



# **Mohawk Elementary School**

**2022-2023**

## **Student Handbook**

### **Mohawk Elementary School**

605 State Highway 231

Sycamore, OH 44882

(419) 927-2595

Fax: (419) 927-6139

<http://www.mohawklocal.org>

## **HOME-SCHOOL COMMUNICATION**

### **COMMUNICATION TOOLS**

Each Mohawk Elementary School student will be issued a communication folder (red & plastic) to go between home and school each evening. Its contents should be reviewed by parents/guardians nightly.

Students in grades 2-6 are also provided with a student planner.

All K-6 students will be issued a Chromebook for daily use at school. The building principal may permit students to take the Chromebooks and/or other District issued technology home for online learning in the event of school closures, a quarantine period, or other unique circumstances.

All students in K-6 will have a school-issued email address that can only be used for sending/receiving emails to or from other school-issued email addresses with the Mohawk Local School District's Google domain, unless otherwise permitted by the student's teacher or building principal. In the event of another period of school building closure with online learning, students must check their school email at home daily for communications with teachers.

### **SCHOOL INFORMATION**

School, policy, and building information can be found on our website <http://www.mohawklocal.org>

Mohawk offers a variety of ways for families to keep up with important news and information on our school District and building:

- **Mohawk App**

The Mohawk App will house all updates and communication, it will also serve as an alert system to notify parents of delays, closures and emergencies.

- **FinalForms**

All required forms for students will be completed and managed through this online portal. It is vital that information is entered by parents and students into FinalForms accurately, and that all changes in any contact or custody information are reported to the building's main office during the school year. *Parents MUST arrange for and provide alternate contacts in FinalForms in case of student illness or injury during the school day.* The FinalForms database is used to update all of our other electronic student information systems. Emails to parents, students and families will be sent through this system or by using the emails gathered from it.

- **Website**

The District's website offers a wealth of information about Mohawk, including school closings and delays, kindergarten registration, Board of Education meeting minutes, newsletters, strategic planning information, upcoming events, lunch menus, and curriculum maps. Teachers also maintain web pages with weekly updates concerning curriculum, assignments, and homework, through the District's website. Make sure you regularly visit <http://www.mohawklocal.org>.

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### • Newsletters

The Superintendent's office provides a quarterly newsletter to all households in our District. Mohawk Elementary provides monthly newsletters that will be delivered via the app this year. Many staff provide weekly newsletters to families as well.

### • Channel 6

The District offers a TV channel through STC. Through Channel 6, you will be able to find information about Mohawk, including pictures, video, cafeteria menus, upcoming events, and school updates.

## ON-LINE ACCESS TO STUDENT INFORMATION

Students and parents are able to access grade and lunch account information via web-based systems. The District's Power School account gives students and parents access to daily grades, interim grades, report cards, and attendance reports. The District's Pay Schools account allows access to lunch account balances, allows you to set up alerts for your account, and also gives you the ability to make payments online. You can access both accounts at <http://www.mohawklocal.org> and then by accessing the buttons under the photo gallery. If you forget your password for Power School, please contact the building guidance counselor, Mrs. Angie McGinnis.

## SCHOOL CLOSINGS

Notification of school delays and closings will be sent to parents via Mohawk App texts, posted online at <http://www.mohawklocal.org>, and posted on Facebook. Delay and closing information will also be reported by radio stations in Upper Sandusky, Tiffin, Findlay, Fostoria, and Marion, as well as by Toledo television stations. In cases of school having to close early, students will be released, as directed by the building principal, when buses are ready. Students are not released to anyone other than a parent or guardian without parent permission. Parents are urged to make arrangements with a neighbor or friend so that their child will have a place to go in case of an emergency if a parent/adult is not home.

## WHO DO I CONTACT AT SCHOOL?

**Main Number 419-927-2595**

Attendance & General Information	Mrs. Luann Tooley	School Secretary	ex. 1000
Building-Wide & Unresolved Concerns	Mrs. Brooke Bowlin	PreK-6 Principal	ex. 1001
Bus Routes, Policies & Behavior Cards	Mr. Jay Price	Transportation Super.	ex. 4005
Curriculum, Homework & Class Discipline	Classroom Teachers		
District Policies & Procedures	Mr. Jeffrey Holbrook	Superintendent	ex. 4001
Elementary Athletic Programs	Mr. Chip Dietrich	Athletic Director	ex. 2214
Facility Maintenance	Mr. Doug Depinet	Maintenance Super.	ex. 4007
Free Lunch Program & Open Enrollment	Mrs. Jan Brickner	District Secretary	ex. 4000

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Library Materials & Missing Books	Ms. Kaycee Hallett	School Librarian	ex. 2200
Lunch Accounts & Dietary Concerns	Ms. Pam Risner	Food Service Super.	ex. 4010
Medical Concerns	Mrs. Rita Schank	School Nurse	ex. 1005
Social-Emotional Learning, IAT, 504 Plans	Mrs. Angie McGinnis	School Counselor	ex. 1003
Special Education & Gifted	Mrs. Jennifer Birney	Asst. Principal	ex. 2002
Technology Equipment & Accounts	Mr. Jake Molyet	Technology Coord.	ex. 4009

**NOTE: All teachers and the District personnel listed above have school email accounts. Email addresses are in this format: [firstname.lastname@mohawklocal.org](mailto:firstname.lastname@mohawklocal.org)**

## **HANDBOOK STATEMENT**

This Handbook was developed to address commonly asked questions. It replaces all prior handbooks and other previous written material on the same subjects, with the exception of Board Policies and Administrative Guidelines, which this Handbook supplements. Where there is any conflict or inconsistency, the terms found in Board Policies and Administrative Guidelines shall prevail. This Handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Mohawk School Board policies and school rules. If any of the Board Policies or Administrative Guidelines referenced herein are revised in response to changes in law or other circumstances, the language in the most current Board Policy or Administrative Guideline prevails. Copies of the current Mohawk Board Policies and Administrative Guidelines are available on the Mohawk Local Schools website. If you have questions or would like more information about a specific issue or document, please contact the building principal.

## **ATTENDANCE**

### **GENERAL ATTENDANCE INFORMATION**

Students who are dropped off by parents should not arrive any earlier than 7:45 a.m. The school is not responsible for student supervision prior to that time.

<b>Students May Enter Building</b>	<b>7:45 a.m. (Teachers on Duty)</b>
<b>Pre-K Student Arrive</b>	<b>8:00 a.m.</b>
<b>Tardy Bell</b>	<b>8:05 a.m.</b>
<b>Pre-K Students Dismissed</b>	<b>3:00 p.m.</b>
<b>Dismissal</b>	<b>3:05 p.m.</b>

If a student is absent from school for any reason, a parent must notify the office by phone call between 7:30 a.m. and 9:00 a.m. Without this notification, Ohio law requires that the school contact parents to inform them of each student absence. Written documentation from the parent will need to be provided following any absence from school, for any reason.

Students returning to school after any absence must bring a written note from their parents or guardian containing:

- 1) The dates of absences;
- 2) The reason(s) for the absences;
- 3) The parent or guardian signature; and
- 4) The parent or guardian phone number.

### **DISTRICT ATTENDANCE POLICY**

The educational program offered by this District is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session or during the attendance sessions to which s/he has been assigned.

In accordance with state law, the school requires, from the parent of each student of compulsory school age who has been absent from school or from class for any reason, a statement of the cause for such absence. The Board of Education reserves the right to verify such statements and to investigate the cause of each single absence or prolonged absence.

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The Board considers the following factors to be reasonable excuses for an absence from school:

- A. personal illness; (a written physician's statement verifying the illness may be required)
- B. illness in the family necessitating the presence of the child;
- C. quarantine of the home;
- D. death in the family;
- E. necessary work at home due to absence or incapacity of parent(s)/guardian(s);
- F. observation or celebration of a bona fide religious holiday;
- G. out-of-state travel (up to a maximum twenty-four (24) hours per school year that the student's school is open for instruction) to participate in a District-approved enrichment or extracurricular activity;
- H. appointment with a health care provider;
- I. such good cause as may be acceptable to the Superintendent.

Any classroom assignment missed due to the absence shall be completed by the student.

Attendance shall be taken at the commencement of the school day. Per state requirements, attendance for students arriving late or leaving early must be tracked and recorded to the nearest full hour.

### **Excessive Absences**

When a student of is absent from school **with or without legitimate excuse** for thirty-eight (38) or more hours in one school month, or sixty-five (65) or more hours in a school year, the District will notify the child's parent or guardian of the child's absences, in writing, within seven (7) school days after the date of the absence that triggered the notice requirement. At the same time written notice is given, appropriate intervention action shall be taken.

A student will be considered **habitually truant** if the student is absent without a legitimate excuse for thirty (30) or more consecutive hours, for forty-two (42) or more hours in one (1) school month, or for seventy-two (72) or more hours in one (1) school year.

### **Absence Intervention Team**

To the extent required by law as determined on an annual basis, within ten (10) days of a student becoming habitually truant, the Principal shall assign the student to an absence intervention team.

The members of the absence intervention team will be selected within seven (7) school days of the student meeting the habitually truant threshold. Within the same period of seven (7) school days, the Principal shall make at least three meaningful, good faith attempts to secure the participation of the student's parent/guardian/custodian, guardian ad litem, or temporary custodian on that team. A good faith attempt to secure the participation of the parent shall include, but not be limited to, contacting (or attempting to contact) the parent by telephone, email, or regular mail. If the student's parent responds to any of those attempts, but is unable to participate for any reason, the Principal shall inform the parent of the parent's right to appear by designee. If seven (7) school days elapse and the student's parent/guardian/custodian, guardian ad litem, or temporary custodian fails to respond to the attempts to secure participation, the attendance officer shall investigate whether the failure to respond triggers mandatory abuse or neglect reporting to the public children services agency. At the same time, the absence intervention team shall continue to develop an intervention plan for the child notwithstanding the absence of the child's parent/guardian/custodian, guardian ad litem, or temporary custodian.

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### **Intervention Strategies**

In order to address the attendance practices of a student who is habitually truant, the intervention team may, as part of an intervention plan, take any of the following intervention actions:

- A. provide counseling to the student
- B. request or require the student's parent to attend a parental involvement program
- C. request or require a parent to attend a truancy prevention mediation program
- D. notify the Registrar of Motor Vehicles of the student's absences
- E. take appropriate legal action

The absence intervention process shall commence upon the first day of instruction of the next school year.

