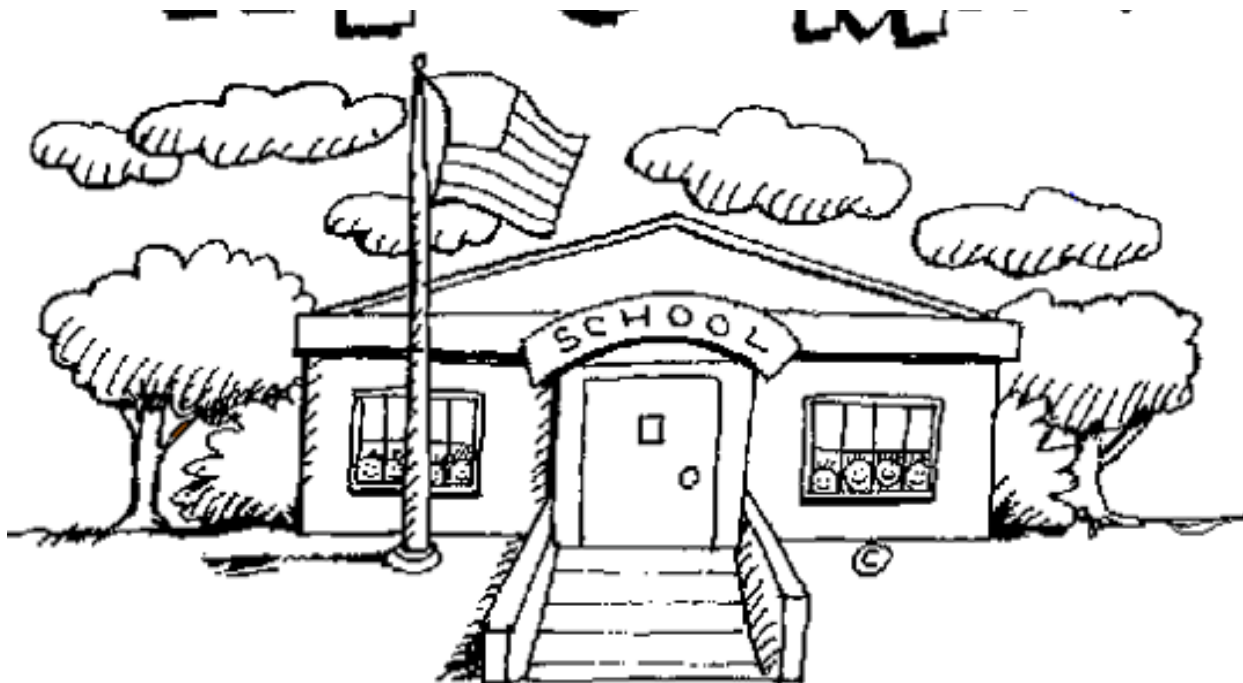


# MARIETTA ELEMENTARY SCHOOLS



PARENT-STUDENT HANDBOOK  
2011-12

HARMAR  
PHILLIPS  
PUTNAM  
WASHINGTON

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MARIETTA CITY SCHOOLS  
111 Academy Drive  
Marietta, OH 45750  
740-374-6500

BOARD OF EDUCATION

Greg Gault – President  
Mrs. Wendy Myers – Vice President  
Mr. Don Atkins  
Mrs. Karen Burton  
Mr. William (Bill) Hutchinson

ADMINISTRATIVE STAFF

Dr. Harry Fleming – Interim Superintendent  
Mr. Jason Smith – Director of Teaching and Learning  
Mr. Matthew S. Reed – Chief Fiscal Officer

**Marietta City School District Mission Statement**

***By pursuing world-class standards through high quality programs, the mission of Marietta City Schools is to inspire all students to achieve academic and personal excellence and become self-directed, life-long learners.***

**Marietta City School District Vision Statement**

***The vision of Marietta City Schools is to attain statewide recognition for outstanding student and staff performance and to be the school system of choice.***

**Marietta City Schools envisions the ideal as the following:**

**I. A curriculum that**

- a. Is aligned with Ohio's Academic Content Standards
- b. Promotes passage of state assessments
- c. Emphasizes deep understanding of essential outcomes
- d. Is vertically and horizontally aligned, providing smooth, coherent transitions between grade levels and subject areas
- e. Offers high-quality, innovative, and engaging courses
- f. Develops life skills, which prepare students to be productive and responsible citizens
- g. Is research-based and includes current materials and adequate resources
- h. Develops students' technology skills

**II. Instruction that**

- a. Answers the four core questions of a Professional Learning Community (PLC):
  1. What specifically do students need to learn and be able to do?
  2. How will we know if they have learned it?
  3. How will we respond to students who don't learn it?
  4. How will we respond to students who are already proficient?
- b. Communicates to students the essential outcomes in each subject area and/or grade-level
- c. Continually responds to all students' academic needs identified by formative assessments
- d. Provides appropriate intervention and enrichment based on formative assessments
- e. Is directed by best practices
- f. Is data-driven and research-based
- g. Is rigorous, relevant, and stimulating
- h. Accommodates a variety of learning styles
- i. Integrates appropriate technology

**III. Assessments that**

- a. Are commonly developed, administered, and analyzed
- b. Measure achievement of the essential outcomes in each content area and/or grade level
- c. Are formative and summative
- d. Reflect the format of state assessments
- e. Insure academic equity by reflecting commonly shared grading criteria
- f. Encourage student self-assessment and reflection

**IV. A staff or faculty member who**

- a. Promotes, honors, and protects the district vision, mission, commitments, and goals
- b. Addresses the four core questions of a PLC
- c. Is a team player who regularly collaborates with colleagues
- d. Believes all students can learn
- e. Demonstrates a commitment to the academic and personal success of all students
- f. Recognizes and commends students for their efforts and progress

- g. Is driven by a common purpose and shared ideals
- h. Is highly professional and acts as a role model for students and peers
- i. Is highly-qualified and demonstrates a strong work ethic
- j. Communicates and interacts with others in a respectful, caring, honest, and friendly manner
- k. Is a life-long learner who seeks continuous self-improvement through professional growth opportunities
- l. Is strongly committed to personal attendance and punctuality
- m. Supports shared leadership responsibilities for all stakeholders
- n. Is creative, positive, actively involved, flexible, self-motivated, willing to change, and open to new ideas

**V. A student who**

- a. Strives for personal and academic excellence
- b. Demonstrates a strong work ethic toward academics by producing high-quality, in-school assignments and homework
- c. Demonstrates positive character and leadership by accepting responsibility for his or her learning, decisions, and behavior
- d. Is self-directed, sets goals, self-assesses, and reflects on his or her own progress
- e. Demonstrates respectful behavior toward faculty, staff, and peers
- f. Is conscientious and displays a positive, cooperative attitude and age-appropriate maturity
- g. Shows pride in his or her school
- h. Attends school regularly
- i. Is actively involved in school activities
- j. Fulfills all graduation requirements
- k. Honors and values the district vision, mission, commitments, and goals

**VI. Leadership that**

- a. Promotes, honors, and protects the district vision, mission, commitments, and goals
- b. Regularly collaborates with all stakeholders
- c. Uses data to set goals and determine a course of action
- d. Communicates effectively and listens well
- e. Provides the structures, resources, and data needed for teachers to be successful
- f. Practices fair treatment of staff and students
- g. Is supportive and respectful in interactions with all stakeholders
- h. Manages student behavior in a firm, fair, and consistent manner
- i. Recognizes problems and facilitates solutions
- j. Is personable and compassionate
- k. Maintains high expectations for self and others
- l. Values and accepts input from staff, students, and parents
- m. Acts as an exemplary role model to inspire the best in others
- n. Is passionate and persistent
- o. Recognizes and commends staff for their dedication and commitment
- p. Is visible and accessible
- q. Is strongly committed to personal attendance and punctuality
- r. Is introspective, self-assesses, and uses goals and indicators for reflection
- s. Is a life-long learner who continues self-improvement through professional growth opportunities
- t. Encourages and distributes leadership responsibilities among all stakeholders

**VII. A learning culture and school climate that**

- a. Promotes, honors, and protects the district vision, mission, commitments, and goals
- b. Promotes a social environment that is emotionally and physically safe, respectful, personable, orderly, inviting, child-centered, and user-friendly
- c. Insures success for all students by providing extra time and support
- d. Provides regularly occurring collaboration embedded within the school day that focuses on instruction, best practices, data, and responds to the four core questions of a PLC

- e. Cultivates both personal and academic excellence for all students
- f. Promotes the formation of character, conscience, leadership, and responsibility for all students
- g. Maintains high expectations for student achievement
- h. Provides a physical environment that is attractive and clean
- i. Provides for a manageable student/teacher ratio
- j. Provides clear guidelines and expectations for appropriate behavior
- k. Implements firm, fair and consistent disciplinary measures
- l. Includes new facilities, up-to-date equipment and resources
- m. Insures smooth transitions between grade-levels and other schools in the district
- n. Respects instructional time and limits interruptions
- o. Results in being “a school system of choice”
- p. Creates community support
- q. Is focused on achieving results

**VIII. Parents, families, and community members who**

- a. Promote, honor, and protect the district vision, mission, commitments, and goals
- b. Promote the formation of character, conscience, leadership, and responsibility for all students
- c. Frequently communicate and collaborate with schools
- d. Are actively involved in their child’s education by monitoring student progress, insuring regular attendance, attending conferences, and providing basic needs
- e. Are actively involved in school activities
- f. Value education and support the schools’ efforts
- g. Participate as “Partners in Education”
- h. Support the schools so that they may thrive, which in turn helps the community thrive
- i. Model appropriate behavior and act as positive role models for students

**MARIETTA CITY SCHOOLS  
2011-12 SCHOOL CALENDAR**

				<u><b>DAYS IN SESSION</b></u>
<b><u>2011</u></b>				
August	22	Monday	Teacher Professional Day*	6
	23	Tuesday	Teacher Professional Day*	
	24	Wednesday	Classes Begin	
September	5	Monday	Holiday*	21
October	3-7	Monday	3 <sup>rd</sup> Grade OAA Tests	21
	21	Friday	1 <sup>st</sup> Grade Period Ends (42 days)	
	24-31	Monday	11/12 Grade OGT	
November	1-4	Tuesday	11/12 Grade OGT	18
	11	Friday	Holiday**	
	14	Monday	Classes Resume	
	23-25	Wednesday	Break*	
	24	Thursday	Holiday**	
	28	Monday	Classes Resume	
December	22	Thursday	Trade Day for Conferences*	16
	23-30	Friday	Break*	
	26	Monday	Holiday**	
<b><u>2012</u></b>				
January	2	Monday	Holiday**	19
	3	Tuesday	Classes Resume	
	6	Friday	2 <sup>nd</sup> Grade Period Ends (44 days)	
	9	Monday	Teacher Professional Day*	
	10	Tuesday	Classes Resume	
	16	Monday	Holiday**	
	17	Tuesday	Classes Resume	
February	20	Monday	Holiday*	20
	21	Tuesday	Trade Day for Conferences*	
	22	Wednesday	Classes Resume	
March	12-23	Monday	10-12 Grade OGT	22
	16	Friday	3 <sup>rd</sup> Grade Period Ends (47 days)	
April	2-6	Monday	Break*	16
	6	Friday	Holiday**	
	9	Monday	Classes Resume	
	23-30	Monday	3 <sup>rd</sup> -8 <sup>th</sup> Grade OAA Test	
May	1-11	Tuesday	3 <sup>rd</sup> -8 <sup>th</sup> Grade OAA Test	21
	27	Sunday	Graduation	
	28	Monday	Holiday**	
	30	Wednesday	Last Day of Classes	
	30	Wednesday	4 <sup>th</sup> Grade Period Ends (47 days)	
	31	Thursday	Teacher Professional Day*	
				<hr/>
				<b>DAYS IN SESSION</b>
				180
				<b>TEACHER PROF. DAY</b>
				<u>4</u>
				<b>TOTAL DAYS</b>
				184

**Make-Up days will be added to the end of the school calendar.**

**Parent-Teacher Conferences will be determined by district BLTs following board approval of calendar. Late arrivals/early dismissals to be determined.**

**Grading Periods:**

**1<sup>st</sup> – Aug. 24-Oct. 21      42**  
**2<sup>nd</sup> – Oct. 24-Jan. 6      44**  
**3<sup>rd</sup> – Jan. 10-March 16    47**  
**4<sup>th</sup> – March 19-May 30    47**

**Mid-Term Dates:**

**Sept. 23**  
**Nov. 18**  
**Feb. 10**  
**April 20**

**Parent-Teacher Conf.:**

**FALL: MHS – Oct. 4 & 11**  
**MMS – Nov. 3 & 9**  
**Elem. – Sept. 22 & 29**  
**SPPRING: MHS – Feb. 28/Mar.6**  
**MMS – March 1 & 13**  
**Elem. – Feb. 9 & 16**

**Board Apprvd: 2/28/11**

## **TEST SECURITY FOR ACHIEVEMENT TESTS**

Student access to test booklets and answer sheets is limited to the periods of testing. Students will have no access to test materials prior to testing nor after testing is completed. If a student must leave the room at any time during the administration of the achievement test, the test booklet and answer sheet will be collected by the examiner or monitor prior to the student's leaving.

If it is determined that cheating has occurred in any way, the student's answer sheet will not be scored. If this determination is made after answer sheets are submitted for scoring, the superintendent will contact the Ohio Department of Education and request that those test results be stricken from the student's record.

Test booklets, answer sheets and administrator manuals are secure materials. It is illegal to reproduce these materials outside the test room, or to release secure materials to students, parents, media, community members, or any other individual or group. If it is determined that a student has violated test security, criminal prosecution is a possible consequence.

### **FERPA (Family Ed. Rights and Privacy Act)**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

1. Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
2. Parents or eligible students have the right to request that school correct records, which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
3. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - a. School officials with legitimate educational interest;
  - b. Other schools to which a student is transferring;
  - c. Specified officials for audit or evaluation purposes;
  - d. Appropriate parties in connection with financial aid to a student;
  - e. Organizations conducting certain studies for or on behalf of the school;
  - f. Accrediting organizations;
  - g. To comply with a judicial order or lawfully issued subpoena;
  - h. Appropriate officials in cases of health and safety emergencies; and
  - i. State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and

eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

### **ARRIVAL/DISMISSAL**

Consult your individual school section for the specific bell schedule. Students may enter the buildings at 8:50 AM, no earlier.

Parents should wait outside the building to meet their children at dismissal time in order to avoid unnecessary distractions in the building. Parents should not wait outside their child's classroom.

Early dismissals are permitted for doctor's appointments or other good reason. Parents must sign out children in the office. Parents are not to go to classrooms. Your child will be called to the office.

Please contact the school when your child's regular dismissal has been changed. Without notification, the school will require your child to follow his/her regular dismissal procedure. If an emergency arises and the child is picked up before dismissal, the parent must sign his/her child out in the office. See elementary section for specific dismissal guidelines.

### **ART/MUSIC/PHYSICAL EDUCATION**

ART - All students are required to bring their art supplies to every class. They are also responsible for replacing the supplies as they are used or lost.

MUSIC-Fourth and fifth graders are required to bring their recorder and recorder book to every class. Replacement of lost materials is the responsibility of the student, parent, or legal guardian. Replacement items may be obtained by contacting the instructor or school office along with payment of the appropriate fee(s).

PHYSICAL EDUCATION-

1. Students in grades one through five must wear gym-type shorts/slacks and tennis or basketball shoes for class.
2. Students are advised to avoid wearing jewelry or having sharp objects in their pockets.
3. In the event of illness or injury, students are required to present a note from parents or physician explaining limits of participation and extend of illness/injury. A doctor's excuse may be required after three consecutive days of non-participation or if requests are deemed to be excessive.

### **BICYCLES/SCOOTERS/SKATEBOARDS/SKATES**

Students in grades three, four, and five are permitted to ride their bikes/scooters to school. Bike permits are required and can be obtained in the office from the secretary. To obtain a permit, the student must complete an application form and agree to abide by specific safety rules. Bike riders must wear a helmet. Students are required to walk their bicycles/scooters when on school property. Bike permits can be suspended if rules are not followed.

