



MIDDLETOWN
CITY SCHOOL DISTRICT
Education that
INSPIRES | UNITES | TRANSFORMS

MAYFIELD ELEMENTARY

3325 Burbank Street
Middletown, Ohio
Phone 513-420-4549 / Fax 513-420-4551
Hours: 8:45 AM - 3:45 PM

Student Handbook 2022-2023

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Welcome by Principal

Hello Mayfield Families,

Welcome back! I am excited to begin another school year with each of you. I know that our 2022-2023 year is going to be amazing! Our motto will be “chasing greatness & building champions.” Our hashtag will remain the same- #MayfieldStrong. We hope that all of the kids are excited about returning to school, showing their strength and determination, building relationships with their teachers & peers, and having fun while they learn!

When you walk around our building you can expect to see small Reading/Math groups, flexible seating, hands-on activities, calm environments, character development, and a focus on growing EACH student individually. Beyond the four core major content areas, students will also receive Art, Music, PE, or P2T (Passport to Tomorrow) as their Specials classes. P2T is new to our building and has a focus on career-readiness and preparing kids for the future.

With student achievement as a priority, it is crucial for kids to be present at school each and every day. We ask that students arrive on time and stay the entire length of the school day. This gives them the opportunity to grow to their fullest potential and get exposure to all of the academics that we know are so important. In addition to high expectations and standards for instruction, providing a safe and positive environment for all students is also a high priority. Additionally, we embrace Middie Pride here at Mayfield. This means that we teach and model good behavior and character. We have a monthly character trait that we focus on as a building and students practice how to be good citizens.

The Mayfield staff is looking forward to working together with families to maximize our students' learning experiences. Please plan to join your child's teacher through Dojo for regular communication and attend school conferences twice a year. There are also four planned events through our Parent Activity Council and we would love to see you at them! We want to partner with you and always appreciate your support!

Lastly, be sure to follow us on Twitter (@MayfieldTweets) and on Facebook. We post regular updates about school-wide events, daily activities, lessons, and learning. So please check us out online! We want to share our Mayfield story with you! As always, please feel free to contact me at any time. I look forward to a successful year together!

Heather L. Keal
Principal



District Mission and Vision Statement

Mission Statement

Engage each student with challenging and innovative experiences in a supportive environment, propelling them to lifelong success.

Vision Statement

Education that inspires, unites and transforms.

Mayfield Vision Statement

Mayfield Elementary is committed to providing each student with optimal learning opportunities so that they can reach their full academic and social potential. Toward this end we commit available resources to ensure that...

- The staff works and shares as a collaborative team.
- Each student experiences success, feels cared for and positive about their involvement at Mayfield Elementary.
- Teachers are motivated, enthusiastic, and experience continued professional growth.
- We provide an environment which is orderly, safe, inviting and stimulating.
- Our parental community feels welcomed and valued as full participants in their child's education.
- The leadership is supportive, encouraging, and fosters positive changes.

Contact Information

MAYFIELD ELEMENTARY

3325 Burbank Avenue

Middletown, OH 45044

Office Hours: 8:00 am-4:30 pm

Student Hours: 9:00 am – 3:45 pm

(513) 420-4549 Fax (513) 420-4551

Principal, Heather Keal hkeal@middletowncityschools.com

Secretary, Carrie Schmidt cschmidt@middletowncityschools.com

Middletown City Schools Central Administration Office

1 Donham Plaza, 4th Floor

Middletown OH 45042

Office Hours: 7:30 am - 4:30 pm

(513) 423-0781

www.middletowncityschools.com

Food Service

601 N. Breiel Blvd., Middletown, OH 45042

(513) 217-2725 Fax (513) 217-2753

Manager, Cindy DeZarn cindy.dezarn@sodexo.com

Operations Manager, Jenny Childers jmchilders@middletowncityschools.com

Transportation/Vehicle Service Center

(513) 420-4568 Fax (513) 420-4637

Supervisor of Transportation, Mike Jones majones@petermannbus.com

Arrival / Dismissal Procedures/ Closings

Arrival Procedures

Students are to arrive to school no earlier than 8:30 a.m. Students are permitted to enter the building at 8:30 a.m. and proceed to the cafeteria for breakfast. They proceed to classrooms at 8:45 for the start of the school day.

Walkers:

- Walkers will enter the front doors.
- A crossing guard is on duty every day.

Car Riders:

- Parents may pull up in the front of the school, along the curb. Students will walk on the sidewalk and use the crosswalk to get to the front doors of the school.
- A crossing guard is on duty every day.

Bus Riders:

- Buses pull up behind the back of the school. Students enter the building through the cafeteria.
- Only buses may park behind the school at arrival time. Parents must use the car rider drop off zone in the front of the building before school starts.

Building Security:

- To provide greater building security, we ask that adults walking children to school, please stop at the front doors and say your goodbyes there. If parents wish to come into the building, they will need to check in through the office and be given a visitor tag before heading to locations within the building.

Dismissal Procedures

Dismissal is **3:40** for kindergarten students, **3:43** for 1st and 2nd grade students, and **3:45** for 3rd-5th grade students.

Walkers:

- Walkers will be dismissed through the side door. Parents may stand outside and wait for children there if they wish to walk their child home.

Car Riders:

- Car riders will be released through doors located at the back of the building.
- Cars will be directed to park using the “stacked parking” on the entire blacktop area. A flyer will be distributed at the beginning of the school year showing how this should be done.
- A Mayfield staff member will hold cars until all children are in a car.

Bus Riders:

- Buses pull up along the curb, at the front of the building.
- Students will be escorted out to the buses by a staff member using the crosswalk and sidewalk.

Emergency Change of Transportation

If you need to change your child’s normal transportation, please make sure you send a note to school or call the office prior to 3:00. We cannot guarantee any requests after that time.