### **Reporting Requirements**

The attendance officer will file a complaint in the juvenile court against a student on the sixty-first (61st) day after the implementation of an absence intervention plan or other intervention strategies, provided that all of the following apply:

- A. The student is habitually truant.
- B. The District or school has made meaningful attempts to re-engage the student through the absence intervention plan, other intervention strategies, and any offered alternatives to adjudication, if applicable.
- C. The student has refused to participate in or failed to make satisfactory progress on the plan, as determined by the absence intervention team, or any offered intervention strategies or alternative to adjudication.

If the student, at any time during the implementation phase of the absence intervention plan or other intervention strategies, is absent without legitimate excuse for thirty (30) or more consecutive hours or forty-two (42) or more hours in one school month, the attendance officer shall file a complaint in juvenile court against that student, unless the absence intervention team has determined that the student has made substantial progress on the absence intervention plan.

In the event that the sixty-first (61st) day after the implementation of the absence intervention plan or other intervention strategies falls on a day during the summer months, the absence intervention team may extend the implementation of the plan and delay the filing of the complaint for an additional thirty (30) days from the first day of instruction of the next school year.

The Superintendent is authorized to establish an educational program for parents of truant students which is designed to encourage parents to ensure that their children attend school regularly. Any parent who does not complete the program is to be reported to law enforcement authorities for parental education neglect, a fourth class misdemeanor if found guilty.

Whenever any student of compulsory school age has sixty (60) consecutive hours in a single month or a total of ninety (90) hours of unexcused absence from school during the school year, s/he will be considered habitually absent. The Superintendent shall inform the student and his/her parents, guardian, or custodian of the record of absences without legitimate excuse and the Judge of the Juvenile Court of the student's unexcused absences.

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If a student who is habitually truant violates the order of a juvenile court regarding the student's prior adjudication as an unruly child for being a habitual truant, s/he may further be adjudicated as a delinquent child.

The District shall report to the Ohio Department of Education, as soon as practicable, and in a format and manner determined by the Department, any of the following occurrences:

- A. when a notice that a student has been absent with or without legitimate excuse for thirty-eight (38) or more hours in one (1) school month, or sixty-five (65) or more hours in a school year is submitted to a parent/guardian/or custodian;
- B. when a child of compulsory school age has been absent without legitimate excuse from the public school the child is supposed to attend for thirty (30) or more consecutive hours, forty-two (42) or more hours in one school month, or seventy-two (72) or more hours in a school year;
- C. when a child of compulsory school age who has been adjudicated an unruly child for being an habitual truant violates the court order regarding that adjudication;
- D. when an absence intervention plan has been implemented for a child.

### **ABSENCES AND MAKE UP WORK**

Excused absences permit a student to make up any school assignments and tests missed. Students have one day for each day of absence to make up work without penalty. It is the student's responsibility to see that all work is completed upon his/her return to school. Parents may request work and books be sent to the building's main office for them to pick up.

### **EARLY DISMISSAL OF STUDENTS**

When leaving for early dismissal, students are not allowed to wait in front of the building or to enter cars unless accompanied by a parent/guardian. These rules are necessary to ensure student safety. **You must come to the office to sign your child out.** You must send a note each time there will be a change in your child's dismissal time or procedure. We will ask to see identification of any person we do not know and will not release a child to any other person without prior written authorization.

### **HUNTING**

A student may be excused for hunting for one day, **provided a copy of the hunting license is provided to the building principal as evidence**, along with a pre-planned absence form prior to the day off. However, hours that are missed for any reason are included in the calculation of hours of instruction that have been missed for truancy purposes.

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### **VACATIONS**

Vacations should be scheduled during time when school is not in session in order to avoid affecting the student's education and grades. If a family vacation must be taken during school, a pre-planned vacation intention letter must be submitted to the main office, along with a pre-planned absence form, and will be approved at the principal's discretion. Only a vacation with a student's family (parents/guardian) may be excused. All work must be completed upon the student's return to school. ***Preplanned absences due to vacations, hunting or the county fair are still counted as hours absent by the state and will trigger chronic absences notices, no matter the reason.***

### **WYANDOT COUNTY FAIR WEEK**

Students are expected to attend classes during fair week. If a student is in 4-H and is showing or selling a project, he/she will be counted as excused on these days (only), **provided written documentation is presented within two days of his/her return to school.** Students are required to complete and submit to the main office a pre-planned absence form in advance to get assignments. Each student must contact the school office prior to the absence with the pre-planned absence form listing the dates he/she will be showing or selling a 4-H project. Students will then take the approved form to their teachers and get their assignments. All assignments are due upon return to school. Without the pre-planned absence form or required follow-up documentation, the student's absence will be marked as unexcused.

### **WITHDRAWAL FROM SCHOOL**

When withdrawing from Mohawk Local Schools, a parent or guardian must be present, sign a withdrawal form, and the following steps must be taken before records will be released to another District:

- 1 All fees and fines are paid, including lunch accounts, library fines, etc.;
- 2 Chromebooks and all other District-provided technology, and library books and textbooks, are returned in satisfactory condition; and
- 3 Assigned work is completed.

You must provide the address of the new school and your family's forwarding address. If your financial obligations to Mohawk have been met in full, your child's records will be sent within 14 days of our receiving a request for records from the new school.

## **CURRICULUM, INSTRUCTION, AND ASSESSMENT**

Curriculum, instruction, and assessment must be aligned with the board-adopted courses of study that are derived from the current state and national standards. Instruction delivered face to face, in an online format and/or in a blended format, is intended to maximize student learning and facilitate mastery of those standards. A course grade should reflect the content knowledge that a student knows and is able to demonstrate through the use of formative and summative assessments aligned to the instructional program.

The Principal will assign each student to the appropriate classroom and program. Any questions or concerns about an assignment should be discussed with the Principal.

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### ACADEMIC RECOGNITION

Academic performance is valued in Mohawk Local Schools. Students in all grades will be recognized for their academic achievement and outstanding effort. Students in grades 1 through 6 will be named to the quarterly honor roll if their grades are B or above.

**The Presidential Award for Educational Excellence** is presented to 6<sup>th</sup> grade students at the end of the year. The purpose of this award is to recognize academic success in the classroom. The criteria for the award are established by the US Dept. of Education. To be eligible for the President's Award for Educational Excellence, students at each award level must meet the requirements in Category A and either 1 or 2 of Category C.

- A. **Grade Point Average:** Students are to earn a grade point average of 90 on a 100 point scale, (an A on a letter scale or a 3.5 on a 4.0 scale). When computing grade point averages at the respective award level, only the years at that level are to be included through the fall semester of the exiting grade. Note: Elementary schools are not to include K-3 in their computations.
- B. **School Criteria/Standards:** Standards for the award are to be established by each school that reflects a 90 percent level or higher on the traditional grading scale. This category enables school personnel to use new assessment and evaluation tools in developing award criteria at their school and apply the criteria fairly to all students. The primary indicators of excellence must be based on academic achievement.
- C. **In addition to A or B**, schools are to include one or more of the following criteria to determine their selected students:
  1. State Tests and Nationally-Normed Achievement Tests: High achievement in reading or math on state tests or nationally-normed tests. Students who failed to reach "proficient" on state tests from 3-5 will be removed from consideration.

— OR —

2. Recommendations from a teacher plus one other staff member: One recommendation is to reflect outstanding achievement such as English, mathematics, science, history, geography, art, foreign language, and any other courses that reflect a school's core curriculum. This judgment is to be supported by tangible evidence that is comprised of either results on teacher-made tests, portfolio assessment, or special projects. The second recommendation from a school staff member may address, for example: involvement in community service or co-curricular activities including tutoring other students and/or demonstration of creativity and achievement in the visual and performing arts. The school principal has final authority to determine which students receive this award.

#### **Selection Criteria for President's Award for Educational Achievement:**

The purpose of this award is to recognize students that show outstanding educational growth, improvement, commitment or intellectual development in their academic subjects but do not meet the criteria for the President's Award for Educational Excellence. This award should not be compared to the President's Award for Educational Excellence or be seen as a second tier award, for it recognizes a very different type of academic achievement. It is meant to encourage and reward students who work hard and give their best effort in school, often in the face of special obstacles to their learning.

**This award is given at the principal's discretion based on the criteria developed at the school.** The criteria reflect the purpose of the award and must be applied fairly to all students.

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The following are examples of criteria for which the President's Award for Educational Achievement may be presented:

- Show tremendous growth but did not meet all the criteria for the President's Award for Educational Excellence.
- Demonstrate unusual commitment to learning in academics despite various obstacles.
- Maintain a school record that would have met the school's selection criteria for the President's Award for Educational Excellence but illness, personal crisis, or special needs prevented the student from maintaining such high standards despite hard work.
- Achieve high scores or show outstanding growth, improvement, commitment or intellectual development in particular subjects, such as English, math, science, etc.
- Demonstrate achievement in the arts such as music or theater.
- Students with quarterly grades of D or F in any academic subject during grades 4 through 6 will be removed from the consideration list.

### **ELEMENTARY GIFTED SERVICES**

The State of Ohio requires school Districts to identify students for potential areas of giftedness. Please visit our board policies found at [www.mohawklocal.org](http://www.mohawklocal.org) for specific information regarding the gifted identification process, criteria, and services (**Board Policy 2464**). Mrs. Jennifer Birney will be serving as the Gifted Coordinator for services in 2022-2023.

The Gifted Intervention Specialist and General Education teachers provide gifted services in the areas of Reading and Math. Services may consist of a variety of instructional components including, classroom cluster grouping, co-teaching, differentiated instruction, consultation with classroom teachers, small group resource room instruction, and subject and whole grade acceleration. Gifted screening measures include iReady Diagnostic Assessments and Cog-AT Tests.

### **Policy On Academic Acceleration & Early Entrance to Kindergarten**

In accordance with the belief that all children are entitled to an education commensurate with their particular needs, students who can exceed the grade-level indicators and benchmarks set forth in the standards must be afforded the opportunity and be encouraged to do so.

The Mohawk Board of Education believes that such students often require access to advanced curriculum in order to realize their potential contribution to themselves and society. All children learn and experience success given time and opportunity, but the degree to which academic content standards are met and the time it takes to reach the standards will vary from student to student. The Mohawk Board of Education believes that all students, including advanced learners, should be challenged and supported to reach their full potential. For many advanced learners, this can best be achieved by affording them access to curriculum, learning environments, and instructional interventions more commonly provided to older peers.

The Mohawk Acceleration Policy (**Board Policy 5410**) provides students with opportunities for possible accelerated placement through early admission to kindergarten, individual subject acceleration, whole-grade acceleration, and early graduation from high school. A teacher, administrator, gifted education specialist, guidance counselor, school psychologist, or a parent or legal guardian of the student may submit referrals for possible accelerated placement to the school principal. A student may refer himself, herself, or a peer through a District staff member who has knowledge of the abilities of the student.

