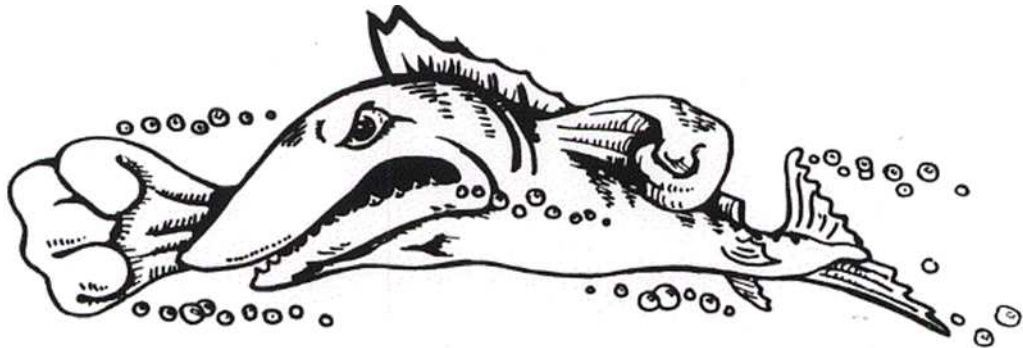


*Larry W. Miller Intermediate
School*

Student/Parent Handbook

2019-2020



(Please sign and return last page to the school)

LARRY W. MILLER INTERMEDIATE SCHOOL
STUDENT/PARENT HANDBOOK
August 2019

Dear Parents and Guardians,

Welcome to Larry W. Miller Intermediate School in the East Muskingum Local School District! Our entire staff works together and with you to ensure an inviting culture, to develop curriculum, form assessments which drive instruction based on the Ohio Academic Content Standards, build community and maintain our student mission of, **Never Settle For Less Than Your Best!**

Larry W. Miller Intermediate is always working to develop a Continuous Improvement Plan and uses the Effective School Model as our foundation. The components of this model are:

- Positive School Climate
- Planning Process
- Academic Goals / High Expectations
- Clearly Defined Curricula
- Monitoring Student Progress
- Teacher Effectiveness
- Administrative Leadership
- Parent Involvement
- Student Responsibility
- Rewards and Incentives
- Order and Discipline

The mission of LMIS, a collaborative community of learners, is to facilitate, nurture, challenge and celebrate learning. We strive to be an inviting school and look forward to cultivating a pleasant association with your family. Our desire is to promote literacy and a love of reading. Students are asked to read each evening. The computer labs, interactive Promethean and SMART boards and the Internet will help us strengthen technology skills, increase learning and provide for a continuous learning environment for staff and students. Each child has an agenda, which we expect your child to use as an organizational tool and you will use as a communication tool between the home and school. Your signature in the agenda each night will verify your child's reading and homework completion. We will always work to strengthen the home/school partnership. If you have any questions or would like additional information, please feel free to contact us at the school. Our number is 740-826-2271. Thank you!

Mr. Eric Harshbarger, Principal
Mr. Brad Martin, Assistant Principal

NEVER SETTLE FOR LESS THAN YOUR BEST!

A MESSAGE FROM THE PRINCIPAL

Welcome to Larry W. Miller Intermediate School (LMIS). All third, fourth and fifth grade students in the East Muskingum Local School District are housed in this building. The purpose of this handbook is to better acquaint you with the programs, policies and regulations at LMIS. We ask that you take time to read this handbook, sign and return the signature page. Please feel free to contact the school with any questions or concerns you may have. We look forward to working with you and encourage you to become an active partner in the LMIS Family. Our students benefit when teachers and parents work together. Please take advantage of our web site for information, updates or to download needed forms. www.east-muskingum.k12.oh.us

DISTRICT VISION

It is the vision of East Muskingum Schools to create for tomorrow's students an educational legacy of continuous improvement, which is reflective of the success of the past, the practices of the present, and the promises of the future.

MISSION STATEMENT

The mission of East Muskingum Schools, a learning community, is to educate, motivate and graduate students to live successfully in a changing world.

BELIEF STATEMENTS

1. Learning is a lifelong process and students should begin school ready to learn. It is the school's responsibility to identify the strengths and weaknesses of each student and address them in an appropriate manner.
2. The school should provide a well-disciplined and safe environment where students learn to use their minds well, trust is developed, positive self-esteem is nurtured, leadership is encouraged, and individuality of each student is respected.
3. Upon leaving school, students must take with them the knowledge, abilities, and skills to function in a changing world.
4. Teachers should be provided the time and resources for professional growth, and in concert with parents and the community should be facilitators of learning.

PHILOSOPHY OF THE BOARD OF EDUCATION

We believe that we must welcome and accept those students who come to us as they are. Upon their acceptance, we commit ourselves to learn of their potentials and to provide direction for their enhancement. We believe that we have a responsibility to provide opportunities, which will guide students in the acquisition of skills and knowledge as well as the formation of desirable attitudes, and behavior, which will enable them to effectively contribute to the advancement of our changing American society and the well-being of all people. We believe that a broad educational program strongly and mutually supported by parents, students, staff and community will achieve the goals to which we dedicate ourselves.