Students who repeatedly arrive late or leave early lose significant amounts of instructional time as well as violate attendance laws. If you are picking up your child early, you must provide appropriate documentation for the dismissal. Your cooperation will be rewarded with the increased safety and security of our students.

Emergency Opening Delay And Closings

If our schools are closed or operating on a delay due to weather or any other emergency, the information will be broadcast as soon as possible via:

- All Cincinnati and Dayton commercial television and radio stations
- One Call Now automated phone system will alert staff and parents
- Middletown City Schools website at www.middletowncityschools.com
- All building answering machines will carry the information
- District social media sites

Attendance

It is important for every student in Ohio to attend school every day. There are many reasons students miss school. Missing too much school has long-term, negative effects on students, such as lower achievement and graduation rates. Often districts can directly impact their students' attendance by using data to identify those who may need extra support and services.

Regular school attendance is an important ingredient in students' academic success. Excessive absences interfere with students' progress in mastering knowledge and skills necessary to graduate from high school prepared for higher education and the workforce. To support academic success for all students, the district will partner with students and their families to identify and reduce barriers to regular school attendance.

The district will utilize a continuum of strategies to reduce student absence including, but not limited to:

- Notification of student absence to the parent or guardian;
- Development and implementation of an absence intervention plan, which may include supportive services for students and families;
- Counseling;
- Parent education and parenting programs;
- Mediation;
- Intervention programs available through juvenile authorities; and
- Referral for truancy, if applicable. Updated district policies and procedures should reflect the following changes.

You are required to call the school for any of the absences listed above on the morning of the absence in order for the absence to be excused. Absences for any other reason or failure to contact the school regarding an absence will be considered an unexcused absence and truancy on the part of your student (Ohio Revised Code, Section 3313.609).

Updated district policies and procedures should reflect the following changes.

Definition Of Truancy And Excessive Absences

1. 'Habitual truant' (changed from days to hours)
 - a. Absent 30 or more consecutive hours without a legitimate excuse;
 - b. Absent 42 or more hours in one school month without a legitimate excuse;
 - c. Absent 72 or more hours in one school year without a legitimate excuse.
2. Includes 'excessive absences':
 - a. Absent 38 or more hours in one school month with or without a legitimate excuse;
 - b. Absent 65 or more hours in one school year with or without a legitimate excuse.

District Responsibilities When A Child Has Excessive Absences

When a student is excessively absent from school, the following will occur:

1. The district will notify the student's parents in writing within seven days of the triggering absence;
2. The student will follow the district's plan for absence intervention; and
3. The student and family may be referred to community resources.

District Responsibilities When A Child Is Habitually Truant

1. When a student is habitually truant, the following will occur;
 - a. Select members of the absence intervention team;
 - b. Make three meaningful attempts to secure the participation of the student's parent or guardian on the absence intervention team.
2. Within 10 days of the triggering absence, the student will be assigned to the selected absence intervention team;
3. Within 14 days after the assignment of the team, the district will develop the student's absence intervention plan;
4. If the student does not make progress on the plan within 61 days or continues to be excessively absent, the district will file a complaint in the juvenile court.

Tardies and Early Dismissals

The district will track time missed due to tardies and early dismissals, and this time will be counted towards hours missed for truancy.

Absence Intervention Team

What Is The Role Of An Absence Intervention Team?

The absence intervention team develops a student-centered absence intervention plan for every child who is habitually truant by identifying specific barriers and solutions to attendance. The team should include participation of the student and the parent. This is a new requirement for districts to break down barriers to attendance without filing criminal complaints against students in juvenile court.

Who Is Required To Participate On The Absence Intervention Team?

Membership of each absence intervention team should vary based on the needs of each individual student, but each team **MUST** include:

- a. A representative from the school or district;
- b. Another representative from the school or district who has a relationship with the child.
- c. The child's parent (or parent's designee) or the child's guardian, custodian, guardian ad litem or temporary custodian.

The district may invite a school psychologist, counselor, social worker, representative of a public or nonprofit agency or representative from the court to participate on the team.

The district must make three good faith efforts to engage the student's parent or guardian. The parent may appoint a parent designee, such as a relative or other trusted adult, if the parent is unable to participate. If, after three good faith attempts, the district is unable to ensure participation of the parent, the team should develop the student's absence intervention plan without the parent.

Student Absence Excuse

Only the following items can be considered for excused absences:

- Personal illness or injury
- Illness or death in the family
- Medical or dental appointments (partial days, in most cases)
- Quarantine
- Religious holiday
- Court appearances (partial days, in most cases)
- Emergencies and other reasons deemed good and sufficient by the principal

Absences will only be excused with a doctor's note or parent notification *
(limit of 8 days excused by parent)

*** Parent notification can be a phone call to the school, online absence system, or written note.**

Vacation Policy

The principal may approve vacation days, allowing the student to take work to complete while absent. In order for a vacation to be approved:

- Notification must be given to the principal two weeks prior to the absence.
- Parents must give teachers two weeks notice before the vacation to gather any work.

Discipline Protocol for Remote Learning

The following guidelines are for a remote learning environment.

Teacher Discipline Techniques during Zoom:

- Mute Student Sound
- Mute Student Video
- Move Student to Wait Room
- Turn off Chat

Due Process:

If a student requires a formal out of school suspension, due process must be followed by the administrator issuing the suspension. The Notice of Intent to Suspend form will be completed with student signature. The student will need to participate via Zoom or a phone conference for their informal hearing. If the informal hearing is via Zoom, it is recommended the administrator record the Zoom meeting. The student/parent will email the principal stating that they did have a chance to participate in the informal hearing, this will serve as the student signature. The administrator will write on the Notice of Intent to Suspend that the student participated via Zoom or via phone and followed up with an email confirmation of their participation.

In School Suspension:

- Students will participate in Zoom but will be muted both video and voice. The expectation is that all work and assignments will be completed.