Riding skateboards and skates to school is not permitted.

### **BIRTHDAY CELEBRATIONS**

Students may not distribute party invitations at school unless the invitation is extended to all members of the class. Students must first notify the classroom teacher before distributing invitations.

## **REPORTING CHILD ABSENT**

When a child is absent, it is the responsibility of the parent/guardian to call the school to report the child absent. All of Marietta City Schools uses a procedure called STOP (Schools Tell Our Parents). As a safety measure, schools notify the parent when the child is absent. If the school does not hear from the parent/guardian by 9:30 a.m., a call will be placed to the home.

All absences, **not** reported by phone, will be followed by a signed note from the parents. These notes will be dated and sent to the office with the attendance report.

## **CHILD ABUSE - (Board Policy JHG)**

Any employee who has reason to believe that a child is being, or has been abused and/or neglected, will immediately make a report of the suspicion to the local children service agencies. The employee may be required to submit a written report upon request of the agency.

All staff members are expected to report to the principal the names of children who have suspicious bruises, marks, or injuries. Children who show a marked change in behavior should also be reported.

## **CHILD CUSTODY**

The school is willing to make every effort to cooperate with the parents of students. We must do so, however, in accordance with Ohio law. The *Ohio Revised Code* states that parents must provide school personnel with a certified copy of custody papers whenever there is a divorce, alimony, annulment or dissolution of marriage. If court ordered custodial arrangements restrict access to a child or student records, a ***copy of this court order must be on file in our office.*** The school will be directed by this document rather than the wishes of one parent or another.

## **CONFERENCES WITH SCHOOL PERSONNEL**

When a behavior or academic concern arises, parents are urged to telephone the teacher or other appropriate staff members. If the concern is not resolved after meeting with the teacher, a conference with the principal can be arranged. Each parent should have a minimum of two (2) conferences with their child's teacher per year.

When a concern related to school operation or a student's intellectual, social, emotional, and/or physical development arises, *parents are urged to telephone the appropriate school personnel immediately.* If the staff member cannot come to the telephone, the call will be returned as soon as possible.

Teachers may not use instructional time for parent conferences. With the exception of district conference days, conferences are scheduled before and after school or at planning times.

## **STUDENT RECORDS**

Parents, by law, are entitled to view their children's school records. Parents who wish to review a cumulative folder must request an appointment with the principal, who will make the records available upon the parent's signing an "Access to Records" form. Student cumulative records are maintained in the school office. These records are confidential and are protected by the "privacy act." A child's custodial parents may request to see these records and to have copies of these records. So-called "directory information" (name, address, telephone number, age, weight, height) is not protected by the privacy act. Parents may request, in writing, that this information not be released.

### **DELIVERED GIFTS**

All delivered gifts will remain in the office until the end of the school day at which time the child or parent can pick them up.

### **DRESS (General)**

Dress and grooming for all students is an individual matter as long as common rules of health safety and decency are maintained. These guidelines should be followed at all times.

1. All clothing should be neat and clean.
2. Shoes or sandals must be worn at all times. Shoes/sandals must have a closed heel or heel strap. No roller shoes.
3. Spaghetti strap shirts, see-through garments and tube tops are prohibited.
4. All parts of the top garment must touch the lower garment at all times.
5. Spandex materials are unacceptable.
6. Hats, visors and scarves/bandanas are unacceptable headwear for males and females.
7. Clothing that displays vulgar, profane, or socially unacceptable messages or graphics and clothing that is suggestive of drug or alcohol usage or other illegal activities is prohibited. Chains are also prohibited.
8. Sunglasses may not be worn during school hours.
9. Clothing may not be excessively torn or revealing.
10. With the exception of teacher permission for special school/classroom project days, students will not bring make-up to school.

A tee shirt, shorts or slacks, and gym shoes are suitable for the type of activity students will have in physical education classes. Long dangling earrings are not safe and should not be worn. Shoes should fasten securely on the feet with a strap or heel around the back of the foot. Thong-type shoes and clogs are unsafe for school wear.

All personal items should bear the owner's name (lunch box, outer clothing, etc.) Parents, please dress children appropriately for the weather, as children will be outdoors for recess unless the temperature falls below 20° Fahrenheit. ***Wind chill will be considered.***

### **EMERGENCY ANNOUNCEMENTS**

**School closings, delays, bus route cancellations, or early dismissal due to inclement weather or other emergencies will be announced on area radio stations. Automated phone calls will also be sent to each student's household. Please do not telephone the superintendent, principal, teachers, radio stations or television stations. Announcements are given on the radio and television as soon as the decision to close school has been made. Announcements may also be found on the District website at: [www.mariettacityschools.k12.oh.us](http://www.mariettacityschools.k12.oh.us) .**

In the event of a disaster (fire, tornado, etc.,) parents are requested ***not*** to call or come to school. Teachers are aware of the emergency procedures and have been trained to ensure the students' safety.

### **EMERGENCY MEDICAL TREATMENT**

Members of the staff take every precaution to ensure the safety of students throughout the school year; however, accidents do occur. When a student is injured on the campus or in the building, he/she is sent to the school nurse or office. In the event of minor scrapes or bruises, the affected area is washed and bandaged. In the event of more serious injuries, the parents

are notified immediately. ***For this reason, a new emergency medical authorization card must be completed for every student each year.***

The emergency care card must contain current home, business, and alternate telephone numbers where parents can be reached in the event of any emergency. In addition, the form should also contain the name of the family physician, dentist, hospital preference, and any chronic disorders, illnesses, or special physical problems that the student may have. It is essential that all information is current. ***Emergency care cards must be completed and returned to school by the end of the second week of school.***

#### **FIELD TRIPS (As Available)**

Educational field trips are held throughout the year. A permission form must be signed by the parent before a child can participate. All school rules are in effect during field trips, and any child who violates the rules during a field trip can be denied future participation. Students without permission slips will be assigned to another classroom, while their class is out of the building.

#### **FIRE AND TORNADO DRILLS**

These drills are held on a monthly basis. Procedures will be explained to the students by the teachers. Absolute silence and the orderly following of instructions is expected of all students throughout these drills.

#### **HOMEWORK POLICY**

Teachers may give homework to students to aid in their development. Communication among teachers about the same students is an important aspect that should be considered when assigning homework. Student needs and teacher judgment should determine the type, frequency and quantity of homework assigned. Homework should be an application or adaptation of a classroom experience; it should not be assigned for disciplinary purposes.

#### **IMMUNIZATION REQUIREMENTS**

All pupils who attend public schools in Ohio are required, by law, to submit written evidence that they are fully immunized against diphtheria, pertussis, polio, measles, rubella and mumps. The minimum requirements are as follows:

For students enrolled in kindergarten through 5 <sup>th</sup> grade —		
DTP	Kdg. (5 doses)	Gr. 1-5 (3-4 doses)
Polio	Kdg.- Gr. 1 (3 or 4 doses)	Gr. 2-5 (4 doses)
MMR	2 doses	
Hepatitis B	3 doses	
Varicella	Kdg.-Gr. 1 (2 doses)	Gr. 2-5 (1 dose)
	(chickenpox vaccine)	

#### **LIBRARY BOOK GUIDELINES**

Students visit the library weekly and are encouraged to check out books from the library. The cost of lost or damaged books will be billed to the student and parent.

#### **LICE**

Marietta City Schools has a nit-free policy. When a child is found to have lice or nits, the parents are immediately contacted and asked to take the child home. School personnel provide the parents with written and oral directions for treatment recommendations.

An adult must accompany the student when he/she returns to school. School personnel will check the student before being admitted to class. If nits are still present, the child may not remain at school.

### **LOITERING IN OR NEAR SCHOOL BUILDING**

Problems have occurred with older students loitering on the grounds or entering the building during school hours. A potential hazard to students exists when anyone (of whatever age) trespasses on school property during the school day for no legitimate purpose.

Please advise older students in your family to remain away from the school until after school hours, at which time they are welcome to make recreational use of our grounds. Entering the building to pick up a child before dismissal time is unnecessary, distracts the students and teachers, and prevents the school from monitoring who is in the building and for what purpose. Please cooperate.

### **LOST AND FOUND**

Parents are urged to mark student's personal belongings with the child's name in ink or permanent marker or with a nametag. The school maintains a lost and found area where children may claim their articles. Parents are invited to come to the school office at any time to look through the articles to identify them. Periodically, unclaimed items are given to a charitable organization.

### **BREAKFASTS/LUNCHESES**

School breakfast and lunch programs are available. Menus will be provided by the company so parents can assist their child in reading and selecting options. Forms will be sent home at the beginning of the year and remain available in the office for families to apply for free or reduced cost meals.

- Free breakfast served to all students
- Full price lunch - \$2.25
- Reduced lunch - \$.40
- Ala Carte milk - \$.50

Breakfast times vary between the schools. Consult your individual school section for the time breakfast service begins. Breakfast is available to every K-5 student at no cost. Marietta City Schools is able to provide this program through the USDA School Breakfast Program.

Most students purchasing breakfast or lunch pay on a daily basis. However, some parents choose to pay by the week or month and the AVI employee keeps track of the number of days paid. The prepayment option ends in early May, preventing the need for reimbursement of unused breakfasts or lunches. Parents may call 376-2472 to check the amount of money left in their child's lunch account.

Parents can set up an account to deposit money in their child's lunch account at the website **payforit.net**. Parents will also be able to get up-to-date information on the dollar amount in the account and get a report of what their child is eating.

Students may not charge breakfast, lunch, or milk fees, per AVI policy. Each school has a procedure for assisting students without a lunch.

Students may bring a nutritious lunch from home. Carbonated beverages are not permitted. Please put student's name on lunch boxes and bags.

## MEDICATION

Students may **not** have medications, prescribed or over-the-counter, in their possession at school. Specific school personnel have been trained to administer medications. To use this service, parents provide the school with a properly completed medication form and the medication in the original container. Permission to administer medication forms are available in the school office. All medications are secured in a locked cabinet.

Cough drops are available from the nurse. Students do not bring or keep cough drops in the classroom.

## SICKNESS AND COMMUNICABLE DISEASES

A child who is ill or has a fever should not attend school. In addition to being unable to do the best work possible, there is a risk to the health of other children. Any rash or recognizable symptom of an illness will cause a child to be sent home for the parent to contact the family physician for a diagnosis.

We are not authorized to administer *any kind* of medication to a student without written instructions from a doctor, which will be included on a form "Permission to Administer Medication" (available in the school office - sample on next page). Self-administered medication is not authorized.

For your information, the following recommendations of the Ohio Department of Health in relation to periods of communicability are included:

<b>Chicken Pox</b>	Six (6) days after appearance of first blisters or until all lesions have dried up.
<b>Diphtheria</b>	Absence of virulent bacteria as shown by laboratory test.
<b>German Measles</b>	Seven (7) days.
<b>Mumps</b>	Until swelling of glands has subsided.
<b>Scarlet Fever</b>	Absence of infection as shown by laboratory test.

### Nuisance Diseases

<b>Conjunctivitis (pink eye)</b>	Exclusion from contact with others until treated with antibiotics for 24 hours.
<b>Impetigo</b>	Exclusion from school until antibiotic for at least 24 hours and sores are dry.
<b>Lice</b>	Exclusion from school until disinfestation has been applied and hair is <b>free of both lice and nits</b> .
<b>Scabies</b>	Exclude until 24 hours after application of scabicide and prophylactic treatment of household members is recommended.

On the following page is a copy of the medication form.

**PERMISSION TO ADMINISTER MEDICATION**

**PARTS A AND B MUST BE COMPLETED IN THEIR ENTIRETY AND SUBMITTED TO THE BUILDING PRINCIPAL BEFORE MEDICATION CAN BE ADMINISTERED. THIS INCLUDES MEDICATION PURCHASED OVER THE COUNTER OR MEDICATION DISPENSED BY A PHYSICIAN, DENTIST OR LICENSED PHARMACIST.**

PART A

Student's Name \_\_\_\_\_  
Student's Address \_\_\_\_\_  
School \_\_\_\_\_ Grade \_\_\_\_\_

School personnel, as designated by the Board of Education, have my permission to administer medication to \_\_\_\_\_ as prescribed in Part B.

Child's Name

I understand that a revised statement signed by the physician or dentist must be submitted to the principal if any of the information originally provided by the physician or dentist changes.

\_\_\_\_\_ Date \_\_\_\_\_ Parent or Guardian Signature

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PART B

Student's Name \_\_\_\_\_

Medication and dosage: \_\_\_\_\_

Time(s) or interval(s) to be given: \_\_\_\_\_

Date medication is to start: \_\_\_\_\_

Date medication is to be discontinued: \_\_\_\_\_

Adverse reactions that should be reported to the physician or dentist: \_\_\_\_\_

\_\_\_\_\_

Phone number(s) at which the physician or dentist can be reached in an emergency: \_\_\_\_\_

\_\_\_\_\_

Special instruction(s) for administering or storing medication: \_\_\_\_\_

\_\_\_\_\_

Physician's or dentist's name and address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_ Physician or Dentist Signature

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MEDICATION MUST BE BROUGHT TO SCHOOL IN THE CONTAINER IN WHICH IT WAS PURCHASED OVER THE COUNTER OR DISPENSED BY THE PRESCRIBING PHYSICIAN, DENTIST OR LICENSED PHARMACIST.

THE PARENT OR GUARDIAN ASSUMES RESPONSIBILITY FOR THE SAFE DELIVERY OF THE MEDICATION TO SCHOOL. THE PARENT OR GUARDIAN IS ALSO RESPONSIBLE FOR SUBMITTING TO THE BUILDING PRINCIPAL A CURRENT PERMISSION FORM COMPLETED IN ITS ENTIRETY. (3/98: IN COMPLIANCE WITH BOARD POLICY JHCD)

### **PHONE USAGE BY STUDENTS**

Students are permitted to use the telephone for the following reasons:

1. illness or injury
2. forgotten lunches - if repeatedly forgotten, student will be given a lunch supplement and parents will be contacted, and
3. other emergency situations.

Students are not permitted to call home for forgotten homework, permission slips, snack money, or other items that are the student's / parent's responsibility to remember.

### **PTO**

The PTO plays a very important part in our schools. Watch for notices of upcoming meetings and events. For more information about joining the PTO and becoming involved, please call the school office.

### **SECURITY AND SCHOOL VISITORS**

In order to maintain a safer and more secure environment for your children and school employees, all visitors and volunteers must report directly to the school office. As visitors and volunteers sign in, they will be given a badge to identify them as a visitor or volunteer who has checked into the school office. The badge will be returned when the visitor or volunteer signs out in the office. Persons not identified by a badge will be asked to report to the office. We appreciate your support and cooperation in this critical safety procedure.

Visitors are welcome at our school, but certain guidelines must be followed in order to maintain child safety and an appropriate educational setting in the classroom.

1. All visitors must report to the office to sign in upon arrival and to sign out before departure.
2. Preschool children are not permitted in classroom, at any time, unless a special activity is being held to which guests have been invited.
3. Visitors to a classroom should arrange with the teacher at least 24 hours in advance of an anticipated visit.
4. Any visit, which will exceed forty (40) minutes in length, or occur more than once in a given week, must be approved by the principal in advance.
5. It should be kept in mind that a visit to a classroom on a particular date, at a particular time **could** be totally inappropriate and may be refused, with an alternate date and/or time suggested.

### **STUDENT FEES**

Supply fees are to pay for workbooks and materials used by your child. These fees do not cover pencils, crayons, or notebook paper. The school does not provide these items.

Unpaid fees force the board of education to cover costs of those items from money budgeted for other areas necessary for the education and welfare of our students. The beginning of the 2000-01 school year, Marietta City Schools established a system to track all unpaid school fees. Students with unpaid fees will not receive a report card until the fees are paid. Unpaid fees will be continued and added to the new fees in the succeeding school year. Parents will be required to make payments of \$10.00 per quarter on accumulated unpaid fees from previous years. Report cards will be held for students who have not done so. All fees must be paid in order for students to be eligible for graduation.

