



Marietta Middle School

Parent-Student Handbook
2011-2012

**Principal
Will Hampton**

ma_whampton@seovec.org

**Assistant Principal
Todd Caltrider**

ma-ttcaltrider@seovec.org

Middle School Vision

Our mission is to inspire excellence through example and opportunity. We will create a safe, nurturing, disciplined community that motivates and enables all students to reach their fullest potential in order to become positive, productive members of society.

Marietta City School Vision

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

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



PLEASE NOTE: The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

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AUGUST 2011

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

22 Teacher Professional Day
 23 Teacher Professional Day
 24 Classes Begin

FEBRUARY 2012

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

20 Presidents Day
 21 Trade Day for conferences – No School

SEPTEMBER 2011

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

5 Labor Day-No School

MARCH 2012

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

1 Conferences
 13 Conferences
 16 3rd grade period ends

OCTOBER 2011

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

21 1st grade period ends

APRIL 2012

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

2-6 Break: No School
 9 Classes Resume
 23-30 OAA Testing

NOVEMBER 2011

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

3 Conferences
 9 Conferences
 11 Veterans Day-No School
 23-25 No School
 28 Classes Resume

MAY 2012

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

28 Memorial Day-No School
 30 Last day of classes
 31 Teacher Professional Day

DECEMBER 2011

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

22 Trade Day for conferences - No School
 23-30 Break - No School

JUNE 2012

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Make up days will be added to the end of the school calendar.

JANUARY 2012

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

1 New Year's Day
 2 No School
 3 Classes Resume
 6 2nd grade period ends
 9 Teacher Professional Day- No School for students
 16 M.L. King Jr. Day-No School



**Marietta Middle School
242 Seventh St.
Marietta, OH 45750
Office: 740-374-6530
Attendance/FAX: 740-373-6531
Web Site: mariettacityschools.k12.oh.us**

MISSION

Our mission is to inspire excellence through example and opportunity. We will create a safe, nurturing, disciplined community that motivates and enables all students to reach their fullest potential in order to become positive, productive members of society.

A MESSAGE FROM THE PRINCIPAL

Dear Marietta Middle School Students and Parents or Guardians,
Marietta Middle School strives to be in the forefront of academic advancement and leaders in innovative instruction. We are a Professional Learning Community committed to student development and achievement. We encourage you to join our community of learners. Welcome!

Sincerely,
Will Hampton
Principal, MMS

Receipt of the Marietta Middle School Student Handbook and Planner

Welcome to the 2010-2011 school year! Each student is provided with a personal copy of the Marietta Middle School Student Handbook and Planner. The expectation is that the Student Handbook will be used on a daily basis, in each class. We believe that, when used as intended, the Handbook and Planner will help each student recognize and assume responsibility for meeting middle school expectations.

The Student Handbook and planner serves as a vehicle for:

- Organizing short and long term class assignments
- Reviewing the Student Code of Conduct and other policies of Marietta City Schools
- Informing students and parents of important district calendar dates
- Describing procedures, practices and services of Marietta Middle School
- Maintaining written communication between teachers and parents with prior arrangement
- Documenting student excusals from class (restroom, locker, nurse, office, etc.)
- Establishing short and long term student goals
- Recording personal and academic achievements
- Providing motivational tips, general information and voluntary enrichment for student use

We have received and reviewed the 2011-2012 Marietta Middle School Handbook and planner and understand its usefulness.

Student Signature _____ Date _____

Parent Signature _____ Date _____

Please show signed form to 1st period teacher by Thursday, August 26, 2011



Receipt Page...