Out of School Suspension:

- Due process is followed as we would anytime a student is being suspended.
- Students are not allowed to participate in Zoom but can watch the video posted at a later time and complete all assignments.

School Bus Rules

Our Bus Drivers Drive with PRIDE!

Tips: Remember to Ride with PRIDE!

We want to make sure your child's trip to and from school is as enjoyable as possible. We all play a role in achieving this goal. In order to get your child to school safe, on-time, and ready to learn, it's important that he or she understands the school bus safety rules. Please discuss the rules listed below with your child prior to the start of school.

- Stay in your seat.
- Keep the noise level down.
- Keep your hands to yourself.
- Keep head, hands, and feet inside the bus.
- Don't throw things inside the bus or out the windows.
- No eating or drinking on the bus.

- Keep the bus clean.
- Don't be destructive.
- Be courteous.
- Cooperate with the driver.
- Stay out of the "Danger Zone"—anywhere within 10 feet of the bus.
- Do not ever try to get anything you left on the bus after you get off.
- Do not try to pick up anything dropped underneath the bus—things can be replaced, children cannot.
- Always follow the driver's directions about how to cross the street. Be alert to traffic, look both ways, and always walk in front of the bus.

Failure to follow the rules listed above could result in the following:

- Warning
- Multiple day suspension
- Permanent exclusion

A more severe or a more lenient consequence could be given based on the individual circumstances of the incident. The building administrator or his/her designee will have the final decision on the consequence.

Building Procedures

Care of Building

Over the years, our students have been proud of our schools. It belongs to all of us. We all have equal responsibility caring for it. We ask for your help in this endeavor. Sharing the responsibility of keeping the building and grounds clean and neat is expected of all. The school is attractive when all students take personal pride in caring for the building and all other school property.

Phone Calls

You are able to contact the main office anytime between 8 a.m. – 4:30 p.m. If you need to contact your child's teacher, we ask that a voicemail be left during instructional time and our staff will return your call.

Cell Phones

Students are permitted to bring cell phones to school. Once on school grounds, cell phones are to be turned off and kept in the student's backpack, unless otherwise directed by a staff member. Students who are caught using their cell phones during the day will have them taken by a staff member. The district assumes no liability if these devices are broken, stolen or lost.

Dress Code

Students are advised to use good taste in their clothing choices for school. They should follow the standards outlined below and in the code of conduct. Students should realize that some items of clothing they choose to wear outside of school may not be appropriate for school.

Students are expected to conform to good decency standards. Any student dressing in a manner that does not meet the dress code or in a manner considered disruptive to the educational environment or school-sponsored activity will be asked to change. Repeated incidents will be considered insubordination and disciplinary actions may take place. The administration will make the final decision as to what constitutes proper dress and grooming.

Middletown City Schools has a dress code policy which all students are expected to follow. As a reminder the expectations in the policy follow:

- Students are expected to wear appropriately sized clothing. The chest area should be adequately covered and the mid-section of the body should be completely covered.
- Students are expected to wear clothing that is non-transparent and contain appropriate pictures, graphics and language for the school environment.
- Students are expected to wear a shirt with sleeves or a sleeveless shirt that comes to the edge of the shoulder. No tank tops or thin strapped shirts.
- When students wear shorts, skorts/skirts, dresses or jumpers, they are expected to be at least fingertip in length when the student is standing.
- Students are expected to wear shoes that enable them to safely participate in school activities. Gym shoes are encouraged daily. No flip flops.
- Students are expected to remove caps, hats and hoods in the building.
- Pants must be worn around the waist with a belt if necessary.

Dress Code Violations

1st Offense - Parent contact and student must change to follow guidelines.

2nd Offense - Parent contact and discipline referral. Student must change to follow guidelines.

3rd Offense - Continued violations of dress code requirements violates the Middletown City Schools and further disciplinary action will be determined.

Visitors

Parents are encouraged to visit our schools and classrooms. Visits should be scheduled with the teacher and the building administrator in advance, to avoid any unnecessary disruption to classroom instruction or activities.

To maintain the safety of students, staff, and to ensure that no unauthorized persons enter the building, all visitors must present state identification and first report to the main office to receive authorization to visit.

All participants and spectators of the school are expected to abide by all laws, ordinances, BOE policies and rules/regulations pertaining to public conduct on district property.

Building administrators and their designees are authorized to take appropriate actions to prevent and remove, if necessary, unauthorized persons from entering district buildings and grounds.

Approved visitors must have a "Visitor's Permit" to wear while in the building during school hours.

Volunteers

Individuals interested in volunteering should contact the building principal or designee to find out what type of assistance is needed within the school. All volunteers must be registered with the District Office and must have an FBI and BCI criminal records check. The cost of this criminal

records check is \$55. All required checks, forms and training must be completed prior to beginning any volunteer activity.

Celebrations

For class celebrations, parents are encouraged to send in healthy snacks. Many students are allergic to nuts, dairy products and are even diabetic. Please communicate your plans with your child's teacher prior to bringing any items up to the school. This will help to avoid any conflicts with the academic requirements. It is recommended that these opportunities take place at your child's lunch time.

PTO Information

We do not have an active PTO, but can always use parent volunteers. Please contact the school at 420-4549 to see how you can help. We need volunteers to help with:

Book Fairs Santa Shop PAC events Teacher Helpers
School Fundraisers Arrival and dismissal help

Medication

All students must have an Emergency Medical Form on file.

1. The dispensing of medication during school hours is discouraged.
2. The school nurse will administer prescription medication only when the required form is on file and properly signed.
3. Written instructions signed by the parent and the physician will be required.
4. All medication must be brought to the school in the original container and be properly labeled. The student's name, physician's name, type of medication, dosage, and time of administration must be on the container. The parent must take responsibility for supplying medication to the school.
5. Students are not permitted to carry non-prescription medication with them during school hours. A student caught carrying medication (i.e. Tylenol, aspirin, etc.) will be subject to disciplinary action. *
6. Please notify the school nurse if your child is on medication.

