacing them with "hours." Under the revised definition, a habitual truant is defined as "any child of compulsory school age who is absent without legitimate excuse from the public school the child is supposed to attend for (30) or more consecutive hours, (42) or more hours in one school month or (72) or more hours in one school year." (Ohio Revised Code (RC) 2151.011(B)(18)). The law expands the jurisdiction to juvenile courts in dealing with parents of truant students and creates a new option allowing the court to order school districts to place a child in an alternative school if one has been established.

### **Recommended Progression of Interventions for Habitual Truant**

Within (7) days of the triggering absence, the district must do the following:

- Select members of the absence intervention team.
- Make (3) meaningful attempts to secure the student's parent or guardian's participation in the absence intervention.
- Inform parent(s) of their right to appear by designee if the parent responds to the attempts to secure participation but is unable to participate for any reason.
  - If the parent fails to respond, the school district must carry out the following:
    - Investigate whether the failure to respond triggers mandatory reporting to the county's public children services agency.
    - Instruct the absence intervention team to develop a plan for the child without the child's parent, guardian, or custodian.

Within (10) days of the triggering absence, the district must do the following:

- Assign the selected absence intervention team to the student.

Within (14) days after the team is assigned, the district must do the following:

- Develop the student's absence intervention plan.

Within (7) days after the plan is developed, the district must do the following:

- Make reasonable efforts to provide written notification to the student's parent or guardian.

If the student does not make progress on the plan within (60) days or continues to be excessively absent, the district must do the following:

- File a complaint in the juvenile court.

### **Excessive Absence**

Excessive Absences is defined as "any child of compulsory school age who is absent with a non-medical absence or without legitimate excuse from the public school the child is supposed to attend for (38) or more hours in one school month or (65) or more hours in one school year."

Students who exceed the maximum number of absences without verification in a class or the school day may lose academic credit for those courses, be retained in the current grade, or possibly be recommended for an alternative educational placement at the discretion of the superintendent or superintendent's designee.

### **Due Process**

All students with attendance concerns will be given due process. The parent or guardian of the student will be contacted by letter and/or phone before penalties or loss of credit occurs. The administration will be available to meet with parents or guardians to develop strategies that help improve attendance and avoid any loss of credit or penalties.

### **Makeup Work Guidelines**

It is the responsibility of the parent(s)/student to immediately, upon return to school, make arrangements with his/her teacher(s) for missed work. Students who are absent from school for reasons not permitted by State law may, or may not, be permitted to make up work. Each case is considered on its merits by the principal and the respective teacher(s). Students are requested to bring a note to school after each absence explaining the reason for the absence or tardiness.

### **Early Excusal**

When an emergency situation arises which cannot be scheduled at another time, a student may be excused for part of a day. A matter of convenience is not to be interpreted as an emergency situation.

Parental Responsibility: To send notice, including the name and telephone number of the licensed practitioner or other party involved: a note signed by the custodial parent containing the same information is acceptable. Otherwise, the parent or guardian must make a request in person or by phone.

**Student Responsibility:** To present the notice to the main office or classroom teacher immediately upon arrival to school. or the excusal may be denied.

Please note:

- The custodial parent or legal guardian is required to report to the main office and sign-out the student prior to being dismissed from school-grounds.
- No students will be released to persons not listed on the emergency contact form without custodial parent’s or legal guardian’s permission.
- To reflect the changes in the law per HB 410 and the obligations of the school district, early excusals and tardies are considered “hours” towards absences. The amount of time missed due to tardiness and early excusals will contribute to the total absence hours and potentially cause a student to be a habitual truant. Time missed due to tardiness and early excusals contribute to loss of instructional time which can adversely impact student achievement.

**Tardiness to School**

Students arriving after 8:05am are considered “tardy to school.”

**Intervention for Tardiness**

# of Unexcused Tardies	Interventions
2	Written Warning
4	Loss of Privileges/other administrator assigned age appropriate disciplinary measure
6+	Detention, additional interventions including community service as appropriate may be assigned

*The administration maintains discretion in the application of these consequences.*

To reflect the changes in the law per HB 410 and the obligations of the school district, early excusals and tardies are considered “hours” towards absences. The amount of time missed due to tardiness and early excusals will contribute to the total absence hours and potentially cause a student to be a habitual truant. Time missed due to tardiness and early excusals contributes to loss of instructional time which can adversely impact student achievement.

## Section 4: Code of Conduct

*The administration maintains discretion in the application of these consequences.*

Nature of Misconduct	Level 1	Level 2	Level 3
Possession of cell phones and any other electronic communication devices that is turned on and/or not in backpack	Report to Office/ Warning/Notify Parents/ Device is confiscated, returned to the student at the end of the day.	Report to Office/ Detention/ Device is confiscated and must be picked up by parent or guardian.	Report to Office/ Community Service, additional interventions may be assigned/ Device is confiscated and must be picked up by parent or guardian.
Disruption/Horseplay in Class	Classroom level consequences	Report to Office/ Detention	Report to Office/ Community Service, additional interventions may be assigned
Hallway Disorders, Littering, Running, Excessive Noise, etc.	Classroom level consequences	Report to Office/ Loss of Privileges/other administrator assigned age appropriate disciplinary measure	Report to Office/ Detention, additional interventions including community service as appropriate may be assigned
Playground Disorders	Classroom level consequences	Report to Office/ Loss of Privileges/other administrator assigned age appropriate disciplinary measure	Report to Office/ Detention, additional interventions including community service as appropriate may be assigned
Gum Chewing Outside of Classroom	Classroom level consequences	Report to Office/ Detention/ Confiscation	Report to Office/ Community Service/ Confiscation
Cafeteria Disorder	Warning/Notify Parents	Report to Office/ Detention	Report to Office/ Community Service
Violation of Student Dress Code	Report to Office/ Warning/Notify Parents	Report to Office/ Detention	Report to Office/ (2) Detentions & additional interventions including community service as appropriate shall be assigned
Annoying/Disturbing/Bothering of Other Students	Classroom level consequences	Report to Office/ Detention	Report to Office/ (2) Detentions & additional

			interventions including community service as appropriate shall be assigned
Bullying / Harassment	Report to Office/ Warning/Notify Parents/Cease and Desist issued	Report to Office/ Detention. additional interventions including community service as appropriate may be assigned	Report to Office/ In-School Suspension and/or Out-of-School Suspension
Refusing Corrective Action	Classroom level consequences	Report to Office/ Detention	Report to Office/ (2) Detentions & Community Service shall be assigned
Cheating/Dishonest Behavior	Classroom level consequences	Report to Office/ Confiscation/Detention	Report to Office/ Confiscation/ (2) Detentions & Community Service shall be assigned
<b>Nature of Misconduct</b>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>
Possession of, Writing or Passing Obscene Items or Using Inappropriate Language (As Per Policy)	Classroom level consequences	Report to Office/ Confiscation/(2) Detentions & Community Service shall be assigned	Report to Office/ Confiscation/ Community Service, additional interventions, such as, In-School Suspension and/or Out-of-School Suspension shall be assigned
Insubordination (Back-talk, Defiance, etc.)	Classroom level consequences	Report to Office/ (2) Detentions & community service shall be assigned	Report to Office/ Community Service, additional interventions, such as, In-School Suspension and/or Out-of-School Suspension shall be assigned
Rude/Disrespectful Behavior Towards Staff	Classroom level consequences	Report to Office/ (2) Detentions & community service shall be assigned	Report to Office/ Community Service, additional interventions, such as, In-School Suspension and/or Out-of-School Suspension shall be assigned
Out of Area Without Permission	Classroom level consequences	Report to Office/ (2) Detentions & community service shall be assigned	Report to Office/ Community Service, additional interventions, such as, In-School Suspension and/or Out-of-School Suspension shall be assigned
Leaving the School Grounds	Report to Office/ Detention/Notify Parents	Report to Office/ (2) Detentions & community service shall be assigned	Report to Office/ Community Service, additional interventions, such as, In-School Suspension and/or Out-of-School Suspension shall be assigned
Possession of Cigarettes, Tobacco, Matches, Lighters, etc.	Report to Office/ Confiscation/Detention/Notify Parents	Report to Office/ Confiscation/(2) Detentions & Community Service shall be assigned	Report to Office/ Confiscation/Suspension
Theft	Report to the Office/ Warning/Notify Parents/ Restitution	Report to Office/ Detention & community service shall be assigned/Restitution	Report to Office/ Community Service, additional interventions, such as, In-School Suspension and/or Out-of-School Suspension shall be assigned
Damaging or Defacing School Property or property belonging to others	Report to Office/ Restitution/ Detention & community service	Report to Office/ (2) Detentions & Community Service shall be	Report to Office/ Suspension/Restitution

	shall be assigned	assigned/Restitution	
Fighting with or Assaulting Other Students	Report to Office 3-Day Suspension	Report to Office 5-Day Suspension	Report to Office 10-Day Suspension with the recommendation for expulsion
Threatening	Report to Office/ Detention/Notify Parents	Report to Office/ (2) Detentions & community service shall be assigned	Report to Office/ Community Service, additional interventions, such as, In-School Suspension and/or Out-of-School Suspension shall be assigned
Possession of Weapon or Dangerous Instrument	N/A	Report to Office/ 5-Day Suspension possible recommendation for expulsion/ Authorities Contacted	Report to Office/ 10-Day Suspension with recommendation for expulsion/ Authorities Contacted
<b>Nature of Misconduct</b>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>
Smoking or Chewing Tobacco on School Property (during school or at a school-sponsored function)	Report to Office/ Detention/Notify Parents	Report to Office/ (2) Detentions & community service shall be assigned	Report to Office/ Community Service, additional interventions, such as, In-School Suspension and/or Out-of-School Suspension shall be assigned
Threat on an Employee	Report to Office/ 3-Day Suspension	Report to Office/ 5-Day Suspension possible recommendation for expulsion	Report to Office/ 10-Day Suspension with recommendation for expulsion
Assault on School Employee	Report to Office/ 3-Day Suspension	Report to Office/ 5-Day Suspension possible recommendation for expulsion	Report to Office/ 10-Day Suspension with recommendation for expulsion
Use or Possession of Alcoholic Beverages during school or at a school-sponsored function	N/A	Report to Office/ Confiscation/ Detention & community service shall be assigned/Authorities Contacted	Report to Office/ Confiscation/Suspension possible recommendation for expulsion/Authorities Contacted
Use or Possession of Narcotics	N/A	Report to Office/ 5-Day Suspension possible recommendation for expulsion/ Authorities Contacted	Report to Office/ 10-Day Suspension with recommendation for expulsion/ Authorities Contacted
<b><i>The administration maintains discretion in the application of these consequences.</i></b>			

**BOARD RESOLUTION NO. 23-123**

**RESOLUTION AUTHORIZING THE BOARD OF EDUCATION TO ENTER INTO A COOPERATIVE TRANSPORTATION AGREEMENT WITH THE TRUMBULL COUNTY EDUCATIONAL SERVICE CENTER AND COMMUNITY BUS SERVICES, INC.**

Whereas, the District has a duty under law to provide transportation services to low incidence students and special needs preschool students living in the District but attending outside the District; and,

Whereas, the Board has determined that it is in the best interest of the District, both in terms of efficiency and economics, to enter into a cooperative transportation agreement involving other districts within the County; and,

Whereas, the Board believes that it would be in the best interest of qualifying students living in this District to be serviced under such a cooperative agreement; and

Whereas, the Superintendent has reported upon and reviewed with the Board the particulars of the proposed cooperative transportation agreement.