To assist you, we are willing to accept your fees in smaller payments, if that is necessary. We ask your cooperation in paying for your child's materials as promptly as possible.

### **Student Fees - 2011-12**

Kindergarten	\$36.00
Grade 1	\$48.00
Grade 2	\$60.00
Grade 3	\$36.00
Grade 4	\$26.00
Grade 5	\$37.00

### **TAPE PLAYERS, CD PLAYERS, CELLULAR PHONES, HAND-HELD ELECTRONIC GAMES, PAGERS, TOYS, AND RADIOS**

Students are not permitted to bring radios, CD/tape players, Ipods, cellular phones, hand-held electronic games, walkie-talkies, pagers, toys, dolls, etc., to school without special permission. The school is not responsible for lost or stolen items.

### **TEACHERS' QUALIFICATIONS** **(School District Responsibility under *No Child Left Behind Act*)**

It is the intent of the Marietta City School District to hire highly qualified staff. Upon parental request the district will provide information about the qualifications of professional and paraprofessional staff.

### **TEXTBOOK AND SUPPLIES**

Basic textbooks are loaned to students for use during the school year. Textbooks are expensive and are expected to last at least five (5) years. It is important that students handle their books carefully. Book covers help keep books clean and in good condition and are, therefore, encouraged. At the end of the year or when a student withdraws from school, he/she should turn in the book issued to him/her at the beginning of the year. ***Textbooks are the student's responsibility and he/she will have to pay for any books that are lost, stolen, or damaged. According to Board Policy: JN, lost, stolen, or damaged library books, textbooks, and other school property are subject to fines/fees. Parents will be invoiced for these items and report cards will be held.***

### **VOLUNTEERS**

Parent volunteers are welcome and are an important part of the school program. Volunteers provide a wide variety of services including tutoring, typing, filing, grading papers, chaperoning field trips, and assisting with special class projects. **Before you can participate as a volunteer, you must go through a background check.** Volunteer applications are available at every school office or at the board of education office. Volunteers are to follow procedures #1 and 2 under Security & School Visitors, page 17.

### **WITHDRAWAL FROM SCHOOL**

Parents should notify the school at least one (1) week in advance if a student is withdrawing from school. This period of time is necessary to complete withdrawal forms, photocopy school records, check textbooks, and collect fees.

## **DISTRICT SAFETY POLICY**

The Marietta City Schools Board of Education adopted the District Safety Policy (EB,) in the fall of 1994, which in part mandates that we take “every reasonable precaution to protect the safety of all students, employees, visitors and others present on district property or at school sponsored events.”

When a situation has occurred involving a student that involves blood or other potentially infectious materials, the student will receive appropriate care at the facility in accordance with district procedures.

If the student’s clothing has become contaminated with blood or other potentially infectious materials, the article will need to be removed and placed in a sealed bag for return to the parent or legal guardian. The parent would be asked to bring a change of clothing to the school and pick up the contaminated articles.

As in any case where a student’s welfare may be in question, the parent or legal guardian is encouraged to consult their family physician or licensed health care professional. If you have any questions or comments, please consult the appropriate building administrator or the district safety coordinator.

## **NON-DISCRIMINATION**

The Marietta City School District hereby gives notice that it does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities operated by the district.



It is the policy of the Marietta City School District that educational programs and activities are provided without regard to race, color, national origin, sex, age, or handicap.



No student shall be denied admission to the Marietta City School District or to a particular course or instructional program or otherwise discriminated against for reasons of race, color, national origin, sex, age, or handicap, or any other basis of unlawful discrimination.



To carry out these policy statements, persons and offices as identified herein shall be responsible for compliance within designated areas.

### Title IX District Coordinator

(non-discrimination on the basis of sex)

Name: D. Scott Kratche  
Office: 401 Washington Street, Marietta, oh  
Telephone No.: 740-374-6520

### Title VI District Coordinator

(non-discrimination on the basis of race, color, or national origin)

Name: D. Scott Kratche  
Office: 401 Washington Street, Marietta, OH  
Telephone No.: 740-374-6520

### Section 504 District Coordinator

(non-discrimination on the basis of handicap)

Name: Marcella Swaney, Student Services Coordinator  
Office: 244 7th Street  
Telephone No.: 740-376-2468

Inquiries may be made to the building level Title IX Coordinator listed below:

William Lee, Principal  
Marietta High School  
208 Davis Avenue  
740-374-6540

Will Hampton, Principal  
Marietta Middle School  
242 7th Street  
740-374-6530

Cheryl Cook, Principal  
Harmar Elementary School  
100 Fort Street  
740-374-6510

Joseph Finley, Principal  
Phillips Elementary School  
300 Pike Street  
740-374-6514

Jona Hall, Principal  
Putnam Elementary School  
598 Masonic Park Rd.  
740-374-6516

D. Scott Kratche, Principal  
Washington Elementary School  
401 Washington Street  
740-374-6520

### **COMPUTER/ON-LINE SERVICES** **ACCEPTABLE USE AND INTERNET SAFETY**

The MCSD is pleased to make available to students access to interconnected computer systems within the district and to the Internet, the worldwide network that provides various means of accessing significant educational materials and opportunities. In order for the school district to be able to continue to make its computer network and Internet access available, all students and staff must take responsibility for appropriate and lawful use of this access. Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While the school's teachers and other staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Below is the "Acceptable Use and Internet Safety Policy" (Policy) of the school district and the data acquisition site that provides Internet access to the school district. Upon reviewing, signing, and returning this Policy as directed, each student and staff member will be given the opportunity to enjoy Internet access at school and is agreeing to follow the Policy. If a student is under 18 years of age, the parent(s) or legal guardian(s) must read and sign the Policy. ***(Signing of the school handbook is accepted by the district as a direct signing of the Policy.)***

The school district cannot provide access to any student who, if 18 or older, fails to sign and submit the Policy to the school as directed or, if under 18, does not return the Policy as directed with the signatures of the student and his/her parents or guardians.

Listed below are the provisions of your agreement regarding computer network and Internet use. If you have any questions about these provisions, you should contact the person that your school has designated as the one to whom you can direct your questions. If any user violates this Policy, the user's access will be denied, if not already provided, or withdrawn and he or she may be subject to additional disciplinary action.

#### **I. PERSONAL RESPONSIBILITY**

By signing this Policy, you are agreeing not only to follow the rules in this Policy, but are agreeing to report any misuse of the network to the person designated by the school for such reporting. Misuse means any violations of this Policy or any other use that is not included in the Policy, but has the effect of harming another or his or her property.

#### **II. TERM OF THE PERMITTED USE**

A student or staff member who submits to the school, as directed, a properly signed Policy and follows the Policy to which she or he has agreed will have computer network and Internet

access during the course of the school year only (extended contract personnel shall have access as required by employment.) Staff and students will be asked to sign a new Policy each year during which they are employees or students in the school district before they are given an access account.

## **Terms and Conditions**

### **III. ACCEPTABLE USES**

- A. **Educational Purposes Only.** The school district is providing access to its computer networks and the Internet for only educational purposes. If you have any doubt about whether a contemplated activity is educational, you may consult with the person(s) designated by the school to help you decide if the use is appropriate.
- B. **Unacceptable Uses of Network.** Among the uses that are considered unacceptable and which constitute a violation of this Policy are the following:
1. Uses that violate the law or encourage others to violate the law. Don't transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is prohibited by the School District's Student Discipline Policy; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them. Quoting personal communications in a public forum without the original author's prior consent is also considered an unacceptable use.
  2. Uses that cause harm to others or damage to their property. For example, don't engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to the network or the Internet; upload a worm, virus, "Trojan horse," "time bomb" or other harmful form of programming or vandalism; participate in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems. Destruction, modification, or abuse of network hardware and software in any manner is prohibited.
  3. Uses that jeopardize the security of student access and of the computer network or other networks on the Internet. For example, don't disclose or share your password with others; don't impersonate another user.
  4. Uses that are commercial transactions. Students and other users may not sell or buy anything over the Internet. You should not give others private information about you or others, including credit card numbers and social security numbers.
  5. Use of the network to load or download unauthorized games, programs, files or other electronic media.
- C. **Netiquette** All users must abide by rules of network etiquette, which include the following:
1. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
  2. Avoid language and uses, which may be offensive to another user or intended to harass or bully other users. Don't use access to make, distribute, or redistribute jokes, stories, or other material, which is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
  3. Don't assume that a sender of e-mail is giving his or her permission for you to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should only be done with permission or when you know that the individual would have no objection.
  4. Be considerate when sending attachments with e-mail (where this is permitted.) Be sure that the file is not too large to be accommodated by the recipient's system and is in a format, which the recipient can open.

#### IV. INTERNET SAFETY

1. **General Warning—Individual Responsibility of Parents and Users.** All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged pupils. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guide to materials to shun. If a student finds that other users are visiting offensive or harmful sites, he or she should report such use to the person designated by the school.
2. **Personal Safety.** Be safe. In using the computer network and Internet, do not reveal personal information such as your home address or telephone number. Do not use your real last name or any other information which might allow a person to locate you without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone you “meet” on the computer network or Internet without your parent’s permission (if you are under 18.) Regardless of your age, you should never agree to meet a person you have only communicated with on the Internet in a secluded place or in a private setting.
3. **“Hacking” and Other Illegal Activities.** It is a violation of this Policy to use the school’s computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.
4. **Confidentiality of Student Information.** Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student himself/herself. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by Ohio law, for internal administrative purposes or approved educational projects and activities.
5. **Active Restriction Measures.** The school, either by itself or in combination with the data acquisition site providing Internet access, will utilize filtering software or other technologies to prevent students from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. "Harmful to minors" is defined as any picture, image, graphic image file or other visual depiction that: (a) taken as a whole and with respect to minors appeals to a prurient interest in nudity, sex or excretion; (b) 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, or simulated normal or perverted sexual acts or lewd exhibition of genitals; or (c) taken as a whole lacks serious literary, artistic, political or scientific value as to minors. The school will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or any other material, which is inappropriate for minors. Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 17 and older. The term “harmful to minors” is defined by the Communications Act of 1934 (47 USC Section 254 [h] [7].)

#### V. PRIVACY

Network and Internet access is provided as a tool for your education. The school district reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the school district and no user shall have any expectation of privacy regarding such materials.

## **VI. FAILURE TO FOLLOW POLICY**

The user's use of the computer network and Internet is a privilege, not a right. A user who violates this policy, shall at a minimum, have his or her access to the computer network and Internet terminated, which the school district may refuse to reinstate for the remainder of the users tenure in the school district. A user violates this Policy by his or her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates his Policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The school district may also take other disciplinary action in such circumstances. The district will cooperate with civil authorities and supply evidence of violations, which may constitute a criminal offense.

## **VII. WARRANTIES/INDEMNIFICATION**

The school district makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this Policy. It shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the user's use of its computer networks or the Internet under this Policy. By signing this Policy, users are taking full responsibility for his or her use, and the user who is 18 or older or, in the case of a user under 18, the parent(s) or guardian(s) are agreeing to indemnify and hold the school, the school district, the data acquisition site that provides the computer and Internet access opportunity to the school district and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s) or guardian(s) agree to cooperate with the school in the event of the school's initiating an investigation of a user's use of his or her access to its computer network and the Internet, whether that use is on a school computer or on another computer outside the school district's network.

## **VIII. UPDATES**

Users, and if appropriate, the user's parents/guardians, may be asked from time to time to provide new or additional registration and account information or to sign a new Policy, for example, to reflect developments in the law or technology. Such information must be provided by the user (or his/her parents or guardian) or such new Policy must be signed if the user wishes to continue to receive service. If after you have provided your account information, some or all of the information changes, you must notify the person designated by the school to receive such information.

## **STUDENT'S AGREEMENT**

**Every student, regardless of age, must read and agree to the statement below.**

I have read, understand and agree to abide by the terms of the foregoing "Acceptable Use and Internet Safety" policy. Should I commit any violation or in any way misuse my access to the school district's computer network and the Internet, I understand and agree that my access privilege may be revoked and school and/or civil disciplinary action may be taken against me.

**Parental signing of the handbook signifies agreement to the above.**

If I am agreeing to this Policy when I am under 18, I understand that when I turn 18, this Policy will continue to be in full force and effect and agree to abide by this Policy.

## **PARENT'S OR GUARDIAN'S AGREEMENT**

**To be read and agreed to by parents or guardians of students who are under 18.**

As the parent or legal guardian of the above student, I have read, understand and agree that

my child or ward shall comply with the terms of the school district's "Acceptable Use and Internet Safety Policy" for the student's access to the school district's computer network and the Internet. I understand that access is being provided to the students for educational purposes only. However, I also understand that it is impossible for the school to restrict access to all offensive and controversial materials and understand my child's or ward's responsibility for abiding by the Policy. I am therefore signing this Policy and agree to indemnify and hold harmless the school, the school district and the data acquisition site that provides the opportunity to the school district for computer network and Internet access against all claims, damages, losses and costs, of whatever kind, that may result from my child's or ward's use of his or her access to such networks or his or her violation of the foregoing Policy. Further, I accept full responsibility for supervision of my child's or ward's use of his or her access account if and when such access is not in the school setting. I hereby give permission for my child or ward to use the building-approved account to access the school district's computer network and the Internet.

**Parental signing of the handbook signifies agreement to the above.**

### **CODE OF STUDENT CONDUCT**

The Board of Education of the Marietta City School District, in an effort to promote an improved learning environment, unfettered by disruptive student conduct, codifies these district policies and procedures dealing with student behavior. This comprehensive Code of Student Conduct is developed for the encouragement of knowledge, creativity, understanding, tolerance and protection of all learners.

Proper discipline is fundamental to a sound educational environment and is essential for safe and orderly schools. It is intended that this Code of Student Conduct give direction for proper student behavior in the classrooms, halls, and grounds of the school system during school hours and during any extracurricular or school-sponsored event on or off campus.

This Code of Student Conduct is to establish behavior standards for students, delineate specific violations of school rules, and outline appropriate responses to student misbehavior. Acts of gross misconduct, flagrant discourtesy, abusive or vile language, acts of violence and/or deliberate insubordination are not to be tolerated and should be referred immediately to the administration or the dean of students. Procedures for emergency removal, suspension, expulsion, and permanent exclusion are included. The authority of the Board of Education to regulate matters of student behavior is identified in various portions of the *Revised Code* of the State of Ohio as indicated.

### **Expectations for Student Behavior**

Students in the Marietta City School District are to maintain high standards of behavior. Students are expected to:

1. Attend school on a regular basis consistent with the attendance policy of the district,
2. Demonstrate respect for the rights and property of others,
3. Follow the directions of appropriate persons of authority,
4. Remain free from the influence of illegal drugs, alcohol or tobacco,
5. Behave in a manner consistent with all safety rules and regulations, and
6. Follow all other rules of the school and board of education.

### **Violations of the Code of Conduct**

The following are violations of the code of conduct. Some of these offenses are considered to be more serious than others. Type I offenses are considered to be the least serious. Type II offenses are considered to be more serious. Type III offenses are considered to be the most serious. It is important to note that repeated violations or cumulative offenses of even the less

serious offenses can result in suspension or expulsion, especially if other means have been exhausted in changing the student's pattern of conduct. Some of the more serious violations, depending upon the circumstances, may require emergency removal, suspension, expulsion, or even permanent exclusion of the student after the first offense. Specific responses to these violations are outlined in building handbooks.