* Students with life-threatening conditions may carry medication when prescribed by a physician once the proper forms are on file in the office.

Disaster Drills

It is essential that all students become familiar with the exit routes from each area of the building. When a warning is given, everyone should proceed by the prescribed route to a safety area as quickly as possible. Students should not talk during a drill and are to remain as a group. Each month MCSD students will participate in one of the following drills: Fire, Tornado, Lock-Down.

Setting off any type of false alarm is a violation of state law. Violators will be suspended out of school, charges will be filed in court, and a recommendation for expulsion will be made.

Homework

The Board believes that homework that is properly designed, carefully planned and geared to the development of the individual student meets a real need and has a definite place in the educational

program.

Homework should be assigned to help the student become more self-reliant, learn to work independently, improve the skills that have been taught and complete certain projects such as the reading of worthwhile books and the preparation of research papers. Homework assignments also afford a way for parents to acquaint themselves with the school program and their own child's educational progress.

Homework will not be used for disciplinary purposes. The amount and type of homework given is to be decided by the classroom teacher, within the framework of overall instructional plans.

Cheating/Plagiarism

Cheating and/or plagiarism is considered to be any work that is copied or taken from another source and submitted for benefit of a personal grade. Circumstantial evidence can be the basis of discipline and circumstantial includes, but is not limited to:

1. Student evaluation (test scores/grade).
2. Teacher observance of physical happenings (eye movements, body movements).
3. Identical test answers.
4. Location of article/information in another published source or another students' work, without proper footnoting.
5. Proximity (seating arrangement)

Disciplinary decisions will be made based on knowledge of all the circumstances surrounding the incident and the probable determination that cheating and/or plagiarism occurred.

Consequences may include, but not limited to: phone call home, meeting with parent and teacher, loss of grade, detentions, etc.

Access to Records

In order to provide students with appropriate instruction and educational services, it is necessary for the district to maintain extensive and personal information. It is essential that pertinent information in these records be readily available to appropriate school personnel, be accessible to the student's parent(s) or the student in compliance with law, and yet be guarded as confidential information.

It is the intent of the district to limit the disclosure of information contained in the student's educational records except:

1. By prior written consent;
2. As directory information.

The following rights exist:

1. The right to inspect and review the student's education records;
2. The right to seek to correct parts of the student's education records, including the right to the hearing if the school authority decides not to alter the records according to the parent(s) or an 18 year old student's request;
3. The right of any person to file a complaint with the U.S. Department of Education if the district violates relevant federal law, specifically the Family Educational Rights and

- Privacy Act (FERPA); and
4. The right to acquire information concerning the procedure which the parent(s) or eligible student should follow to obtain copies of this policy, the locations from which these copies may be obtained, as well as any fees to be charged for such copies.

The following personally identifiable information contained in a student's education records is considered "Directory Information":

1. Student's name
2. Participation in officially recognized activities and sports
3. Student's achievement awards or honors
4. Student's height and weight, if a member of an athletic team; and
5. Date of graduation
6. Student district ID
7. Address
8. Phone number
9. Date of birth
10. Place of birth
11. Major or field of study, if applicable
12. Dates of attendance

Computer, Internet and Network

Middletown City Schools offer your child access to our computers and network. Authorization to utilize the school district computer resources, which include software, hardware, and access to the district network which includes access to the internet. The items below must be read, understood, and agreed upon by the parent and the student prior to the district granting access. The items include:

1. The Board of Education Acceptable Use Policy
2. The District Regulations for Network and Internet Acceptable Use

Board of Education Acceptable Use Policy

Technology can greatly enhance the instructional program, as well as the efficiency of the District. The Board recognizes that careful planning is essential to ensure the successful, equitable and cost-effective implementation of technology-based materials, equipment, systems and networks.

Computers and use of the District network or online services support learning and enhance instruction, as well as assist in administration. For purposes of this policy, computers include District-owned desktop computers, laptops, tablets and other mobile computing devices. This policy and procedure also applies when connecting guest devices to the District network.

All computers are to be used in a responsible, efficient, ethical and legal manner. Failure to adhere to this policy and the guidelines below will result in the revocation of the user's access privilege. Unacceptable uses of the computer/network include but are not limited to:

1. Violating the conditions of State and Federal law dealing with students' and employees' rights to privacy, including unauthorized disclosure, use and dissemination of personal information
2. Using profanity, obscenity or other language that may be offensive to another user or intended to harass, intimidate or bully other users
3. Accessing personal social networking websites for non educational purposes
4. Copying commercial software and/or other material in violation of copyright law
5. Using the network for financial gain, for commercial activity or for any illegal activity "Hacking" or gaining unauthorized access to other computers or computer systems, or attempting to gain such unauthorized access
6. Accessing and/or viewing inappropriate material
7. Downloading of freeware or shareware programs

The Superintendent/designee shall develop a plan to address the short- and long-term technology needs and provide for compatibility of resources among school sites, offices and other operations. As a basis for this plan, he/she shall examine and compare the costs and benefits of various resources and shall identify the blend of technologies and level of service necessary to support the instructional program.

Because access to online services provides connections to other computer systems located all over the world, users (and parents of users who are under 18 years old) must understand that neither the school nor the District can control the content of the information available on these systems. Some of the information available is controversial and sometimes offensive.

The Board does not condone the use of such materials. Employees, students and parents of students must be aware that the privileges to access online services are withdrawn from users who do not respect the rights of others or who do not follow the rules and regulations established. A user's agreement is signed to indicate the user's acknowledgment of the risks and regulations for computer/online services use. The District has implemented technology-blocking measures that protect against access by both adults and minors to visual depictions that are obscene, child pornography, or, with respect to the use of computers by minors, harmful to minors. The District has also purchased monitoring devices that maintain a running log of internet activity, recording which sites a particular user has visited.