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Copies of referral forms for evaluation for possible early entrance, whole-grade acceleration and individual subject acceleration are available to District staff.

### **GRADING**

Mohawk Local Schools uses a variety of assessments as tools for evaluating students' strengths, weaknesses, and academic progress. In addition to formal evaluation tools, classroom teachers use vendor assessments, observations, project work, writing samples, checklists, and periodic paper and pencil tests to assess children's knowledge and skills. The data gathered from ongoing formal and informal assessments provide the evidence for marks on the District report card issued by the Ohio Department of Education. To view the latest report card, please go to [www.mohawklocal.org](http://www.mohawklocal.org).

Mohawk Elementary School operates on quarters of nine weeks. Parents will be notified when to check PowerSchool for interim and quarterly grades. Interim reports and grade cards will not be printed this year, as they are available digitally.

Below is the percentage grading scale adopted by the Board of Education.

93.5-100%.....A	87.5-90.49%.....B+	78.5-81.49%.....C+	69.5-72.49%.....D+	0-63.49%...F
90.5-93.49%..A-	84.5-87.49%.....B	75.5-78.49%.....C	66.5-69.49%.....D	
	81.5-84.49%.....B-	72.5-75.49%.....C-	63.5-66.49%.....D-	

In order to pass a subject, the student's final average for the course must be "D-" or better. The following criteria shall be followed in cases of possible retention in grades 1 through 6.

- ◆ A student who is deficient or failing in three of the five areas is subject to retention: reading, math, language arts, social studies, science.
- ◆ Placement of a student may be made by the building principal should a student be deficient for the grade level based on the student's age, maturity level, previous retention, and/or other good and just causes.
- ◆ Under Ohio Law (R.C. 3319.51), the final determination on promotion and retention rests with the school administration. Final responsibility for determining retention shall lie with the principal. Retention will be based on Board of Education policy, parental input and discussion, and the professional judgment of the school staff.

### **HOMEWORK**

The Board of Education acknowledges the educational validity of out-of-school assignments as adjuncts to and extensions of the instructional program of the schools. "Homework" shall refer to those assignments to be prepared outside of the school by the student or independently while in attendance at school.

When a student is absent from school, homework requests must be received by 10:00 a.m. in order to be fulfilled by 2:00 p.m. of the same day.

### **INTERVENTION ASSISTANCE TEAM (IAT)**

Concerns about academic performance or emotional, social or behavior problems will be discussed by the Intervention Assistance Team ("IAT"), consisting of a group of teachers, counselors, administrators and other appropriate school personnel, in an attempt to resolve the problem. Parents or school personnel may make

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referrals to the IAT. All referrals for special education must be made through IAT. Mrs. Angie McGinnis is the coordinator of IAT meetings.

### **INSTRUCTIONAL MATERIALS**

The Board of Education furnishes all necessary instructional materials. For identification, each textbook is numbered. Each student is responsible for all instructional materials loaned to him or her, and is expected to return all instructional materials at the end of participation in the course. Students will be responsible to pay for any instructional materials that are lost, destroyed, stolen, damaged or mutilated. Most of our instructional materials also now have online log-ins and resources.

### **LIBRARY/MEDIA CENTER**

**Mission and Collection-** It is the goal of the Mohawk Elementary School Library to provide support for the information and reading needs of students in order to maximize their achievement. Library collections are selected by licensed teachers who are certified school library media specialists. Collections are designed to support readers at all levels and abilities, engage student interests, recognize diverse cultural backgrounds, and support curriculum-based research needs. Collections include a variety of grade-level appropriate media such as books, e-books, audio books, magazines, and videos.

**Instructional Support-** Librarians provide reading selection support, information literacy, media literacy and technology literacy instruction for all ability levels to meet the needs of 21<sup>st</sup> Century learners. The K-6 library curriculum is taught directly or embedded into core subjects through direct lessons or in collaboration with core subject teachers. Our librarian provides grade leveled reading lists to guide student reading.

**Equipment-** Mohawk School Library provides computers, scanners, copiers, production software, printing, recording devices, projectors, and other peripherals. It also supports the instructional needs of teachers.

**Policies-** The District Computer Usage Policy and the Student Code of Conduct are followed in the library, and the librarian's behavior expectations are similar to other classroom teachers. Students are expected to work quietly and productively and to treat other learners with courtesy and respect. Library rules, policies and procedures are posted or shared with students within the school. Library materials must be returned in good condition in a timely manner. Books are due two weeks after being check-out. Fines for lost **and damaged** materials will be paid for so that they can be replaced.

### **STUDENTS WITH DISABILITIES**

The American's with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act (Section 504) prohibit discrimination against persons with a disability in any program receiving Federal financial assistance. This protection applies not just to students, but to all individuals who have access to Mohawk's programs and facilities.

The laws define a person with a disability as anyone who:

- A. Has a mental or physical impairment that substantially limits one or more major life activities;
- B. Has a record of such an impairment; or
- C. Is regarded as having such an impairment.

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The District has specific responsibilities under these two laws, which include identifying, reviewing and, if the child is determined to be eligible, affording access to appropriate educational accommodation.

Additionally, in accordance with State and Federal mandates, the District seeks out, assesses and appropriately services students with disabilities. Staff members use a comprehensive child study process to systematically screen, assess and, if appropriate, place students in special education and related services. Students are entitled to a free appropriate public education in the "least restrictive environment."

A student can access special education and related services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA, A.D.A. Section 504) and State law. Contact Mrs. Brooke Bowlin to inquire about evaluation procedures, programs, and services.

### **CODE OF CONDUCT**

The image a school portrays is often determined by the behavior of its students and the physical appearance of the building. We must all - students, teachers, administrators, support staff and community members - show pride by doing our share to make the school a better place in which to learn and work. One of the main goals of the Mohawk Local Schools is to develop self-discipline in all students and maintain an appropriate educational atmosphere.

It is important to remember that the school's rules apply going to and from school, at school, on school property, at school-sponsored events, on school transportation, and on property not owned or controlled by the Board but that is connected to activities or incidents that have occurred on property owned or controlled by the Board. Furthermore, students may be disciplined for conduct that, regardless of where or when it occurs, is directed at a Board official or employee, or the property of such official or employee. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

The School is committed to providing prompt, reasonable discipline consistent with the severity of the misconduct. The consequences for misbehavior are designed to be fair, firm and consistent for all students in the School.

Because it is not possible to list every misbehavior that occurs, misbehaviors not listed will be responded to as necessary by staff.

Mohawk Local Schools require that students:

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

### **Classroom Environment**

It is the responsibility of students, teachers, and administrators to maintain a classroom environment that allows:

- A. a teacher to communicate effectively with all student in the class; and
- B. all students in the class have the opportunity to learn.

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### **Code of Conduct**

Each of the behaviors and/or types of misconduct described below are prohibited and may subject the student to disciplinary action including, but not limited to: student conference, parent/guardian notification, parent/guardian conference, detention, in-school reassignment, suspension and/or expulsion from school. Furthermore, any criminal acts committed at or related to the School will be reported to law enforcement officials as well as disciplined at school. Certain criminal acts may result in permanent exclusion from school.

- A. **ASSAULT, ASSAULT AND BATTERY** or threat thereof to any school personnel, other student, or visitor.
- B. **FALSE ALARMS** - including fire and/or bomb threats.
- C. Use, possession, concealment, transmitting, or being under the influence of **ALCOHOLIC BEVERAGES**, or **LOW ALCOHOL BEER**, that being a brewed or fermented malt product containing either no alcohol or not more than 0.5% of alcohol by volume.
- D. Use, possession, concealment, buying, selling, transmitting, or being under the influence of any substance containing betel nut or any **NARCOTIC DRUG OR OTHER CONTROLLED SUBSTANCE**, including, but not limited to marijuana, hemp and hemp products, as defined in R.C. 928.01, as well as any counterfeit or “look alike” controlled substance or any prescription drug or medication which is not in its original container and prescribed for the student.
- E. **DISRUPTION OF SCHOOL** by use of violence, force, coercion, threat, harassment, noise, or disorderly conduct. This shall include use of the same to incite others toward acts of disruption.
- F. **ARSON OR ATTEMPTED ARSON, AND RELATED OFFENSES.**
- G. **POSSESSION, USE OR THREATENED USE OF FIREWORKS, EXPLOSIVES, OR OTHER SUCH INSTRUMENTS** capable of inflicting bodily injury or disrupting the operation of the schools.
- H. **POSSESSION, USE, OR THREATENED USE OF WEAPONS**, or any object which might be considered a dangerous weapon or instrument of violence, including counterfeit or look-alike weapons.
- I. **REPEATED OFFENSES OR FLAGRANT VIOLATIONS** of any school rules or accepted standards of school behavior.
- J. **VIOLATION OF FEDERAL OR STATE STATUTES** on school premises or involving school activities.
- K. **VIOLATION OF TERMS OF SUSPENSION EXPULSION, OR OTHER FORMS OF DISCIPLINE.**

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- L. DAMAGE, DESTRUCTION, DEFACEMENT OR VANDALISM of school property or private property on school premises; (including buses) or at any school.
- M. TOBACCO/NICOTINE. A student shall not possess, use, transmit, or conceal any tobacco product, any alternative nicotine product or device, including electronic, vapor, or other substitute forms of cigarettes, or any tobacco or nicotine cessation product on school premises, during school activities, or events off school grounds.
- N. USE OF PROFANE, INDECENT, OR OBSCENE LANGUAGE written or verbal; directed toward school personnel or students. This shall include use of obscene gestures, pictures, or signs.
- O. INSUBORDINATION AND/OR DISOBEDIENCE in refusing to comply with directions of school personnel.
- P. TRUANCY from school; including study hall, class, or any other assigned activity for class, or any other assigned activity for part or all of a day, without school authorization.
- Q. REPEATED TARDINESS to class or school.
- R. Being under the influence of ALCOHOLIC BEVERAGES OR MIND ALTERING SUBSTANCES while on school property; (including buses) or at any school-sponsored activities.
- S. THEFT of school property or equipment, of personal property of any school personnel, or of another student or visitor, including property at school-sponsored activities.
- T. FIGHTING among two or more students on school property; (including buses) or at any school-sponsored activity. This shall include inciting and/or encouraging others to fight.
- U. The act of EXTORTION from any person on school property; (including buses) or at any school-sponsored activity.
- V. GAMBLING for money or valuables on school property (including buses) or at any school-sponsored activity.
- W. THE ACT OF FALSELY REPORTING INCIDENTS, making accusations, or giving testimony to school personnel.
- X. FALSIFYING in writing the name of another person, times, dates, grades, addresses, or other data on school forms or correspondence directed to the school.
- Y. CHEATING will be addressed by the classroom teacher first. Could result in a loss of credit.
- Z. PLAGIARISM.
- AA. TRESPASSING OR LOITERING.