**EAST MUSKINGUM LOCAL SCHOOL DISTRICT
DISTRICT OFFICE – 826-7655
13505 JOHN GLENN SCHOOL ROAD NEW CONCORD, OHIO 43762**

BOARD OF EDUCATION MEMBERS

Mr. Ken Blood - President
Mr. Matt Abbott-Vice President
Mrs. Gail Requardt

Mr. Mike Mathers
Mrs. Shala Zemba

DISTRICT ADMINISTRATION

Mr. Dave Adams, Superintendent
Mrs. Anne Troendly, Director of Curriculum K-12
Mr. Mike House, Special Education Coordinator

Mrs. Linda Jones, Food Services
Mr. Bob Baier, Transportation Director
Mr. Dale Mallett, Maintenance
Mrs. Lottie Fisher, Treasurer

SCHOOL BUILDINGS AND PRINCIPALS

New Concord Elementary School – 826-4453 FAX 826-1332
Mr. Chad Briggs, Principal

Larry W. Miller Intermediate School – 826-2271 FAX 826-7443
Mr. Eric Harshbarger, Principal
Mr. Brad Martin, Assistant Principal

Perry Elementary School – 872-3436 FAX 872-3372
Mrs. Leigh Ann Atkins, Principal

East Muskingum Middle School – 826-7631 FAX 826-4392
Mr. Trent Cubbison, Principal
Mr. Matt Heagen, Assistant Principal

Pike Elementary School – 439-1645 FAX 432-3201
Mrs Leigh Ann Atkins, Principal

John Glenn High School – 826-7641 FAX 826-3039
Mr. Steve Brooks, Principal
Mr. Clark Warren, Assistant Principal
Mr. Michael Dunlap, Athletic Director

LARRY W. MILLER INTERMEDIATE SCHOOL VISION

The vision of Larry W. Miller Intermediate School is to enable all students to become literate, self-motivated problem solvers and lifelong learners.

LARRY W. MILLER INTERMEDIATE SCHOOL MISSION

The mission of Larry W. Miller Intermediate School, a cooperative collaborative of learners, is to facilitate, nurture, challenge and celebrate learning.

LARRY W. MILLER INTERMEDIATE SCHOOL STUDENT MISSION

Never Settle For Less Than Your Best!

LARRY W. MILLER INTERMEDIATE SCHOOL

Grade Three	Mrs. Kimmy Black
Grade Three	Miss. Kari Carnes
Grade Three	Mrs. Christa King
Grade Three	Mrs. Morgan Lambert
Grade Three	Mrs. Carol McBurney
Grade Three	Mrs. Kim Slack
Grade Three	Miss Alivia Swiney
Grade Three	Mrs. Tracy Wayne
Grade Four	Mrs. Cathy Bash
Grade Four	Mrs. Sheila Fraunfelder
Grade Four	Mr. Clint Gates
Grade Four	Ms. Amy Huff
Grade Four	Ms. Michelle Hunt
Grade Four	Mrs. Michelle Mercer
Grade Four	Ms. Margie Tom
Grade Five	Mrs. Cassi Hoerst
Grade Five	Mrs. Amanda Kirby
Grade Five	Mr. Matt McGee
Grade Five	Mrs. Brandi Richert
Grade Five	Mrs. Lisa Ruby
Grade Five	Mrs. Annie Stamm
Grade Five	Mrs. Pam Young
Phys. Ed.	Mrs. Shelley Fields
Music	Mrs. Janelle Phipps
Art	Mrs. Julie Goodall
Technology	Miss Addy Ruby
Reading Instructor	Mrs. Ashley Ables
Special Needs Educators	Miss Karlye Himmelspach
	Mrs. Hannah Davy
	Mrs. Taylor Allender
	Mrs. Abbey Pattison
Para-Professionals	Mrs. Debbie Lyons
	Mrs. Sharon Love
	Mrs. Megan Spencer
Speech Therapist	Mrs. Holly Sayre
Librarian	Mrs. Lori Prater
Head Cook	Mrs. Dawn Wells
Asst. Cooks	Mrs. Shannon Ferguson
	Mrs. Trudy Wagner
	Mrs. Heidi Wetzel
Cashiers	Mrs. Denise Stover
	Mrs. Dawn Shehadeh
Custodians	Mrs. Brenda Foster
	Mr. Cody Pethtel
Adm. Asst.	Mrs. Diane St. Clair
	Mrs. Jamie Weber
Principal	Mr. Eric Harshbarger
Asst. Principal	Mr. Brad Martin

GENERAL INFORMATION

Time Schedule

9:00 a.m.	Buses arrive; students go to rooms
9:00 – 9:15 a.m.	Breakfast
9:12 a.m.	First bell – Students to homeroom
9:15 a.m.	Tardy bell rings and classes begin
3:25 p.m.	Dismissal

- * **All doors are locked during the school day.** Visitors must report to the office. Any student leaving during the school day will be dismissed through the office.
- * In case of **withdrawal** of a student from school please notify the teacher and the school office in advance so the school records may be handled properly.
- * If you have a phone installed, a phone number changed, a change in place of employment, a change of address within the school attendance area, custody changes or have changes regarding your child's **Emergency Medical Information**, please notify the school office as soon as possible at 826-2271.
- * **All students will ride their assigned bus home unless a note or phone call is received for that day.** A note or call to the school office may cover regular, permanent changes and need not be repeated.
- * **Students are not permitted to leave the school grounds with anyone other than a parent or guardian or a name listed on the Emergency Medical Form.** A note or phone call from the parent or guardian to the school office is requested before a child will be allowed to leave school at any time during the day. Parents desiring to pick up their child during the school day should first report to the school office rather than going directly to the classroom.

PLEASE DO NOT BRING YOUR CHILD TO SCHOOL PRIOR TO 8:50 A.M. (10:50 A.M ON TWO HOUR DELAY DAYS) AS TEACHERS ARE IN MEETINGS AND THERE WILL BE NO PERSONNEL RESPONSIBLE FOR YOUR CHILD'S SAFETY.

SUPPLY FEES

The East Muskingum Local Board of Education provides all basic textbooks at no cost to children of our school district. All books lost or damaged during the year must be paid for according to the nature of the loss. There is a uniform school supply fee for each child enrolled in EMLSD. This fee pays for the reading and math materials, art supplies, writing paper, etc. for the school year. The fees are as follows: **Grades 3-5 - \$20.00**
Ohio law states that any family eligible for or currently on ADC is not required to pay these fees. Please contact the office if you are receiving ADC assistance. It is appreciated if this fee is paid during the first two months of school. If you are unable to pay the fee during this time frame, please notify the school office so other arrangements may be made. Report cards and end-of-year records may be held until fees / arrangements are made.