"Harmful to minors" is defined as any picture, image, graphic image file or other visual depiction that:

1. Taken as a whole and with respect to minors appeals to a prurient interest in nudity, sex or excretion;
2. Depicts, describes or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts or a lewd exhibition of genitals and
3. Taken as a whole, lacks serious literary, artistic, political or scientific value as to minors.

The District will educate minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms as well as cyber bullying awareness and response. The Superintendent/designee will develop a program to educate students on these issues.

Annually, a student who wishes to have computer network and internet access during the school year must read the acceptable use and internet safety policy and submit a properly signed agreement form. Students and staff are asked to sign a new agreement each year after reviewing the policies and regulations of the District. These policies and regulations also apply to use of District-owned devices, or accessing of District intranet off District property. The Board has developed procedures to follow for implementing this policy.

District Regulations for Network and Acceptable Use

The following guidelines and procedures are to be followed by the students of Middletown City Schools who are authorized to use the district's computers, local area network or online services (electronic mail, internet, commercial services). These guidelines will be reviewed periodically and are subject to revisions as needed.

Acceptable Use

1. The user in whose name the district's online service account is issued is responsible for its use at all times.
2. Rules and regulations of network etiquette are subject to change by the administration.
3. All student web activities will be limited to teacher-directed assignments or activities.
4. Students may only use the web for the purpose of searching for information based on assignments or activities by their teacher.

Unacceptable Use

1. Violating or encouraging others to violate the law or Board Policy
2. Using the system for illegal activities
3. Using the system to encourage the use of drugs, alcohol or tobacco, nor shall they promote unethical practices or any activity prohibited by law or by Board Policy
4. Using (accessing) the system for unauthorized financial gain or authorized commercial activity
5. Using lewd, vulgar, indecent or plainly offensive speech
6. Transmitting material that is threatening or harassing and that is based on factors others than race, color, national origin, sex, gender, and disability or age that
 - a. Is so severe, pervasive, or objectively offensive, and that undermines and detracts from the educational experience, that an individual is effectively denied equal access to the district's resources and opportunities
 - b. Is reasonably expected to create a substantial disruption or interference with the

work of the district or the rights of other individuals

7. Uploading/downloading any inappropriate materials, creating or using computer viruses and/or any attempt to harm, physically damage, or destroy equipment, materials or the data of another user
 - a. A user shall report any security problem or misuse of the network or its computers to a teacher, principal, or immediate supervisor.
 - b. Accidental site hit(s) will be documented by a staff member and copied and sent to the building principal and district technology office. (An accidental site hit occurs when a user unknowingly goes to a web site, which would be considered inappropriate for viewing. The user should immediately notify a staff member.
8. Revealing private information about yourself or others. Private information includes, but is not limited to person's passwords or other confidential information
9. Reading, deleting, copying, or modifying other user's email or files without their permission or attempting to interfere with another user's ability to use technology resources
10. Plagiarizing copyrighted or uncopyrighted materials for personal gain, recognition, or graded work
11. Use that causes disruption in the use of the network by others or the educational process of the district
12. "Hacking," gaining, or attempting to gain unauthorized access to computers, servers, computer systems, internal networks, or external networks is prohibited.
13. Possession of "hacking" tools or other malware is prohibited.
14. Using social network sites such as Facebook, Twitter, and others and/or forum sites and/or blog sites for the purpose of posting slanderous or otherwise harmful information, whether true or untrue, about the character and/or actions of the district's students or staff
15. Posting of web pages from school computers to servers accessed through web sites, such as Geocities, is not allowed. Posting school-related web pages and projects by students on sites other than the Middletown City School District website is prohibited.
16. Violating regulations prescribed by the district's online service provided. The district's online provider is the Southwest Ohio Computer Association (SWOCA). The acceptable use policy for SWOCA is linked to the district's web page.
17. Any student that has posted, uploaded, or passes along material, data, or information obtained in violation of the Code of Conduct, the Computer/Online Acceptable Use Policies, or any other district policy, agrees to remove from any other website or host (including, for example: YouTube, Twitter, Snapchat, Facebook, or any other social media, and private web pages), any information, files, data, photograph, video, image, or any other type of posting that was obtained or posted in violation of such rules.

Email

1. Email accounts for students and staff members are to be established using procedures outlined by the district technology office. A request must be completed by the staff member for an individual staff account. Staff members may request individual student accounts. **The official district-sanctioned email is the only one to be used on school computers by**

students and staff.

2. Email accounts through search engines, websites, or other internet programs, such as Yahoo and Hotmail, are not permitted on school computers. School email accounts need to be monitored by usernames, computer, date, and time in order to track proper email use.
3. The use of email accounts by students must be school-related or under teacher supervision.
4. Students receiving an email account must have a signed user agreement form on file and purpose of use must be correlated to the curriculum.
5. The use of a MCSD student email account on any computer other than a district computer is strictly prohibited unless authorized by appropriate school personnel.

Privacy Issues

1. Users shall have no expectations of privacy. All communications and information that is accessible through a district computer is property of the district. District personnel may view files at any time.
2. Students must not reveal personal information or that of staff or fellow students.
3. Users must not read other users' mail or files without consent of the user; they shall not attempt to interfere with other users' ability to send or receive electronic mail, nor shall they attempt to read, delete, copy, modify or forge other users' mail.
4. The user shall use the network only under his/her own account password. All violations of this policy that can be traced to an individual account name will be treated as the responsibility of the owner of that account and of the individual committing the violation, if not the owner. Under no conditions should one give his/her password account number to another user. Impersonation for any purpose is not permitted.

Filtering and Monitoring

Filtering software is used to block or filter access to visual depictions that are obscene and all child pornography in accordance with the children's Internet Protection Act (CIPA). Other objectionable material could be filtered. The determination of what constitutes "other objectionable" material is a local decision.