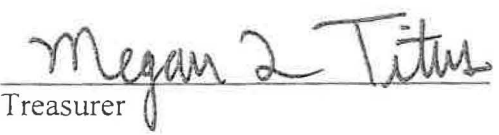
**IT IS THEREFORE RESOLVED**, that the McDonald Local School District Board of Education hereby agrees to participate in and enter into a cooperative agreement contract with the Trumbull County Educational Service Center, other Participating School Districts and Community Bus Services, Inc., for the transportation of disabled students attending cooperative special education classrooms out-of-district in Trumbull County, effective July 1, 2023 -June 30, 2024.

McDonald Local School District Board of Education

Signature:

Signature:

  
\_\_\_\_\_  
President

  
\_\_\_\_\_  
Treasurer

Date: 6-27-23

Date: 6-27-23





**McDonald Local Schools**  
**600 Iowa Avenue McDonald, OH 44437**  
**P: 330.530.8051 ext. 3 | F: 330.530.7041**

**PROPOSED CONTRACT FOR  
SERVICE**

This agreement is by and between McDonald Local Schools with its principle place of business at 600 Iowa Avenue (herein "MLS") and Alta Care Group, 7620 Market Street, Suite 2 Boardman, Ohio 44512, (herein "Contractor").

**1. Term of Contract**

This agreement will be effective from, August 15, 2022 through May 26, 2023 or until earlier terminated as provided in this Agreement.

**2. Services to be Performed by Contractor:**

A. Contractor agrees to provide services to MLS at the designated site(s) for service delivery:

McDonald Elementary and McDonald High Schools unless otherwise agreed upon. It is expressly understood that the sites, as designated, shall be under the exclusive management and control of MLS and that Ohio Revised Code 3313.47 shall be applicable.

B. That Alta shall provide as services to McDonald Local Schools the following:

**Mental Health Consultant:** The equivalent of **Five (5) days** or **Thirty hours (30)** per week wherein a Mental Health Professional will function as a Mental Health Provider/Behavioral Consultant in the above mentioned school. Counseling/Consultation services will be provided for six (6) hours per day, during the assigned day at MLS, student homes, or other location as mutually agreed upon.

**Case Management:** The equivalent of **Five (5) days** or **Thirty hours (30)** per week wherein a Mental Health Technician will function as a Case Manager in the above mentioned schools. Case Management services will be provided for six (6) hours per day, during the assigned day at MLS, student homes, or other location as mutually agreed upon.

C. Services to be provided for the benefit of MLS students and faculty include some or all of the following services as requested by the School, in a manner consistent with the school system's protocol for referrals to outside mental health providers, and determined to be appropriate by the Mental Health Individualized Treatment Plan, if one so exists:

- (1) Behavioral consultation services to students, teachers, and/or any Student Assistance Team members toward the goal of minimizing disruptive behaviors and decreasing classroom removals (i.e. suspensions, expulsions, etc.) so as to increase exposure to the learning environment.
- (2) Attendance at student specific school meetings as necessary and appropriate.
- (3) All necessary paperwork necessary for the fulfillment of job responsibilities.
- (4) Contractor agrees that any services described in this Agreement that must be performed on the premises of MLS will be performed during hours that are determined by the Contractor (totaling six hours per day), but at a time that is mutually convenient to the Contractor and MLS.
- (5) Case management services to students, teachers, and/or any Student Assistance Team members towards the goal of minimizing disruptive behaviors and decreasing classroom removals (i.e. suspensions, expulsions, etc.) so as to increase exposure to the learning environment.
- (6) Linkage and referral to supports that may assist students and their families with overcoming barriers that may have an impact on educational performance.

- D. Services of the Mental Health Consultant will be provided by Master's Level Therapists, Interns and/or licensed Counselors or Social Workers as applicable by the State of Ohio Counselor, Social Work, and Marriage and Family Therapist Board, and trained in school-based mental health best practices through Alta Care Group's Classroom Connections Program. Services of the Case Manager will be provided by Qualified Mental Health Specialist and trained in school-based mental health best practices through Alta Care Group's Classroom Connections Program.
- E. Contractor shall provide to MLS "legible" documentation of the foregoing activities in a log form with associated time allocations pertaining to drafting documents, face-to-face meetings, and training, for example.
- F. The Contractor will determine the method, details, and means of performing the services herein described. MLS will specify the results desired in regard to the specified services.

**3. Compensation:**

- A. MLS shall reimburse Contractor for the following expenses incurred in performing duties under this Agreement: Alta Care Group shall remit timely invoices for services reflecting completed services.
  - (1) In consideration thereof, MLS agrees to pay Alta Care Group Ninety Eight Thousand Eight Hundred dollars (\$98,800) in four (4) equal payments of Twenty Four Thousand and Seven Hundred dollars (\$24,700.00)

**TOTAL .....\$98,800**

**4. Obligations of Contractor:**

- A. Contractor shall complete the services described in the Agreement no later than June 30, 2023.
- B. Contractor may represent, perform services for, and be employed by any additional entities, persons, or companies as Contractor, at Contractor's sole discretion, sees fit. However, Contractor represents and warrants that the services being provided herein to MLS at the times and places of performance are not being performed by the Contractor at times for which the Contractor is being paid by another entity as a principal or as an employer. Contractor represents and warrants that, if Contractor is otherwise employed by an employer, Contractor shall comply with any interest or commitment policy, regulation, or contract of such employer while performing services for and being paid by MLS. Contractor represents and warrants that, upon request by MLS, Contractor shall provide to MLS a legal opinion from any such employer that Contractor's engagement by MLS pursuant to the terms of this agreement do not violate the terms and conditions of any applicable ethics or conflict of interest or commitment policy, regulation, or contract of such employer. Contractor agrees to defend, hold harmless, and indemnify MLS for any and all claims arising out of any violation of such ethics or conflict of interest or commitment policy, regulation, or contract.
- C. Neither this Agreement nor any duties or obligations under this Agreement may be subcontracted by Contractor without the prior written consent of McDonald Local Schools.
- D. Contractor agrees that all necessary tools, equipment, supplies, and office related equipment necessary to fulfill the duties under the terms of this Agreement are the responsibility of, and will be supplied by, the Contractor.

**5. Obligations of McDonald Local Schools:**

- A. MLS agrees to comply with all reasonable requests of Contractor and provide access to all documents reasonably necessary to the performance of Contractor's duties under this Agreement.

- B Neither this agreement nor duties or obligations under this Agreement may be assigned by MLS without the prior written consent of Contractor.

**6. Termination of Agreement :**

- A. Notwithstanding any other provision of this Agreement, either party may terminate this Agreement at any time by giving 30 days written notice to the other party.
- B. If Contractor defaults in the performance of this Agreement or materially breaches any of its provisions, MLS, at its option, may terminate this Agreement immediately by giving written notification to Contractor.

**7. General Provisions:**

- A. This Agreement is the entire agreement between the parties, and it supersedes any and all agreements, both oral and written, between the parties with respect to the rendering of services by Contractor for MLS, and contains all of the covenants and agreements between the parties with respect to the rendering of these services in any manner whatsoever. Any modification of this Agreement will be effective only if it is in the writing signed by the party to be charged.
- B. The parties stipulate and agree that Contractor is not being employed by MLS pursuant to an administrative contract or teacher contract, and that Contractor disclaims any right or obligation to be so employed by MLS, and that MLS is relying on such disclaimer of Contractor as an inducement to enter this Agreement.
- C. Pursuant to section 3121.891 of the Ohio Revised Code, employers and government entities in the state of Ohio are obligated to report to the Ohio Department of Jobs and Family Services (ODJFS) all employees who reside or work in the state of Ohio. Ohio Revised Code section 3121.89 defines "employee" as "an individual who is employed to provide services for compensation to an employer and includes an individual who provides services to an employer under a contract as an independent contractor and who is an individual, the sole shareholder of a corporation, or the sole member of a limited liability company."