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- BB. **HAZING AND INTIMIDATION**, subjecting other students to pranks or humiliation causing mental or physical harm.
- CC. **POSSESSION OF A FIREARM**: Firearm has the same meaning as provided pursuant to the “Gun-Free Schools Act of 1994.” At the time this policy was adopted, the above-referenced statute defined a firearm as any weapon (including a starters gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; including the frame or receiver of any such weapon; and any firearm muffler or silencer; or any destructive device. A firearm does not include: an antique firearm; a rifle that the owner intends to use solely for sporting and recreational or cultural purposes; any device that is neither designed or redesigned for use as a weapon; any device, although originally designed as a weapon, redesigned as a signaling, pyrotechnic, line throwing, safety or like device, surplus ordnance, sold, loaned or given by the Secretary of the Army or Class C common fireworks. If the definition of a firearm as provided by the “Gun Free Schools Act of 1994” changes, then the definition set forth in this policy shall automatically change to conform to it.
- DD. **POSSESSION OF A KNIFE**: Knife, for the purposes of this policy, is defined as a cutting instrument consisting of a sharp blade or edge.
- EE. Leaving school property or assigned area prior to specified dismissal time without official permission.
- FF. Open displays of affection between members of the same or opposite sex.
- GG. Unauthorized throwing of any object including, but not limited to, snowballs.
- HH. Commission of an immoral act.
- II. Failure to pay tuition or other approved charges.
- JJ. Violation of state student mandates, including, but not limited to, required immunization.
- KK. Loitering, littering, or causing a disturbance on public or private property adjacent to, across from, or in close proximity to a school site, while either coming to and from school or school activities, or during the school day, or during school activities.
- LL. Violation of school policies pertaining to dress and appearance.
- MM. Misuse of school property.
- NN. Violation of school policy prohibiting pocket pagers and other electronic communications devices.

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- OO. The Superintendent may prohibit a student from attending and/or participating in the District's graduation ceremonies as part of a student's suspension, expulsion, or removal from school.
- PP. Those acts or violations listed in the permanent exclusion portion of the Board policy on student disciplinary procedures.
- QQ. Violation of policies governing internet usage.
- RR. Driving in an unsafe manner.
- SS. Collusion, complicity, or aiding and abetting anyone in the commission of conduct prohibited by Board policy, or state or federal law.
- TT. Any attempts to engage in conduct prohibited by Board Policy.
- UU. Any other form of behavior which is detrimental to a proper school and/or school activity atmosphere as prescribed by the Administration and as outlined in the student/parent handbook for the building in which the student is enrolled.
- VV. Gang membership and/or gang activity. For purposes of this policy, a gang is an organization, association, or group of three (3) or more people, using a common name or one or more common identifying signs, symbols, or colors, whose members individually or collectively engage in criminal activity.
- WW. Violation of any Executive Orders or laws, or policies, rules, regulations or directives concerning social distancing, hand washing, wearing of masks, or other health and safety protocols generated by the District in response to the COVID-19 pandemic.

The building administrators shall administer the Student Code of Conduct. **HE/SHE MAY USE HIS/HER PROFESSIONAL JUDGMENT IN DETERMINING THE MOST APPROPRIATE DISCIPLINARY ACTION TO BE TAKEN IN EACH INDIVIDUAL CASE.**

### **DISCIPLINARY PROCEDURES**

The building administrators have the authority to use or authorize certified personnel to use any or all of the following disciplinary measures to correct student behavior. **Note:** *Disciplinary actions that do not result in removal from school cannot be appealed.*

1. Conference involving any combination of the following: student, teacher, parent, administrator, counselor, school resource officer or other school personnel
2. Temporary removal of student from a specific class or activity
3. Permanent removal of student from a specific class or activity
4. Lunch Detention
5. Community Service
6. After School Detention
7. Saturday School Discipline Program

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8. In-School Reassignment
9. Emergency Removal
10. Out of School Suspension
  - A. The length of suspension shall be up to the discretion of the administrator but will not exceed ten (10) days.
  - B. A student is to be notified in person by the administrator. The administrator will give the student the written intent to suspend notification and will be provided an opportunity for an informal hearing to challenge the reason for the intended suspension and to explain his/her actions.
  - C. An attempt will be made to notify parents of suspended students by telephone if a suspension is issued.
  - D. Within one (1) school day of the suspension the Superintendent, principal, or other administrator will notify the parents, guardians, or custodians of the student. The notice will include the reasons for the suspension and the right of the student, parent, guardian, or custodian to appeal to the Board or its designee; the right to be represented at the appeal; and the right to request the hearing be held in executive session if before the Board. The notice shall also specify that if the student, parent, guardian, or custodian intends to appeal the suspension to the Board or its designee, such notice of appeal shall be filed, in writing, with the Treasurer of the Board or the Superintendent within seven (7) calendar days after the date of the notice to suspend. If the offense is one for which the District may seek permanent exclusion, then the notice will contain that information.
  - F. Students suspended from school may not participate in nor attend any school functions.
11. Expulsion:
  - A. Expulsion can only be enacted by the superintendent.
  - B. The Superintendent will give the student and parent, guardian, or custodian written notice of the intended expulsion, including reasons for the intended expulsion.
  - C. The student and parent or representative have the opportunity to appear before the Superintendent or designee to challenge the proposed action or to otherwise explain the student's actions. The written notice will state the time and place to appear, which shall not be earlier than three (3) school days nor later than five (5) school days after the notice is given unless the Superintendent grants an extension upon request of the student or parent.
  - D. Within one (1) school day of the expulsion, the Superintendent will notify the parents, guardians, or custodians of the student and Treasurer of the Board of his decision. The notice will include the reasons for the expulsion and the right of the student, parent, guardian, or custodian to appeal to the Board or its designee; the right to be represented at the appeal; and the right to request the hearing be held in executive session if before the Board. The notice shall also specify that if the student, parent, guardian, or custodian intends to appeal the expulsion to the Board or its designee, such notice of appeal shall be filed, in writing, with the Treasurer of the Board or the Superintendent within fourteen (14) calendar days after the date of the notice of expulsion. If the offense is one for which the District may seek permanent exclusion, then the notice will contain that information.
  - E. Students expelled from school may not participate in nor attend any school functions.

NOTICE: The use of video surveillance equipment may be used in the investigation of violations of the Code of Conduct and may be used by school officials for educational purposes and safety; therefore, these records will remain in possession of the school/District. Students may receive discipline as a result of what is recorded.

### **HAZING, HARASSMENT, INTIMIDATION, AND BULLYING**

Hazing, harassment, intimidation or bullying toward a student, whether by other students, staff or third parties is strictly prohibited and will not be tolerated. This policy applies to all activities in the District, including activities on school property, on a school bus, or while en route to or from school, and those occurring off school property if the student is at any school-sponsored, school-approved, or school-related activity or

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function, such as field trips or athletic events. It also includes “electronic acts” committed through the use of cellular telephone, computer, pager, personal communication device, or other electronic communication device.

This prohibition includes aggressive behavior, physical, verbal, and psychological abuse. Hazing means doing any act or coercing another, including the victim, to do any act of intimidation or harassment to any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.

Harassment, intimidation or bullying is any intentional written/graphic, verbal, electronic, or physical act having reasonable intent to harass, intimidate, injure, threaten, ridicule, or humiliate that a student has exhibited toward another particular student or students more than once and the behavior 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). It would include, but not be limited to, such behaviors as stalking, bullying/cyber bullying, intimidating, menacing, coercion, name-calling, taunting, making threats, hazing, and dating violence.

Permission, consent or assumption of risk by an individual subjected to hazing and/or bullying does not lessen the prohibition contained in this policy. Prohibited activities of any type including those activities engaged in via computer and/or electronic communications devices are inconsistent with the educational process and are prohibited at all times. No administrator, teacher or other employee of the District shall encourage, permit, condone or tolerate any hazing and/or bullying activities. No student, including leaders of student organizations, may plan, encourage or engage in any hazing and/or bullying.

Administrators, teachers, and all other District employees are particularly alert to possible conditions, circumstances or events that might include hazing and/or bullying. If hazing and/or bullying or planned hazing and/or bullying is discovered, involved students are informed by the discovering District employee of the prohibition contained in this policy, are required to end all hazing and/or bully activities immediately, and may be subject to appropriate discipline. All hazing and/or bullying incidents should be reported immediately to the building administrator. An investigation will result and shall include documentation of the event, response and strategy for protecting the victim. Retaliation against any person who reports/thought to have reported or otherwise participates in an investigation/inquiry related to a complaint of aggressive behavior and/or bullying is prohibited. Deliberately making false reports about harassment, intimidation, bullying and/or aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Deliberately making false reports or retaliation may result in disciplinary action.

### **PROHIBITION AGAINST DISCRIMINATION (TITLE VI)**

The Mohawk Local School District is committed to having an environment free from all discrimination, including harassment, on the basis of race, color, or national origin. The District prohibits harassment in the school environment, including all academic, extracurricular, and school-sponsored activities. A student who violates this prohibition will be subject to disciplinary consequences, as set forth in this handbook.

A staff member, any student or student’s parent or legal custodian who believes that a student has been subjected to harassment on the basis of race, color or national origin may seek resolution of his/her complaint through the District’s complaint procedures.

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### **SCHOOL'S RIGHT TO SEARCH**

Lockers, desks or storage places provided for student use are, and remain at all times, property of the Mohawk Local School District Board of Education. These areas and the contents, therefore, are subject to a random search at any time, pursuant to board policy. Random searches of lockers and vehicles may include the assistance of dogs trained to detect the presence of drugs. Administrators are authorized to conduct reasonable inspection of school property or of students and items brought upon school grounds, including vehicles, when there is reasonable cause to believe that a student may be in possession of evidence that a law or a school rule has been violated. In addition, the contents of a cell phone or other electronic devices may be searched if there exists a reasonable suspicion that it may have been used in an activity prohibited by the Code of Conduct or Ohio law.

### **SECURITY RECORDINGS**

The Mohawk Local School District records security footage on District property and buses. This footage, which is recorded for the protection and welfare of the school community, typically contains images of many students, as well as District employees and other persons.

Security footage may contain personally identifiable information about students. Security footage therefore will be disclosed only when authorized by law or when the disclosure is made to school officials with legitimate educational interests.

### **STUDENT INTERROGATION**

Mohawk Local Schools is committed to protecting students from harm that may be connected with the school environment and also recognizes its responsibility to cooperate with law enforcement and public child welfare agencies. While the School believes these agencies should conduct their investigations off school property if possible, investigations can take place at school in emergency situations or if the violation being investigated occurred on school property.