- Filtering software is not 100% effective. While filters make it more difficult for objectionable material to be received or accessed, filters are not a solution in themselves. Every user must take responsibility for his or her use of the network and internet and avoid objectionable sites.
- Any attempts to defeat or bypass the district's internet filter or conceal internet activity are prohibited, whether made with a district or personal technological device. This includes, but is not limited to, use of proxies, https, special ports, third party applications, portable hot spots, modifications to district browser settings and any other techniques designed to evade filtering or enable the publication of inappropriate content.
- The district will provide appropriate adult supervision of internet use. The first line of defense in controlling access by minors to inappropriate material on the internet is deliberate and consistent monitoring of student access to district computers.
- Staff members who supervise students, control electronic equipment or have occasion to

observe student use of said equipment online, make a reasonable effort to monitor the use of this equipment to assure that student use conforms to the mission and goals of the district.

- Staff makes reasonable efforts to become familiar with the internet and to monitor, instruct and assist effectively.
- Students are obligated to immediately report inappropriate or questionable content inadvertently viewed or accessed. Students shall report content to staff, and staff shall report the content thru the designated support helpdesk.

MCS D Google

MCS D G Suite for Education is a suite of free, web-based programs that includes email, document creation, shared calendars, and collaboration tools, hosted by Google and managed by MCS D. G Suite will provide the ability for MCS D students, faculty and staff to communicate, store files and collaborate on documents, spreadsheets, and presentations in real time from school, work, home, or any place with an internet connection.

Google Apps will provide the ability for students and teachers to store files and collaborate on documents, spreadsheets, and presentations in real time from school, home, or any place with an internet connection.

Students will have easy access to real-time document, spreadsheet, and presentation creation tools within their Google Drive. Students will also have additional storage for other files they may need to use between home and school. Each student is provided with unlimited storage on their Google Drive.

Copyright

1. Copyrighted materials may not be placed on the system without the author's permission and/or possession of legally purchased software or license covering its use.
2. Copyrighted materials taken off the system and/or locally owned software shall be subject to all copyright laws.

[Adoption date: October 11, 2004]

[Re-adoption date: July 23, 2012]

[Re-adoption date: August 24, 2015]

LEGAL REFS.:

U.S. Const. Art. I, Section 8

Family Educational Rights and Privacy Act; 20 USC 1232g et seq.

Children's Internet Protection Act; 47 USC 254 (h)(5)(b)(iii); (P.L. 106-554, HR 4577, 2000, 114 Stat 2763)

ORC 3313.20, 3319.321

CROSS REFS.:

AC, Nondiscrimination

ACA, Nondiscrimination on the Basis of Sex

ACAA, Sexual Harassment
GBCB, Staff Conduct
GBCBA, Staff Use of Social Media
GBH, Staff-Student Relations (Also JM)
IB, Academic Freedom
IIA, Instructional Materials
IIBH, District Websites
JFC, Student Conduct (Zero Tolerance)
JFCF, Hazing and Bullying (Harassment, Intimidation and Dating Violence)
Staff Handbooks
Student Handbooks

Publication In Media

Middletown City School District is dedicated to promoting positive communications about our schools and students. Throughout the school year, we will promote classroom and district successes through publications, the district website, various social media accounts, local newspapers and magazines, cable outlets, online publications, and television stations.

Consent for Middletown City Schools to use pictures, videotapes, film and/or recordings of a student's likeness and/or voice for news broadcasts, promotional clips, print media, Internet, and other means or purposes is assumed unless a parent completes and submits form SR111, Refusal of Consent for Publication of Student Likeness in the Media. The SR111 Refusal of Consent form may be obtained from the school secretary or downloaded from the district's website (www.middletowncityschools.com) and returned to the school office.

If we do not receive the Refusal of Consent form, SR111, we will assume permission to include your child in publications and media releases. This consent releases the Middletown City Schools, its agents, successors or assigns from any liability from any violation of any personal or property rights which said parent or 18-year-old student has in connection with such materials and waives any right to approve accompanying written or narrative material.

Publication Of Student Photo In The Yearbook

Customarily, individual school pictures of students taken in the fall of the year are reproduced in the school yearbook. A parent may refuse consent for his/her child's photo to be included in the yearbook by completing and submitting form SR 114, Refusal of Consent for Student's Photo to be Printed in the Yearbook, which can be obtained from the school secretary and returned to the office. Consent will be assumed unless this form is returned.

Food Service

The mission of the MCSD Food Services Department is to support student learning by providing nutritious meals for students and staff. For questions or comments about Food Services please call Cindy DeZarn, General Manager at (513) 217-2725.

All breakfast and lunch is provided by the district free to our students. If your child would like to purchase a snack they will need to bring additional money to purchase these items.

Students are taught about good nutrition and the value of making healthy food choices. To send the right message and promote a healthier lifestyle, we offer the following suggestions for you to use as healthy treats:

- Milk/flavored milk
- Water/flavored water
- Fruit & cheese kabobs
- Vegetable trays
- Pretzels
- Graham crackers
- Animal crackers
- Pizza with low-fat toppings
- Instant pudding made with milk
- Yogurt in a tube (try frozen)
- Quesadillas with salsa
- Trail/cereal mixes
- 100% juice
- Fresh fruit assortment
- 100% fruit snacks
- String cheese/cheese cubes
- Low-fat popcorn
- Vanilla wafers
- Angel food cake
- Apples with fat-free caramel dip
- Yogurt smoothies
- Crackers with cheese
- Low-fat breakfast/granola bars
- Peanut butter with apples or celery

Breakfast And Lunch

All Middletown schools provide a free breakfast and a free hot lunch to all students daily, regardless of financial capabilities. Breakfast is served from 8:30-9:00 daily in the cafeteria. Lunch is served from 11:15-1:30 daily in our school cafeteria by grade level groupings.