  
CEO, Alta Care Group

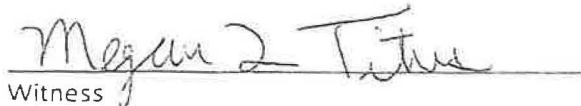
7/25/22  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

  
Superintendent, McDonald Local Schools

8-4-22  
Date

  
Witness

8-4-22  
Date





GPO 210450193

LOSP Code: 31253

11903287

Contract No. 210021632 Customer No. 11903101 Location No. 310

STANDARD RENTAL SERVICE AGREEMENT

Date \_\_\_\_\_

Customer McDONALD LOCAL SCHOOLS

Phone 330-530-8051

Address 600 LOUISIANA AVENUE

City McDONALD

State OH Zip 44437

STANDARD PRODUCT RENTAL PRICING:

Item #	Description	Unit Price
	<u>REFER TO GPO PRICING SCHEDULE</u>	

- This agreement is effective as of the date of execution for a term of 36 months from date of installation
- The additional charges listed below are subject to adjustment by Company effective upon notice to Customer, which notice may be in the form of an invoice
- Name Emblem \$ N/A ea • Company Emblem \$ N/A ea
- Custom Emblem \$ N/A ea • Embroidery \$ N/A ea
- Credit Terms - Charge Payments due 10 Days After End of Month
- Automatic Lost Replacement Charge Item N/A % of Inventory N/A \$ N/A ea
- Automatic Lost Replacement Charge Item N/A % of Inventory N/A \$ N/A ea
- Make-Up charge \$ N/A per garment
- Non-Standard/Special Cut Garment (i.e. non-standard, non-stocked, unusually small or large sizes, unusually short or long sleeve or length, etc.) premium \$ N/A per garment.
- Seasonal Sleeve Change \$ N/A per garment.
- Under no circumstances will the Company accept textiles bearing free liquid. Shop towels may not be used to clean up oil or solvent spills
- Shop towel container \$ QUOTE per week
- Artwork Charge for LogoMat \$ QUOTE
- Uniform Storage Lockers: \$ QUOTE ea/week, Laundry Lock-up \$ QUOTE ea/week Shipping \$ QUOTE
- Service Charge \$ N/A per delivery
- Size Change: Customer agrees to have employees measured by a Cintas representative using garment "size samples". A charge of \$ QUOTE per garment will be assessed for employees size changed within 4 weeks of installation.
- Uniform Advantage \$ QUOTE per garment.  
Uniform Advantage covers damaged garments needing replaced outside of normal wear and tear. Uniform Advantage does not cover lost or unreturned garments. The Customer or Company may cancel Uniform Advantage at any time.
- Other \_\_\_\_\_

FACILITY SERVICES PRODUCTS PRICING:

Bundle*	Item #	Description	Rental Freq.	Unit Price	Discount
	<u>24330</u>	<u>3x5 BLUE MAT</u>	<u>04</u>	<u>8.25</u>	
	<u>24420</u>	<u>4x6 BLUE MAT</u>	<u>04</u>	<u>10.73</u>	
	<u>24020</u>	<u>3x10 BLUE MAT</u>	<u>04</u>	<u>13.20</u>	
	<u>2590</u>	<u>36" DUST MOP</u>	<u>04</u>	<u>3.55</u>	
	<u>2610</u>	<u>60" DUST MOP</u>	<u>04</u>	<u>4.01</u>	
	<u>24520</u>	<u>4x8 BLUE MAT</u>	<u>04</u>	<u>13.00</u>	
	<u>26231</u>	<u>18" DUST MOP   HANDLES &amp; FRAMES</u>	<u>04</u>	<u>4.15</u>	<u>0</u>

\*Indicates bundled items services

- Initial and check box if Unleash. All Garments will be cleaned by customer
- Initial and check box if receiving Direct Embroidery Service. Company will take periodic physical inventories of items in possession or under customer control.
- Initial and check box if receiving direct embroidery service. Service is discontinued for any employee or Customer deletes any of the garments. Data direct embroidery for any reason or terminates this agreement for any reason or fails to renew this agreement. Customer will purchase all direct embroidered garments at the time they are removed from service at the then current replacement value.
- Customer certifies  is not a federal, state, or local government branch or agency.

Cintas Loc No. 310

Customer Please Sign Here X Megan 2 Titus

By Taylor Gilbert

Please Print Name X Megan Q Titus

Title Account Manager

Please Print Title X Treasurer / CFO

Accepted On \_\_\_\_\_

Email titus@mcDonald.k12.oh.us

Form Dist. Sub. (1) Writer Office (2) Canary-Customer (3) Print Corporate Office

X TL X MJT



## STANDARD RENTAL SERVICE AGREEMENT

1. The customer, its successors and assigns ("Customer") orders from CINTAS CORPORATION or any of its subsidiaries, successors and assigns ("Company") all of the Customer's requirements of garment rental services and other items covered by this agreement during the term of this agreement all in accordance with the pricing, terms and conditions contained herein. Pricing is based on 52 weeks billing per rental item per year.
2. All garments and other rented items will be cleaned and maintained by Company and remain property of the Company. Any garments that require replacement due to normal wear will be replaced by Company at no charge to Customer.
3. Unless specified otherwise, the garments supplied under this agreement are not flame resistant or acid resistant and contain no special flame resistant or acid resistant features. Flame resistant and acid resistant garments are available from Company upon request. Customer agrees to notify its employees that their garments are not designed for use in areas of flammability risk or where contact with hazardous materials is possible. Customer warrants that none of the employees for whom garments are supplied under this agreement require flame resistant or acid resistant clothing.
4. Customer agrees to notify Company, in writing of any hazardous materials that may be picked up by Company in the soiled garments or other textiles serviced under this agreement. In no case will hazardous materials be present to the extent that they may be harmful to Company's employees.
5. The weekly rental charge for any individual leaving the employ of Customer can be terminated, but only after all garment issued to that individual, or the current replacement value of same, have been returned or paid to Company. Any non standard, or special products (i.e., logo mats) must be purchased by the Customer if service is stopped for any reason. If items are lost or damaged by any means Customer will pay the then current replacement values for said items. Should Customer require garment size that are outside the standard size range, customer agrees to pay the specific premium price for those items designated under Uniform Pricing.
6. This agreement is effective as of the date of execution. The initial term of this agreement shall be as set forth on the front of this agreement. If Customer rejects the price increase, Company may terminate this agreement. If the Customer receives discount pricing due to bundling of products/services, Customer acknowledges that discount is subject to Customer continuing the bundling of products/services. Should customer discontinue bundling, pricing may be increased to the non-discount price. All invoices must be paid within ten days after the end of the month. Interest will accrue on any amounts which are not paid when due from the due date to the date of payment in full at an annual percentage rate equal to the lesser of (a) either percent 18% or (b) the maximum rate permitted by law.
7. Company is a licensee and not the owner of the Carhartt trademarked products. If Company should no longer have such license, then Company will substitute the Carhartt trademarked garments with garments of similar material and quality.
8. Customer hereby agrees to defend, indemnify and hold harmless Company from any claims and damages arising out of or associated with this agreement or resulting from the Customer's or its employees' use of the garments. Further customer releases Company from any and all liability that results or may result from the use of the garments.
9. Company guarantees to deliver the highest quality textile rental service at all times. Any complaints about the quality of the service which have not been resolved in the normal course of business must be sent by registered letter to Company's General Manager. If Company then fails to resolve any material complaint in a reasonable period of time, Customer may terminate this agreement provided all rental items are paid for at the then current replacement values or returned to Company in good and usable condition.
10. Additional customer employees, products and services may be added to this agreement and shall automatically become a part of and subject to the terms hereof this agreement, and subject to all of its provisions. If this agreement is terminated early, the parties agree that the damages sustained by Company will be substantial and difficult to ascertain. Therefore, if this agreement is terminated by Customer prior to the applicable expiration date for any reason other than documented quality of service reasons which are not cured as set forth above, or term noted by Company for cause at any time, Customer will pay to Company, as liquidated damages and not as a penalty, the greater of 50% of the average weekly invoice total multiplied by the number of weeks remaining in the unexpired term, or buy back all garments and other products allocated to Customer at the then current replacement values. Customer shall also be responsible for any unpaid charges on Customer's account prior to termination.
11. While this agreement is in effect, Customer agrees to pay a weekly minimum charge equal to 75% of (a) the charges on the initial invoice and (b) the charges for additional product and services added after the initial invoice.
12. Any dispute or matter arising in connection with or relating to this agreement shall be resolved by binding and final arbitration. The arbitration shall be conducted pursuant to applicable state or federal arbitration law. Any such dispute shall be determined on an individual basis, shall be considered unique as to its facts, and shall not be consolidated in any arbitration or other proceeding with any claim or controversy of any other party. The exclusive jurisdiction and forum for resolution of any such dispute shall lie in the state where Customer is located.
13. Customer certifies that Company is in no way infringing upon any existing contract between Customer and any other service provider.
14. This agreement along with the HPS Master Group Agreement 552 (the controlling agreement) contains the entire agreement of the parties with respect to the subject matter of this agreement and supersedes all prior negotiations, agreements and understandings with respect thereto. This agreement may only be amended by a written document executed by all parties.
15. This Agreement may not be modified, amended or supplemented except in writing signed by an authorized representative of each party provided, however, if a Federal, state or local governmental body or its representative is a party to this Agreement, the proposed modification, amendment or supplement must be in a writing signed by a President or Senior Vice President of Cintas.

x      x

## McDonald Local Schools 2023-2024 School Calendar

AUGUST '23				
M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

SEPTEMBER '23				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

OCTOBER '23				
M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

NOVEMBER '23				
M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

DECEMBER '23				
M	T	W	TH	F
				1
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11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

JANUARY '24				
M	T	W	TH	F
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8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

FEBRUARY '24				
M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	

MARCH '24				
M	T	W	TH	F
				1
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11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

APRIL '24				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

MAY '24				
M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

JUNE '24				
M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

First and Last Day for Teachers

First and Last Day for Students

Vacation Day

End of Nine-Week Grading Period

NEOEA Day

Waiver Day

**Grading Period:**

1st nine weeks 8/21 - 10/25/23  
 2nd nine weeks 10/26 - 1/19/24  
 3rd nine weeks 1/22 - 3/22/24  
 4th nine weeks 3/25 - 5/30/24

**\*Early Release on 1/19/2024**

**Parent/Teacher Conferences**

October 12, 2023  
 February 15, 2024

**Important Dates**

August 16-17	Teacher In-service
August 21	First Day of School
September 1	No School
September 4	Labor Day - No School
October 13	NEOEA Day - No School
Nov 7	Waiver Day
Nov 22-Nov 27	Thanksgiving Vacation
Dec 18-Jan 2	Christmas Vacation
January 15	Martin Luther King Day
February 16	No School
February 19	President's Day
March 29-April 2	Easter Break
May 27	Memorial Day
May 25	Graduation Day
May 30	Last Day Students
May 31	Teacher In-service