Before students are questioned as witnesses or suspects in an alleged criminal violation, the building administrator will attempt to contact a parent prior to questioning and shall remain in the room during questioning.

If a student is questioned as the subject of alleged child abuse or neglect, the building administrator will attempt to contact a parent prior to questioning, and s/he (or a designated guidance counselor) will remain in the room during questioning. If the agency investigating the alleged child abuse or neglect suspects the parent is the perpetrator, neither parent will be contacted prior to questioning, but the building administrator (or a designated guidance counselor) will remain in the room during questioning unless compelling reasons for exclusion are provided by the agency.

If law enforcement or children's services agency removes a student from school, the building administrator will notify a parent.

### **TRANSPORTATION RULES**

***Notice to students: The use of video surveillance equipment may be used in the investigation of violations of the Code of Conduct. Please refer to the Security recording section of this handbook for additional details. Students may receive discipline as a result of what is recorded.***

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All students will receive a copy of the Student Handbook (with Bus Rules included) at the beginning of each school year or upon enrollment of a new student.

It is our privilege and pleasure to furnish students with the safest transportation possible as they travel between home and school and on school-related trips. In order to protect all students riding Mohawk school buses, safety precautions are a must! **Your help is needed because safety is everyone's responsibility!**

The bus driver is in charge of the bus at all times. Any student who violates the safety precautions and/or conduct rules may be denied the privilege of riding the bus and is subject to other disciplinary action to be determined by the principal and/or transportation coordinator. To that end, the following conduct rules are called to your attention:

1. Students must arrive at the bus stop five minutes before the bus is scheduled to arrive. The bus will not wait.
2. Students must wait quietly in a location clear of traffic and away from the bus stop.
3. Student behavior at bus stops must not threaten life, limb, or property of any individual.
4. Students must go directly to an available or assigned seat.
5. Students must remain seated, keeping aisles and exits clear.
6. Students must observe classroom conduct. All school rules apply on the bus. Obey the driver promptly and respectfully.
7. Students must be courteous and respectful to fellow students and to the bus driver.
8. Students must not engage in loud talking or laughing, excessive horseplay, or fighting.
9. Unruly and/or distracting behavior diverts the driver's attention and might result in a serious accident, and is therefore prohibited.
10. Students must not use profane or abusive language.
11. Students must refrain from chewing gum, eating and drinking on the bus except as required for medical reasons.
12. Students must not use tobacco/nicotine or related products on the bus.
13. Students must not have alcohol or drugs in their possession on the bus except for prescription medication required for student.
14. Students must not throw or pass objects on, from or into the bus.
15. Students may carry on the bus only objects that can be held in their laps. No living creatures are permitted.
16. Students must treat bus equipment as one would treat valuable furniture in his/her home. Vandalism will not be tolerated. Keep the bus clean and sanitary.

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17. Students must not extend any part of their bodies out of the bus windows.
18. Students are to remain absolutely quiet at railroad crossings until the bus has completely crossed and the driver says it is OK to talk.
19. Students must leave or board the bus at locations to which they have been assigned unless they have written parental and administrative authorization to do otherwise.

To address disciplinary problems, Drivers may confer with the student and/or change the student's seating assignment. Drivers may also call parents, which is a proven, effective way of managing student behavior.

**Level I (Minor Infractions):** Level I behaviors are those that disrupt the driver's concentration, or behavior that may cause harm to the student or others.

Some other Level I infractions include, but are not limited to:

- Loud talking (at any time) or talking at railroad crossings
- Moving around the bus/out of the seat
- Pushing/touching/disrupting others
- Repeated tardiness to the bus
- Disrespect to other students or the driver
- Harassment of other students
- Not following the reasonable request of the driver
- Use of profanity
- Possession of a match or lighter
- Eating or drinking (food or gum) on the bus
- Tampering with emergency equipment or doors
- Littering/throwing objects from the bus
- Any other infraction of the building's student behavior code

**Level II (Major Infractions):** Level II behaviors are those that are severe in nature or that directly or indirectly endanger the student or other students, the driver or the public.

Some examples include but are not limited to:

- The threat of violence to the driver or other school employees
- The use of profanity directed to the bus driver
- Igniting a match or lighter
- Possession of an incendiary device (smoke bomb, fire cracker, cherry bomb, sparkler, etc.)
- Fighting/assault
- Possession of a weapon
- Vandalism or arson
- Theft
- Inappropriate physical contact
- Any action resulting in injury or threat of injury

### **Recommended Consequences for Level I & II Bus Rules Infractions:**

**The driver may assign bus conduct cards. If a student receives a bus conduct card for disciplinary reasons, the card must be signed by the parent/guardian before the student will be allowed to ride the bus again.**

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**Pink Card** - This card represents a warning to the student that misbehavior will not be tolerated. The parent must indicate receipt of the card by signing it and returning it to the driver before riding privileges are restored.

**Blue Card** - This is the second warning to the student that misbehavior will not be tolerated. The parent must indicate receipt of the card by signing it and returning it to the driver before riding privileges are restored. The principal will be discussing this behavior with the student and may be phoning the parent depending on the circumstances.

**Red Card** - This is the 3rd bus conduct card given to the student. The parent must indicate receipt of the card by signing it and returning it to the driver before riding privileges are restored. Your child may ride the bus the next day with parent signature on this card. The principal will talk with the transportation director and meet with the student to determine the date(s) when riding privileges will be lost. For serious-misconduct, the principal may assign disciplinary consequences as well as loss of bus privilege, including complete expulsion from bus riding privileges for the first red card depending on circumstances.

1st Red Card: One to Three Days

3rd Red Card: Five to Ten Days

2nd Red Card: Three to Five Days

4th Red Card: Expulsion from Bus Privilege

***Serious misconduct will automatically result in an immediate red card.***

**Follow-up Communication** – Following the disciplinary action taken with a student, it is the administrator’s responsibility to inform the parent and the transportation supervisor of the disciplinary action taken.

### **BUSSING EXPECTATIONS**

- Day to day bussing change requests will not be accommodated.
- Students will be assigned one pick-up location and one drop-off location.
- Bus assignments will be based on the established pick-up and drop-off locations.
- Multiple pick-up and/or drop-locations are not allowed, except to meet court ordered custody requirements.
- Changes to pick-up and/or drop-off locations will be made only in the case of an emergency and only with the approval of the building principal and transportation supervisor.
- Long-term changes must be requested at least 5 days in advance of the anticipated change.
- If you plan to pick-up your child after school please notify the office with as much advance notice as possible.

### **OTHER SPECIFIC EXPECTATIONS**

#### **CAFETERIA RULES**

The following common courtesies are expected of our students during breakfast and lunch:

- Respect all adults who are serving or supervising breakfast/lunch activities.
- Maintain your place in line without cutting in front of others.
- Visit quietly with close neighbors at your table.

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- Dispose of all trash, **and return all** trays and silverware properly.
- Keep your food to yourself. Students should not trade or share food items.
- Pay for all food.
- Ask permission to leave your seat.
- Use designated restrooms with permission.

### **DRESS CODE**

The Mohawk Local School District is committed to providing a safe, friendly learning environment for its students. Students are required to wear appropriate and safe clothing that is clean. No article of clothing shall be worn that distracts from the educational process. Mohawk Local School views the Dress Code as a serious issue and expects parents to promote the observance of this policy.

**Building administrators have the final decision as to the appropriateness of all clothing and attire.**

Following are guidelines for students:

1. Vulgar, illegal (including alcohol, drugs, tobacco) and/or sexually oriented statements or suggestions on clothing are not permitted. Any dress or statement that may cause a hostile, intimidating, degrading, offensive, harassing or discriminatory environment is prohibited.
2. Hats (or other head coverings) and sunglasses will not be permitted to be worn inside the school building unless approved by a principal, a physician and/or the school nurse.
3. Chains and/or studded accessories are prohibited and may be confiscated until the end of the school year. Accessories that increase a student's risk for accidents are not permitted.
4. Shorts and skirts that are tight or revealing are not permitted.
5. Shirts and tops must have sleeves, must not be revealing and must be long enough to be tucked in.
6. See-through clothing and clothing that has excessive rips, tears or holes are not permitted. All undergarments are to be covered.
7. Oversized clothing, which compromises the safety of students, is not permitted.
8. Appropriate and safe shoes or sandals will be worn at all times.
9. Coats are to be worn to and from school only and must be placed in student lockers if available. Students should be prepared for variations in temperature by having a sweatshirt and/or sweater.

**Failure to comply with the Dress Code guidelines is considered to be an insubordinate act and will be treated as such. Following are the procedures for violations of the school Dress Code. However, the Superintendent may deviate from these guidelines, depending on the seriousness of the violation:**

1. *First Offense:* The student will be sent to the main office. Student will change clothes or a call home will be made to bring a change of clothes. Inappropriate accessories will be confiscated. If the student is sent home, this absence will be treated as an unexcused absence. Any class work missed during an

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unexcused absence **for this purpose** may be made up for full credit. Students may be placed in ISR until appropriate clothing can be obtained.

2. *Second Offense:* Same as 1st offense. In addition, the student may be assigned to lunch detention. Parents will be contacted.
3. *Third Offense:* Same as 1st and 2nd offense. In addition, the student may be assigned to Saturday School.
4. *Further Offenses:* The student may be suspended from school.

### **PARENTAL SUPERVISION AT EVENTS**

The Mohawk Local Schools sponsors many events which families are encouraged to attend. For reasons of safety, a parent or a responsible adult designated by the parent should accompany elementary students. Elementary and middle school students should be under the supervision of an adult at all times on these occasions. School rules for behavior apply whenever students are on school property.

### **PLAYGROUND RULES**

Common sense and safety are the general rule regarding student behavior on the playground.

1. Students are to show respect to the adult on duty at all times.
2. Students shall not use obscene, vulgar or profane language or gestures.
3. Running is not permitted when entering or leaving the building.
4. All items brought from home must be checked with classroom teachers before they are allowed on the playground. Cell phones, pagers and electronic games or devices are not allowed on the playground.
5. The throwing of stones, snowballs, dirt, etc. is never permitted.
6. There is to be no fighting or rough games that include tackling, pushing or shoving.
7. Swings and slides are used only in a safe manner. Standing up, lying down or doubling up will not be permitted.
8. Students are not to retrieve balls or other items that go outside the playground area.
9. Students are not to run through or otherwise disrupt someone else's game.

### **DISCIPLINE OPTIONS**

#### **LUNCHTIME DETENTION**

Occasionally it becomes necessary to discipline a student for violating the established classroom rules, school rules or Code of Conduct. In an effort to deter such actions and hold students accountable for their behavior, detention during lunchtime, including recess may be assigned. Students are to report to the assigned room or principal's office for the entire lunch period. Cafeteria and recess privileges for that day are lost.