If a parent wishes to eat lunch with their child, they will need to let the office know by 10:00 a.m. This will allow us time to find an alternate location for the parent to meet with their child since parents are not permitted to eat in the cafeteria. All adults that interact with children other than their own, will need to have a background check completed. Additionally, fast food is not permitted to be eaten by the students in the cafeteria.

Title I Parent Handbook 2022-2023

Title I

has the purpose of enabling schools to provide opportunities for children served to acquire the knowledge and skills contained in the challenging State content standards and to meet the challenging State performance standards (Proficiency and Achievement Testing).

Title I.....

buildings can qualify as Targeted Assisted Program or as a Schoolwide Program. A Targeted Assisted Program requires that the building identify children at risk (achievement) on a priority basis. Under this program Title I services, materials and equipment purchased with these funds can only be used by the specifically identified students, parents and teachers. A Schoolwide Program requires the entire school community, including parents, to make decisions through study, data, and research to reform and change the school with the goal of increasing the achievement of all students in the building. A Schoolwide program allows the services, materials and equipment to be used by all students, parents and teachers in the building.

Title I

is federal money (Elementary and Secondary Education Act) administered through the local public school district.

Title I

money is received by almost all school districts in Ohio.

Title I...

is funded on the premise that areas with a high percentage of low-income families also have high concentrations of children who are educationally disadvantaged.

Title I Meetings

There is an array of Title I meetings held in the Middletown City School District each year. Information on these meetings is shared in a variety of ways. Some meetings are advertised in School newsletters, Twitter Accounts, Facebook, Middletown City Schools webpage(s) and specifically created flyers are also used to make sure parents receive notification of meetings and events available to them through Title I.

An Open House is held each fall in every building. At that meeting, it is required by law that the Title I program and the “Parent-School Compact” is shared with parents and children. The compact is an agreement between the school and home which emphasizes the need to work together to increase student achievement.

A Parent Activity Committee formed at each school, including parents, meets throughout the year to plan and schedule activities of special interest and education for the school community (students, parents and teachers). Each committee determines the number and types of events planned.

Parent involvement meetings and events are supported in three ways. First, a District Parent Facilitator provides guidance and support to building coordinators throughout the school year. Second, each building selects a parent facilitator(s) to support after school and evening activities. Third, a budget is provided for parent involvement meetings and events in each building.

Parent Involvement in Education

The Board believes that parental involvement is an important part of the educational program. Current research indicates that a home-school partnership and greater involvement on the part of parents in the education of their children generally result in higher achievement scores, improved student behavior and reduced absenteeism. All parents and foster caregivers are encouraged to take an active role in the education of their children or foster children.

The Board directs the administration to develop, along with parents and foster caregivers, the necessary regulations to ensure that this policy is followed and that parental involvement is encouraged. The regulations are to:

1. encourage strong home-school partnerships;
2. provide for consistent and effective communication between parents or foster caregivers and school officials;
3. offer parents or foster caregivers ways to assist and encourage their children or foster children to do their best and;
4. offer ways parents or foster caregivers can support classroom learning activities.

In addition, building administrators/designees of schools receiving Title I funds will jointly develop with, and distribute to, parents of children participating in Title I programs a written parental involvement policy and guidelines. The requirements of the policy and guidelines are consistent with Federal and State law.

Ask yourself the following about your parental involvement: how do I help my child? I help my child by.....

- Attending parent meetings
- Volunteering my services at my child's school
- Reading newsletters and/or notes from the school
- Visiting my child's classroom, other than at conference time
- Knowing if my school, or school district, has a Parent Activity Committee (PAC)
- Attending PAC meetings
- Discussing my child's school with:
 - Other parents
 - My child's teacher
 - The principal
 - Other administrators

Knowing what role parents have in planning, carrying out, and reviewing the instructional program at my child's school

Statement of Purpose

The involvement of parents and community members is an essential component of nurturing students. Every effort to invite and consider parent and community input must be made to ensure the success of our students. A team of parents, teachers and administrators developed the following school parent/community involvement plan.

Based on the needs assessment conducted in the 2019/2020 school year the following strategies were outlined:

1. District parent/community involvement plan and School-Parent Compact is distributed to parents and students with the packet of information at the beginning of the school year (available in both English and Spanish). Parents are asked to sign and return an acknowledgement form.
2. Information about school policies and involvement opportunities are communicated through direct parent contact. This will help to ensure access for parents of all participating children.
3. Annual and regular meetings of parents will be convened to discuss schoolwide or targeted assistance programs, including their right to be involved in the school plan:
 - a. An open forum for parents and community members conducted by the principal
 - b. Parents/community members are asked to serve on committees as needed
 - c. Meetings can be more flexible and may be held outside the school campus
4. Parents will be provided information on school performance, student's individual assessments, school curriculum:
 - a. *Parental Community Involvement Resources* will include policy information, school/meeting calendar, Parent/Student Handbook, Volunteer application forms, references to Web site resources, availability of Student Achievement Plans and Parent/Community suggestion forms. Contact your school if you have problems accessing this material online.
 - b. Each school has a separate page on the district's Web site which provides information on staff, calendar, and school activities.
 - c. Each school's Local Report Card is available under the Central Administration section of the district website to inform parents of school performance as defined by state standards and the No Child Left Behind Act
 - d. The Family Report provided by the state for each child in Grades 3 through 8 will be distributed as they become available from the State, usually at the beginning of the school year or shortly after.
 - e. News of school events is communicated regularly. Ask your school if you are not receiving regular updates.
 - f. Timely updates are provided weekly when needed.
5. Parents and community members will be given timely responses to their concerns and suggestions.
 - a. *Parental Community Involvement Resources* will be available in each school office.
 - b. Parent/Community suggestion form process:
 - i. Parent/Community members may submit their concerns/suggestions verbally or in written form. Administration has two weeks to respond to the concern/suggestions. Submissions will be filed for up to 2 years as a record and measurement of concerns and solutions that may affect policy or procedures. The information may also be used to periodically revise the parent/community involvement policy.
6. School-Parent Compact. A team of parents developed the compact.