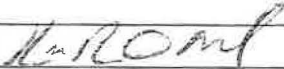





# security voice<sup>®</sup>

I N C O R P O R A T E D

3496 SNOUFFER ROAD, SUITE 225 COLUMBUS, OHIO 43235  
514-760-2820 FAX 514-760-2828  
EMAIL: [conide2sv@securityvoice.com](mailto:conide2sv@securityvoice.com) WEBSITE: [www.schoolhelpline.com](http://www.schoolhelpline.com)

Public School District One Call Now (OCN) Service Agreement with Security Voice, Inc. (SV) – Service Plan Summary			
<b>SERVICE PLAN NAME**:</b>	PB Comprehensive <i>three-year agreement</i>		
<b>TERM COMMITMENT</b>	3 Year Commitment	<b>Renewal</b>	<b>AGREEMENT DATE: 8/1/23 to 7/31/26</b>
<b>ENROLLMENT</b>	Students 800	Number of staff 75 (no charge)	Number of Buildings: 2 Grades: K - 12
<b>SIS INTEGRATION OPTION</b>	\$1.50 per student	___ SYNC/FTP/SFTP	__X__ CONNECT/PLUS SIS: DASL
<b>PRICE / STUDENT / YR</b>	\$1,200	Price per Staff: No Charge	
<b>ADDITIONAL SERVICES</b>	\$		
<b>SUBTOTAL</b>	\$1,200.00		
<b>3% REGULATORY RECOVERY FEE</b>	\$ 36.00		
<b>ANNUAL SERVICE FEE</b>	\$1,236.00	<b>GROUP ID:330281</b>	
SCHOOL Approved by		SCHOOL Billing Contact Information	
SCHOOL Name: McDonald Local Schools		Name: SAME	
Date: 6/9/2023		Title: Supt.	
Authorized Signature: X 		Address: 601 Iowa Avenue	
Print Name: Kevin O'Connell		City, State, Zip Code: McDonald, OH 44437	
Title: Superintendent		Phone: 330-530-8051 Ext 3	
Email: OCONK@mcdonald.k12.oh.us		Email: SAME	
SECURITY VOICE Accepted by		SCHOOL IT Contact Information (required for SIS integration)	
Rep Name: Robert D. McCurdy		Name: Jeff Struder	
Date: 6/9/2023		Title: IT Director	
Authorized Signature: 		Address: SAME	
Print Name: Robert D. McCurdy		City/State/Zip Code: SAME	
Title: President		Phone: 330-530-8051	
Email: bob.m@securityvoice.com		Email:	
<b>ESC/ESA/CONSORTIUM INFORMATION</b> (if needed):			

\*\*See Appendix for Plan Options and Description of Features.



a. School may utilize the OCN Service, and as may be improved or modified by SV, to deliver messages to its students, families and staff.

a. Service Level Agreement (SLA): SV will guarantee 100% uptime for website, phone and SMS systems using multiple secure colo facilities and triple redundant hardware systems. SV and OCN agree to have available a minimum of 8,000 phone channels shared among all clients and routed through at least 15 different carriers to deliver maximum volume of voice calls to destination area. One Call Now's SMS Gateways serve 99.6% of US cell phones handling 3,000 2-way SMS text messages per minute.

b. Fast Delivery Commitment for priority calls:

i. For emergency or lockdown calls, SV's OCN service will dial all numbers for every student and staff member within 30 minutes for an entire district and 10 minutes for any single school.

ii. For inclement weather delays or closings, SV's OCN service will dial the primary number for every student and staff member within 45 minutes.

iii. All SMS text messages will be sent within ten (10) minutes.

iv. Rural Area Limitations: The local destination telephone company must have sufficient inbound line capacity to handle delivery and routing of calls within Fast Delivery Commitment time frame. The OCN service adjusts call pacing to maximize delivery speed, yet minimize 'system busy' or undeliverable calls due to local telephone company capacity limitations. These settings may be reviewed with One Call Now Gold Support technical services team.

c. Failure to meet the Service Level Agreement and Fast Delivery Commitment, upon request from school within ten days of such priority call and examination of SV records, will result in a one-time credit of 5% of the annual service fee to school from SV.

a. This agreement is for term as selected on Service Plan Summary page.

b. Service fee is due at beginning of term, and annually thereafter, payable Net 30.

c. Commitment dependent on annual budget approval: Should School be unable to budget for a notification system, this agreement may be cancelled for the following year(s) with no penalty.

d. There will be no price increases during the initial service term for same feature set.

e. SV will issue annual payment notice and advance invoice 90 days prior to agreement anniversary date. Each annual payment will authorize SV to extend commitment for an additional year, at current price. School may request that commitment NOT be extended with 45 days notice prior to agreement anniversary date; however, renewal will be at then current pricing.

f. School will pay to SV the annual service fee indicated in the Service Plan Summary, plus any FCC, state, county or local telephony charges, fees and associated regulatory charges which are billed as a single 3% Regulatory Recovery Fee.



- g. Enrollment Adjustments: Annual Service Fee payable to SV is adjusted annually to reflect then current student census. Enrollment census may vary during any term year with no charge for increases, nor credit for decreases, of up to 3% of current term enrollment census.

#### 4. OCN Responsibilities

- a. Provide staff and student contact, attendance and lunch card data in one of our defined formats and then manage changes, additions, and deletions for that data using tools provided by the OCN service.
- b. School will make available an information technology administrator or designated individual to properly set up SIS integration processes to maintain staff and student data.

#### 5. Do Not Call Requests

- a. OCN service provides recipients with multiple means to manage or opt out selected contact points (numbers and email addresses) from receiving messages from the OCN system.
- b. Upon such opt-out request, OCN service will stop delivering messages to those contact points and will inform the School of all such requests.

#### 6. Limitation of Liability

- a. Neither SV and OCN nor its officers, employees, agents, affiliates, partners, sponsors, or service providers will be liable for any damages or injury caused by and including, but not limited to, any failure of performance, interruption, defect, delay in operation of transmission, computer virus, or line failure with respect to the performance of the Service.
- b. SV and OCN agree to carry liability insurance with minimum amounts of coverage of \$1,000,000 per occurrence and will indemnify and defend School from any and all claims that may be asserted against School by any third party for any negligence of SV and OCN. In no event will the total liability of SV and OCN for any damages incurred by the School exceed the amount of SV and OCN's liability insurance coverage as set forth in this paragraph regardless of the form of action, whether based in contract, tort, warranty, negligence, strict liability, products liability or otherwise.
- c. The parties acknowledge and agree that this section is an essential element of the agreement and that in its absence, the economic terms of this agreement would be substantially different.

#### 7. Entire Agreement and Assignment

- a. This agreement replaces and supersedes the Service Agreement and Privacy Policy on the OCN web site.
- b. School represents that it is authorized, or will obtain authorization, to send messages to intended recipients via any communication means utilized through by the OCN service.
- c. SV and OCN will maintain the confidentiality of the personally identifiable information of all School information. SV and OCN will not sell, lease, rent or give any personal information about School or students and families, their phone numbers, email addresses or messages to any third party. We may use other companies to provide services to you on our behalf. In such cases, we have contracts in place that hold these companies to the same high standards of confidentiality by which we are governed and require that any information provided by us be kept strictly confidential. SV and OCN will not release personal information unless we have a legal obligation to do so.

### 3. Miscellaneous

- a. This agreement will be governed and interpreted in accordance with state law in School's state without giving effect to the state's conflict of law principles. If a dispute occurs, both parties agree to resolve them through mediation.
- b. Neither party will be liable for failure to perform its obligations under this agreement if such failure results from any event outside the reasonably foreseeable control of that party, i.e. an event of force majeure. Nothing in this agreement is intended to confer any legally enforceable rights upon any third party. Any notice must be given in writing and sent by certified or registered mail. Each party will defend, indemnify and hold harmless, the other party, its successors and assigns, officers, directors, employees, and agents, from and against any and all liability, judgment, loss, damages, fines and expenses (including legal fees and costs), which any or all of them may later suffer themselves or pay out to another, because of any claim, action, or right of action of a third party or governmental authority, at law or in equity, or otherwise, based on or in any way arising out of (a) the breach by the indemnifying party of any provision of this agreement; (b) the breach by the indemnifying party of any of its covenants or representations hereunder; or (c) any willful, unlawful or negligent act or omission by the indemnifying party. The parties can amend this agreement only by a written document signed by both parties. The agreement may be executed in counterparts and is the complete agreement between the parties regarding the subject matter contained here, and supersedes all prior agreements. If any terms are deemed to be unenforceable, the remaining provisions will remain effective.
- c. Acquisition of SV and/or OCN: In the event that SV or OCN, or substantially all of its school notification assets are acquired, you consent to the transfer of your agreement and information as one of the transferred assets, to be used only as defined and under the limits outlined above.

Appendix – Parent Broadcast (PB) Plans

<b>Feature</b>	<b>Description</b>	<b>PB Basic</b>	<b>PB Standard <i>Includes integration</i></b>	<b>PB <i>Comprehensive three-year agreement</i></b>
<b>Contact Information</b>	Reach students and staff via multiple touch points allowed per student/staff member.	6 phone 5 email	6 phone 5 email	6 phone 5 email
<b>Voice Messages</b>	Copper-wire clear messages: live, pre-recorded, or text-to-speech with touch tone responses for survey or confirmation.	Unlimited 60 second messages	Unlimited 60 second messages	Unlimited 60 second messages
<b>Personalized Messages</b>	Personalize your voice, text and email messages (attendance and lunch card balance calls); save time by automating the process.	Unlimited	Unlimited	Unlimited
<b>SMS Text Messages</b>	Tally replies instantly with 2-way SMS text message deliveries.	Unlimited	Unlimited	Unlimited
<b>Email Messages</b>	Send emails with multiple attachments; instantly translate your message into over <b>40 languages</b> .	Unlimited	Unlimited	Unlimited
<b>Advanced Languages (Stock Library)</b>	Eliminate generational and cultural boundaries: reach students, their families and your staff in the language they prefer with multilingual text-to-speech and dual-language library of 30 common messages, <b>professionally pre-recorded</b> in 11 languages. Easy, instant translation button for SMS text and email messages included.	Included	Included	Included
<b>Mobile Apps</b>	Convenient and quick, anytime and anywhere: send messages to your entire calling list or pre-existing Subgroups and access your real-time, detailed message reports from one of our free mobile apps.	Included	Included	Included
<b>Parent Portal</b>	Save time and headaches: parents access a portal from your website to manage additional contact information.	Included	Included	Included
<b>Support and Guarantee</b>	<b>24/7/365 technical support</b> for <u>all</u> assigned users; we include free webinar training, on-demand webinars, and a fast message delivery guarantee.	Included	Included	Included
<b>Integration Options</b>	Automatically integrate student/staff information from your SIS with One Call Now in the way that works best for you.	Available Ala Carte*	FTP/SFTP/SYNC or OCC+	FTP/SFTP/SYNC or OCC+

<b>Feature</b>	<b>Description</b>	<b>PB Basic</b>	<b>PB Standard <i>Includes integration</i></b>	<b>PB Comprehensive <i>three-year agreement</i></b>
<b>Hot Transfer</b>	Hot transfer of calls to a number of your choice, such as to attendance office for immediate absentee verification or to collect immediate payment for fees due.	Available Ala Carte*	Available Ala Carte*	Included
<b>Quota Calling</b>	Find substitutes for classes or fill other staffing needs by calling only until you meet a defined number of people you want reached.	Not Available	Not Available	Included
<b>Sequence Dialing</b>	Accommodate a preferred substitute calling list or meet other regulations: dials staff in the order you pre-defined.	Not Available	Not Available	Included
<b>PIN Delivery</b>	Maintain privacy when sending secure messages: this feature allows you to require recipients to enter PIN to receive the message.	Not Available	Not Available	Included

\* Ala Carte features available at additional charge – contact us for more information.