BREAKFAST and LUNCH

Each month a new menu will be sent home with the students. Students may pre-pay for their lunch with cash or check. Children will have the opportunity to select a hot lunch or a peanut butter and jelly sandwich as the main entree. Breakfast is served from 9:00 – 9:15. Extra milk may be purchased. After students have finished going through the lunch line, they are offered a la carte extras. They choose these items and then again enter their PIN number. Adults are encouraged to come and eat lunch with their child at their convenience. Please call by 10a.m., so we can order an extra lunch.

PIN

Each child has a **PIN** (personal identification number) that he/she enters at the cashier's station before going through the lunch line. The children will be assisted at the beginning of the school year until the PIN number is learned. As with all PIN numbers, students should keep their code confidential. Students may pre-pay for their lunch with cash or check (made out to East Muskingum Food Service with student's name in memo). Free and reduced lunches are available to children who are determined eligible from submitted applications to the school office. Those applications are made available to all families at the beginning of the school year and throughout the year if your circumstances change and you feel you may be eligible.

LUNCH CHARGES

When a child forgets or loses lunch money, lunch charges are available. Payment of charges is expected the next school day. Notices will be sent home in the agenda to remind parents of amount owed.

INSURANCE

Student insurance may be purchased by mailing the form received by your child on the first day of school directly to the insurance company. **PLEASE DO NOT SEND IT TO THE SCHOOL.**

SCHOOL PICTURES

Individual pictures will be taken in the fall and spring during the school year. Fall pictures are scheduled for September 20 with retakes in the morning of October 22. Spring class and individual pictures are scheduled for Tuesday, March 31.

WRITING CHECKS TO SCHOOL

Should you pay any lunch costs, checks should be made to East Muskingum Food Service. Other payments made by check, please make payable to Larry Miller Intermediate School. If you are ordering books from classroom teachers, please write the check *to the book club*. The teachers will give you directions for ordering. Record keeping is greatly simplified if a separate payment is made for each type of charge. Your cooperation in this area would be appreciated.

INVITATIONS

Students are not permitted to pass out invitations to parties or other events while at school unless the entire class is invited. We do not want any hurt feelings.

ATTENDANCE

East Muskingum places great value on the education of their students. It is the responsibility of our schools to provide the background and the discipline to enable our students to grow up to be productive adult citizens. We believe that regular attendance is an important step in the development of punctuality and regularity. This will help students accept responsibilities in everyday life. We believe that through the positive efforts of parents and school, each child can receive the quality education that is available to him/her. Each student attending school on a regular basis can best achieve this goal.

Excessive Absence

Based on House Bill 410, a student will be considered **excessively absent** when they have missed 38+ hours of school in a month or 65+ hours in a school year, **for any reason**. When this threshold has been met, a letter will be sent as notification and it will be required from then on to submit a doctor's verification for illness or other documentation for absence.

Habitual Truancy

A student will be considered **habitually truant** when they have **unexcused** absences for 30+ consecutive hours, 42+ hours in one school month or 72+ hours in a school year. **Please note that all absences accrued after a letter has been sent for excessive absenteeism will be considered unexcused without the proper documentation.**

If a student has met the threshold for habitual truancy, an absence intervention team consisting of parents, teachers, administrators and the Muskingum County Truancy Officer will assist in developing a plan to help improve your child's attendance.

Parents must call LMIS by 10:00 a.m. to report your child absent. In accordance with the Missing Child Act, East Muskingum Schools have adopted a required district policy. If you do not call, the automated phone service will call your primary number. It is important that your child be in school each day he/she is not ill. We encourage you to have your child at school when instruction begins, which is 9:15 a.m. In addition, a doctor's excuse is appreciated upon the student's return.

TARDY

A student is considered tardy at 9:15 and until 10:30 a.m. A student will be counted for a ½ day absent if not in school by 10:30 a.m. or leaves before 2:15 p.m. Students are encouraged to stay the entire day and not leave prior to the end of the day. Students who develop a tardy pattern may be referred to the County Truancy Officer. Students with an excessive tardy pattern will not be considered for Yearly Perfect Attendance Awards.

SCHOOL CLINIC

A school clinic is maintained as a temporary area for students who become ill at school. The clinic is located inside the office area. Students are to check with the office secretaries in order to go to the clinic. Head lice will also be monitored throughout the school year.

MEDICATION AND DRUG POLICY

Some children are able to attend school regularly because of the effective use of medication in the treatment of chronic disabilities or illnesses. It is strongly recommended that medication be administered at home. PARENTS SHOULD ASK THEIR DOCTORS TO ARRANGE THE TIME MEDICATION IS TO BE GIVEN TO AVOID SCHOOL HOURS IF POSSIBLE. If this is not possible, parents may come to school to administer medication to their children. If this cannot be done, any pupil who is required by a physician's order to take medication during the regular school day must comply with the following arrangement:

1. Prescription drugs to be taken at school must be accompanied by a doctor's order, labeled with all necessary information including the student's name, the date, the name of the drug and the time interval.
2. Medication must be brought to school in a container appropriately labeled by the pharmacy or physician by a parent/guardian.
3. A release form and written permission from the parent/guardian of the pupil requesting that medication be given or taken during school hours must be presented. These forms should be obtained through the school office or on our website.
4. New request forms must be submitted each year and as necessary for changes in the medication order.