### **Type I Offense**

1. **Disruption of school** — A student shall not disrupt or obstruct the educational process during any curricular or extra curricular activity.
2. **Dress Code Violations** — A student shall not dress or appear in a fashion deemed inappropriate. Dress code violations include, but are not limited to the following: clothing or apparel that is a potential safety risk, including the wearing of rings, belts, or chains that may cause injury to other students or damage to property; clothing or apparel that promotes the use of drugs, tobacco or alcohol; clothing or apparel that does not comply with the requirements of specific programs; clothing or apparel that has the potential to disrupt the educational process, including violations of local standards of decency; and other violations as outlined in the schools' handbooks.
3. **Littering** — A student shall not litter any interior or exterior area owned by or under the control of the Marietta City Board of Education.
4. **Loitering** — A student shall not loiter in rest rooms or other areas of the building, nor participate in an activity for which the area was not designated or intended.
5. **Profanity** — A student shall not use profane language or obscene gestures.
6. **Prohibited Items** — In order to avoid disruption to the educational process and to minimize the risk of loss of student property, students are asked to refrain from bringing to school the following items: radios, tape players, compact disc players, pagers, cell phones, electronic entertainment devices, laser pointers or other electronic devices. Such items may only be brought to school with special permission and restrictions, and will otherwise be confiscated until claimed by the parent or legal guardian.
7. **Public Display of Affection** — Students shall refrain from any excessive display of affection such as kissing or sustained hugging.
8. **Tardiness** — Tardiness is disruptive to the educational process and is subject to individual classroom guidelines. Excessive tardiness is subject to further disciplinary measures and may affect student achievement and grades.

### **Type II Offenses**

1. **Damage to property** - A student shall not cause or attempt to cause damage to school property, public property, or the personal property of others at any school activity on or off school grounds. Damage under \$100.00 will be considered a Type II offense.
2. **Emergency Evacuation Procedures** — A student shall not interfere with any emergency evacuation procedures for fire or tornado drills by failing to comply with drill procedures.
3. **Fraudulent Behavior** — A student shall not cheat, lie, mislead, forge, misrepresent, plagiarize, or engage in any other deceitful act while under the jurisdiction of the school, while fulfilling responsibilities associated with being a student, or while representing the school in any capacity. This includes compliance with the district computer use policies and procedures.

4. **Frightening, degrading, or disgraceful behavior** — A student shall refrain from behavior which frightens, degrades, disgraces, or tends to frighten, degrade, or disgrace, any person by written, verbal, or gesturer means during any period of time when the student is under the jurisdiction of the school.
5. **Gambling** — A student, while on school premises or at a school-sponsored activity, shall not engage in gambling or games of chance. Playing cards, dice, and other items commonly associated with gambling shall neither be brought to or used in school, unless part of an approved educational game or activity. Approved school groups may sponsor fundraising raffles with the permission of the building principal.
6. **Gangs and secret societies** — A student while attending Marietta City Schools shall not organize, join or belong to a gang or other secret society.
7. **Inappropriate use of the Internet** — The use of the telecommunication network for illegal, inappropriate, or unethical purposes by students is prohibited. Students using the Internet on school grounds are expected to comply with the acceptable use policy and procedure of the district. The use of the Internet must be in support of education and research and consistent with the educational objectives of the Marietta City School District. Use of the network and computer resources must comply with rules appropriate for that network. Specific examples of inappropriate use are found in files EDE board policy and regulation “Computer On-Line Services” and are contained in the acceptable use agreement signed by each student with Internet access. This acceptable use agreement is also signed by the student’s parent or legal guardian.
8. **Insubordination, disrespect** — A student shall obey all reasonable directions and instructions given by school personnel, and act in a respectful manner toward school personnel during any period of time when the student is under the jurisdiction of the school.
9. **Safety** — A student shall not perform or participate in any act that could result in injury to self or another person, including engaging in rowdy behavior, rough play, or running in inappropriate areas.
10. **Trespassing** — A student shall not trespass within or upon premises that are specified as being off limits. Students who have been removed from school through emergency removal, out-of-school suspension, expulsion, or permanent exclusion are not permitted on school grounds.
11. **Truancy** — Truancy is declared when a student is absent from the school for any portion of the school day without school authorization. Excuses from school must meet the conditions stipulated in board policy and administrative procedures (see file JED) and the *Ohio Revised Code*. In cases of a prolonged or excessive absence, a doctor’s certificate may be required to verify the absence in question.

### **Type III Offenses**

1. **Assault, Fighting, or Hitting**— A student under the jurisdiction of the school shall not cause or threaten physical injury nor behave in such a way which could cause physical injury to another.
2. **Dangerous weapons and instruments** — A student, while under the jurisdiction of the school, shall not possess, handle, transmit, or conceal any object which might be considered a dangerous weapon or instrument of violence pursuant to board policy JFCJ. Possession shall be defined, but not be limited to the following: objects carried or concealed on one’s person; objects contained in one’s locker or any other setting selected to conceal such item(s) or material(s); and objects contained in a vehicle owned or driven by such person.

3. **Drug Possession: including marijuana, narcotics, alcoholic beverages, and illegal/non-prescription drugs** — A student while under the jurisdiction of the school, shall not possess, use, transmit, conceal, or show any sign of consumption of any alcoholic beverage, illicit drug, inhalant, illegally obtained prescription medication, counterfeit or look-alike drug, or drug paraphernalia as specified in board policy JFCI. Possession shall be defined, but not be limited to, the following: objects carried or concealed on one's person; objects contained in one's locker or any other setting selected to conceal item(s) or material(s); and objects contained in a vehicle owned or driven by such person.
4. **False Alarms** — A student shall not participate in any false alarm or threat related to emergency procedures.
5. **Harassment - Hazing** — No student or person in attendance at this school will conspire to haze or engage in hazing, nor commit an act that injures, frightens, degrades or disgraces a fellow student or person attending such institution.
6. **Harassment - Racial Harassment** — A student while on school premises or at a school-sponsored activity shall not engage in any behavior that could be characterized as racial harassment. Racial harassment can include: threatening behavior, intimidation, degrading actions, racial slurs or epithets (whether pictures, spoken, written, or computer generated), unwanted physical contact, discrimination, or violence. Any such harassment based on ethnic origin, gender, race, religion, or sex will likewise be considered a violation of this Code of Student Conduct.

**NOTE:** If you believe you are a victim of racial harassment, you are to contact the building principal immediately. Any retaliation against any individual who has filed a complaint or participated in any manner in an investigation of a racial harassment complaint is expressly prohibited. If, after reporting an incident of harassment, the problem remains unresolved, you are to contact the district's Title VI Coordinator/ Title IX Compliance Officer, Joseph Finley, at 374-6516.

7. **Harassment - Sexual Harassment** — A student while on school premises or at a school-sponsored activity shall not engage in any behavior that could be characterized as sexual harassment. All types of sexual harassment are prohibited. Sexual harassment will include, but not be limited to, the following: verbal abuse, insults, suggestive comments, sexual demands, leering, subtle forms of pressure for sexual activity, physical aggressiveness including any unwelcome physical contact, exposing another to sexually oriented pictures or text, telling sexually oriented jokes, attempted rape, or rape.

**NOTE:** If you believe you are a victim of sexual harassment, you are to contact the building principal immediately. If, after reporting an incident of harassment, the problem remains unresolved, you are to contact the district's Title VI Coordinator/ Title IX Compliance Officer, D. Scott Kratche at 374-6520.

8. **Harassment of Staff Members** — A student shall not interfere with the life style of any staff member. Interference may include disrespect, harassment, vandalism or any other disruptive actions.
9. **Serious Safety Violations** — An action will be considered a Type III offense when the student deliberately commits an act that could result in serious injury to self or to others.
10. **Theft** — A student, while on school premises or at a school-sponsored activity, shall not steal, attempt to steal, or be in possession of stolen property or equipment belonging to the school district or the personal property of another student, teacher, visitor, person(s) or business.

11. **Tobacco** — A student shall not possess or use tobacco in any form while on school property (including buses,) or at any school-sponsored function, pursuant to board policy JFCG.
12. **Vandalism** — A student shall not willfully destroy, damage, or deface public or private property. Damage over \$100.00 will be considered a Type III offense.
13. **Violations of the law** — A student shall obey all laws and ordinances when the student is under the jurisdiction of the school.

### **Disciplinary Responses to Student Misconduct**

When a student violates this Code of Student Conduct, the school will appropriately intervene to help the student regain self-direction and control through a variety of school-centered responses. Parental involvement is considered to be a very important part of our response to student misconduct. The individual student, the grade level of the student, special education status of the student, and the circumstances surrounding a disciplinary event will be considered.

**Type I** offenses are the least serious. Disciplinary responses will vary according to the grade level and may include: teacher warning or teacher conference; time-out; parent notification; parent conference; and detention or other loss of privilege assigned by the teacher. A Type I offense may be reclassified as a Type II offense when in the discretion of the principal the offense is extreme in nature.

**Type II** offenses are more serious. Disciplinary responses will vary according to the grade level, and in addition to the measures listed above may include: referral to the principal or the dean of students; referral to an intervention assistance team or outside agency; alternative learning; or out-of-school suspension. Disciplinary responses for Type II offenses will always include at minimum a referral to the principal or the dean of students. A Type II offense may be reclassified as a Type III offense when in the discretion of the principal the offense is extreme in nature.

**Type III** offenses are considered the most serious. Disciplinary responses will vary according to the grade level, and in addition to the measures listed above may include: referral to outside agencies (including law enforcement;) home visitation; referral to an intervention assistance team; restitution; out-of-school suspension; or expulsion. Disciplinary responses for Type III offenses will always include at minimum alternative learning or referral to an intervention assistance team.

**Repeated Violations:** A student shall not repeatedly fail to comply with directions of teachers, student teachers, substitute teachers, teacher aides, principal, or other authorized school personnel during any period of time when the student is properly under the authority of school personnel. Disciplinary measures may be more severe when a student has repeated violations or cumulative offenses.

**Law Enforcement:** In the event that an incident of student misconduct is also a violation of the law, school officials should first refer the incident to the appropriate law enforcement officials. This should include but not necessarily be limited to any incident involving dangerous weapons, drug possession, theft, and assault.

### **Emergency Removal**

If a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process taking place either within a classroom or elsewhere on the school premises, the superintendent, a principal, or an assistant principal may remove a pupil from curricular or extra curricular activities or from the school premises, and a teacher may remove a pupil from curricular or extra curricular activities under his/her supervision,

without notice or hearing requirements. As soon as practicable after making such a removal, the teacher shall submit in writing to the principal the reasons for such removal. The guidelines for emergency removal of a student are outlined in administrative procedure JFA.

If the superintendent or the principal reinstates a pupil in a curricular or extra curricular activity under the teacher's supervision prior to the hearing following a removal under this division, the teacher shall, upon request, be given in writing the reasons for such reinstatement.

### **Suspension**

The superintendent or the principal may suspend a pupil from school for not more than ten (10) school days. A suspension may carry over semesters and school years. If a suspension is carried over from one school year to another it must be a suspension that is executed by the superintendent. No pupil shall be suspended unless prior to the suspension all due process rights are followed as specified in board policy JFA and administrative procedure JFA. These rights include:

1. The superintendent or principal must give written notice of the intention to suspend and the reasons for the intended suspension (and, if applicable, notice that the superintendent may seek permanent exclusion) to the pupil. The notice should include all rules violated.
2. The pupil must be given an informal hearing to challenge the reasons for the intended suspension or otherwise explain his/her actions.
3. If the student has been suspended, the superintendent or principal must notify the parent, custodian, or guardian and the board's chief fiscal officer, in writing, within one (1) school day of the suspension and such notice must include (a) the reasons for the suspension; (b) the right to appeal the action to the board or its designee; (c) the right to a hearing; (d) the right to request the hearing be held in executive session; and (e) if applicable, notice that the superintendent may seek permanent exclusion.

### **Expulsion**

The superintendent of schools may expel a pupil from school for one calendar year as stipulated in board policy JFCJ, "Dangerous Weapons In The Schools." Otherwise, the superintendent may expel a pupil from school for a period not to exceed eighty (80) school days. If there are fewer than 80 days remaining in the school year, the expulsion may be carried over into the following school year. No pupil shall be expelled unless prior to his/her expulsion all due process rights are followed as specified in board policy JFA and administrative procedure JFA. These rights include:

1. The student and his/her parent, guardian, or custodian must be given written notice of the intention to expel.
2. The written notice must include (a) the reasons (and, if applicable, notice that the superintendent may seek permanent exclusion); (b) the opportunity to appear before the superintendent or his designee to challenge the reasons; (c) the date of the hearing; (d) appraisal of the right to be represented; and (e) the right to request an extension of time.
3. The hearing must be no sooner than three (3) but no later than five (5) school days after the notice, unless an extension is granted.
4. If an extension is granted, the parties must be notified of the new time and place.
5. If the student has been expelled, the superintendent must notify the parent, guardian, or custodian and the board's chief fiscal officer, in writing, of the action within one (1) school day. The notice must include (a) the reasons for the expulsion (and, if applicable, notice that the superintendent may seek permanent exclusion); (b) the right to appeal the action of the board of education or its designee; (c) the right to be represented in appeal proceedings; (d) the right to a hearing before the board or its designee; and (e) the right to request the hearing be held in executive session. If the expulsion is for more than twenty (20) school days, or will extend into the next semester or school year, it must also contain

information on services or programs that work toward improving the student's attitudes and behavior.

A student or his/her parent, guardian or custodian may appeal his expulsion or suspension by a superintendent or principal to the board of education or its designee. Such pupil or his/her parent, guardian or custodian may be represented in all such appeal proceedings and shall be granted a hearing before the board or its designee in order to be heard against such suspension or expulsion. At the request of the pupil, or his/her parent, guardian, custodian, or attorney the board or its designee may hold the hearing in executive session, but shall act upon such suspension or expulsion only at a public meeting. The board may, by a majority vote of its full membership or by the action of its designee, affirm the order of suspension or expulsion or may reinstate such pupil or otherwise reverse, vacate or modify the order of the suspension or expulsion.

The board or its designee shall make a verbatim record of hearings held under this division. The decisions of the board or its designee may be appealed under Chapter 2506 of the *Revised Code*.

This section shall not be construed to require notice and hearing in the case of normal disciplinary procedures in which a pupil is removed from a curricular or extra curricular activity for a period of less than twenty-four (24) hours and is not subject to suspension or expulsion.

### **ZERO TOLERANCE**

Students are expected to conduct themselves in such a way that they respect and consider the rights of others. Students of the District must conform with school regulations and accept directions from authorized school personnel. The Board has "zero tolerance" of violent, disruptive, intimidating or any other inappropriate behavior by its students.

A student who fails to comply with established school rules or with any reasonable request made by school personnel on school property, at school-related events, and/or off-school grounds, should it result in a disruption of the learning environment, is subject to approved student discipline regulations. The Superintendent/designee develops regulations, which establish strategies ranging from prevention to intervention to address student misbehavior.

Students and parents annually receive, at the beginning of the school year or upon entering during the year, written information on the rules and regulations to which they are subject while in school or participating in any school-related activity or event. The information includes the types of conduct, which are subject to suspension or expulsion from school or other forms of disciplinary action. The Board directs the administration to make all students aware of the student code of conduct and the fact that any violations of the student code of conduct are punishable. The rules also apply to any form of student misconduct directed at a District official or employee or the property of a District official or employee, regardless of where the misconduct occurs.

If a student violates this policy or the student code of conduct, school personnel, students or parents should report the student to the appropriate principal. The administration cooperates in any prosecution pursuant to the criminal laws of the State of Ohio and local ordinances.

A student may be expelled for up to one year if he/she commits an act that inflicts serious physical harm to persons or property if it was committed at school, on other school property or at a school activity, event or program.

The Superintendent is authorized to expel a student from school for a period not to exceed one year for making a bomb threat to a school building, or to any premises at which a school activity is occurring at the time of the threat. Any expulsion extends, as necessary, into the

school year following the school year in which the incident that gives rise to the expulsion takes place.

Matters, which might lead to a reduction of the expulsion period include: the student's mental and/or physical characteristics or conditions; the age of the student and its relevance to the punishment; the prior disciplinary history of the student and/or the intent of the perpetrator.

The student code of conduct is made available to students and parents and is posted in a central location within each building.

### **THREATS BY STUDENTS**

The Marietta City School District hereby prohibits threats against school district staff members or students. A threat will be considered to exist when there is an avowed present indication of an intention by a student to injure another or his/her property, presently or in the future. Illustrations of such a threat could include: a communicated intent to inflict physical or other harm on the person or property of a staff member or student; or a declaration of purpose or intent to inflict injury to the person or property of another.