RESOLUTION NO. 23-130

**A RESOLUTION PURSUANT TO R.C. 5705.21 AND 5705.25  
DETERMINING TO PROCEED WITH THE SUBMISSION TO THE  
ELECTORS OF THE McDONALD LOCAL SCHOOL DISTRICT THE  
QUESTION OF THE RENEWAL OF AN EXISTING TAX LEVY FOR THE  
PURPOSE OF GENERAL PERMANENT IMPROVEMENTS**

The Board of Education of the McDonald Local School District, McDonald, Ohio, met in regular session on the 27 day of June, 2023, at the offices of said Board, with the following members present:

JOSEPH CAPPUZZELLO

JODY KLASE

JESSICA KRUMPAK

DONNA SHIELDS

JOHN M. SAGANICH

The Treasurer advised the Board that the notice requirements of R.C. 121.22 and any amendments thereto, and the implementing rules adopted by the Board pursuant thereto, were complied with for the meeting.

MRS. KLASE moved the adoption of the following resolution:

WHEREAS, on the 15<sup>th</sup> day of May, 2023, this Board adopted a resolution determining to submit to the electors of this District the question of the renewal of an existing tax levy in excess of the ten-mill limitation in the amount of 4.3 mills for each one dollar of taxable value for a five (5) year period of time, for the purpose of general permanent improvements, a copy of which resolution was certified to the County Auditor of Trumbull County, Ohio; and

WHEREAS, the County Auditor has certified to this Board the information required under R.C. 5705.03(B)(2), including that: (a) the total current tax valuation of the School District is \$58,118,930; (b) the levy's estimated effective rate, expressed in dollars, rounded to the nearest dollar, for each one hundred thousand dollars of the County Auditor's appraised value, is \$140.00; and (c) an estimate of the levy's annual collections, rounded to the nearest one thousand dollars, is \$235,000.

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of the McDonald Local School District, County of Trumbull, State of Ohio, two-thirds of all members of the Board elected thereto concurring, that:

**Section 1:** This Board desires and determines to proceed with the submission to the electors of the McDonald Local School District the question of the renewal of an existing tax levy in

excess of the ten-mill limitation in the amount of 4.3 mills per one dollar of taxable value for a five (5) year period of time for the purpose of general permanent improvements.

**Section 2:** The question of the renewal of an existing tax levy in the amount of 4.3 mills per one dollar of taxable value that the County Auditor estimates will collect \$235,000 annually, at a rate not exceeding 4.3 mills for each one dollar of taxable value, which amount is \$140.00 for each one hundred thousand dollars of the County Auditor's appraised value for the purpose of general permanent improvements for a five (5) year period of time beginning with the tax list and duplicate for the tax year 2024, the proceeds of which levy would be available in the calendar year 2025, shall be submitted under the provisions of R.C. 5705.21 and 5705.25, to the electors of the McDonald Local School District at an election to be held on the 7th day of November 2023, as authorized by law. Said election shall be held at the regular places of voting in the District as established by the Board of Elections of Trumbull County, or otherwise, within the times provided by law and shall be conducted, canvassed, and certified in the manner provided by law.

**Section 3:** The Treasurer is hereby authorized and directed to immediately certify to the Board of Elections of Trumbull County copies of this resolution and the resolution of the Board and the Certificate of the County Auditor referred to in the preambles hereto. This Board requests the Board of Elections to prepare the ballots and make other necessary arrangements for the submission of this question to the electors of the District, all in accordance with law.

**Section 4:** The form of the ballot to be cast at the election on the question of this tax levy shall be substantially as follows:

Proposed Tax Levy (Renewal)  
McDonald Local School District

(A majority affirmative vote is necessary for passage.)

A renewal of a tax for the benefit of the McDonald Local School District for the purpose of general permanent improvements that the County Auditor estimates will collect \$235,000 annually at a rate not exceeding 4.3 mills for each \$1 of taxable value, which amounts to \$140.00 for each \$100,000 of the County Auditor's appraised value for a period of five (5) years, commencing in tax year 2024, first due in calendar year 2025.

For the Tax Levy	
Against the Tax Levy	

**Section 5:** It is hereby found and determined that all formal actions of this Board concerning and relating to the adoption of this resolution were adopted in an open meeting of the

Board, and that all deliberations of this Board and any of its committees that resulted in such formal actions were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code and any amendments thereto.

**Section 6:** This resolution shall be in full force and effect immediately upon its adoption, and no publication of this resolution shall be necessary other than that provided for in the notice of election.

MR. CAPPUZZELLO seconded the motion, and upon roll call on the adoption of the resolution, the vote was as follows:

MRS. KLASE YES MR. CAPPUZZELLO YES

MRS. KRUMPAK YES MRS. SHIELDS YES

MR. SAGANICH YES

Motion passed and adopted this 27 day of June, 2023.

  
Board President

ATTEST:

  
Treasurer



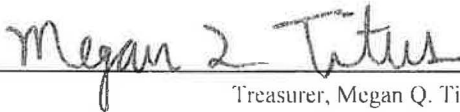
EXHIBIT I

CERTIFICATE OF THE TOTAL AMOUNT FROM ALL SOURCES AVAILABLE  
FOR EXPENDITURES, AND BALANCES REV. CODE SEC. 5705.36

From McDonald Local School District Trumbull County, McDonald, Ohio, June 30, 2023

To the County Auditor of Trumbull County:

The following is the total amount from all sources available for expenditures from each fund set up in the tax budget, with the balances that exist at the end of the fiscal year, **June 30, 2023**.

  
\_\_\_\_\_  
Treasurer, Megan Q. Titus

FUND TYPE/CLASSIFICATION	UNENCUMBERED BALANCE July 1, 2022	TOTAL AMOUNT FROM ALL SOURCES AVAILABLE FOR EXPENDITURES			TOTAL AMOUNT AVAILABLE PLUS BALANCES	TOTAL AMOUNT APPROPRIATED
		TAXES	FOUNDATION	OTHER		
Governmental Fund Type						
General Fund	4,541,656.52	1,299,016.74	7,045,128.95	461,362.60	13,347,164.81	8,464,289.78
Special Revenue Funds	1,404,021.10	493,069.27	0.00	1,470,591.45	3,367,681.82	2,313,456.70
Debt Service Funds	97,305.72	58,527.66	0.00	0.00	155,833.38	155,833.38
Capital Projects Funds	1,310,504.03	243,841.42	0.00	1,356,260.80	2,910,606.25	2,181,463.54
Proprietary Fund Type						
Enterprise Funds	161,479.08	0.00	0.00	202,640.92	364,120.00	127,874.50
Fiduciary Fund Type						
Trust and Agency Funds	69,519.26	0.00	0.00	21,160.00	90,679.26	53,170.00
Total All Funds	7,584,485.71	2,094,455.09	7,045,128.95	3,512,015.77	20,236,085.52	13,296,087.90