The school's role in the administration of the guideline is one of cooperation with the parent and student; however, the responsibility for the administration of medication taken at school is that of the parent and student. We regret that we are not permitted to give Tylenol, Advil, cough drops or other over-the-counter medicines to the children **without** a non-prescribed form being completed.

Students shall be permitted to carry and use, as necessary, an asthma inhaler, provided the student has prior written permission from his/her parents and physician and has submitted Form 5330 F3, Authorization for the Possession and Use of Asthma Inhalers/Other Emergency medications(s), to the principal of the building.

Parents of students with allergies or chronic health conditions will need to complete an additional page of information for the Condition Action Plan that will be attached to the Emergency Medical Form and kept in the office of LMIS

VISITORS TO THE SCHOOL

Parents and other interested citizens are encouraged to visit the schools to observe the progress of students.

Unless reporting for a scheduled conference during school hours, a parent or citizen shall first report to the principal of the school for permission to visit a class. This policy is intended to prevent interruption of classroom procedures by a parent at the expense of the children in the classroom; it is not intended to prevent a parent from visiting a classroom for observation purposes. It is suggested that parents consult the teacher in advance to learn the best time to observe a particular type of work.

CHILD CUSTODY

Parents are to inform the school anytime the custody of a child changes (SB 140 requires this information). School officials need to see and copy Court Orders pertaining to a child's custody. Questions in regards to proper procedures will be handled through the office.

A divorce or change in custody does not change the right of a natural parent to have access to their child's records. A non-custodial parent may request and receive a copy of the child's records; however, stepparents have no rights to records, reports, or conferences unless custodial parent grants rights to them

AGENDAS

Students in third, fourth and fifth grades will have student agendas. These agendas will have daily assignments and contain communications from the teachers and school. Parents can use agendas to send notes to the teachers. We ask that the student keep the agendas in their backpacks and bring them to school each day. **We require a parent signature for each day we are in session (M-F). Your signature ensures that you have reviewed previous work/grades and that homework is complete. Please use this as an organizational tool for your child. Feel free to communicate with the teacher and school through the agenda.**

REPORT CARDS

Report cards will be sent home one week after each 9-week grading period ends. Dates for report cards are Nov.1, January 24, March 27 and May 20.

INTERIM REPORTS

Interim reports will **be sent only for those who do not have Internet access**. You may access your child's grades through our web site and choosing, ProgressBook. Interim grades will be posted on the Internet. Your child's teacher may request a conference. The teachers are willing to arrange conferences to meet your schedule.

PROGRESS BOOK

Progress Book is an online grading system where you can monitor your child's assignments and progress. As a parent, you have online access. Third grade parents and new students will receive a registration key at the beginning of school. Returning students will continue to use the registration keys they received last year. Please contact us if you have forgotten your registration key. We do not have access to the passwords you set up.

GRADING POLICY

The grading system used at LMIS is a standard 5 letter system. Points and Rubric scores are converted to this system for final grades in ProgressBook. Please refer to ProgressBook, online, to monitor your child's academic progress.

A = 93-100	A- = 90 - 92	
B+ = 87 - 89	B = 83 - 86	B- = 80 - 82
C+ = 77 - 79	C = 73 - 76	C- = 70 - 72
D+ = 67 - 69	D = 63 - 66	D- = 60 - 62
F = Below 60		

Progress Indicators for social studies and science, 3rd grade:

S = satisfactorily meeting state and local grade level standards
P = Progressing toward state and local grade level standards
N = Needs much assistance in meeting state and local grade level standards

Arts Scoring Key

S = Satisfactory
P = Below satisfactory in some areas
N = Needs improvement in some areas

PROMOTION, PLACEMENT, RETENTION

3rd grade students who do not pass The 3rd Grade Guarantee are at risk of not being promoted to the next grade level. A conference may be requested with teachers, parents, and administration to discuss promotion.

Pupils may be assigned to the next grade level, placed in the next grade level or retained. Student age, maturation, academic achievement, social development, development in relation to his/her own needs and abilities and excessive absence will be discussed and considered for the final decision. All retentions and accelerations shall be approved by the building principal and superintendent.

HOMEWORK

Homework is an important part of your child's education. It gives your child additional practice in skill subjects and offers a chance to study further the subjects in which he/she is interested. It also helps your child to work and study independently. The kind and amount of homework assigned will vary with your child's ability, the subject, and grade level.

You can do much to help your child profit from this homework. Please provide a comfortable, well-lighted place to work and study, with as little noise as possible. Refer to the Agenda and talk with your child each day about his/her work, showing interest in what he/she is doing, and insisting that homework is completed at a given time each day. Time spent on these assignments helps your child's progress in school and may lead to lifetime interests, hobbies, and skills.

CLASSROOM NEWSLETTER

Each classroom teacher will send home a weekly newsletter with your child so you will be aware of the academic programs, rotation schedule, assessments, tests and quizzes and information of the classroom.

OHIO'S ACADEMIC STANDARDS

The Ohio Department of Education has adopted academic performance standards for each grade level. These standards are available in the areas of language arts, math, social studies and science and arts. They can be accessed at www.ode.state.oh.us or mvesc.k12.oh.us on the Internet.

INTERVENTION ASSISTANCE TEAM. Response to Intervention

The Intervention Assistance Team meets on an as needed basis to give classroom teachers assistance in working with students having special learning and/or behavior problems. All students being considered for testing and/or consultation with the School Psychologist must first be reviewed and monitored with a Response to Intervention plan, then referred through the Intervention Assistance Team. Parents will be advised of these meetings, included in the planning and they may be requested to attend.

TITLE 1 READING

Title 1 reading teachers provide additional reading assistance to students in grades K-3. All students are assessed at the beginning of the school year to determine if intervention is needed. Students demonstrating the greatest need are then offered services on a daily basis. A parent meeting is held at the beginning of the school year and parents who are not able to attend can request an additional time to meet. All classroom and Title 1 reading teachers are highly qualified and their credentials are available upon request. Our Title 1 teacher is Mrs. Ashley Ables.