Staff members shall report all serious threats against staff members and/or against students to their building administrator as soon as practical. Incidents that will be construed to represent serious threats include but are not limited to the following:

1. A student threatens to kill another.
2. A student threatens to cause serious bodily harm or injury to another.
3. A student threatens to cause serious destruction of public or private property.
4. A student threatens to bring a dangerous weapon or explosive to the school or campus.

When in the judgment of the building principal there has been a confirmed threat to a staff member or student, the building principal or designee shall take the following action:

1. Suspend the student for ten (10) days and until the parent complies with 3a below. Suspension shall be imposed pursuant to the requirements of *Ohio Revised Code* 3316.66. Notice of intent to appeal such suspension will not result in the student returning to school until the appeal is heard.
2. Notify the Marietta Police Department or Washington County Sheriff's Department of any incident involving a serious threat. If a threat, other than a serious threat, is made against a staff member, they may make a written request that law enforcement not be notified. If the threat was made to a student, the parents/guardians of the threatened student shall be notified of the threat.
3. Schedule a conference with the parents/guardians as soon as practicable to explain the necessary steps to return to school. These steps include:
  - a. The parents/legal guardians must see that the student has a mental health evaluation, which will address the issue of potential danger to self and others. This mental health evaluation must be conducted by an independent certified/licensed mental health professional. Any cost associated with this evaluation is the responsibility of the parents/legal guardians.
  - b. Upon receipt of a written report, a team of school personnel will meet to discuss the results of the evaluation. This team shall consist of at least three (3) individuals from the following classifications: principal, assistant principal, school psychologist, guidance counselor, teacher, other support personnel.
  - c. Using the recommendation of the evaluation, the team may recommend the suspension be reduced and the student be allowed to return to school when the student is not considered to present a risk or danger to others. If counseling is

- recommended, agreement to participate in and continue such counseling as recommended will be a condition for returning and remaining in school.
- d. If the parent/legal guardian does not comply with section 3a, the suspension will continue with the intent to expel. In addition, the school will notify Washington County Juvenile Court and Washington County Children Services.
  - e. A subsequent offense may result in the expulsion of the student.
4. Obtain a release of information from the parent to release information to the appropriate mental health agency.

### **IDENTIFICATION OF CHILDREN WHO ARE GIFTED**

#### **DEFINITIONS - Ohio Revised Code §3324.01**

(B) "Gifted" means students who perform or show potential for performing at remarkably high levels of accomplishment when compared to others of their age, experience, or environment and who are identified under Division (A,) (B,) (C,) or (D) of §3324.03 of the *Revised Code*. (C) "School district" does not include a joint vocational school district. (D) "Specific academic ability field" means one or more of the following areas of instruction: mathematics, science, reading, writing, or a combination of these skills, social studies, visual and performing arts.

#### **IDENTIFICATION PLAN - Ohio Revised Code §3324.04**

The board of education of each school district shall adopt a plan by January 1, 2000 for identifying gifted students. The plan shall be submitted to the department of education for approval. The department shall approve the plan within sixty (60) days if it contains all of the following:

- (A) A description of the assessment instruments from the list adopted by the department that the districts will use to screen and identify gifted students;
- (B) Acceptable scheduling procedures for screening and for administering assessment instruments for identifying gifted students. These procedures shall provide:
  - at least two opportunities a year for assessment in the case of students requesting assessment or recommended for assessment by teachers, parents, or other students;
  - assurance of inclusion in screening and assessment procedures for minority and disadvantaged students, children with disabilities, and students for whom English is a second language;
  - assurance that any student transferring into the district will be assessed within ninety (90) days of the transfer at the request of a parent;
- (C) Procedures for notification of parents within thirty (30) days about the results of any screening procedure or assessment instrument and the provision of an opportunity for parents to appeal any decision about the results of any screening procedure or assessment, the scheduling of children for assessment, or the placement of a student in any program for receipt of services; and
- (D) A commitment that the district will accept scores on assessment instruments provided by other school districts or trained personnel outside the school district, provided the assessment instruments are on the list approved by the department of education under §3324.02 of the *Revised Code*.

#### **IDENTIFICATION CRITERIA - Ohio Revised Code §3324.03**

The board of education of each school district shall identify gifted students in grades kindergarten through 12 as follows:

- (A) A student shall be identified as exhibiting "superior cognitive ability" if the student did either of the following within the preceding (24) months:
  - A. Scored two (2) standard deviations above the mean, minus the standard error of measurement, on an approved individual standardized intelligence test

- administered by a license psychologist;
- B. Accomplished any one of the following:
  - Scored at least two (2) standard deviations above the mean, minus the standard error of measurement, on an approved standardized group intelligence test;
  - Performed at or above the 95th percentile on an approved individual or group standardized basic or composite battery of a nationally normed achievement test;
  - Attained an approved score on one or more above-grade level standardized, nationally normed approved tests.
- (B) A student shall be identified as exhibiting "specific academic ability" superior to that of children of similar age in a specific academic ability field if within the preceding (24) months the student performs at or above the 95th percentile at the national level on an approved individual or group standardized achievement test of specific academic ability in that field. A student may be identified as gifted in more than one specific academic ability field.
- (C) A student shall be identified as exhibiting "creative thinking ability" superior to children of a similar age, if within the previous (24) months, the student scored one standard deviation above the mean, minus the standard error of measurement, on an approved individual or group intelligence test and also did either of the following:
  - Attained a sufficient score, as established by the department of education, on an approved individual or group test of creative ability;
  - Exhibited sufficient performance, as established by the department of education, on an approved checklist of creative behaviors.
- (D) A student shall be identified as exhibiting "visual or performing arts ability" superior to that of children of similar age if the student has done both of the following:
  - Demonstrated through a display of work, an audition, or other performance or exhibition, superior ability in a visual or performing arts area;
  - Exhibited sufficient performance, as established by the department of education, on an approved checklist of behaviors related to a specific arts area.

**SCREENING AND IDENTIFICATION - Ohio Revised Code §3324.06**

The board of education of each school district shall adopt a statement of its policy for the screening and identification of gifted students and shall distribute the policy statement to parents. The policy statement shall specify:

- (A) The criteria and methods the district uses to screen students and to select students for further assessment who perform or show potential for performing at remarkably high levels of accomplishment in one of the gifted areas specified in §3324.03 of the *Revised Code*;
- (B) The sources of assessment data the district uses to select students for further testing and an explanation for parents of the multiple assessment instrument required to identify gifted students under §3324.03 of the *Revised Code*;
- (C) An explanation for parents of the methods the district uses to ensure equal access to screening and further assessment by all district students, including minority or disadvantaged students, children with disabilities, and students for whom English is a second language;
- (D) Provisions to ensure equal opportunity for all district students identified as gifted to receive any services offered by the district;
- (E) Provisions for students to withdraw from gifted programs or services, for reassessment of students, and for assessment of students transferring into the district;
- (F) Methods for resolving disagreements between parents and the district concerning identification and placement decisions.

**APPEALS PROCEDURE - Ohio Revised Code §3324.04**

- (A) Parents have an opportunity to appeal any decision about the results of and screening procedure or the scheduling of children for assessment, or the placement of a student in any program for the receipt of services. To appeal, contact your local building principal.

**SERVICE PLAN - Ohio Revised Code §3324.07**

- (A) The board of education of each school district shall develop a plan for the service of gifted students enrolled in the district that are identified under §3324.03 of the *Revised Code*. Services specified in the plan developed by each board may include such options as the following: a differentiated curriculum, cluster grouping, mentorships, accelerated course work, the post-secondary enrollment option program under Chapter 3365 of the *Revised Code*, advanced placement, honors classes, magnet schools, self-contained classrooms, independent study, or other options identified in rules adopted by the department of education.
- (B) Each board shall file the plan developed under Division (A) of this section with the Department of Education by December 15, 2000. The department shall review and analyze each plan to determine if it is adequate and to make funding estimates.
- (C) Unless otherwise required by law, rule, or as a condition for receipt of funds, school boards may implement the plans developed under Division (A) of this section, but shall not be required to do so until further action by the General Assembly or the State Superintendent of Public Instruction.

**DISTRICT POLICY AND PLAN FOR THE IDENTIFICATION OF AND SERVICES FOR STUDENTS WHO ARE GIFTED**

**IDENTIFICATION**

Marietta City Schools district gifted identification procedures employ the strategies and instruments as designated in the ODEs "*Assessment Instruments for Identification of Children Who Are Gifted*" (HB282) and the district policy. Giftedness cannot be measured directly and assessment instruments and identification are not perfect, multiple identification strategies are used to ensure identification is appropriate and equitable.

The district ensures there are ample and appropriate scheduling procedures for assessments and reassessment using.

- Group tests;
- Individually-administered tests;
- Audition, Performance;
- Display of work;
- Exhibition; and
- Checklists.

Children may be referred on an ongoing basis, based on the following:

- Child request (self-referral);
- Teacher recommendation;
- Parent/guardian request;
- Other (e.g., psychologist, community members, principal, gifted coord., etc.)

Referral forms are available from the Coordinator of Gifted Services or the main office of any school building.

The district shall provide at least two opportunities a year for assessment in the case of children requesting assessment or recommended for assessment by teachers, parents or other children.

Upon receipt of a referral, the Coordinator of Gifted Services will seek written parent/guardian permission to perform further assessment of the student. After permission is granted, the Coordinator of Gifted Services will make arrangements with the student's school to perform the assessment.

Whole grade screening procedures: Marietta City Schools using the Cognitive Abilities Test in second and fifth grade to screen students.

The district uses the Naglieri Nonverbal Ability Test – 2<sup>nd</sup> Edition and the Raven's Progressive Matrices (Standard and Advanced Form) to screen students from diverse populations.

Testing materials will be obtained to insure that students are tested in their native language, or nonverbal tests will be used.

To insure that tests reflect accurate aptitude/achievement in students with physical and sensory disabilities a nonverbal test will be administered.

The Coordinator of Gifted Services or a school psychologist administers all district testing, unless an outside resource is used.

Procedures for notification of parents of results of assessment: Parents and appropriate school personnel will be informed of the results in writing within thirty days.

### **TRANSFER**

The district ensures that any child transferring into the district will be assessed within 90 days of the transfer at the request of the parent. Parents shall contact the building principal.

Marietta City School District accepts scores on assessment instruments approved for use by the Ohio Department of Education provided by other school districts and/or trained personnel outside the school district.

### **APPEAL PROCEDURE**

An appeal by the parent is the reconsideration of the results of any part of the identification process, which would include:

- Screening procedure or assessment instrument (which results in identification);
- The scheduling of children for assessment;

Parents should submit a letter to the superintendent or designee outlining the nature of the concern.

The superintendent or Coordinator of Gifted Services will convene a meeting with the parent/guardian, which may include other school personnel.

The superintendent or Coordinator of Gifted Services will issue a written final decision with 30 days of the appeal. This written notice should include the reason for the decision(s).

### **SERVICES**

Marietta City School District ensures equal opportunity for all district students identified as gifted to receive services offered by the district.

The district offers several options to serve gifted students. Some services are standard and offered regularly, while others can be scheduled under special circumstances based on need.

Students in grades K-5 are cluster-grouped with teachers who are trained in differentiated

instruction. Classroom teachers offer enrichment activities and higher level thinking activities for students. Through cluster grouping we are addressing the intellectual, social, and emotional needs of the gifted students.

In grades 7-8, approximately 60 identified students are served through our accelerated language arts classes. Students receive instruction with the Gifted Intervention Specialist working with other able peers on higher-level curriculum.

Student placement in the 7-8 advanced language arts class program are prioritized in the following manner:

Students with Superior Cognitive Identification  
Students with multiple Specific Academic Area  
Identification with Language Arts

Numerous special activities are used in addition to curriculum to enhance the learning of gifted and talented students. Academic competitions, clubs, and student organizations can also meet the needs of gifted students: Math Counts; Model United Nations; FPS; Mid-West Academic Talent Search; Ohio math League; Power of the Pen; Regional Scholars; Martin Essex; Junior National Honor Society; National Honor Society; Services by Special Arrangement; Independent Study; Mentorship; Grade or Subject Acceleration.

### **WITHDRAWAL**

If at anytime, a student wishes to withdraw from gifted programs or services, the request should be written by the parent or child to the building administrator. If children request to withdraw, parents will be notified.

### **WRITTEN EDUCATION PLANS**

The Gifted Intervention Specialist will serve students in the middle school for Language Arts in the Resource Room. Students who are identified as Superior Cognitive and/or specific academic in Reading and/or Writing will be placed in this class and will have a WEP.

The goals describe the knowledge, skills and/or behaviors a student is expected to be able to demonstrate during the time period for which the WEP is in effect. Goals are based on the student's needs, as identified in the present levels of performance.

Student evaluation is ongoing and continuous to evaluate progress for stated goals. Parents may review student progress by accessing Progress Book. Progress reports are sent home between report cards. Parents may request a conference with the GIS at any time.

The Gifted Intervention Specialist is responsible for delivering each service prescribed in the WEP.

Expectations regarding assignments missed while participating in gifted services are addressed as needed. Teachers are informed in advance when students will need to have tests rescheduled due to activities for gifted students.

Written Education Plans are reviewed each nine weeks or at parent request. At the beginning of the year each WEP is updated, parents are scheduled for a conference to review WEP and given a copy for their records. The GIS maintains a copy in student file.

## **ASSESSMENT INSTRUMENTS USED FOR GIFTED IDENTIFICATION**

### **SUPERIOR COGNITIVE ABILITY**

Cognitive Abilities Test (CogAT), Form 5

Screening	Criteria - 120 composite
Identification	Criteria - Grades 2-4 - 127 Grades 5-12 - 129
Naglieri Nonverbal Ability Test - Second Ed. (NNAT2)	
Screening	Criteria - 115
Identification	Criteria - K-6 - 125 7-12 - 126
Raven's Progressive Matrices - Standard Form	
Screening	Criteria - 124
Identification	Criteria - 128
Wechsler Intelligence Scale for Children (WISC IV)	
Screening	Criteria - 123
Identification	Criteria - 127
Wechsler Preschool and Primary Scale of Intelligence, 3rd Ed. (WPPSI)	
Screening	Criteria - 123
Identification	Criteria - 127
Woodcock-Johnson Tests of Cognitive Ability (WJ III)	
Screening	Criteria - 123
Identification	Criteria - 127

### **SPECIFIC ACADEMIC ABILITY**

Iowa Test of Basic Skills, Form A, Complete	
Screening	Criteria - 91%tile
Identification	Criteria - 95%ile and above
Wechsler Individual Achievement (WIAT)	
Screening	Criteria - 93%ile
Identification	Criteria - 95%ile
Woodcock Johnson Tests of Achievement (WJ III)	
Screening	Criteria - 123
Identification	Criteria - 127

### **CREATIVE THINKING ABILITY**

Cognitive Abilitiestest Test (CogAT), Form 5	
Screening	Criteria - 110
Identification	Criteria - Grades K-2 - 112 Grade 3 and over - 113
Gifted and Talented Evaluation Scale (GATES), Section IV, Items #21-30	
Screening	Criteria - 65
Identification	Criteria - 83
Raven's Progressive Matrices - (Standard Form)	
Screening	Criteria - 113
Identification	Criteria
Scales for Rating the Behavior Characteristics of Superior Students (SRBCS) - Section II, Creativity	
Screening	Criteria - 32
Identification	Criteria - 43

### **VISUAL OR PERFORMING ARTS ABILITY**

Gifted and Talented Evaluation Scale (GATES), Section V, Items #41-50	
Screening	Criteria - 57-77
Identification	Criteria - 78+
Scales for Rating the Behavior Characteristics of Superior Students - Section V: Artistic and/or Section VI: Musical, and/or Section VII: Dramatic	
ART Screening	Criteria - 40
Identification	Criteria - 53
MUSIC Screening	Criteria - 25
Identification	Criteria - 34
ODE Rubrics for Scoring	

ART Audition/Performance	Screening 16-20	ID 20-24
MUSIC Audition/Performance	Screening 14-17	ID 18-21
DANCE Audition/Performance	Screening 20-25	ID 26-30
DRAMA Audition/Performance	Screening 16-19	ID 20-24

If you have questions, please call your building principal.