FUND TYPE/CLASSIFICATION	UNENCUMBERED BALANCE July 1, 2022	TOTAL AMOUNT FROM ALL SOURCES AVAILABLE FOR EXPENDITURES			TOTAL AMOUNT AVAILABLE PLUS BALANCES	TOTAL AMOUNT APPROPRIATED
		TAXES	FOUNDATION	OTHER		
<b>Governmental Fund Types</b>						
<b>General Fund</b>						
001 General Fund	4,238,395.61	1,299,016.74	6,741,804.85	461,362.60	12,740,579.80	8,439,055.58
001 General Fund SW&S	303,260.91	0.00	303,324.10	0.00	606,585.01	25,234.20
<b>Total General</b>	<b>4,541,656.52</b>	<b>1,299,016.74</b>	<b>7,045,128.95</b>	<b>461,362.60</b>	<b>13,347,164.81</b>	<b>8,464,289.78</b>
<b>Special Revenue Funds</b>						
016 Emergency Levy Athlet Pac	317,057.10	272,162.32	0.00	0.00	589,219.42	524,918.67
016 Emergency Levy 9989	708,059.52	209,785.68	0.00	0.00	917,845.20	162,790.80
018 ES Principal Fund	3,896.28	0.00	0.00	42,366.67	46,262.95	43,604.92
018 HS Principal Fund	3,928.79	0.00	0.00	4,834.15	8,762.94	5,386.88
018 Student Outreach Fund	36,337.86	0.00	0.00	15,246.48	51,584.34	9,730.74
018 ES PTO Fund	0.00	0.00	0.00	10,830.74	10,830.74	5,184.31
018 Restricted Grants	2,991.13	0.00	0.00	0.00	2,991.13	1,806.69
034 Maintenance Fund	87,158.40	11,121.27	0.00	0.00	98,279.67	85,868.09
200 Student Managed Activity	47,509.33	0.00	0.00	83,888.23	131,397.56	93,920.85
300 Athletic Funds	56,030.36	0.00	0.00	176,427.57	232,457.93	164,860.06
432 EMIS	42.72	0.00	0.00	0.00	42.72	42.72
451 One Net Public Funds	0.00	0.00	0.00	3,600.00	3,600.00	3,600.00
467 Student Wellness & Success	137,233.73	0.00	0.00	0.00	137,233.73	137,233.73
499 Ohio Attorney Gen Grant	3,775.88	0.00	0.00	3,994.73	7,770.61	7,770.61
499 School Safety Grant	0.00	0.00	0.00	15,000.00	15,000.00	15,000.00
499 Ohio Attorney Gen Grant	0.00	0.00	0.00	20,000.00	20,000.00	0.00
499 Ohio EPA Grant	0.00	0.00	0.00	10,000.00	10,000.00	0.00
507 ESSER II	0.00	0.00	0.00	189,100.55	189,100.55	189,100.55
507 ARP ESSER III	0.00	0.00	0.00	470,359.96	470,359.96	470,359.96
516 IDEA B (FY 23)	0.00	0.00	0.00	161,430.74	161,430.74	161,430.74
572 Title I (FY 23)	0.00	0.00	0.00	112,874.85	112,874.85	112,874.85
584 Title IV-A (FY 23)	0.00	0.00	0.00	10,000.00	10,000.00	10,000.00
587 IDEA Early Child (FY 23)	0.00	0.00	0.00	2,558.31	2,558.31	2,558.31
590 Title II-A (FY 23)	0.00	0.00	0.00	20,204.92	20,204.92	20,204.92
599 OFCC Round 2 Grant	0.00	0.00	0.00	29,514.00	29,514.00	29,514.00
599 OFCC Round 4 Grant	0.00	0.00	0.00	71,370.00	71,370.00	38,704.75
599 FCC Emerg Connect	0.00	0.00	0.00	16,989.55	16,989.55	16,989.55
<b>Total Special Revenue Funds</b>	<b>1,404,021.10</b>	<b>493,069.27</b>	<b>0.00</b>	<b>1,470,591.45</b>	<b>3,367,681.82</b>	<b>2,313,456.70</b>

FUND TYPE/CLASSIFICATION	UNENCUMBERED BALANCE July 1, 2022	TOTAL AMOUNT FROM ALL SOURCES AVAILABLE FOR EXPENDITURES			TOTAL AMOUNT AVAIL. PLUS BALANCES	TOTAL AMOUNT APPROPRIATED
		TAXES	FOUNDATION	OTHER		
<b>Debt Service Funds</b>						
002 Bond Retirement	97,305.72	58,527.66	0.00	0.00	155,833.38	155,833.38
<b>CAPITAL PROJECT FUNDS</b>						
003 9015 P.L. Levy	211,250.86	243,841.42	0.00	1,784.19	456,876.47	249,261.02
003 9016 Athletic Complex PI	0.00	0.00	0.00	22,026.61	22,026.61	17,668.50
005 Replacement Fund	339,203.76	0.00	0.00	300,000.00	639,203.76	344,602.85
005 Ath Field Repl Fund	760,049.41	0.00	0.00	1,032,450.00	1,792,499.41	1,569,931.17
<b>Total Capital Project Funds</b>	<b>1,310,504.03</b>	<b>243,841.42</b>	<b>0.00</b>	<b>1,356,260.80</b>	<b>2,910,606.25</b>	<b>2,181,463.54</b>
<b>Proprietary Funds</b>						
<b>ENTERPRISE FUNDS</b>						
006 Food Service	161,479.08	0.00	0.00	202,640.92	364,120.00	127,874.50
<b>Total Enterprise Funds</b>	<b>161,479.08</b>	<b>0.00</b>	<b>0.00</b>	<b>202,640.92</b>	<b>364,120.00</b>	<b>127,874.50</b>
<b>Agency Funds</b>						
007 Special Trusts Accounts	69,519.26	0.00	0.00	21,160.00	90,679.26	53,170.00
<b>Total Agency Funds</b>	<b>69,519.26</b>	<b>0.00</b>	<b>0.00</b>	<b>21,160.00</b>	<b>90,679.26</b>	<b>53,170.00</b>
<b>TOTAL ALL FUNDS</b>	<b>7,584,485.71</b>	<b>2,094,455.09</b>	<b>7,045,128.95</b>	<b>3,512,015.77</b>	<b>20,236,085.52</b>	<b>13,296,087.90</b>



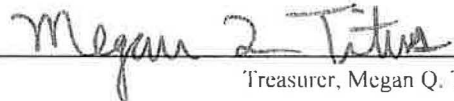


CERTIFICATE OF THE TOTAL AMOUNT FROM ALL SOURCES AVAILABLE FOR EXPENDITURES, AND BALANCES REV. CODE SEC. 5705.36

From McDonald Local School District Trumbull County, McDonald, Ohio. June 30, 2023

To the County Auditor of Trumbull County:

The following is the total amount from all sources available for expenditures from each fund set up in the tax budget, with the balances that exist at the end of the fiscal year, **June 30, 2024**.

  
Treasurer, Megan Q. Titus

FUND TYPE/CLASSIFICATION	UNENCUMBERED BALANCE July 1, 2023	TOTAL AMOUNT FROM ALL SOURCES AVAILABLE FOR EXPENDITURES			TOTAL AMOUNT AVAILABLE PLUS BALANCES	TOTAL AMOUNT APPROPRIATED
		TAXES	FOUNDATION	OTHER		
Governmental Fund Type						
General Fund	4,882,875.03	1,299,387.00	7,604,700.00	249,800.00	14,036,762.03	8,740,500.00
Special Revenue Funds	1,054,225.12	476,575.00	0.00	713,709.50	2,244,509.62	1,516,167.34
Capital Projects Funds	729,142.71	224,578.00	0.00	600,000.00	1,553,720.71	522,000.00
Proprietary Fund Type						
Enterprise Funds	236,245.50	0.00	0.00	182,250.00	418,495.50	187,622.00
Fiduciary Fund Type						
Trust and Agency Funds	37,509.26	0.00	0.00	26,300.00	63,809.26	46,560.03
Total All Funds	6,939,997.62	2,000,540.00	7,604,700.00	1,772,059.50	18,317,297.12	11,012,849.37

FUND TYPE/CLASSIFICATION	UNENCUMBERED BALANCE July 1, 2023	TOTAL AMOUNT FROM ALL SOURCES AVAILABLE FOR EXPENDITURES			TOTAL AMOUNT AVAILABLE PLUS BALANCES	TOTAL AMOUNT APPROPRIATED
		TAXES	FOUNDATION	OTHER		
<b>Governmental Fund Types</b>						
<b>General Fund</b>						
001 General Fund	4,301,524.22	1,299,387.00	6,991,700.00	249,800.00	12,842,411.22	8,127,500.00
001 General Fund SW&S	581,350.81	0.00	613,000.00	0.00	1,194,350.81	613,000.00
<b>Total General</b>	<b>4,882,875.03</b>	<b>1,299,387.00</b>	<b>7,604,700.00</b>	<b>249,800.00</b>	<b>14,036,762.03</b>	<b>8,740,500.00</b>
<b>Special Revenue Funds</b>						
016 Emergency Levy Athlet Fac	64,300.75	270,253.00	0.00	0.00	334,553.75	200,000.00
016 Emergency Levy 9989	755,054.40	206,322.00	0.00	0.00	961,376.40	550,000.00
018 ES Principal Fund	2,658.03	0.00	0.00	45,000.00	47,658.03	43,800.00
018 HS Principal Fund	3,376.06	0.00	0.00	5,000.00	8,376.06	5,500.00
018 Student Outreach Fund	41,853.60	0.00	0.00	17,000.00	58,853.60	12,000.00
018 ES PTO Fund	5,646.43	0.00	0.00	15,000.00	20,646.43	15,000.00
018 Restricted Grants	1,184.44	0.00	0.00	0.00	1,184.44	1,184.44
034 Maintenance Fund	12,411.58	0.00	0.00	0.00	12,411.58	9,347.64
200 Student Managed Activity	37,476.71	0.00	0.00	111,190.00	148,666.71	115,903.22
300 Athletic Funds	67,597.87	0.00	0.00	183,725.00	251,322.87	196,637.54
451 One Net Public Funds	0.00	0.00	0.00	3,600.00	3,600.00	3,600.00
499 Ohio Attorney Gen Grant	20,000.00	0.00	0.00	0.00	20,000.00	20,000.00
499 Ohio EPA Grant	10,000.00	0.00	0.00	0.00	10,000.00	10,000.00
516 IDEA B (FY 24)	0.00	0.00	0.00	167,328.39	167,328.39	167,328.39
572 Title I (FY 24)	0.00	0.00	0.00	109,231.06	109,231.06	109,231.06
584 Title IV-A (FY 24)	0.00	0.00	0.00	10,000.00	10,000.00	10,000.00
584 Stronger Connections (FY 24)	0.00	0.00	0.00	5,000.00	5,000.00	5,000.00
587 IDEA Early Child (FY 24)	0.00	0.00	0.00	2,638.09	2,638.09	2,638.09
590 Title II-A (FY 24)	0.00	0.00	0.00	15,345.96	15,345.96	15,345.96
599 OFCC Round 4 Grant	32,665.25	0.00	0.00	0.00	32,665.25	0.00
599 FCC Emerg Connect	0.00	0.00	0.00	23,651.00	23,651.00	23,651.00
<b>Total Special Revenue Funds</b>	<b>1,054,225.12</b>	<b>476,575.00</b>	<b>0.00</b>	<b>713,709.50</b>	<b>2,244,509.62</b>	<b>1,516,167.34</b>