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### **AFTER SCHOOL DETENTION**

After school detention may be assigned by classroom teachers or an administrator to be served on designated days from 3:15 until 4:15 p.m. Students assigned to after school detention will receive a detention slip indicating the date to be served that needs to be signed by the parent and returned to the homeroom teacher.

### **SATURDAY SCHOOL**

Students can be assigned to a Saturday School. Students will receive a Saturday School form with specific times and directions. Saturday School guidelines follow:

1. Absence from an assigned Saturday, without prior approval of an administrator, may result in doubling the consequence or an in-school suspension.
2. Students are to sign in upon arrival.
3. Students are to bring schoolwork. No other kinds of activity will be permitted.
4. Talking is not permitted.
5. Appropriate breaks will be determined by the monitor.
6. No sleeping will be permitted.

### **IN-SCHOOL REASSIGNMENT (ISR)**

1. Students serving In-School Reassignment shall be permitted to make up and receive credit for assignments during In-School Reassignment.
2. Students are to bring schoolwork.
3. Parents will be notified of In-School Reassignment.
4. Guidelines for ISR will be issued and discussed upon assignment of the student to the suspension.

### **OUT-OF-SCHOOL SUSPENSION (OSS)**

A student may be suspended from school for a period of up to ten (10) days for violation(s) of the Code of Conduct.

1. Parents will be notified of the suspension and may be asked to take the student home. The student may not attend school or any school-related activity through the length of the suspension.
2. Students will be permitted to make up class work, quizzes, tests, papers, and/or major projects missed while serving Out of School Suspension for full credit.
3. Parents will be notified of the student's rights to appeal.
4. Suspensions may cross semester lines and may be carried from one school year to the next.
5. Students may not attend any school functions, home or away, while serving OSS.
6. Students are not permitted on school grounds while serving OSS.

### **EMERGENCY REMOVAL**

If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process, then the Superintendent, principal or assistant principal may remove the student from curricular activities or from the school premises. A teacher may remove the student from curricular activities under the teacher's supervision. If school personnel make an emergency removal, reasons will be submitted to the principal in writing as soon after the removal as practical. In all cases of normal disciplinary procedures

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where a student is removed from a curricular or extracurricular activity for less than 24 hours and is not subject to suspension or expulsion, the due process requirements do not apply.

If either suspension or expulsion is contemplated, then a due process hearing will be held. The hearing and notice requirements shall be conducted in accordance with suspension procedures if it is probable that the student may be subject to suspension. If it is probable that the student may be subject to expulsion, the hearing and notice requirements will be in accordance with expulsion procedures.

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

### Emergency Removal of Students in Grades Pre-Kindergarten Through Three

A student in any of grades pre-kindergarten through three may be removed only for the remainder of the school day and shall be permitted to return to curricular and extracurricular activities on the school day following the day in which the student was removed. If returned to curricular and extracurricular activities the following school day, a hearing regarding the removal need not occur.

A suspension or expulsion proceeding shall not be initiated against a student in any of grades pre-kindergarten through three who was removed from a curricular or extracurricular activity, unless the student has committed an act described in O.R.C. §3313.668(B)(1)(a) or (b).

## **COURT REFERRAL**

Referral to Seneca or Wyandot County Juvenile Court may be used when other disciplinary actions have not been effective. The two most common reasons for referral are truancy and unruliness. The parents will receive a warning notice that students are going to be referred and notice when they are referred.

## **FIELD TRIPS**

The Board of Education recognizes that field trips, when used for teaching and learning integral to the curriculum, are an educationally sound and important ingredient in the instructional program of the schools. In order for your child to benefit from these activities, appropriate behavior from all students is necessary. Mohawk Local School reserves the right to prohibit students from attending field trips because of disruptive behavior.

Parent permission slips must be signed by parents/guardians and returned to the school in advance of a field trip. Students will travel by school vehicles. Students will be released during the course of the trip to parents or guardians only. These releases must be arranged in advance by submitting a written request to the teacher or adviser in charge of the trip. In addition, parents must sign out their child at the time of departure. Siblings are not permitted to attend field trips with chaperones.

## **STUDENT HEALTH & SAFETY**

Your child must meet county and state health regulations for entrance to school, including compliance with state immunization laws. The school nurse checks health records each year and will send you a reminder of the required immunizations your child still needs.

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Students will be excluded from school if the immunization schedule is not completed within 14 calendar days after the student's first day of school. Written statements of objection to immunizations due to parent's or guardian's philosophical or religious reasons are filed in the student's health folder. Medical exemption for immunization must be signed by the child's physician.

Parents are required by state law to fill out an Emergency Medical Authorization Form each year within Final Forms. These are kept on file in the office and used in emergency situations.

The Mohawk Board of Education wishes to cooperate fully with students, parents and medical professionals to ensure that students receive any required medication during the normal school day at the time that it is required. It is preferred that medications be administered to students at home; however, it is also recognized that certain circumstances may necessitate administering medications during school hours. Guidelines have been established to maintain control of authorized drugs within the schools and to ensure the health and welfare of students. In accordance with O.R.C. 3313.713, all medications must be kept locked in a cabinet and administered by school personnel. Only employees of the Board who are licensed health professionals or who have completed a drug administration training program conducted by a licensed health professional and considered appropriate by the Board may administer a drug prescribed for the student.

In cases of communicable disease, a letter *may* be sent home and/or a notice may be placed on the school's website informing parents that a situation exists in their child's classroom. Because of the contagious nature of these conditions, it is important that you call the office if you find your child has been diagnosed with a communicable disease.

### **CONTROL OF BLOOD-BORNE PATHOGENS**

The School District seeks to provide a safe educational environment for students and take appropriate measures to protect those students who may be exposed to blood-borne pathogens in the school environment and/or during their participation in school-related activities. While the risks of students being exposed to blood-borne pathogens may be low, students must assume that all body fluids are potentially infectious and must take precaution to follow universal procedures in order to reduce such risks and minimize and/or prevent the potential for accidental infection.

### **CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES**

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The School's professional staff may remove or isolate a student who has a temperature over 100°, has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice.

Specific communicable diseases include diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will be limited to the contagious period as specified in the School's administrative guidelines or as mandated by Local or State Health Departments.

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### **HAND WASHING PROTOCOL**

Hand washing with soap and warm water for at least 20 seconds is very important to prevent illness and communicable diseases. It is District policy that students and staff will wash their hands at various times throughout the day including but not limited to after using the restroom, before eating, after sneezing or coughing, or after recess. When soap and water are not available, disposable hand wipes or gel sanitizers may be used. Hand sanitizing stations are available in the cafeteria and in each classroom.

### **HEAD LICE POLICY**

Head lice can be a nuisance, but they have not been shown to spread diseases, according to the American Association of Pediatrics and the National Association of School Nurses. The Mohawk Board of Education policy is that students should not have live “bugs” at school to protect the students and community from the spread. The school will deny attendance to a child who has live or crawling lice. If a student is found with live lice, the student will be removed. The person picking up the student will be asked to confer with the school nurse on duty about policies and procedures. The student’s siblings and students with close contact will also be checked. The student with lice will be re-admitted only when he/she is free of live bugs. The student should be accompanied by note from the parent advising the school nurse of the course of treatment that has been followed. More information on this subject can be found at [www.cdc.gov/parasites/lice/head/schools.html](http://www.cdc.gov/parasites/lice/head/schools.html)

### **HEALTH SCREENINGS**

In accordance with Ohio Department of Health requirements and guidelines, school health staff conducts periodic health screenings to detect abnormalities in hearing, vision, height, weight, posture and blood pressure. Health screenings may also be conducted when a concern arises. A permission slip will not be sent home for parent permission in advance of the screening. Parents may opt out by notifying the school nurse in writing.

### **ILLNESS/INJURY**

It is important that students are not sent to school if they experience(d) a fever (100°F or above), vomiting, diarrhea and/or a persistent cough within the last 24 hours. It is advisable to keep a child home until the child is symptom-free for 24 hours without benefit of any medication. If a child returns to school and remains ill, parents will be called. If you and the other people on your emergency contact list are unavailable, and therefore unable to be reached, please designate a person we can call temporarily in the event of an illness or accident and notify the office of this change in writing.

All injuries incurred while attending school must be reported to a teacher or the office. If the injuries are minor, the student will be treated and may return to class. If medical attention is required, the nurse will follow the School’s emergency procedures and attempt to make contact with the student’s parents.

A student who becomes ill during the school day must request permission to go to the clinic. An appropriate adult in the clinic will determine whether the student should remain in school or go home. No student will be released from school without proper parental permission.

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### **MEDICAL CONCERNS**

Notify the school nurse of any health concerns that impact your child's school day. If your student is transported to school by bus, the bus drivers should also be provided with this information. Food Service must have a statement from your physician documenting the specific food allergy and acceptable substitutes in order to make accommodations within the National School Breakfast and/or Lunch Program.

MEDICATION: The Mohawk Board of Education wishes to cooperate fully with students, parents and the medical profession to ensure that students receive any required medication during the normal school day at the time that it is required. It is preferred that medications be administered to students at home; however, it is also recognized that certain circumstances may necessitate administering medications during school hours. Guidelines have been established to maintain control of authorized drugs within the schools and to ensure the health and welfare of students. In accordance with O.R.C. 3313.713, all medications must be kept locked in a cabinet and administered by school personnel. Effective July 1, 2011, only employees of the Board who are licensed health professionals or who have completed a drug administration training program conducted by a licensed health professional and considered appropriate by the Board may administer to a student a drug prescribed for the student. A Physician's Medication Procedure Request Form (prescribed medication, Form 5330 F1) and Parent's Medication Procedure Request Form (non-prescribed medication, Form 5330 F1-a) must be completed, signed and on file in the office before any medication will be given by the clinic staff. Children are NOT permitted to transport any medication to school. All medications must be brought to school by a parent or guardian. This is critical to the health and safety of all children. In rare instances, a student may be allowed to carry certain prescription medications (e.g., asthma inhalers). If the physician deems it medically necessary for the student to carry a medication with him/her, the Physician's Medication Procedure Request Form (prescribed medication, Form 5330 F1) must be signed and contain those instructions. Prescription medications must be presented to the nurse in an original container bearing the up-to-date prescription. No expired medications will be accepted.

Non-Prescription Drugs – Non-prescription (over the counter) drugs, including cough drops, will only be administered to students at school if the proper form (Form 5330) has been completed and the drug, in the original, unopened container, is supplied to the school.

Medication forms are available in the school office and on the District website, and expire at the end of each school year.