## **STUDENT ABSENCES AND EXCUSES**

### **Marietta City Schools Attendance Policy and Procedures**

Ohio's compulsory education law requires the proper education of all children in the state because the education of all citizens is fundamental to the advancement of a civilized society. The Marietta City School District Board of Education believes that regular attendance is necessary for learning and that frequent absences interrupt the continuity of the instructional process and hinders the student's academic and social adjustment. It is the responsibility of the student and the parent to maintain regular attendance.

Each instance of absence or tardiness, whether excused or unexcused, becomes part of the student's cumulative record. This permanent record of attendance may be shared (along with other information) with other educational institutions and prospective employers.\* It is the intent of this policy and related administrative procedures to help students maintain good attendance in order to maximize educational achievement and to enhance future education and employment opportunities.

\*REF: In accordance with Public Law 93-380

### **Definition of Elementary School Day**

A student is considered present for the entire day unless the absence exceeds one (1) hour and thirty (30) minutes.

A student is considered present for half a day if they arrive at or after 10:30 A.M.

A student is considered present for half a day if they leave by 2:00 P.M.

A student missing more than three (3) hours of school will be considered absent for the full day.

### **The following seven (7) reasons may be considered excused:**

1. Personal Illness  
Absences may be excused if the parent or guardian contacts the school on the day of the absence or sends a written excuse the following day. When a student has been absent for five or more days in a school year, the administration MUST make a determination whether the number of days is excessive. If found to be excessive, a doctor's excuse will be required for all subsequent absences due to illness. The doctor's excuse must be the original or faxed from doctor's office to school.
2. Illness in the Family necessitating the presence of the child (the approving authority may require the written statement of a physician/mental health professional and an explanation as to why the child's absence is necessary, if it is deemed appropriate.
3. Death in the Family – The absence arising from this condition is limited to a period of three (3) days unless a reasonable cause may be shown by the applicant/child for a longer absence.

4. Quarantine for contagious disease – The absence of a child from school under this condition is limited to the length of the quarantine as determined by the proper health officials.
5. Observance of Religious Holidays – Any child shall be excused if his/her absence was for the purpose of observing a religious holiday consistent with his/her truly held religious beliefs.
6. Medical or dental appointment – Students who have health related appointments will be allowed to be absent for only the time of the appointment and a reasonable amount of time before or after the appointment.
7. Emergency or other set of circumstances in which the judgment of the superintendent of schools or designee constitutes a good and sufficient cause for absence from school.

### **Unexcused Absences**

An unexcused absence is any absence from school without a legitimate excuse as defined on page one of this document.

### **Absences and Tardies**

**Tardies**--Five (5) unexcused tardies will equal one (1) day unexcused absence.

**Doctor Appointments** -- These absences can be excused with a note from the doctor's office stating the date and time of the appointment. The doctor's excuse must state that the child could not attend for the entire day that was missed or the absence will be unexcused. Please note that a physician's diagnosis is to be on file in cases of chronic or long-term illness.

**Family Vacations** -- Family time is important; classroom time is also important. We ask that parents avoid scheduling vacations/custody visitations, which require absence from school. Absences due to family vacations may be excused as determined by the following criteria:

1. Written request is submitted to the principal at least three (3) days prior to the absences.
2. Student's attendance in the current year is good.
3. Student's absence in previous years has not been excessive.
4. Parents may request assignments where possible to be completed over the vacation. This work must be completed and is due the day the student returns to school.

**Take-Your-Child-To-Work Day** — Although this event is worthwhile, the classroom experience is also worthwhile. We recommend that this day be celebrated on non-school days. Absences to Take-Your-Child-To-Work-Day may be excused as determined by the following criteria:

1. Written request is submitted to the principal at least three (3) days prior to absences.
2. Student's attendance in the current year is good.
3. Student submits a written report to teacher and principal upon return to school.

**Make-Up Work** -- When a child is going to be absent more than one day, parents may call the office by 9:00 a.m. to request that homework be prepared for them to pick up after 3:45 p.m. Student will have one day for each day of absence to complete missed assignments (ex.: 3 days absent, 3 days to make-up work).

**Reporting Absences** – Ohio law requires that schools verify absences daily. Parents are requested to call the school office secretary before 8:30 A.M. to report absences. State:

1. Your name and relationship to the student;

2. Student's first name, last name and grade;
3. Date(s) of absence;
4. Reason for the absence.

**Written Excuses** – A written excuse is required upon return to school, or the absence will be considered unexcused. The excuse should contain:

1. Student's first, last name and grade;
2. Date(s) of absence;
3. Reason for the absence;
4. Parent's signature.

### **DANGEROUS WEAPONS IN THE SCHOOLS**

The Board is committed to providing the students of the district with an educational environment, which is free of the dangers of firearms, knives and other dangerous weapons.

The definition of a firearm is any weapon (including a starter gun) which is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device (as defined in 18 U.S.C. Section 921,) which includes any explosive, incendiary or poisonous gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or device similar to any of the devices described above. A knife is defined as a cutting instrument having a sharp blade.

Unless a student is permanently excluded, the superintendent shall expel a student from school for a period of one year for bringing a firearm or knife to a school operated by the board or onto any other property owned or controlled by the board, or for possessing a firearm or knife at a school or on any other property owned or controlled by the board, which firearm or knife was initially brought onto school property by another person, except that the superintendent may reduce this requirement on a case-by-case basis in accordance with this policy. Any such expulsion shall extend, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place.

Matters, which might lead to a reduction of the expulsion period include: the student's mental and/or physical characteristics or conditions; the age of the student and its relevance to the punishment; the prior disciplinary history of the student and/or the intent of the perpetrator.

A student may be expelled for up to one year for firearm-related or knife-related incidents occurring off school property while at a school-sponsored interscholastic competition, extra curricular event or other school-sponsored activity.

A student suspended, expelled, removed or permanently excluded from school for misconduct involving a firearm or knife also loses his/her driving privileges. The school district must notify the county registrar and juvenile judge within two (2) weeks of the suspension, expulsion or permanent exclusion.

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

1. The object is indistinguishable from a firearm, whether or not the object is capable of being fired;
2. The person indicates that the person possesses the object and that it is a firearm, or the person knowingly displays or brandishes the object and indicates that it is a firearm. As defined by Ohio law and for purposes of this policy, an "object that is indistinguishable from a firearm" means an object made, constructed or altered so that, to a reasonable person without specialized training in firearms, the object appears to be a firearm.

Students found in violation of numbers 1 and 2 above may be reported to the local police authority and may be prosecuted under state criminal statutes, as well as disciplined in accordance with the provisions of the school district's student code of conduct and Ohio law.

The Superintendent is authorized to expel a student from school for a period not to exceed one year for making a bomb threat to a school building, or to any premises at which a school activity is occurring at the time of the threat. Any expulsion under this division extends, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place.

### **DUE PROCESS RIGHTS (Student)**

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

Due process procedures as specified in administrative policy JFA are applied equally to all and enforced in a manner which involves: adequate and timely notice and opportunity to prepare a defense, an opportunity to be heard at a reasonable time and in a meaningful manner, and the right to a speedy and impartial hearing on the merits of the case. In cases of student suspension or expulsion, the specific procedures set by the board's policy are followed.

### **HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY (HIPAA)**

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) grants individuals the right to receive notice of the uses and disclosures of their protected health information that may be made by the District, and sets forth the individual's rights and the District's legal obligations with respect to protected health information. The purpose of this policy is to assist the District in complying with the HIPAA privacy standards, to ensure that individuals receive adequate notice of the District's practices with regard to the dissemination and use of protected health information, and to protect the confidentiality and integrity of protected health information.

**Confidentiality of Individually Identifiable Health Information**—All officers, employees and agents of the District must preserve the confidentiality and integrity of individually identifiable health information pertaining to any individual. Individually identifiable health information is protected health information and shall be safeguarded to the extent possible in compliance with the requirements of the security and privacy rules and standards established by the HIPAA.

The District and its employees will not use or disclose an individual's protected health information for any purpose without the properly documented consent or authorization of the individual or his/her authorized representative unless required or authorized to do so under State or Federal law or this policy, unless an emergency exists or unless the information has been sufficiently de-identified that the recipient of the information would be unable to link the information to a specific individual.

All employees of the District are expected to comply with and cooperate fully with the administration of this policy. The District will not tolerate any violation of the HIPAA privacy or security standards or this policy. Any such violation constitutes grounds for disciplinary action, up to and including termination of employment.

Any employee of the District who believes that there has been a breach of these privacy and security policies and procedures or a breach of the integrity or confidentiality of any person's protected health information shall immediately report such breach to his/her immediate supervisor or the Board-appointed privacy/security officer. The privacy/security officer shall conduct a thorough and confidential investigation of any reported breach and notify the complainant of the results of the investigation and any corrective action taken.

The District will not retaliate or permit reprisals against any employee who reports a breach to the integrity or confidentiality of protected health information. Any employee involved in retaliatory behavior or reprisals against another individual for reporting an infraction of this policy is subject to disciplinary action up to and including termination of employment.

Prior to releasing any protected health information for the purposes set forth above, the District representative disclosing the information shall verify the identity and authority of the individual to whom disclosure is made. This verification may include the examination of official documents, badges, driver's licenses, workplace identity cards, credentials or other relevant forms of identification or verification.

If the privacy/security officer determines that there has been a breach of this privacy policy or of the procedures of the District, he/she shall make a determination of the potentially harmful effects of the unauthorized use or disclosure and decide upon a course of action to minimize the harm. Any individual responsible for the unauthorized use or disclosure is referred to the superintendent or his/her designee for appropriate disciplinary measures.

**Privacy/Security Office**—The CFO/Treasurer shall be the privacy/security officer for the District. The privacy/security officer is responsible for overseeing all ongoing activities related to the development, implementation, maintenance and adherence to the District's policies and procedures concerning the security and privacy of protected health information.

**Notice**—The District shall distribute a *Notice of Privacy Practices* to individuals at the time of their enrollment in the health plan and within 60 days of any material revision. The notice shall also be posted in a clear and prominent location in each facility in the District and be printed in staff handbooks and the health plan booklet. The District will also notify individuals covered by the health plan of the availability of and how to obtain the notice at least once every three years.

**Training**—All employees shall receive training regarding the District's privacy policies and procedures as necessary and appropriate to carry out their job duties. Training shall also be provided when there is a material change in the District's privacy practices or procedures.

**Documentation**—Documentation shall be required in support of the policies and procedures of the District and all other parts of the HIPAA privacy regulations that directly require documentation, including, but not limited to, all authorizations and revocations of authorizations, complaints and disposition of complaints. All documentation is kept in written or electronic form for a period of six years from the date of creation or from the date when it was last in effect, whichever is later.

### **SMOKE FREE FACILITIES**

The Board prohibits tobacco use in all District-owned, leased, or contracted buildings where routine or regular kindergarten, elementary, secondary or library services are offered to children and on all District-owned, leased or contracted grounds. Violations of this policy will be dealt with in accordance with the provision of Section 3794 as promulgated by the Ohio Department of Health.

### **STUDENT TRANSPORTATION RULES & REGULATIONS**

1. To ensure the safe transportation of our students, all students riding on the bus are under the direct supervision of the bus driver. The bus driver has the expressed authority to enforce district policies, rules, regulations or procedures concerning student's bus conduct. Student's disorderly conduct or refusal to follow the orders issued by the bus driver constitutes sufficient cause for disciplinary procedures to be initiated against the student. These disciplinary actions may range from the suspension or revocation of riding privileges in accordance with board policies and the *Ohio Revised Code*.

2. All students who reside over one (1) mile from their home elementary school, or middle and senior high students who reside more than two (2) miles from their respective schools are eligible for transportation. School buses will not be scheduled to travel roads where students live less than one-half (1/2) mile to the intersection of a main route.
3. Pupils will ride their assigned buses to and from school. Parents must request, in writing, to permit deviation from this rule. Requests shall be made to the transportation manager.
4. Pupils are assigned pickup and drop off locations (stops) unless a written request, signed by the parents, asking permission to be let off the bus at some other stop is presented to the bus driver (no senior high students will be discharged at the middle school.) Parents will assume the responsibility of the child when such a request is made and granted. The administration reserves the right to refuse these requests for just cause.
5. Parents are responsible for the safety and conduct of the pupils while going to and from pickup points and for their meeting the bus on schedule.
6. Buses operate on a time schedule as outlined by the transportation manager and approved by the superintendent and board of education.
7. Eating, drinking, chewing gum and littering are not permitted on the bus.
8. Possession or the use of tobacco, drugs, or alcohol of any type are not permitted on the bus at any time.
9. Noise on the bus shall be kept to a minimum at all times to assure safety of operation.
10. Absolute quiet must be maintained at all railroad crossings or other dangerous areas.
11. Nothing shall be thrown out of the bus nor anything held so it extends out of the window.
12. All parts of pupils' bodies shall be kept inside the bus at all times.
13. In accordance with the board of education's dangerous weapons policy, dangerous weapons, firearms, ammunition, explosives, fireworks, firecrackers, glass containers, animals, skateboards, other recreational items, or other dangerous materials, which may interfere with the safe operation of the vehicle, shall not be transported.
14. Pupils may transport musical instruments, class projects, or articles so long as they can be held in the student's lap. Larger items will be placed in the under bus storage compartments when available.
15. No pupil shall stand up, leave or be out of their seat in any fashion while the bus is in motion.
16. Pupils shall be required to perform four (4) rear door emergency evacuation drills per year. The drills will be supervised by the bus driver.
17. Pupils shall be waiting at least ten (10) feet from the roadway, in an orderly manner, at the assigned loading area to board the bus when it arrives. No pushing or shoving allowed when boarding the bus.
18. Pupils may be required to sit three (3) to a seat and no standees shall be allowed. Seats can be assigned by the driver to maintain order and for evacuation purposes.
19. Parents shall be held responsible for any damage done to the bus by their children.
20. In accordance with the board's zero tolerance policy on violence, fighting or intimidating other students or board employees is strictly prohibited.

## **Penalties For Rule Infraction and Misconduct**

### Conduct Reports

1st Offense  
2nd Offense  
3rd Offense  
4th Offense  
5th Offense  
6th Offense

### Penalties

Warning (could be suspended with next report)  
Warning (will be suspended with next report)  
3-day bus suspension  
5-day bus suspension  
10-day bus suspension  
Bus suspension for the rest of the school year

## **Automatic No Warning Suspensions**

1. Any action that would compromise safety.
2. Fighting or assault of any board employee.
3. Damage to any board-owned or personal property (restitution to be made.)
4. Possession of firearms, explosives or dangerous materials.
5. Throwing of objects from or at the bus.
6. Use of profane or abusive language directed toward any student or board employee.
7. Use or possession of drugs, alcohol or tobacco.
8. Unauthorized use of emergency door or equipment.
9. Refusal to submit to the authority of any board employee.

The length of all automatic suspensions will be set by the transportation manager in conjunction with the building principal.

The transportation manager reserves the right to offer alternative disciplinary measures to students and parents depending on circumstances.

Hearings will be made available to all students and parents to review the action taken. Such requests shall be made through the transportation manager within seventy-two (72) hours of the alleged offense.

## **TOBACCO, ALCOHOL, ILLEGAL DRUGS AND PARAPHERNALIA**

The possession, use or distribution of any tobacco product, alcoholic beverage, illicit drug, illegally obtained prescription medication, inhalant, counterfeit drug, look alike drug or drug paraphernalia by students on school property or during any school activity is in violation of board policy.

It is further prohibited and a violation of board policy for any student to be under the influence of alcohol or any illicit drug, illegally obtained prescription medication, inhalant, counterfeit or look alike drug while on school property or attending any school activity.

Possession shall include, but not be limited to:

- 1) Objects carried or concealed on one's person.
- 2) Objects contained in one's locker or any other setting selected to conceal items or materials.
- 3) Objects contained in a vehicle on school property, owned or driven by such person.