FUND TYPE/CLASSIFICATION	UNENCUMBERED BALANCE July 1, 2023	TOTAL AMOUNT FROM ALL SOURCES AVAILABLE FOR EXPENDITURES			TOTAL AMOUNT AVAIL. PLUS BALANCES	TOTAL AMOUNT APPROPRIATED
		TAXES	FOUNDATION	OTHER		
<b>CAPITAL PROJECT FUNDS</b>						
003 9015 P.I. Levy	207,615.45	224,578.00	0.00	0.00	432,193.45	172,000.00
003 9016 Athletic Complex Pl	4,358.11	0.00	0.00	0.00	4,358.11	0.00
005 Replacement Fund	294,600.91	0.00	0.00	300,000.00	594,600.91	50,000.00
005 Ath Field Repl Fund	222,568.24	0.00	0.00	300,000.00	522,568.24	300,000.00
<b>Total Capital Project Funds</b>	<b>729,142.71</b>	<b>224,578.00</b>	<b>0.00</b>	<b>600,000.00</b>	<b>1,553,720.71</b>	<b>522,000.00</b>
<b>Proprietary Funds</b>						
<b>ENTERPRISE FUNDS</b>						
006 Food Service	236,245.50	0.00	0.00	182,250.00	418,495.50	187,622.00
<b>Total Enterprise Funds</b>	<b>236,245.50</b>	<b>0.00</b>	<b>0.00</b>	<b>182,250.00</b>	<b>418,495.50</b>	<b>187,622.00</b>
<b>Agency Funds</b>						
007 Special Trusts Accounts	37,509.26	0.00	0.00	26,300.00	63,809.26	46,560.03
<b>Total Agency Funds</b>	<b>37,509.26</b>	<b>0.00</b>	<b>0.00</b>	<b>26,300.00</b>	<b>63,809.26</b>	<b>46,560.03</b>
<b>TOTAL ALL FUNDS</b>	<b>6,939,997.62</b>	<b>2,000,540.00</b>	<b>7,604,700.00</b>	<b>1,772,059.50</b>	<b>18,317,297.12</b>	<b>11,012,849.37</b>



## CONTRACT FOR THE EMPLOYMENT OF THE SUPERINTENDENT OF THE MCDONALD LOCAL SCHOOL DISTRICT

This Contract (this "Contract") is entered into on this 27th day of June, 2023, by and between the Board of Education of the McDonald Local School District (the "Board") and Kevin R. O'Connell (the "Superintendent"). The Board and the Superintendent, for the consideration herein specified, agree as follows:

### 1. Term of Contract

The Board, in accordance with its action found in the minutes of its meeting held on June 27, 2023, hereby employs and the Superintendent hereby accepts employment, according to Ohio Revised Code Section 3319.01, as Superintendent of the McDonald Local School District (the "District") for a five-year term commencing on August 1, 2024 (the "Effective Date"), and ending on July 31, 2029, unless sooner terminated as provided herein.

### 2. Professional Certificate/License

The Superintendent shall maintain and furnish to the Board evidence of his maintaining, throughout the life of this Contract, a valid and appropriate certificate/license to act as Superintendent of Schools of the District in accordance with the laws of the State of Ohio. This Contract shall terminate automatically and without further notice or process upon the failure of the Superintendent to maintain such credentials.

### 3. Duties

The Superintendent shall perform his duties pursuant to and in accordance with the provisions and authority contained in Section 3319.01 of the Ohio Revised Code and the policies, directives, rules and regulations of the Board (collectively, the "Board Policy"). The Superintendent shall also perform the duties specified in the Job Description for Superintendent as adopted by the Board and as such job description may be amended from time to time during the term of this Contract. Such job description and Board Policy are hereby incorporated in this Contract by reference as if fully set forth herein. Any amendments to such job description and/or policy will also be deemed incorporated herein by reference at the time they become effective.

### 4. Compensation

- a. The Board shall pay the Superintendent a salary at an annual rate of (i) One Hundred Six Thousand Nine Hundred Eighteen Dollars and No Cents (\$106,918.00) for the period commencing August 1, 2024, and ending July 31,

2025, (ii) One Hundred Nine Thousand Five Hundred Ninety Dollars and No Cents (\$109,590.00) for the period commencing August 1, 2025, and ending July 31, 2026, (iii) One Hundred Twelve Thousand Three Hundred Thirty Dollars and No Cents (\$112,330.00) for the period commencing August 1, 2026, and ending July 31, 2027, (iv) One Hundred Fifteen Thousand One Hundred Thirty-Eight Dollars and No Cents (\$115,138.00) for the period commencing August 1, 2027, and ending July 31, 2028, and (v) One Hundred Eighteen Thousand Seventeen Dollars and No Cents (\$118,017.00) for the period commencing August 1, 2028, and ending July 31, 2029. Any partial year of employment (with a year being defined as August 1 through July 31 of the following year, per O.R.C. §3319.01) covered by this Contract shall be paid pro-rata. The salary shall be paid in accordance with the payroll schedule managed by the Treasurer of the Board, with all appropriate withholdings. The Superintendent's per diem rate shall be calculated by dividing his total annual salary by two hundred sixty (260) work days per year. The Board may increase the salary of the Superintendent during the term of this Contract, but in no event shall the Superintendent's salary be reduced, unless such reduction is a part of a uniform plan affecting salaries of all employees of the District. If any adjustment in salary is made during the term of this Contract, all other provisions herein shall remain in full force and effect.

- b. Any adjustment in salary made during the term of this Contract shall be an addendum to this Contract, subject to the terms and conditions set forth herein and such adjustment or modification shall not be construed as a new contract or as any extension of the term of employment.
- c. The Board shall pay the employer's share of State Teachers Retirement System ("STRS") contribution as required by law. In addition, as additional compensation, the Board shall "pick up" (pay directly) the employee's share of the Superintendent's total retirement contribution each year to STRS on behalf of the Superintendent, plus all retirement contributions on such picked up amount. During the term of this Contract, this pick-up shall be a condition of the Superintendent's employment in the District and shall not be at the Superintendent's option. It is the intention of the parties that this picked-up amount be included in the Superintendent's compensation for the purpose of calculation of retirement benefits.

5. **Other Compensation**

The Board shall provide the Superintendent with the same fringe benefits provided to other certificated/licensed employees of the District, except as specifically provided herein. Those benefits shall include, but are not limited to, the following:

- a. **Sick Leave** - The Superintendent shall be entitled to the use of sick leave in accordance with O.R.C. 3319.141. Sick leave shall accumulate at the rate of fifteen (15) days per year. The Superintendent may accumulate unused sick leave of up to three hundred twenty (320) days.
- b. **Insurance** - Board agrees to purchase the Superintendent health insurance coverage upon the same terms and with the same benefits as provided to other certificated/licensed employees of the District, one hundred percent (100%) of the cost of which shall be paid by the District. The Board shall also provide term life insurance in an amount of \$100,000:
- c. **Leaves** - The Superintendent shall be granted the same disability leave, unpaid leaves, and other types of leave as provided to other certificated/licensed employees of the District. The Superintendent shall be granted five (5) days personal leave. Any days for personal leave not used during the year in which such days accrue shall be converted into an equivalent number of days of sick leave at the end of the year during which such days accrued.
- d. **Vacation** - The Superintendent shall receive twenty (20) days annually exclusive of the holidays granted. All vacation days and unrestricted personal days shall be fully available and fully credited to the employee on the first day of each contract year. The Superintendent may elect to cash in up to five (5) days of accrued, unused vacation each Contract year. Vacation leave may be accumulated and paid to the Superintendent upon his separation from employment with the District not to exceed the amount accrued during the three (3) most recent years of employment in accordance with O.R.C. 3319.01. Any unused vacation leave paid to the Superintendent in this manner shall be calculated at the per diem rate of pay existing at the time of such separation. Vacation shall be scheduled by the Superintendent so as to minimize disruption of the District's operations and at times acceptable to, and as approved by the Board.
- e. **Expenses** - The Board shall reimburse the Superintendent for all actual and necessary travel and other expenses incurred in the performance of his official duties, subject to such limitations as are provided by law, by Board policy and approval of the Board President. Reimbursement for use of his personal automobile for Board business shall be at the IRS approved rate.

- f. Professional Development/Dues - The Board shall pay for the Superintendent's professional and civic organization membership dues for not more than two (2) such organizations.
- g. Holidays - The Superintendent shall be entitled to the same paid holidays provided to other twelve (12) month classified employees of the District.
- h. Mobile Telephone Allowance - The Superintendent shall be accessible by cellular phone day and night, seven (7) days a week, during the course of his employment in order to perform his assigned duties, and specifically to be available to address and respond to emergencies and other exigencies that arise off school grounds and/or outside the normal school day. The Superintendent agrees, as a condition of his employment, to maintain at his own expense a cellular phone capable of facilitating District communication. The Board will reimburse the Superintendent for his professional use of his cellular phone in an amount equal to Fifty and No/100 Dollars (\$50.00) per month. The Superintendent will provide the District with the telephone number of his cellular phone at all times while actively employed by the District, and understands that the number may be published as deemed necessary by the District. Such cellular phone shall be used in accordance with Board policies governing the protection of confidential information, the maintenance of public records, and employee safety.
- i. Severance - Upon retirement, as defined herein, the Superintendent may elect at the time of his retirement pay for 25% of his total accumulated and unused sick leave, with a maximum of eighty (80) sick leave days. Severance pay shall be computed based on the Superintendent's per diem rate of pay at the time of retirement, exclusive of supplemental contracts, extended service, overtime service, overtime or any other extra compensation. The Superintendent may receive severance pay only once from the District based upon his retirement from STRS. Retirement shall mean eligibility for benefits from STRS and actual retirement from the District. Payment for sick leave on this basis shall be considered to eliminate all sick leave credit accrued by the Superintendent at that time.

**6. Evaluation**

The Superintendent shall be evaluated annually in accordance with the Evaluation of the Superintendent procedures adopted by the Board pursuant to O.R.C. 3319.01. This evaluation may be considered by the Board in deciding whether to renew the Superintendent's contract and shall be considered as the basis for any increase in salary as contemplated in Section 4 of this Contract. Nothing in this paragraph shall prevent the Board from making the final determination regarding the renewal or nonrenewal of



the Superintendent's contract. The establishment of such an evaluation procedure shall not create an expectancy of continued employment as stated in O.R.C. Section 3319.01.

7. **Days to be Worked**

The Superintendent's annual salary is based upon two hundred sixty (260) days per year, which shall consist of work days, paid vacation days and paid holidays. The Superintendent shall devote his full time and energies to the duties specified herein. These duties shall generally be performed during normal business hours, but it is expressly agreed that the duties of this position will require the Superintendent to work during times other than normal business hours, for which he shall not receive additional compensation.