School-Parent Compacts

The federal, Title I program requires all participating schools to develop, with their Title I parents, a Compact that outlines how parents, school staff, and students will work to improve student achievement and building partnerships to help children achieve to high standards. Schools are to develop these voluntary agreements between the home and school to define goals, expectations, and shared responsibilities of schools and parents as partners in students' learning.

Compacts incorporate the unique ideas and activities of each school community. They usually have a separate section for teacher, principal, parents and their children to sign if they choose.

School responsibilities describe how the school will provide high quality curriculum and instruction and note the importance of communication between teachers and parents on an ongoing basis (conferences, reports, access to staff, and opportunities to volunteer and participate in their child's classroom).

Parent responsibilities indicate some ways that parents can support their child's learning. Those responsibilities can include monitoring school attendance, homework completion, and television watching; volunteering in their child's classroom; and taking part, as appropriate, in decisions on the education of their children and constructive use of extracurricular time.

These Compacts are reviewed each year. If you have any ideas for your child's school Compact, please share them with your child's school.

The home can be a rich source of support to both teachers and students. It is recognized that through home and school communication, the parent/school partnership can become a vital and useful source. Parents should feel free to communicate with the school about their child.

In the Middletown City School District, a district-wide parent facilitator works with all Title I buildings during the school day to support activities for parents which teachers cannot because of their direct responsibilities with students. Individual buildings have their own parent facilitator who works with the district-wide facilitator in developing the after school meetings and events.

Parent involvement is a requirement for receiving Title I funds. One percent of the money must be used for parent involvement activities. The district is required and proud to report how many activities/meetings, the types of activities, and the number of parent participants involved each year.

School-Parent Compact 2022-2023

The purpose of the School-Parent Compact is to outline how the student, parent and teacher will share responsibility for improving student achievement. We know that learning takes place when students, teachers and parents work as partners. We will do our best to build a school based on a strong partnership between the home and the school.

As a parent, I promise to:

- Provide a healthy environment for my child
- Help my child arrive at school on time, rested and ready to learn.
- Read and discuss all progress reports, homework and papers that my child brings home.
- Attend and actively participate in all parent-teacher conferences.
- Regularly read stories and books at home to my child.
- Send my child to school each and every day, unless he/she is ill.

Parent Signature: _____

As a teacher, I promise to:

- Increase communication between home and school.
- Actively participate in parent-teacher conferences.
- Encourage all students to give their best daily.
- Provide meaningful learning experiences for students.
- Be available with a listening ear to any student, parent or staff member.

Teacher Signature: _____

As a student, I promise to:

- Always do my best.
- Listen in class.
- Ask questions.
- Follow all school rules.
- Do all of my school assignments.
- Come to school each and every day, unless I am sick.

Student Signature: _____

Message from the principal:

- I will make sure that the school is a safe and comfortable place to learn for your child.
- I will encourage and support positive communication between home and school.
- I will support parent involvement by talking and learning together.

Principal Signature: _____

Date: August 10, 2022



RE: Every Student Succeeds Act 95), Section 1112 (e)(1)(A)

(Public Law 114-

Parent/Guardian:

You have the right to know about the teaching qualifications of your child’s classroom teacher in a school receiving Title I funds. The federal Every Student Succeeds Act (ESSA) requires that any school district receiving Title I funds must notify parents of each student attending any school receiving Title I funds that they may request, and the district will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student’s classroom teachers, including at a minimum, the following:

- I. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- II. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived;
- III. Whether the teacher is teaching in the field of discipline of the certification of the teacher; and
- IV. Whether your child is provided services by paraprofessionals and if so, their qualifications.

You may ask for the information by returning this letter to the address listed above. Or you may fax or e-mail your request to the provided fax number or e-mail address. Be sure to give the following information with your request:

Child’s full name _____

Parent/guardian full name _____

Address _____

City, State, ZIP _____

Teacher’s name _____

Sincerely,
Mr. Marlon Styles
Middletown City Schools Superintendent

504 Statement
Middletown City School District

No pupil shall be discriminated against because of age, color, disability, parental status, marital

status, race, national origin, religion, sex or veteran status. Parents who have a temporary or permanent disability may request the district to provide appropriate accommodations necessary for them to participate in essential instructional activities of their children. Students who are at least eighteen (18) years of age may submit their own requests.

It is the policy of the Middletown City Schools to provide a free and appropriate public education to each qualified student with a disability within its jurisdiction, regardless of the nature or severity of the disability. It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. Students may be disabled under this policy even though they do not require services pursuant to the Individuals with Disabilities Education Act (IDEA).

Under Section 504, due process rights of qualified students with disabilities and their parents are guaranteed in the Middletown City Schools. Principals or their designees are the school Section 504 team chairpersons and may be contacted at their respective buildings.

A copy of the district's Section 504 Guidelines and grievance procedures may be found on-line at www.middletowncityschools.com, or a paper copy may be requested at the board office.

Acknowledgement Page

Dear Parents/Guardians and Students,

This handbook includes important policies and procedures pertaining to the safe operation of schools in the Middletown City School District for the 2022-2023 school year.

Please carefully review these policies and the information provided regarding school policies, expectations and appropriate courses of action, as described in this handbook.

The Computer Usage Agreement form below must be completed for each student and returned to your child's school office.

Computer Network Agreement

I/We, _____, the parent(s) of (student name) _____, have read and understand the computer policy and its guidelines and regulations and we agree to its terms and conditions. We confirm our child's intentions to abide by the terms and conditions therein, and we agree to supervise our child's use of the computer network from home or outside of the classroom.

Parent's/Guardian's Signature

Date

Student's Signature (if 18 years of age)

Date