### **CONCEAL CARRY**

UNLESS OTHERWISE AUTHORIZED BY LAW, PURSUANT TO OHIO REVISED CODE SECTION 2923.122, NO PERSON SHALL KNOWINGLY POSSESS, HAVE UNDER THE PERSON'S CONTROL, CONVEY OR ATTEMPT TO CONVEY A DEADLY WEAPON OR DANGEROUS ORDNANCE INTO A SCHOOL SAFETY ZONE.

### **DISTRICT SAFETY PLAN**

In case of an emergency, District personnel will follow the Emergency Operations Plan (EOP). This plan specifies steps to be followed should an emergency arise that threaten the well-being of students, staff and the public while utilizing school property. In addition to the steps outlined in the EOP, our staff routinely trains

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on many of these procedures. Students will participate in mandated drills that include fire/evacuation, tornado, lockdown and active shooter drills.

### **STUDENT TECHNOLOGY USAGE**

Students are encouraged to use the school's computers/network and the internet connection for teacher-assigned, educational work. All references to schools in this policy will mean any school in the Mohawk Local School District. The term computer or computer equipment includes but is not limited to: any electronic devices, personal or school owned that is used on school property (including on District-owned vehicles) or during District sponsored trips. Students using computers are expected to abide by the following rules:

1. Students may only access the District network and/or Internet by using their assigned network account. Use of another person's account/password is prohibited. Students may not allow other users to utilize their passwords. Students may not intentionally seek information on, obtain copies of or modify files, data or passwords belonging to other users or misrepresent other users on the network.
2. Students are permitted to use networked software and school-supplied software. Programs written by the student, which are part of an assignment in a school's course of study, may be run, as required, for that course of study's requirements with teacher supervision.
3. Students may not download programs from the Internet nor may they copy programs from any removable device or other outside media. Students may not install or delete programs on the school's computers.
4. Students may not use the Internet to engage in "hacking" or other unlawful activities.
5. Students may not create keyboard macros in Microsoft Word or any other program. Macros written by the student which are part of an assignment in a school's course of study may be run, as required, for that course of study's requirements with teacher supervision.
6. Students should only use computer programs approved by the classroom teacher.
7. The school staff may review computer files or messages that are created by the student. Material may be reviewed for grading and appropriate content. It may be reviewed for any harassing or threatening material (i.e., cyberbullying), trade secret protection and/or any vulgar or obscene content.
8. Students are not to send messages over the network or participate in online "chat rooms." Students may not use any unauthorized email or instant messaging programs on a school's computer. A student may only use Internet e-mail when a teacher instructs him/her to do so.
9. Students are not to enter the network's operating system.
10. A teacher may authorize the copying of student-created work to a removable device or other outside media. The use of a removable device or other outside media is not permitted without permission from a teacher.
11. Students may not have food or drink when working on school computers.
12. All copyright laws are to be obeyed.

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13. Students are not to unplug or change any computer device or network connections.
14. Students are not to change any display screen settings.
15. Students are not to change any program's toolbars or settings.
16. Students are not to add or delete any program icons on the desktop or Start Menu.
17. Malicious use of computers or the school's network to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computing system is prohibited. Students may not use computers or the school's network in such a way that would disrupt their use by others.
18. Students are not to remove, modify, damage or destroy any computer or networking equipment.
19. Students are not to modify or remove any identifying labels on computer equipment.
20. Students are not to modify or remove any printer settings.
21. Students are to advise school staff when they observe any violation of the school's policy for the use of the school's computers.
22. Students are to advise their teacher when a school's computer malfunctions in any way (example: a program is not opening or closing correctly). The teacher will notify the technical support staff so that the computer can be repaired.
23. The possession of; or the taking, disseminating, transferring or sharing of by way of example: nude, obscene, pornographic, lewd or otherwise illegal images or photographs, whether by electronic data transfers or other means (commonly called texting, emailing, sexting, etc.) may constitute a crime under state and/or federal law. Any person possessing, taking, disseminating, or sharing nude, obscene, pornographic, lewd or otherwise illegal images or photographs may be punished under this code of conduct and may be reported to the appropriate law enforcement agencies.
24. Cyberbullying is the act of harassment that takes place via some method of technological media. If a student is being harassed and the effect is on the school, it does not matter where the offense originates, even if off grounds. If the effect of such acts makes a transition to school grounds it is under our best judgment to take appropriate action.
25. The use of electronic devices for recording purposes must have prior approval.
26. Students are permitted to use their cellular phones or electronic devices in designated areas during designated times only. Designated times and areas will be determined at the discretion of the building administration. Students using their cellular phones or electronic devices at times other than designated or in locations other than designated may be subject to school discipline. Contents of cell phones or electronic devices may be searched if there exists a reasonable suspicion that it may have been used in an activity prohibited by the Code of Conduct. At the building leadership's discretion, students' confiscated cellular phones or electronic devices may only be returned to their parent or guardian.

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27. MLSD will provide access to filtered Internet (PowerSchool, Google Drive) email via wireless access for personal computing devices belonging to students for educational purposes. Please note MLSD will not be able to provide technical support for personal computing devices. Students are not allowed to circumvent the Internet filter or click-through warnings. Personal computing devices are not to be attached to the MLSD network other than the wireless network provided for student use. Computing devices that have been determined to be a threat to the network integrity will be immediately removed from the network and will not be allowed back on until the technology department is assured that the cause for removal has been resolved. Passkeys are not to be shared with others. MLSD will not be responsible for lost, stolen or damaged property whether it be by accidental or malicious means including but not limited to other users, viruses, malware, spyware or bot traffic. Violators will be subject to disciplinary actions, removal from wireless network and/or confiscation of equipment. As a condition to using MLSD's wireless network, students should have no expectation of privacy in their use of the network, and by signing the handbook awareness statement specifically understand and agree that their personal computing device may be confiscated and searched anytime school officials have reasonable suspicion of violations of the technology usage policy or any other Board policies, guidelines or laws. Students will receive the wireless passkey from a teacher or the school office upon submission of the handbook awareness statement with the appropriate signatures.

Exceptions to the above rules are permitted only under direct teacher supervision.

Violations of these rules may result in disciplinary action, including but not limited to lunch or after school detention, Saturday School and/or suspension or expulsion. Violations also may be referred to the appropriate legal authorities and/or other legal action may be pursued.

**Technology Usage Agreement:** If you do NOT desire for your child to use District-provided technology while at school, you must indicate this preference within Final Forms.

## OTHER SCHOOL POLICIES & PROCEDURES

### FEES

Fees are cumulative. A statement of your child's fees will be sent home at the beginning of the school year. Elementary student fees will be based on cost of consumable materials for that grade level. Payments should be made in full by credit card online or by check/money order to the school office. Make checks payable to "Mohawk Local School." To pay online, please go to [www.mohawklocal.org](http://www.mohawklocal.org) then click on "Parent Area" to access **Pay For It**. We appreciate your prompt attention to school fees. **Please note that for the 2022-2023 school year, the Mohawk Local School Board has voted to waive student fees except for the technology fee.**

At the discretion of the building principal, and upon approval from the Treasurer's office, students leaving the District early or enrolling late may have their fees adjusted in cases where the District does not incur additional costs or another funding source is identified. As an alternative to a refund, the fee may be transferred to the student's food service account or pay to participate fees upon the building secretary receiving permission from the parent to do so.

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### **FEE COLLECTIONS AND FEE WAIVERS**

If you are financially unable to pay your fees, you may obtain a fee waiver application in the school office. Eligibility for the fee waiver is determined by the number of adult wage earners in the family and their combined income. This information, along with adult family members' social security numbers, must be given in writing to the school office in order to be considered for fee waiver.

### **FOOD SERVICE**

Mohawk school participates in the National School Lunch Program, providing nutritious, well-balanced lunches meeting the Federal guidelines. The lunch program provides meals at free or reduced prices for qualified students. Applications are available on the District website or at any school office. You may apply at any time during the school year.

Mohawk also participates in the School Breakfast Program. The free and reduced price program also applies to breakfast. Information regarding the breakfast and lunch program, including menus and prices, is available on the District website.

Students may pay with cash or they may utilize the debit card system which allows parents to put money on the student's account in advance to pay for their child's lunch. Deposits may be made online through the District website, or checks and cash may be sent to school with the student.

It is the responsibility of the parents to provide for lunch for their children while at school. However, it is important to provide that children receive the nutrition they need to stay focused during the school day. In the event that a child neither has a lunch nor the funds to purchase a lunch, an elementary student (Grades PK - 6) may charge meals. When accrued charges reach \$20, parents will be contacted in writing by the building principal for payment and offered assistance in applying for free or reduced priced meals to those who may qualify. Failure on the part of the parent to bring the account current will result in a claim for recovery being filed in small claims court when charges mount to \$50. Parents will also be responsible for any court costs incurred by the District in the recovery of these funds. The food service director will provide the building principal monthly updates for all delinquent accounts. Account balances over \$50 will be provided to the Treasurer's office for recovery through small claims court.

If your child has a medically documented food allergy, Mohawk Food Service will work with you to make the necessary accommodations. Please contact the cafeteria manager or the Food Service Department at 419-927-2595, ext. 5112.

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### **FUNDRAISING ACTIVITIES**

Student fundraising by approved school organizations, those whose funds are managed by the Treasurer, may be permitted in school by the principal. Student fundraising by approved school organizations off school grounds may be permitted under the administrative guidelines of the Superintendent.

### **LOCKER ASSIGNMENTS**

Subject to availability, the teacher will assign a cubby (grades K-4) or a locker (grades 5-6) to each student at the beginning of the school year. Each student is responsible for cleaning and maintaining his/her cubby or locker. All lockers remain the property of the school and are subject to search at any time. Student must pay for lost or damaged locks. The only locks that may be used are school locks, except in a short-term emergency situation approved by the homeroom teacher or principal. In order to protect personal belongings, each locker must be kept locked and the combination numbers used only by the assigned student. *Students are advised not to share lockers or combination numbers!* Students must provide their own combination lock for gym lockers that are not equipped with built-in locks. Students violating the locker policy will be subject to disciplinary measures.

### **LOST AND FOUND**

Found items are kept in a lost and found location outside of the gym. Found items that are identified with the child's name will be returned. Remember to label your child's belongings. Parents and students are encouraged to check the Lost and Found for missing items. Unclaimed items will be donated to a charitable organization at the end of each term.

### **PARTIES & BIRTHDAY TREATS**

**No parties are to be held during the school day unless permission is granted by the principal. Party invitations are not to be handed out during class unless all students are being invited. Because of the many students with severe allergies, we respectfully ask that students bring only pre-packaged treats or non-food items to share with all classmates. No items will be received in the office during the school day.**

### **PLAYGROUND SAFETY/ACCEPTABLE TEMPERATURE**

Playgroup equipment is checked on a monthly basis by the maintenance department. Unsafe equipment will be closed or removed.