PASS POLICY

All persons, including parents, visiting school for any reason must first obtain a clearance and a pass from the office. All passes must be visible while in our building. This procedure helps ensure the safety of all students. Students are not permitted to leave the school grounds with anyone other than a parent or guardian unless the school has been notified.

All children are released from the building through the office. If there is a need for your child to be released, please report to the office. The office secretary will release your child to you. No child will be dismissed from the building to a waiting car. Parents are required to come into the building to pick up their child and sign the release log. In addition, a note or a telephone call from the parent must be received in the morning if a child is being picked up and not riding the bus home in the evening. **A LACK OF NOTE OR PHONE CALL WILL RESULT IN THE CHILD BEING PUT ON THE BUS.** Parents are requested to send a note to school whenever they might desire their child to ride a different bus home, to the baby-sitters, or to a friend's home. These requests should be kept to a minimum. If a child does not have a note or if the parent has not contacted the office, the child will ride his/her regular bus home.

CHILDREN STAYING LATE

Children are not permitted to stay after school except in the case of Hang Time, NCAARD, scouts, sports or other group supervised activities. All children are required to have a permission slip on file in the office in order to be permitted to stay for these activities. A child without a note will result in the child being sent home as usual. In addition, only those participating in the activity will be permitted to stay after school. Students may not wait unattended in the building or on the school grounds for activities that begin after 3:30. An adult must be present.

DRESS/GROOMING

Students are expected to dress appropriately at all times. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted.

The following styles or manners of dress are prohibited:

1. Halter tops, tube tops, tank tops, muscle shirts, net/mesh shirts or any type of top which exposes an unusual amount of the upper torso is not permitted.
2. Blouses, shirts and dresses with open backs, low necklines, thin straps, strapless, open down the sides or of bare midriff design are not allowed.
3. Hats (unless special "hat day" for students)
4. Clothing with suggestive, obscene or offensive words and/or pictures. Drug related, gang related messages, and satanic sayings or symbols are prohibited.
5. Clothing that fits improperly (too large, too small, too tight) Length of shorts should extend to at least mid-thigh or fingertips.
6. Clothing with writing, signs, pictures, logos, and/or commercials concerning alcoholic beverages, drugs and tobacco products are prohibited.
7. Extreme makeup or unnatural hair painting or coloring is not allowed.
8. Anything that may distract from the educational process will not be permitted.

DISCIPLINE OF STUDENTS

We believe positive reinforcement and good role models by staff and parents are essential. The school must maintain order since it is the vital prerequisite to learning. Even though the ultimate aim is self-discipline, the fact must be accepted that authority of the teachers and administration is necessary as children are led slowly and gradually to the point where they can participate in the discipline of themselves. We want to continue to be fair, firm, and consistent and feel that discipline in our school will be very effective. We want and need parents' cooperation and support in this area.

Our building wide Code of Conduct consists of these five areas:

1. **I will treat everyone, including myself, with courtesy and respect.**
2. **I will treat personal and school property with respect.**
3. **I will create and maintain a positive and safe environment.**
4. **I will come to school prepared for learning.**
5. **I will act in an honest and responsible manner and accept consequences for my actions.**

Each classroom teacher will explain classroom rules to the students. This will include possible consequences for students who do not conform to the rules and positive consequences for those who follow the rules. These rules will be sent home with the children during the first week of school.

BUILDING RULES

1. Students will not chew gum in school; this includes after school and all weekend activities.
2. Students will exhibit appropriate behavior during all classroom, lunch, assemblies, school activities, field trips, etc.
3. Students are not to bring to school items which are a danger to other students or which interfere with school procedures. Some examples: skateboards, lasers, knives, water pistols.
4. iPods, iPads, Kindles, Notebooks may be used for learning purposes only. CD players, DS and PSP players, gaming devices, tape players, pocket hand-held games, trading cards, cell phones, smart phones or any other items of value must be kept in the "Off" position in their book bag during school hours unless directed for use by the educator. **Loss or damage to items remains the responsibility of the parent and LMIS will not be responsible.**
5. Students will not use or possess tobacco products, alcohol, or drugs (including prescription drugs and OTC) at school. There is no smoking/tobacco use on the East Muskingum campus at any time.
6. Students will not possess, handle, transmit, or conceal any object which might be considered a dangerous weapon or be perceived as being a weapon. Students are not to have any type of knife at school.

DISCIPLINARY MEASURES

The school has the authority to take corrective disciplinary action against any behavior, whether covered specifically in this written code or not. No behavior should be disruptive of the educational process or the learning environment of the school.

The building administrators have the right to make the final decision for disciplinary measures based upon investigation and circumstances. Should a student behave in an unacceptable manner the school may enforce any of the following disciplinary measures:

1. Student conferences
2. Assignment of detention – students are required to bring study materials with which to work quietly.
 - a. Lunch detention
 - b. Recess detention
 - c. After or before school detention – the parent will be given notice to provide transportation.



3. Suspension – This is in case of a serious disciplinary violation
 - a. In-school detention – Parents will be notified prior to detention, which may involve a conference with administration.
 - b. In-school suspension – Parents will be notified prior to suspension, which may involve a conference with administration.
 - c. Out of school suspension – Parents will be notified prior to suspension, which may involve a conference with administration.

SUMMARY OF DISCIPLINARY POLICY

The disciplinary policy of the Intermediate school is designed to reward positive student behavior and achievements and to correct inappropriate behavior in both a consistent and fair manner. Parental involvement with the school is both encouraged and appreciated.