The Marietta City Board of Education and Marietta City Schools agree that Tobacco Products, Alcohol, Drugs and Paraphernalia have a negative effect on the school and educational process. As a result, the Marietta Board of Education and Marietta City Schools have instituted the following severe penalties for any student found violating this section of the handbook.

## **POSSESSION OR USE OF TOBACCO PRODUCTS**

First Offense:

- 1) Notify parent or legal guardian.
- 2) Notify police when there is a violation of law for charges to be filed.
- 3) Students must successfully complete tobacco sensation counseling. **Marietta City Schools will provide counseling, if available, with a Marietta City School Student Facilitator, otherwise it will be the student/parent's responsibility to obtain counseling at their expense, and provide requested documentation.**
- 4) Assign (3) days Alternative School Suspension (Fairview)\*

\* Does not apply to elementary students

Second Offense:

- 1) Notify parent or legal guardian and conduct meeting with parent/legal guardian and student.
- 2) Notify law enforcement when there is a violation of law reference charges.
- 3) Assign (5) days Alternative Suspension Program (Fairview).\*

\* Does not apply to elementary students

Third Offense:

- 1) Notify parent or legal guardian.
- 2) Notify law enforcement when there is a violation of law reference charges.
- 3) Assign (5) days out-of-school suspension.

Fourth Offense:

- 1) Notify parent or legal guardian.
- 2) Notify law enforcement when there is a violation of law reference charges.
- 3) Assign (10) days out-of-school suspension with the recommendation to the Superintendent for expulsion.

### **Drugs**

For the purpose of this procedure; drugs are classified as minor misdemeanor, misdemeanor, and felony drugs. To determine the classification of drug or drugs, reference can be made to Chapter 2925 (drug offenses) of the Ohio Revised Code.

### **Alcohol, Drug, & Drug Paraphernalia (Minor Misdemeanor/Misdemeanor Drugs)**

First Offense:

- 1) Notify parent or legal guardian and conduct meeting with parent/legal guardian and student.
- 2) Notify law enforcement reference charges.
- 3) Assign (5) days out-of-school suspension.
- 4) Student attends chemical dependency counseling and follows the recommendations. **Marietta City Schools will provide counseling, if available, with a Marietta City School Student Facilitator, otherwise it will be the student/parent's responsibility to obtain chemical dependency counseling, at their expense, follow the recommendations of the counselor, and provide requested documentation.**

Second Offense:

- 1) Notify parent or legal guardian.
- 2) Notify law enforcement reference charges.
- 3) Assign (10) days out-of-school suspension with recommendation of expulsion.

### **Felony Drugs**

- 1) Notify parent or legal guardian.
- 2) Notify law enforcement reference charges.
- 3) Assign (10) days out-of-school suspension.
- 4) Recommendation made to Superintendent for expulsion of student.

### **Trafficking Alcohol or Drugs**

First Offense:

- 1) Notify parent or legal guardian.
- 2) Notify law enforcement reference charges.
- 3) Assign (10) days out-of-school suspension.
- 4) Recommendation to the Superintendent for the expulsion of student.

### **HAZING AND BULLYING**

Hazing means doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.

Throughout this policy the term bullying is used in place of harassment, intimidation and bullying.

Bullying, harassment and intimidation is an intentional written, verbal or physical act that a student has exhibited toward another particular student more than once. The intentional act also includes violence within a dating relationship. The behavior causes both, mental or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student. This behavior is prohibited on school property or at a school-sponsored activity.

Permission, consent or assumption of risk by an individual subjected to hazing, bullying and/or dating violence does not lessen the prohibition contained in this policy.

The District includes, within the health curriculum, age-appropriate instruction in dating violence prevention education in grades 7-12. This instruction includes recognizing warning signs of dating violence and the characteristics of health relationships.

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 students, including leaders of student organizations, are permitted to 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, bullying and/or dating violence. If any of the prohibited behaviors are planned or discovered, involved students are informed by the discovering District employee of the prohibition contained in this policy and are required to end all such activities immediately. All hazing, bullying and/or dating violence incidents are

reported immediately to the Superintendent/designee and appropriate discipline is administered.

The Superintendent/designee must provide the Board President with a semiannual written report of all verified incidents of hazing and/or bullying and post the report on the District's website.

The administration provides training on the District's hazing and bullying policy to District employees and volunteers who have direct contact with students. Additional training is provided to elementary employees in violence and substance abuse prevention and positive youth development.

District employees, students and volunteers have qualified civil immunity for damages arising from reporting an incident of hazing and/or bullying. Administrators, teachers, other employees and students who fail to abide by this policy may be subject to disciplinary action and may be liable for civil and criminal penalties in compliance with State and Federal law.

No one is permitted to retaliate against an employee or student because he/she files a grievance or assists or participates in an investigation, proceeding or hearing regarding the charge of hazing and/or bullying of an individual.

*Note: The terminology of bullying in this policy also includes harassment and intimidation and is defined as an intentional written, verbal or physical act that a student has exhibited toward another particular student more than once. The behavior causes both, mental or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student.*

*Violence within a dating relationship is also included in this prohibition against harassment, intimidation and bullying.*

**INDIVIDUAL**

**SCHOOL**

**SUPPLEMENTS**

**HARMAR SCHOOL**  
**100 Fort Square**  
**Marietta, OH 45750**  
**(740) 374-6510**  
**(740) 376-2465 Fax**

**MISSION STATEMENT**

***The Harmar School Community will work together  
to be respectful, responsible, and ready to learn.***

Maintaining a positive and safe school environment is a responsibility shared by everyone in the school community. The policies and procedures in this handbook identify some of these responsibilities. Please review the Harmar section and use the Table of Contents to locate other information. **It is especially important to be familiar with procedures for arrival, dismissal, and visiting the school.**

**ARRIVAL TIME**

1. Supervision begins at 8:50 A.M. Students line up by grade level to enter the building.
2. Students should not arrive before 8:50 A.M. unless special arrangements have been made with the principal.
3. Note that there is no supervised play on the playground before school.
4. Parents may be asked to delay the arrival of a student whose behavior is frequently a problem.

**BELL SCHEDULE**

8:50	Entrance bell
9:00	Tardy bell
1:20	End of lunch recess for grades K & 1
1:30	End of lunch recess for grades 2 & 3
1:40	End of lunch recess for grades 4 & 5
3:35	Announcements
3:40	Prepare for dismissal
3:50	Dismissal

**BIRTHDAY AND HOLIDAY CELEBRATIONS**

Holiday treats are provided through the PTO homeroom mothers according to the treat guidelines. Birthday treats are shared at lunch.

Students may **not** distribute party invitations at school unless the invitation is extended to all members of the class. Students must obtain permission from the classroom teacher before distributing invitations.

**BUS CONDUCT**

When the principal is aware that a student has reached a level beyond one bus conduct, the student will be required to write a letter of apology to the bus driver.

**DISCIPLINE**

**General Play Rules**

1. Bubbles may not be used during a regular recess period. Such activity may only

occur under the direct supervision of a teacher when other classes are not on the playground.

- a. Do **not** bring to school the following or similar items: guns, knives, fireworks or explosives, skates, skateboards, whistles, trajectory toys, remote control toys, tape players, headsets, hand-held electronic games, super balls and collectible cards.
- b. Bicycles must be in rack and may not be ridden on the playground.
- c. For batting, use wiffle balls only. Tennis balls and soft rubber balls are acceptable for catching and throwing.
- d. Do **not** chicken fight or carry another student.
- e. Do **not** play tackling games of any kind.
- f. Do **not** throw stones, snowballs, mulch, or sticks.
- g. **No** fighting, swearing, pushing, spitting, or name-calling.
- h. Respect other people's property and clothing.
- i. Do **not** play Red Rover or Dodge Ball.
- j. Do **not** play games that imitate violent actions, i.e. stabbing, shooting.

### **School Rules**

1. Specific playground and building rules are explained to each class by the teacher and teacher aide.
2. Copies of these rules are available upon request.

### **Classroom Rules**

1. Classroom teachers are responsible for establishing rules and consequences with their classes.
2. The discipline plan specifies a hierarchy of consequences.
3. The plan specifies at what level the principal is involved. Severe disruptions require immediate attention.
4. Copies of the plan will be filed with the principal, posted in the room, and sent to parents

### **Consequences**

1. Consequences increase in severity commensurate with the frequency of offenses.
2. Consequences may include but not necessarily be limited to disciplinary measures described in Disciplinary Responses to Student Misconduct.

### **DISMISSAL**

1. Walkers exit the large gate near the Safetytown area of the playground. We ask that the students walk to the corner of Gilman and Market before crossing the street.
2. Bus students will line up at the designated areas and be dismissed by the duty teacher.
3. Students being picked up by parents will exit the gate at the upper end of the playground, cross Fort Square and Crawford to the parking area across from the school.
4. Parents who drive are asked to park beside, not blocking, the gravel drive used by the buses to exit to Gilman Street.
5. Students are **not** dismissed to the river side of the building.
6. Parents picking up students are asked to meet their child on the playground or in the designated parking area, **not** the classroom door.

Students are dismissed at 3:50 P.M. All students are dismissed to the playground side of the building.

**It is the parent's responsibility to notify the school, preferably in writing, of any changes in their child's dismissal. Without notification of a change, your child will be required to follow his/her regular dismissal procedure.**

Students are not permitted to remain alone on the playground during school hours or after school hours waiting for a ride. Bus duty teachers will not leave students on the playground.

Walkers will be sent home. When the buses have gone, any student still waiting for a ride will be brought to the office. Parents will be expected to come inside for the student.

### **EARLY DISMISSAL**

Early dismissals are permitted for doctor's appointments or other good reason. Parents must sign our students in the office. Parents are **not** to go to classrooms. Upon returning to school the same day, the student must report to the office and sign in before going to class.

### **HARMAR PIONEER & HARMAR JR. PIONEER**

The **Harmar Pioneer Award** is given at the end of each grading period to outstanding students in grade three through five. Students must meet criteria in the areas of scholarship, citizenship, and school attitude.

The **Harmar Junior Pioneer Award** is given at the end of each month to outstanding students in kindergarten through second grade. Students must meet criteria in the areas of citizenship and school attitude.

### **HEALTHY SNACK & WATER BOTTLES**

Because our lunch times begin late, students may bring a healthy snack to have during a time designated by the classroom teacher. Healthy snacks include crackers, raisins, veggies, fruit and nuts. Please do not send anything that must be eaten with a spoon. Cookies, sugary treats, pudding and chips would not be considered a healthy snack.

Students are encouraged to bring water bottles. A clean dry sock on the water bottle will prevent drips and puddles of water on the desk. Water bottles should be filled at school or carried outside the backpack to prevent spills on class work and books.

### **LIBRARY**

Kindergarten students begin checking out books at the end of October. All grades may check out two books each week. However, if the book is not returned at the next week's library period, the student may not check out another book. Parents will be billed for lost or damaged books.

### **LUNCHROOM RULES**

1. Follow directions the first time they are given.
2. Use proper manners.
3. Demonstrate respect for others, students and adults.
4. Follow stated lunchroom procedures.

### **LUNCHROOM PROCEDURES**

1. Gather food, drink, needed items before entering lunchroom.
2. Raise your hand if you need help or permission to leave your seat.
3. Glass containers and cans of pop are **not** permitted in student's lunches.
4. Sit at designated table for your class.
5. Do **not** sell or swap food. Due to a concern for food allergies, students **will** eat the lunch arranged by their parent.
6. Students who have a parent/guest for lunch will eat at a table on the stage. Lunch guest are asked to avoid the fourth Monday of each month, September-April, as the stage is reserved for the Terrific Kid Lunch.
7. Food leaving the lunchroom must be contained and taken home at the end of the day. Uneaten food may **not** be taken to the playground.
8. Use soft voices to talk at lunchroom table.

## **LUNCH TIMES**

Kdg.	12:30-1:00 LUNCH; 1:00-1:20 PLAY
Grade 1	12:40-1:00 LUNCH; 1:00-1:20 PLAY
Grade 2	12:45-1:10 LUNCH; 1:10-1:30 PLAY
Grade 3	12:50-1:10 LUNCH; 1:10-1:30 PLAY
Grade 4	12:55-1:20 LUNCH; 1:20-1:40 PLAY
Grade 5	1:00-1:20 LUNCH; 1:20-1:40 PLAY

Students may have longer than the stated period to eat. However, most students are ready to leave the lunchroom at the end of the period.

Students who walk home for lunch every day need one note from parents saying the student is to come home every day.

Students who walk home for lunch **some** days need a note from parents **each** day the student is to come home for lunch.

## **PARKING**

Limited staff parking is available on the riverside of the school. Parents, volunteers, and other visitors are asked to park in the parking lot between the Doll and Toy Museum and the former Train Museum. This parking area belongs to Marietta City Schools.

## **PARTNERS IN EDUCATION**

Our partners play an active role in supporting the educational program through a variety of activities. In 1993 the **Lafayette Hotel** was recognized as an Outstanding School Partner by the Ohio School Volunteer/Partner Awards Program. In 1995, the **Harmar Merchants Association** and **Harmar Place** joined our school partnership. **Dimex** became a partner in 2004.

## **TERRIFIC KIDS**

The **TERRIFIC KIDS** program, sponsored by the Marietta Kiwanis Club, is designed to motivate, encourage, and recognize positive attitudes and self-discipline. Each letter of **T-E-R-R-I-F-I-C** represents a characteristic which students will need to move successfully into the world of work and to become tomorrow's leaders.

## **TRADING, BUYING, SELLING**

1. Students may **not** give, trade, buy, or sell items to other students.
2. Students may **not** give/loan money to other students.

This policy does **not** prevent students taking orders from staff to support activities/organizations, i.e. Scouts, 4-H, booster groups.

**PHILLIPS ELEMENTARY SCHOOL**  
300 Pike Street  
**374-6514**

**MISSION STATEMENT**

Believing that all students can learn, the mission of Phillips Elementary School is to create a positive and challenging environment where all students are encouraged to reach their full academic and personal potential. (Adopted March 2009)

**VISION**

At Phillips Elementary School, we see learning as a lifelong process with high expectations for each child within an atmosphere of respect for individual differences.

Adopted: February 2008

**SCHOOL GOALS**

1. To promote a partnership with parents and the community by providing opportunities for them to participate in school activities and functions.
2. To improve the self-esteem of students and staff through recognition of their accomplishments.
3. To improve the success and academic achievement of Phillips School students.

**ARRIVAL**

Supervision begins at 8:50 a.m. Students should not arrive to school before 8:50 a.m.

- Students who are dropped off by car are to wait at the front of the building.
- Students arriving on the bus will enter the building through the back doors.
- Students who walk to school or ride a bike are to use the front entrance.

**BELL SCHEDULE**

8:50	Enter Building
9:05	Tardy Bell
11:30-12:20	Kindergarten Lunch and Recess
12:00-12:40	Grade 1, 2 Lunch and Recess
12:15-1:00	Grade 5 Lunch and Recess
12:30-1:15	Grade 3, 4 Lunch and Recess
3:45	Dismissal

**BIRTHDAYS**

Birthday parties are best reserved for family and friends outside the school day. Your child will be recognized on his/her birthday by the school, and will be honored with a birthday treat at the beginning of his/her birthday month.

**BOOKSTORE**

PTO sponsors the bookstore. Students can purchase items during their lunchtime.

## **DISMISSAL**

The school office has received numerous calls (15-20) daily from parents wanting to get messages to their child regarding some change in their plans for how the child is to get home. Getting this information to the child requires an announcement over the PA system and is very disruptive to the education of our children. Please help us to minimize these interruptions by making the necessary transportation arrangements and informing your child of the arrangements before he/she leaves for school. A note to your child's teacher will suffice.

Please contact the school when your child's regular dismissal has been changed. Without notification, the school will require your child to follow his/her regular dismissal procedure. If an emergency arises and the child is picked up before dismissal, the parent must sign his/her child out in the office. At dismissal, students are expected to leave the school grounds. Students may not return to their classrooms after school hours.

- Students who are being picked up by parents are to exit the building through the front doors.
- Students who ride the bus will exit the back of the building.