All items brought from home need to be approved by the classroom teacher and/or recess aide for safety and appropriateness (e.g., balls, jump ropes, etc.).

Children should be properly clothed for daily outside play. Children are sent outside for recess when playground conditions permit safe play, as deemed appropriate by school administration.

We encourage all students to go outside for recess on outside recess days. We understand that children with asthma or those returning after a serious illness may need to occasionally stay in. If your child needs to stay inside, please send a note from home. If the need to stay in is longer than two days, you will need to provide us with a doctor's note specifying the reason.

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### **POSTERS/ANNOUNCEMENTS**

The principal will approve only those posters/announcements publicizing school events. Community information will be shared with families or posted on the elementary Facebook page upon obtaining the approval of the principal. All announcements must have an adviser's signature and be approved ahead of time.

### **PROCEDURES TO RESOLVE PARENT/TEACHER COMPLAINTS**

Whenever a complaint is made directly to the Board as a whole, a board member as an individual, the Superintendent, principal or other administrator, it will be referred to the appropriate building administrator. A teacher who is the subject of a complaint will be informed promptly.

#### **A. Step No. 1 - Direct Conversation.**

If a parent or community member ("complainant") has a disagreement or misunderstanding with a teacher, the complainant should address the concern to the specific teacher directly involved with the circumstances surrounding the concern. The staff member will meet with the complainant as soon as possible, but in no case longer than five calendar days after the teacher has been notified of the concern (subject to change by mutual agreement).

#### **B. Step No. 2 - Possible Resolution.**

If the complainant or the teacher is not satisfied with the outcome of Step No. 1, or the complainant or teacher is unwilling to meet independent of an administrator, a meeting with the teacher, appropriate administrator, and complainant will be arranged at a mutually convenient time, but in no case more than five calendar days after the meeting in Step No. 1. This step is to be informal and oral. No further action will be taken beyond Step No. 2, unless the complainant submits in writing a signed and dated statement of facts giving rise to this concern, the name of the teacher involved, and the remedy sought.

#### **C. Step No. 3 - Formal Process.**

If a complainant's concern is not satisfactorily resolved at either the first or second step, the complainant may then refer this concern to the Superintendent in writing. At that time another meeting will be arranged at the convenience of the complainant and staff member directly concerned, but in no case more than 10 calendar days from the complaint (subject to change by mutual agreement). The staff member has the right to be at all meetings with or without a representative as he/she so determines. Following the meeting, the Superintendent shall provide his/her disposition of the complaint in writing to the complainant and the teacher. Copies of the disposition will be sent to the Board.

#### **D. Step No. 4 - Formal Process.**

If a complainant's concern is not satisfactorily resolved at either the first, second or third step, the complainant may then appeal the decision to the Mohawk Board of Education at the next regularly scheduled meeting. The staff member has the right to be at all meetings with or without a representative as he/she so determines.

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### **E. Dispositions.**

Dispositions at Step 3 will be sent in writing to all parties within 10 calendar days of the meeting with reasons stated.

### **G. Repeat Concerns.**

If a complainant believes there has been a repeat of the previous concern, he/she may initiate his/her complaint at Step No. 3 - "Formal Process."

### **H. Relation to Other Procedures.**

This procedure does not limit or affect the actions or procedures available to the administration and/or Board based on an investigation of alleged misconduct and an administrative or Board conclusion based on that investigation that action adverse to the teacher is warranted. Any such action against the teacher is subject to applicable laws, Board policy and the negotiated agreement between the Board and the Mohawk Education Association.

## **SPECIAL DELIVERIES TO SCHOOL**

Parents are asked to remember that sending balloons, flowers, gifts, and the like to children during the school day will create a disruption to learning and may present a health risk.

## **STAFF GIFTS**

The Board of Education considers the presentation of gifts to professional staff members by students and their parents an undesirable practice because it tends to embarrass students with limited means and gives the appearance of currying favor.

The Superintendent may approve acts of generosity to individual staff members in unusual situations. However, at no time may a staff member accept compensation from any other source, other than the Board, for the performance of his/her duties, any other act or service in his/her public capacity, for the general performance of the duties of his/her public employment, or as a supplement to his/her public compensation.

Such compensation includes, but is not limited to, cash checks, stocks, or any other form of securities, gifts and other such things of value.

## **TELEPHONE USE**

Telephones in the school are for business purposes. In emergencies only, students may obtain permission to use the phone. We will not allow students to call when they have forgotten something at home or to make arrangements to visit with another child after school.

The staff of Mohawk Local School greatly values instructional time. If you need to leave a message for your child's teacher, please use his/her voice mail, email or the Mohawk App. Students will only be called from the classroom in case of an emergency to be given messages.

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### **UNAUTHORIZED USE OF THE BUILDING**

Students are not to remain at school after dismissal unless they are part of a school activity supervised by a teacher, adviser or coach immediately after school. Any student using the building without authorization and supervision will be referred to the local police authorities. No students will be permitted to use the building when school is not in session without authorization and supervision and will be subject to school disciplinary action. Students who remain after dismissal to use outdoor recreational facilities do so at their own risk. The school District assumes no responsibility for them. These students are not permitted to re-enter the building.

### **VALUABLE PERSONAL PROPERTY**

The school will NOT accept responsibility for the damage to or loss of personal property. Personal property items are to be turned off, kept out of sight, and not used during the school day unless authorized by building personnel. The use of any personal property that is contrary to building policy may result in disciplinary action and confiscation of the item(s). At the building leadership's discretion, confiscated items may only be returned to a student's parent or guardian.

### **VISITORS & VOLUNTEERS**

To maintain a safe environment for all school community members, the doors for Mohawk Elementary will be locked during the school day. Visitors must buzz into the building and identify themselves before entering. You must enter only through the front door, sign the visitor register, and follow any health screening requirements in place.

## **STUDENT RIGHTS, RELEASES & FORMS**

### **EQUAL EDUCATION OPPORTUNITY**

Mohawk Local School District provides an equal educational opportunity for all students.

Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin while at school or a school activity should immediately contact the School District's Compliance Officer:

Mr. Jeffrey Holbrook  
Superintendent  
419-927-2595, ex.4001

Complaints will be investigated in accordance with the procedures found in Board Policy 2260. Any student making a complaint or participating in a school investigation will be protected from retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunity.

### **FEDERAL/STATE/LOCAL COMPLIANCE**

***The Mohawk Local School District complies with federal laws that prohibit discrimination in programs and activities receiving federal assistance. Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color or national origin. Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of handicap. Title IX of the Education Amendments of 1972***

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***prohibits discrimination on the basis of sex. The Age Discrimination Act of 1975 prohibits discrimination on the basis of age. Mohawk Local Schools also complies with the Family Education Rights and Privacy Act of 1994 and grants parents/guardians the right to examine children's official school records. Inquiries regarding unlawful discrimination may be directed to the principal of the building.***

### **RELEASE OF STUDENT PHOTOS, MEDIA AND WORK**

The Mohawk Local School District believes it is important to share accurate and timely information about the District with stakeholders. In addition to print materials, many online tools provide educational opportunities for student learning. As such, from time to time the District may share student information, photographs, videos and work samples with the public in a print or web-based environment such as, but not limited to, the District's website, newsletter, TV channel, YouTube or Facebook. The District's guidelines allow for the following student information to be used online at the elementary school level:

- Student's first name only;
- Student work (such as, but not limited to, artwork, podcasts, blogs, writing samples, videos, etc.); and,
- Student photographs, but names may not directly accompany any student photograph.

***If you do not want your student's information, likeness or work used in these ways, you will need to indicate that choice in the Release Forms section of Final Forms.***

### **RELEASE OF STUDENT RECORDS**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students 18 years or older certain rights with respect to the student's education records. These rights, which are fully explained in Mohawk Board of Education Policy and Regulations include:

- The right to inspect and review the student's education records.
- The right to request the amendment of the student's education records that are believed to be inaccurate and the right to a hearing if the request is not honored.
- The right to file a complaint with the U.S. Department of Education regarding an alleged violation of FERPA.
- The right to consent to the disclosure of personally identifiable information within the student's records, unless disclosure is otherwise authorized by law or unless disclosure is made to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

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- The following is designated as “**directory information**,” which may be disclosed without prior written consent: 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, and awards received.

**Parents have the right to submit a written request to the Elementary Principal, preferably within two weeks after the first day the student is enrolled in a school year, directing the District not to release directory information concerning their child to third parties. Examples of third parties include PTOs, Booster organizations and the media. According to Ohio Revised Code, public schools are prohibited from releasing directory information to third parties who intend to use the information for profit-making ventures. The written request or any questions should be directed to the *Mohawk Local School District, Elementary Principal, 605 State Highway 231, Sycamore, Ohio 44882, (419) 927-2595.***

### **RIGHTS REGARDING SURVEYS**

Under the Protection of Pupil Rights Amendment (PPRA), as further amended by the No Child Left Behind Act (NCLB), parents have the right to prohibit their child from participating in surveys.

Rights afforded parents include:

- To inspect for a time period of two weeks, upon request, a survey created by a third party before the survey is administered or distributed by a school to students;
- To know of arrangements to protect student privacy in a survey, including the right to opt out, if it includes questions regarding political affiliations, religious practices or other questions as outlined in PPRA and NCLB; and,
- To receive reasonable notice at the beginning of each school year that their child may be involved in Board-approved third party surveys.

Parents/Guardians will be contacted by the school District in advance of any survey being distributed to their student.

### **DISTRICT FORMS**

The following notifications and forms are available on the Mohawk Local District website and in the main office:

- Title VI, IX, 504 Grievance Form 2260 F1
- Notice of Nondiscrimination and Grievance Procedures for Title II, Title VI, Title VII, Title IX, Section 504 and ADA Form 2260 F2
- Authorization for Prescribed Medication or Treatment Form 5330 F1
- Authorization for Nonprescription Medication or Treatment, Secondary Version Form 5330 F1a
- Authorization for the Possession and Use of Asthma Inhalers Form 5330 F3
- Authorization for Nonprescription Medication or Treatment, Elementary Version Form 5330 F1b
- Memorandum to Parents Regarding School Board Policy on Drug-Free Schools Form 5530 F2

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- Notification to Parents Regarding Student Records Form 8330 F9
- Student Network and Internet Acceptable Use and Safety Agreement Form 7540.03 F1
- Parental Authorization and Release From Liability Form 5515 F2
- Request that Directory Information Not Be Released to Recruiters Without Prior Written Consent Form 8330 F13