DISCIPLINE COLOR WHEELS

Each classroom has a cardboard color wheel with four colors on it and this wheel travels with the classroom as they go to art, gym, music, assemblies or other classrooms. Each child has a clothespin with his/her name on it and each day each child's clothespin starts on green. If there is a behavior issue, that child's clothespin is moved to yellow. Another problem would move the clip to red. If moved to yellow or red, the consequences are determined by the classroom teacher. If the child's clothespin is moved to black, he/she is sent to the administrator's office and the parent is notified. Each day the children graph their behavior in their data notebooks. This discipline program provides consistency throughout the building and is a great monitoring tool for staff and parents.

ACADEMIC AND SOCIAL DISHONESTY

Plagiarism, cheating and other forms of academic dishonesty, falsifying, forgery and lying are serious offences at LMIS. We strive to ensure high academic achievement with an atmosphere of mutual respect and trust among educators, staff, students, parents and administration. Infractions may result in, but are not limited to parent contact, detention, failure of assignment and the requirement to resubmit the assignment for severely reduced credit.

LOCKERS

Each student may be assigned a locker. Lockers are the property of the East Muskingum School District and the lockers and the contents thereof are subject to random searches at any time without regard to any reasonable suspicion. Students need to have regular-sized backpacks. We do not permit locks on the lockers.

HEALTH SERVICES

Parents whose children have special health problems should immediately discuss the matter with the child's teacher and principal. Only emergency first aid will be given at school when necessary. If you wish to make any changes on the Emergency Health Information, please contact the school office. Any child will be excluded from school if he/she becomes ill or a communicable disease is suspected. We will not send a child home unless someone is there to care for him/her. Whenever a student is found to be infested with head lice or "nits" she/ he is to be sent home for treatment and not readmitted until the treatment has been initiated.

HARASSMENT

Offensive conduct which interferes or disrupts learning and the educational process, while involved with the school day or school functions, will not be tolerated in written or verbal form. Students caught intimidating, discriminating, being offensive or making references of a sexual nature will be subject to discipline in accordance with the law and the school district.

BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR

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

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

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

Harassment, intimidation, or bullying means any intentional written, verbal, graphic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s). Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyber bullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Harassment, intimidation, or bullying also means electronically transmitted acts (i.e. but not limited to, Internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the

behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

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

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

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

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

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

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

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law). The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken. If after investigation, acts of bullying against a specific student are verified, the building principal or appropriate administrator shall notify the parent/guardian of the victim of such finding. In providing such notification care shall be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation, and/or bullying.

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

Complaints

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

Students, parents/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 shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. A school staff member or administrator who receives an informal complaint shall promptly document the complaint in writing, including the information provided. This written report shall be promptly forwarded by the school staff member and/or administrator to the building principal for review, investigation, and appropriate action.

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

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

Privacy/Confidentiality

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

Reporting Requirement

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

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

Immunity

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

Notification

Notice of this policy will be **annually** circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

Education and Training

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

To the extent that State or Federal funds are appropriated for these purposes, the District shall provide training, workshops, and/or courses on this policy for school employees and volunteers who have direct contact with students. Time spent by school staff in these training programs shall apply toward mandated continuing education requirements.

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

ZERO TOLERANCE

The district has adopted a zero tolerance policy while involved in the school day or school functions. This will result in students being expelled who possess weapons, engage in repeated fights or acts of violence, or are found in possession of drugs, alcohol or tobacco. Students will also be subject to discipline with law enforcement officials. Final action will be determined by the school officials.

SCHOOL CLOSINGS OR STARTING DELAYS

Occasionally the weather conditions may cause schools to have a delayed opening or a complete closing of school. In either of these events the school superintendent will initiate the automated phone system and will notify all of the major radio stations in the Cambridge, New Concord, and Zanesville areas to apprise you of the situation. WILE and WHIZ are two local radio stations used for reporting school closings or delays. Delays and school closing are also on the district website, which is www.east-muskingum.k12.oh.us under *Announcements*.

There will be three possible procedures:

The automated phone system will call the number you provided for:

Plan A: Closure. School is closed for the day. This plan will be used in extremely hazardous weather.

Plan B: School opening will be delayed by two hours. School will dismiss at 3:25 p.m.

Plan C: School will be dismissed early because of inclement weather.

On days when Plan A (school closed) is in effect, all after school activities and practices are cancelled.

STUDENT TELEPHONE POLICY

Due to the heavy demand on the telephone in the secretary's office, students are permitted to use the office phone *only in the case of an emergency*. The Secretary will call when the children are ill. Every effort will be made to make children aware of any change of activities far enough in advance to limit calls.

FIRE, TORNADO AND SAFETY DRILLS

The Ohio Revised Code requires that each school instruct and train children in procedures to be used in case of emergency. Fire, tornado and safety drills are practiced as required and procedures for these are posted in the classrooms.

COLD WEATHER POLICY

The outdoor play and cold weather policy provides that all children are to go out to recess at the time provided as long as:

1. It is determined it is not too cold to go outside for any length of time.
2. The temperature has to be above 20°, including the wind chill factor.
3. The blacktop is not covered with wet, sloppy snow.

Children are not out for more than 30 minutes at a time and often this is shortened when the wind-chill factor makes it uncomfortable to stay outside. Children will be expected to be dressed for the weather each day, as they will be expected to participate in the full activities of the school day, including outside activities. We are fortunate to now have a paved pavilion on the playground for children to use.

Since our teachers are assigned to outside playground or other school responsibilities in these recess times, we are often faced with the problem of what to do with the child who wants to stay inside. If you feel your child is unable to take part in the recess activities as outlined in the cold weather policy, a note stating such should be sent to the child's teacher on the specific day he/she is to stay inside. **NOTES WILL NOT BE HONORED FOR MORE THAN ONE DAY AT A TIME EXCEPT UNDER UNUSUAL CIRCUMSTANCES.** When a child brings a note to stay in, parents are advised that the child's responsibility is to be in his/her seat and not up running around the room, thereby causing behavior or safety problems. Your cooperation in limiting requests for your child to stay in.