8. **Professional Liability**

The Board agrees that it shall defend, hold harmless and indemnify the Superintendent from any and all demands, claims, suits, actions and legal proceedings brought against the Superintendent in his official capacity as agent and employee of the Board, provided the incident occurred while the Superintendent was acting within the scope of his employment and in the good faith belief that such conduct was lawful and in the best interest of the District. Criminal legal proceedings are expressly excluded from such indemnification. The Board shall provide liability insurance to cover legal damage and/or injury to persons or property resulting from any acts or omissions in the Superintendent's official capacity or resulting solely out of his employment as Superintendent of Schools. This section shall not, however, apply to any dispute between the Superintendent and the Board.

9. **Medical Examination**

Upon the request of the Board, the Superintendent does hereby agree to submit, from time to time, to a comprehensive medical and or psychological examination, to be conducted by medical professionals appointed by the Board. A statement certifying to the physical and mental competency or incompetency of the Superintendent shall be filed with the Board and shall be treated as confidential information. The cost of said medical report shall be paid by the Board. If the medical examination report states that the Superintendent is physically or mentally incompetent to such an extent as to make the Superintendent unable to perform any or all of the duties and such incompetency will, with reasonable medical certainty, continue at least through the end of the term of this Contract, the Board may, at its option, terminate this Contract whereupon the respective duties, rights, and obligations hereof shall terminate, subject to the Superintendent's right to use accumulated sick leave during the term of the disability. Refusal by the Superintendent to submit to medical and or psychological examination shall be deemed to be an acknowledgment that the Superintendent is permanently

unable to perform the duties of the position, in which event, the Board, at its option, may terminate this Contract.

**10. Contract Renewal or Non-Renewal**

The renewal or non-renewal of the Superintendent's employment contract shall be governed by and in accordance with Ohio Revised Code Section 3319.01.

**11. Contract Termination**

This Contract may be terminated as follows:

- a. By mutual agreement of the parties;
- b. Upon the retirement, disability, or death of the Superintendent;
- c. For the reasons and in accordance with the procedures set forth in Ohio Revised Code Section 3319.16; or
- d. In accordance with the provisions for termination found in Section 2 of this Contract.

**12. STRS Obligations**

The Superintendent acknowledges that he has been notified of his duties and obligations under chapter 3307 of the Ohio Revised Code, relating to STRS, and agrees to accept his duties and obligations thereunder.

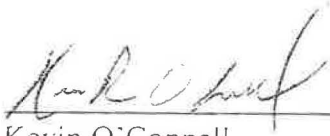
**13. Savings Clause**

If any portion of this Contract is deemed to be illegal or unenforceable, the remainder of this Contract shall remain in full force and effect.

**14. Complete Contract**

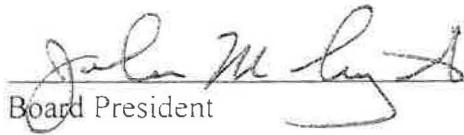
This document sets forth the complete contract of the parties and shall not be varied or amended except in writing signed by both parties and pursuant to a properly adopted resolution of the Board. This Contract shall be construed in accordance with and under the laws of the State of Ohio.

SUPERINTENDENT

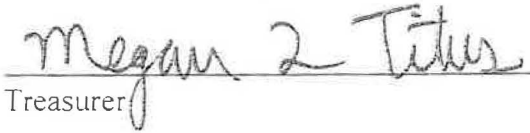


Kevin O'Connell

McDONALD LOCAL SCHOOL DISTRICT  
BOARD OF EDUCATION



Board President



Treasurer



**McDONALD LOCAL SCHOOL DISTRICT**  
**OTHER ADMINISTRATOR CONTRACT**  
**(R.C. 3319.02)**

This employment contract is entered into this 27<sup>th</sup> day of June, 2023, by and between the McDonald Local School District (“District”) Board of Education (“Board”) and Wilma Sylak (“Administrator”). The Board and the Administrator, for the consideration herein specified, agree as follows:

1. TERM OF CONTRACT

The Board, in accordance with its action as found in the minutes of its meeting held on June 27, 2023, hereby employs, and Administrator hereby accepts employment, as Transportation Supervisor for a two (2) year term commencing on August 1, 2023 and ending on July 31, 2025, unless sooner terminated as provided herein or under Ohio law. The Board shall renew or non-renew this employment contract in accordance with R.C. 3319.02 and Board Policy.

2. DUTIES

The Administrator shall perform the duties specified in the laws of the State of Ohio, and the policies, directives, rules and regulations of the Board (collectively, the “Board Policy”), as set forth in the Job Description for the position, as adopted by the Board, as it may be amended from time to time during the term of this contract, and as directed by the Superintendent. Such Job Description, as so amended, is hereby incorporated in this contract by reference as if fully restated herein.

3. COMPENSATION

a. The salary of the Administrator shall be as follows:

- \* Ten Thousand Four Hundred Twenty-Nine Dollars and Twenty-Nine Cents (\$10,429.29) for 2023-2024.
- \* Ten Thousand Six Hundred Ninety Dollars and Ninety-Two Cents (\$10,690.92) for 2024-2025.

The Administrator’s salary shall be paid in equal installments in the same manner as other employees are paid, and pro-rated to reflect any partial contract year. The Board may increase the salary of the Administrator during the term of this contract, according to the recommendation of the Superintendent and approval of the Board. Any adjustment in salary made during the term of this contract shall be an addendum to the contract, subject to the terms and conditions set forth herein, and such adjustment or modification shall not be construed as a new contract or as any extension of the term of employment unless expressly provided by the Board. The

Administrator shall be paid her hourly rate as set forth in Section 5 for any hours worked in excess of five hundred thirteen (513) during a contract year.

- b. Notwithstanding Section 3(a), above, the Board retains the right to reduce the compensation of the Administrator pursuant to R.C. 3319.02, provided that such a reduction is part of a uniform plan affecting the entire District.

#### 4. OTHER COMPENSATION/BENEFITS

- a. Expenses. The Board shall reimburse the Administrator for all actual and necessary travel and other expenses incurred in the performance of her official duties, subject to such limitations as are provided by law, by Board Policy and approval of the Board President. Reimbursement for use of her personal automobile for Board business shall be at the IRS approved rate.
- b. Mobile Telephone Allowance. The Administrator shall be accessible by cellular phone day and night, seven (7) days a week, during the course of her employment in order to perform her assigned duties, and specifically to be available to address and respond to emergencies and other exigencies that arise off school grounds and/or outside the normal school day. The Administrator agrees, as a condition of her employment, to maintain at her own expense a cellular phone capable of facilitating District communication. The Board will reimburse the Administrator for work-related use of her cellular phone in an amount equal to Fifty and No/100 Dollars (\$50.00) per month (payable quarterly). The Administrator understands that the number may be published as deemed necessary by the District. Such cellular phone shall be used in accordance with Board Policy governing the protection of confidential information, the maintenance of public records, and employee safety.

#### 5. DAYS AND HOURS TO BE WORKED

- a. The Administrator shall work three (3) hours per day, one hundred seventy-one (171) days per year under this contract. Any calculation of an hourly rate required by this Contract shall be calculated on the basis of three (3) hours per day, one hundred seventy-one (171) day contract. The Administrator shall devote such time and energies as are necessary to perform her duties.

#### 6. MEDICAL EXAMINATION

Upon the request of the Board, the Administrator does hereby agree to submit, from time to time, to a comprehensive medical examination, to be conducted by physicians appointed by the Board. A statement certifying to the physical and mental capacity or incapacity of the Administrator shall be filed with the Board and shall be treated as confidential information. The cost of said medical examination shall be paid by the Board. If the medical examination report states that the Administrator is physically or mentally incapacitated to such an extent as to make the Administrator unable to perform any or all of the duties of her position and such incapacity will, with reasonable medical certainty,

continue for at least six (6) months or through the end of the term of this contract, whichever is shorter, the Board may, at its option, terminate this contract, whereupon the respective duties, rights, and obligations hereof shall terminate, subject to the Administrator's right to use accumulated sick leave during the term of the disability. Refusal by the Administrator to submit to medical examination shall be deemed to be an acknowledgment that the Administrator is permanently unable to perform the duties of the position, in which event, the Board, at its option, may terminate this contract.

7. EVALUATION

The Board shall evaluate the Administrator in accordance with Board-adopted procedures and policies and Ohio law. This evaluation may be considered by the Board in deciding whether to renew the Administrator's contract and shall be considered as the basis for any increase in salary as contemplated in Section 4 of this Contract. Nothing in this paragraph shall prevent the Board from making the final determination regarding the renewal or nonrenewal of the Administrator's contract. The establishment of such evaluation procedures and policies shall not create an expectancy of continued employment as stated in R.C. 3319.02.

8. CONTRACT TERMINATION

This employment contract may be terminated by:

- a. Mutual agreement of the parties;
- b. Retirement, disability, or death of the Administrator;
- c. Termination by the Board as set forth in R.C. 3319.16; or
- d. In accordance with the provisions for termination found in Section 2 or Section 6 of this Contract.

9. COMPLETE AGREEMENT

This document sets forth the complete agreement of the parties and shall not be varied or amended except in writing signed by both parties and pursuant to a properly adopted resolution of the Board. This contract shall be construed in accordance with and under the laws of the State of Ohio. Any provision hereof declared invalid or unenforceable by a court of competent jurisdiction shall be severed and the remaining terms continued in full force and effect. If any portion of this contract is deemed to be illegal due to conflict with state or federal law, the remainder of the contract shall remain in force and effect.

10. SAVINGS CLAUSE

If any portion of this Contract is deemed to be illegal or unenforceable, the remainder of this Contract shall remain in full force and effect.

11. SERS OBLIGATIONS

The Administrator represents and agrees that she has been notified, as required by R.C. 3309.53 of all duties and obligations under Ohio Revised Code Chapter 3309 pertaining to the School Employees Retirement System as a condition of her employment.

McDONALD LOCAL SCHOOL  
DISTRICT BOARD OF EDUCATION

ADMINISTRATOR

By: \_\_\_\_\_  
Board President

\_\_\_\_\_  
Wilma Sylak

By: \_\_\_\_\_  
Treasurer