## **LUNCHROOM**

One of our goals is to provide your child with an enjoyable and safe lunchtime during the day. In order to accomplish this, guidelines are absolutely essential to maintain order and safety. Proper respect for adults and peers are expected at all times.

1. Once you enter the lunchroom you are to go immediately to the table you are assigned or to which you are directed. Only 8 students are permitted on each side of the table.
2. There is to be no yelling, running, throwing food, or getting up from the table prior to dismissal. Students are expected to display proper eating manners.
3. Students should not trade or sell food to each other.
4. Glass containers are prohibited in packed lunches.
5. Upon being dismissed from the lunchroom, leave your lunchbox in the tray assigned to your room. Please clean up your mess.
6. Lunch boxes and bags need to be labeled with student's name.
7. Restrooms should be used before going to lunch.
8. Carbonated beverages are prohibited.

Lunch money can be put on account for student hot lunches. Checks are to be made payable to AVI. AVI cannot charge or loan lunch money.

Forgotten lunches are to be dropped off to the office.

Eating in the lunchroom is a privilege. We expect each child to eat lunch while there and not to bother those around him/her. If this modest request cannot be fulfilled, lunchroom privileges may be curtailed, and the child will eat at an isolated table. Consistent violators may be removed from the lunchroom.

We do not allow students to leave school grounds at noon to patronize nearby businesses. We are concerned about the congestion of traffic, both in the streets and in the parking lots. Student safety is the primary factor. However, if parents wish to have their youngster leave the grounds during his/her lunch period, it is necessary that the parent or guardian pick the child

up in the office and sign him/her out. The parent must sign the student back in upon returning to school.

### **PLAYGROUND**

We want students to feel safe and enjoy themselves on the playground. The following playground rules will be enforced.

1. Once you go to the playground, you are not to return to the building without permission. Remember your coat.
2. All school rules remain in effect.
3. When the bell rings to end your recess, you will line up. You do not enter the building until directed to do so.
4. All students must go to the playground with their class unless they have a doctor's excuse to remain inside.
5. Help keep the playground clean by using the trash and recycling bins.
6. Games that involve excessive physical contact are strictly prohibited.
7. Students are expected to respect all people and property by keeping hands, feet and objects to themselves.

### **TRAFFIC AND PARKING**

Traffic congestion often creates a threat to the safety of students. In order to reduce the possibility of accidents, please comply with the following guidelines.

1. No students will be allowed to walk across the street without a parent or guardian.
2. Parents who wish to have their child loaded into the car may form a single line in front of the building next to the grass starting at the crosswalk nearest the gym and continuing all the way back to Pike Street without blocking the crosswalks or the bus exit road on the playground side of the building. If you use this lane you must stay in your car at all times and we ask that you not pull out into the roadway to pass any cars waiting to be loaded with students. The load in line will take 8 to 10 minutes maximum.
3. Parents who park in the lower lot or at the gym end of the building must get out of their car, cross the street and get your child. Parents must walk their children across the street. The seven (7) parking spaces between the crosswalks have been eliminated for safety reasons.
4. Parents are prohibited from parking behind the building at dismissal time as this is where the buses will load students.
5. Supervision has been increased to include six (6) staff members in front of the building.
6. Please drive slowly on school property and watch for children and adults at all times. Most of all do not get in a hurry! Let's keep our Phillips children safe!

**PUTNAM SCHOOL**  
**374-6516**

**MISSION STATEMENT**

Putnam School is a community of learners working together to achieve individual goals that are celebrated by all.

**BELL SCHEDULE**

<u>All School</u>	<u>K, 1, 2</u>	<u>3, 4, 5</u>
8:50 First Bell	11:45 Recess	11:30 Lunch
9:05 Tardy Bell	12:00 Lunch	12:00 Recess
3:45 Dismissal	12:30 Classes Resume	12:15 Classes Resume

**ARRIVAL**

Students arriving by bus in grades 3, 4, and 5, go to the playground until 8:55. Students in grades K-2, go to their classrooms. We ask that students walking or arriving by car do not come to school until 8:50 without making prior arrangements with the principal.

**DISMISSAL PROCEDURE**

Children riding a bus will exit the main door in the front of the building. Children being picked up by parents will exit the breezeway next to the parking lot. Parents picking up children are to follow the entrance and exit signs, pull up in the parking lot as far as possible and be extremely careful of children walking. Parents are to remain in their car. We will bring your child to your car. Children walking will exit the east, west, or front doors dependent upon the direction of their home. Children exiting the front door will cross Masonic Park Road under staff supervision. Those crossing at Marshall will also have adult supervision while crossing. If going home in a different manner a note or phone call from the parent is required. Students may not return to their classrooms after school hours. This is due to safety and liability issues.

**ATTENDANCE, ABSENCES, ASSIGNMENT REQUESTS, VACATION REQUESTS**

Regular and consistent attendance is critical in helping insure a student's success in school. Students are to be in school unless ill or having a pre-excused reason for being absent. Attendance is addressed in detail on pages 40-44 of this handbook.

When a child is absent, parents are to phone the school and report your child off. Putnam provides an answering machine for parents who must call early due to work, etc.

**DISCIPLINE PHILOSOPHY**

The staff at Putnam believes that discipline means to teach. Therefore, discipline can be a positive consequence for the child but can also be a negative consequence. Consequences are administered based upon the behavior chosen by the student and are progressive in nature. The teaching/learning process and safety are of critical concern at Putnam. Teachers are to be able to teach and students able to learn without interference from others. Therefore, school rules are developed to ensure that an effective teaching and learning environment exists.

**SCHOOL RULES**

School rules are developed and/or modified in a cooperative effort between students and staff as needed. A general description of behavioral limits include:

1. **Injuring** Physical injury of self or others.  
Example: fighting, throwing objects, drugs, etc.
2. **Damaging** Destroying materials.  
Example: writing, drawing, carving or coloring on school books, walls, desks, etc.
3. **Imposing** Forcing someone to do something.  
Example: blocking doors, threatening, etc.
4. **Discriminating** Threatening someone like she/he is not as good as you.  
Example: name calling based on race, size, appearance, ridicule, etc.
5. **Misrepresenting** False reports about self or others.  
Example: lying, cheating, copying, falsifying passes or notes.
6. **Interfering** Making noise or moving about that would interfere with a teacher's opportunity to teach or a student's opportunity to learn.  
Example: tapping pencils, talking, etc.
7. **Stealing** Taking that which does not belong to you.  
Example: borrowing without permission.

These school rules were developed by Putnam School students—

1. Act in a safe manner.
2. Solve conflicts peacefully.
3. Respect other people's thinking, feelings, and belongings.
4. Be involved in learning - respect others' rights to learn and teachers' ability to teach.
5. Cooperate with others.

### **BUILDING RESPONSIBILITY: HOMEWORK ASSIGNMENTS**

The following procedures have been developed to build responsibility in relation to completion of homework assignments. Other benefits to these procedures are the importance placed on learning, and the practice and application of newly acquired skills.

**Homework Assignments:** homework is defined as any assignment made, which is due the next day or determined by teacher. Long-term (determined by teacher) projects, book reports, etc., are excluded.

1. **Time Limits:** Full credit will be earned for assignments turned in on date due for all grade levels. Homework will not receive an actual grade—credit will be earned. Homework may be a portion/percentage of the overall nine (9) week grade, not to exceed 10%.  
  
Credit (determined by teacher) may be earned for homework assignments turned in late.
2. Planners are provided for grades 3, 4, and 5 in which daily assignments are to be written.

3. Providing Copies of Lost, etc., Assignments:

Teachers will provide students who have lost, misplaced, forgotten, etc., an additional copy. This additional reminder/copy etc., may come in one of the following formats:

- another copy of the practice sheet, for example: practice sheet for fractions in math
- teacher may write the missed assignments on a separate piece of paper
- teacher may tell the student the late finished assignment and have him/her write it on the assignment sheet or other paper. Any verbal explanation by the teacher will also have a written one by the student and witnessed by the teacher. This ensures that the child has a copy of the assignment and does not have to rely on memory. Teacher will do one of a combination of the above only one time per assignment. The student could then, if needed, seek another student to determine what is needed or use another alternative.

4. Keeping Track Of Missed Assignments:

Teacher may keep a running list of missed assignments by student on a chart, blackboard, etc. When this is used the assignment must be listed with the student's name. Student is to take responsibility and write the assignment on the homework assignment sheet provided by the school. Parents may use Parent Assist/Progress Book to view class assignments, online newsletters, and other information from their child's teacher.

5. Projects, Book Reports, Other In Depth Assignments:

These types of assignments will be accepted past the actual due date. The assignment will receive a lowered grade at teacher discretion; example: one-half a letter grade deducted for each day late.

Teacher will provide this grading criteria and timeline for each project, etc., at the time the assignment is made.

## **COMMUNICATION**

Putnam believes that communication between home and school is important to the success of children and a productive relationship between parents and school staff.

When you have a question or concern about your child's classroom please contact the teacher directly. If your questions or concerns apply to the school please contact the office. Please contact the teacher by phone or note for a conference. Please avoid coming to the classroom since teachers cannot give you the attention you may need.

You will receive a monthly newsletter mailed to your home, plus a mid-month newsletter sent with your child to help keep you informed. All important notices will be printed on goldenrod paper so be sure to ask your child for the notices and check his/her backpack daily.

Resources are available to parents which include a parent library, Parents on Board, and Active Parenting programs. Parents are encouraged to utilize these resources. To learn more about these resources please contact the office. A monthly activity calendar, etc., are posted on the web at: [www.mariettacityschools.k12.oh.us](http://www.mariettacityschools.k12.oh.us).

### **LIBRARY BOOK GUIDELINES**

Students visit the library weekly and are encouraged to check out books from the library. The cost of lost or damaged books will be billed to the student and parent.

### **PERSONAL PROPERTY**

There is a "lost and found" box kept outside the office door. If your child is missing an item of clothing, i.e., jacket, etc., please check our lost and found. Children who choose to bring toys or valued personal items to school are also assuming sole responsibility for that item. Putnam is not responsible for lost, damaged, or stolen items. At the end of each month items that are not claimed are donated to a local charity.

Teachers will make a judgment as to the safety of personal property that children choose to bring to school for playground and school use. Any toy on the playground that has to be thrown to use must be like similar items provided by the school, i.e., football, basketball, soccer ball. Other items such as frisbees, superballs, foxtails, baseballs, etc., will not be permitted due to safety issues.

### **BANKING PROGRAM**

Advantage Bank offers a savings program to students in grades K-5. A student may open a savings account. Deposits may be made weekly.

### **LUNCH**

Lunch is provided by AVI, Inc. Costs for these meals are determined by AVI and may change from year to year. Meals may not be charged through AVI. When a student does not bring a lunch, the office will call the parent to bring a lunch. Due to health and safety issues, glass bottles, canned soda, and trading, selling, or giving food to others are not permitted.

### **BIRTHDAY RECOGNITION**

Personal birthday treats are best handled at home. Classroom or lunchroom birthday/holiday treats are not conducted at school.

**WASHINGTON SCHOOL**  
**401 Washington St.**  
**Marietta, OH 45750**  
**740-374-6520**

**Bell Schedule**

8:55	First Bell
9:05	Tardy Bell
11:30	Kindergarten Lunch
11:40	Primary Lunch (grades 1-2)
12:10	Intermediate Lunch (grades 3-5)
3:30-3:35	Staggered Dismissal

**Washington School's Mission Statement**

Our mission is to create a learning community of students, parents, guardians, staff, and community members dedicated to excellence and lifelong success.

**Crossing Guards**

Walkers should take advantage of our crossing guards. Please plan your student's route to school accordingly. If they must cross Washington Street, 3<sup>rd</sup> Street, or 4<sup>th</sup> Street, use the 3<sup>rd</sup> and 4<sup>th</sup> Street intersections at the light.

**Bike Permits**

Students at Washington School are permitted to ride their bicycles to school if they are in grades 3-5, and if they obtain a bike permit. To obtain a permit the student must complete an application form, agree to abide by some specific safety rules, have a parent sign the application and wear a bike helmet. Students are required to walk their bicycles on and off school property. Bike permits can be suspended if rules are not followed. Riding scooters, skateboards, or in-line skates to school is not permitted.

**Washington PTO**

The PTO plays a very important role at Washington School. Watch for notices of upcoming meetings and events. For more information about joining the PTO and becoming involved, please call the school office, 374-6520.

**Partners-In-Education**

Washington School is proud to work hand in hand with our partners-in-education, PEOPLES BANK, WARREN'S IGA, MCDONALD'S, SELBY GENERAL HOSPITAL, and THE ARBORS. The partners-in-education program is one in which students, teachers, and business professionals share information and experience. We appreciate and thank our partners, PEOPLE'S BANK, WARREN'S IGA, THE ARBORS, SELBY GENERAL HOSPITAL. and MCDONALD'S.

### **Special Teachers**

Art, music, and physical education are offered to all first through fifth grade students. Parents should review policies and procedures sent home pertaining to these subjects. Please be familiar with appropriate dress, especially in art and physical education.

### **Telephone Usage**

Students use of the telephone is discouraged except in cases of emergency. Parents will be called for forgotten lunches.

### **Radio/Tape Players, Toys**

Students are not permitted to bring radios, tape players, toys, dolls, etc., to school without special permission. The school is not responsible for lost or stolen items.

### **Arrival Time**

Students are to arrive no earlier than 8:55 a.m. unless prior approval by a teacher or the office has been given. Parents will be notified if students arrive too early.

### **Dismissal**

Please contact the school when your child's regular dismissal has been changed. Without notification, the school will require your child to follow his/her regular dismissal procedure.

### **Indoor Recess**

When a child needs to remain inside during recess, a note must be sent informing the school. If a child must have indoor recess for more than three (3) days, a doctor's excuse should accompany the note.

### **Food, Candy and Gum**

In order to maintain a clean building, items such as gum, candy, etc., are only permitted during special events in the classrooms as authorized by the teacher.

### **School Supplies**

Students are required to come to class prepared with supplies and completed lessons.

### **Visitors**

Visitors **must** report to the office upon entering the school and sign in and out. Please use the Fourth Street entrance.

### **Traffic/Parking**

Due to the location of Washington School, parking and traffic can be trying at times. Please be aware of the bus parking and fire lanes next to the school. Do not park in the

alley next to the school. This is a fire hazard as well as traffic flow problem. Please watch for our children.

**Banking Program**  
**"Young Peoples Bank"**

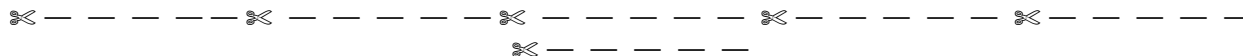
Peoples Bank, one of our partners-in-education, offers banking time for our students. A student can open a savings account and make weekly deposits on Wednesdays. We urge parents to encourage your child to save and have the experience of building toward the future.

**Absences/Makeup Work**

When a child is going to be absent more than one (1) day, parents may call the school office to request that homework assignments be prepared for them to pick up. The time the request is received and the teacher's schedule that day will determine when the assignments will be ready to pick up. Suggested time to pick-up homework assignments is 3:45 p.m.

**Playground Rules**

- A. Follow directions
- B. Stay within assigned area
- C. No fighting
- A. Use equipment safely
- E. Up to 10 minutes of time-out may be given on the playground for breaking playground or classroom rules.



**PARENT-STUDENT HANDBOOK ACKNOWLEDGMENT FORM**

**MARIETTA CITY SCHOOL DISTRICT**

*(Detach and Return)*

STUDENT NAME \_\_\_\_\_

GRADE \_\_\_\_\_

SCHOOL \_\_\_\_\_

I understand that the procedures and responsibilities outlined in the handbook serve as guidelines for school personnel, parents, and students. I agree that my child will be held accountable for behavior expectations and consequences as outlined in the "Code of Conduct." Furthermore, I have read the Acceptable Use and Internet Safety Policy (pages 20-23). Should I commit any violation or in any way misuse my access to the school district's computer network and the Internet, I understand and agree that my access privilege may be revoked and school and/or civil disciplinary action may be taken against me.

STUDENT SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

PARENT SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_