FIELD TRIPS

We encourage all students to participate in the class field trips and no student shall be denied this opportunity because of financial difficulties. However, the school does reserve the right to exclude students from field trips because of unacceptable behavior during the school year. Permission slips will be sent home with the children to be signed by the parents to allow the students to participate in field trips. Walking excursions for the campus sites will not require a permission slip.

PARKING AT SCHOOL

Visitor parking during school hours is available in the parking lots in front of the building, but not in the fire lane. Please do not park in front of the building on either side of the road while the buses are loading and unloading (8:50 – 9:15 and 3:10 – 3:45). **Also, we discourage parents pulling around the buses as they load and unload in the morning and evening.** When dropping off your child between 8:50 and 9:10, please pull into designated student drop-off area in the upper parking lot. A staff member will walk your child across the road in the crosswalk. Thank you for watching the safety of our boys and girls.

PHYSICAL EDUCATION

PE dress: Tennis shoes are required for Physical Education. Students should know in advance by schedules and weekly classroom newsletters which days they are scheduled for Physical Education. Students need to wear "school clothes" which allow them to be comfortable in a full range of physical movement, exercises and games.

A note or FAX (826-7443) from a doctor for an illness or injury will excuse the student for the given time, but if a student is in school and has no such note, he or she will be expected to participate at some level. Activities can be arranged for use of the healthy parts if one area is injured.

ART EDUCATION

Our art teacher has asked that each child have an old shirt or smock that can be left in the classroom or locker to be worn during art class so clothing can be protected.

PARENT-TEACHER CONFERENCES

Fall Parent-Teacher conference days will be Thursday, November 7 from 4:00-8:00 PM and Friday, November 8 from 11:00-6:00 PM.

If you are unable to attend the scheduled conference, please notify the school so we may reschedule. We welcome and encourage your attendance. **(Dates and times subject to change)**

SURVEILLANCE

Twenty-four hour security cameras and recording is in use at Larry W. Miller Intermediate School, the outside grounds and all East Muskingum buildings.

BOXTOPS FOR EDUCATION

We will continue our collection of General Mills Box tops for Education. Please have your child bring these to school. Submission dates will be October 18 and February 14.



LMIS PARENT ASSOCIATION

The Parent Association will be calling on you for membership, attendance, and support throughout the year. This worthy organization raises money for supplies, field trips, educational programs and educational support. (External organizational fundraising is at the discretion of administration.)

The officers for the 2019-2020 school year are:

President -Amanda Hines
Treasurer -Carrie Metzger

Vice President-Kristina Hall
Secretary-Tabitha Spragg

2019-2020 PARENT ASSOCIATION MEETINGS/EVENTS

LMIS Parent Association meetings

Tuesday, September 10
Tuesday, October 8
Tuesday, November 12
Tuesday, December 10
Tuesday, January 14

Tuesday, February 11
Tuesday, March 10
Tuesday, April 14
Tuesday, May 12

Monday, August 26 Cookie Dough sales begins
December 9-13 Secret Santa
Friday, February 28 Spaghetti Dinner and Basket Raffle (5:00-7:00 p.m)

Nov. 1-8 Book Fair
February 28-March 6 Book Fair

LOST AND FOUND

There are many articles lost each year, which are never claimed or found by the owner. Everything that can be marked (lunch boxes, articles of clothing, etc.) should have the child's full name on them to simplify the return to the owner, should it become lost. Lost items will be available in a box in the office until such time that a donation is made to charity. LMIS does not lend out the coats or jackets during inclement weather.



SCHOOL BUSES

Students will enter the building through the main entrance in the morning and exit through designated doors at the end of the day.

The East Muskingum Schools own and operate the transportation system for student convenience. All school rules apply for students riding the bus. Cooperation with the bus driver is expected at all times. Students may be suspended from riding the bus for unacceptable behavior, including damage to the bus. Buses depart from the loading area five (5) minutes after school ends. At the current time there are security cameras on some buses.

To enjoy bus-riding privileges, students should observe the following guidelines and regulations:

1. Parents have the responsibility of supervision until such time as the student boards the bus in the morning and after the student leaves the bus at the end of the day.
2. While loading, riding, and departing from the bus, all directions given by the driver are to be followed. Students should help the driver to assure safety at all times.
3. Students must be on time. Plan to leave home at the same time each day so you'll be at your bus stop five (5) minutes before the bus arrives.
4. If you have to walk where there are no sidewalks, face traffic, stay as far off the road as possible, and go single file.
5. At the bus stop, remain off the street or highway in an orderly manner. Do not move to the bus until it has made a full stop. Wait for the driver to signal and then walk ten (10) feet in front of the bus if you cross the road.
6. Remain seated at all times. Students may occupy any seat unless assigned a particular seat by the driver, transportation supervisor or school principal / assistant principal.
7. As a school bus rider, you are expected to follow Ohio law and district policy:
 - a. Save snacks for later; there is no eating on the bus.
 - b. Place books and other articles where they cannot fall.
 - c. Keep arms and legs out of the aisle.
 - d. Act as you would in a classroom.
 - e. Keep your head and arms inside the bus at all times.
 - f. Refrain from talking to the bus driver while the bus is in motion except in emergencies.
 - g. Converse in normal tones; loud and profane language is prohibited.
 - h. Throwing of any items is strictly prohibited.
 - i. Be considerate and watchful of small children.
 - j. Fighting, pushing, and shoving are not permitted.
 - k. Ride only on assigned buses. Parents may request deviation by making a written request to the school office or driver. Without a written request by the parent, the student will be placed on his/her assigned bus.
 - l. Report any damage you observe to the driver.
 - m. Do not bring glass items on the bus.
 - n. Loss of handheld devices, games and iPods, cell phones and cameras remain the responsibility of the parents and student. LMIS and East Muskingum are not responsible for damage or loss. Inappropriate use will result in loss of privileges.
8. The use of tobacco and the possession of any instrument that may potentially be a dangerous weapon to other riders are strictly prohibited. In addition, no pet animals are to be transported on the school bus.
9. The school will not enter into disputes involving students and parents prior to pick-up or after return to home.
10. Parents will be held responsible for any damage to a bus by their children.
11. All students will ride their own scheduled bus to and from school. The school discourages students from riding a bus to a friend's house. This causes capacity problems for a number of buses. Students may only ride another bus with written parental permission and approval (bus pass) by the school.
12. In the event these guidelines are not followed, students may have their bus riding privileges suspended. In such instances, parents have the responsibility for seeing that their children get to and from school or the student is considered truant.

DISTRICT INTERNET

To access and use District Technology Resources (see definition below in Bylaw 0100), including a school-assigned email account and/or the internet at school, students under the age of eighteen (18) must obtain parent permission and sign and return this form. Students eighteen (18) and over may sign their own forms. Use of District Technology Resources is a privilege, not a right. The Board of Education's Technology Resources, including its computer network, internet connection and online educational services/apps, are provided for educational purposes only. Unauthorized and inappropriate use will result in loss of this privilege and/or other disciplinary action. The Board has implemented technology protection measures that protect against (e.g., block/filter) Internet access to visual displays/depictions/materials that are obscene, constitute child pornography, or are harmful to minors. The Board also monitors online activity of students in an effort to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parent/guardians are advised that determined users may be able to gain access to information, communication, and/or services on the internet that the Board has not authorized for educational purposes and/or that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Students using District Technology Resources are personally responsible and liable, both civilly and criminally, for unauthorized or inappropriate use of the Resources. The Board has the right, at any time, to access, monitor, review and inspect any directories, files and/or messages residing on or sent using District Technology Resources. Messages relating to or in support of illegal activities will be reported to the appropriate authorities. Individual users have no expectation of privacy related to their use of District Technology Resources.

Parent/Guardian

As the parent/guardian of this student, I have read the Student Technology Acceptable Use and Safety Policy and Guidelines, and have discussed them with my child. I understand that student access to the internet is designed for educational purposes and that the Board has taken available precautions to restrict and/or control student access to material on the internet that is obscene, objectionable, inappropriate and/or harmful to minors. However, I recognize that it is impossible for the Board to restrict access to all objectionable and/or controversial materials that may be found on the internet. I will not hold the Board (or any of its employees, administrators or officers) responsible for materials my child may acquire or come in contact with while on the internet. Additionally, I accept responsibility for communicating to my child guidance concerning his/her acceptable use of the Internet – i.e., setting and conveying standards for my daughter/son to follow when selecting, sharing and exploring information and resources on the Internet. I further understand that individuals and families may be liable for violations. To the extent that proprietary rights in the design of a web page, site, service or app hosted on Board-owned or District-affiliated servers would vest in my child upon creation, I agree to assign those rights to the Board.

Please complete the following information:

Student User's Full Name (Please Print): _____

School: _____

Parent/Guardian's Name: _____

Parent/Guardian's Signature: _____

Parental acknowledgement is granted on the Parental Responsibility form located at the end of this handbook.	_____ _____ _____
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Student

I have read and agree to abide by the Student Technology Acceptable Use and Safety Policy and Guidelines. I understand that any violation of the terms and conditions set forth in the Policy and Guidelines is inappropriate and may constitute a criminal offense and/or may result in disciplinary action. As a user of District Technology Resources, I agree to communicate over the Internet and through Technology Resources in an appropriate manner, honoring all relevant laws, restrictions and guidelines.

Student's Signature: _____

Student acknowledgement is granted on the Student Responsibility form located at the end of this handbook.

Teachers and building principals are responsible for determining what is unauthorized or inappropriate use. The principal may deny, revoke or suspend access to and use of the Technology Resources to individuals who violate the Board's Student Technology Acceptable Use and Safety Policy and related Guidelines, and take such other disciplinary action as is appropriate to the Student Code of Conduct.

STUDENT PUBLICATION PERMISSION

East Muskingum Schools showcase students on our web site and provide photographs of students to the media as well as welcoming journalists and photographers. **If you choose to deny publication of your child's picture, please come to the office to complete a Student Publication Denial form.**

2416 - STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION

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

- A. political affiliations or beliefs of the student or his/her parents;
- B. mental or psychological problems of the student or his/her family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or his/her parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

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

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

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

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

8330-Directory Information

Each year the superintendent shall provide public notice to students and their parents of its intent to make available, upon request, certain information known as "directory information".

The board designates as student "directory information": a student's name; address; telephone number; date and place of birth; major field of study; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; honor rolls; scholarships; telephone numbers only for inclusion in school directories and/or yearbook.

Directory information shall not be provided to any organization for profit-making purposes. Parents and eligible student may refuse to allow the board to disclose any or all of such "directory information" upon written notification to the board within three (3) days after receipt of the superintendent's annual public notice.

In accordance with Federal and State law, the board shall release the names, addresses, and telephone listings of secondary students to a recruiting officer for any branch of the United States Armed Forces or an institution of higher education who request such information.

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

The board may disclose "directory information" on former students without student or parental consent.

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

All Policies Are Available Upon Request

Larry W. Miller Intermediate School

Student/Parent Handbook

August 2019

I have read and discussed the student/parent handbook with my child.

Student's Name (Please Print)

Parent/Guardian's Signature

Homeroom Educator: _____

**Please sign and return by
*August 30, 2019***