Marietta City School District: Acceptable Use of Computer Network/Internet Agreement

The use of the telecommunications network must be in support of education and research and consistent with the educational objectives of the Marietta City Schools. Use of the network and computer resources must comply with rules appropriate for that network. The use of the telecommunications network for illegal, inappropriate, or unethical purposes by students or employees is prohibited. Examples are as follows:

1. Use of the network to facilitate illegal activity.
2. Use of the network for commercial or for profit purposes.
3. Use of the network for non-work or non-school-related work.
4. Use of the network for product advertisement or political lobbying.
5. Use of the network for hate mail, discriminatory remarks, and offensive or inflammatory communication.
6. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
7. Use of the network to access obscene or pornographic material.
8. Use of inappropriate language or profanity on the network.
9. Use of the network to transmit material likely to be offensive or objectionable.
10. Use of the network to intentionally obtain or modify files, passwords, and data belonging to other users.
11. Impersonation of another user, anonymity, and pseudonyms.
12. Use of the network facilities for fraudulent copying, communications, or modification of materials in violation of copyright laws.
13. Loading or use of unauthorized games, programs, files, or other electronic media.
14. Use of the network to disrupt the work of other users.
15. Destruction, modification, or abuse of network hardware and software.
16. Quoting personal communications in a public forum without the original author's prior consent.

Users of computer networks have certain privileges, and responsibilities. Specific guidelines for use are provided within this user agreement. In general these require efficient, ethical, and legal utilization of the network resources. The use of network resources including the Internet is a privilege, not a right, and inappropriate use shall result in a cancellation of those privileges.

The Marietta City School District reserves the right to log network use and to monitor fileserver space utilization by District users while respecting the privacy of both District users and outside users. It is often necessary to access student accounts in order to perform routine maintenance and security tasks. Student and staff accounts are therefore the property of School District and SEOVEC. The system administrator(s) has the right to access student accounts to uphold this policy and maintain the system. The District reserves the right to remove a user account from the network to prevent further unauthorized or illegal activity if this activity is discovered. The District will cooperate with civil authorities and supply evidence of violations, which may be a criminal offense.

The undersigned have read the Computer Network/Internet Use Agreement and agree to abide by the terms and conditions stated herein.

Student: I understand and will abide by the Computer Network/Internet Use Agreement. I further understand that any violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action.

Student's Name (Please print) _____
Student's Log-in Name (Please print) _____
Student' email address _____

Student' Signature _____ Date _____

Parent or Guardian: As the parent or guardian of this student, I have read the Computer Network/Internet Use Agreement. I understand that this access is designed for educational purposes. Marietta City School District has taken precautions to eliminate controversial material. However, I realize it is impossible for the Marietta City School District to restrict access to all controversial materials, and I will not hold the District or Staff responsible for materials acquired or viewed on the Internet. Further, I accept full responsibility for supervision when my child's use is not in the school setting. I hereby give permission to issue an account to my child and allow Internet access and certify the information contained on this form is correct.

Parent or Guardian Name (please print) _____
Signature _____ Date _____

Please return to 1st period teacher by Thursday, August 26, 2011



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Student's Log-in Name (Please print) _____
Student' email address _____

Student' Signature _____ Date _____

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Parent or Guardian Name (please print) _____
Signature _____ Date _____

KEEP THIS COPY IN YOUR AGENDA FOR REFERENCE

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Upon request from a parent or guardian, a copy of this handbook can be obtained from the school office.

Grading Calendar

Grade Period	Interims	End of 9 Weeks	Report Cards
1	Sept. 23, 2011	October 21, 2011	October 28, 2011
2	November 18, 2011	January 6, 2012	January 13, 2012
3	February 10, 2012	March 16, 2012	March 23, 2012
4	April 20, 2012	May 30, 2012	June 8, 2012

Regular Class Schedules

Period	Time	Grade 6	Grade 7	Grade 8
1	7:50-8:34	Specials		
2	8:37-9:26	Specials		
3	9:29-10:13			
4	10:16-11:01			Lunch
5	11:04-11:49		Lunch	
6	11:52-12:37	Lunch		
7	12:40-1:25		Student Assist	
8	1:28-2:12			Student Assist
	2:12-2:55	Teacher Plan	Teacher Plan	Teacher Plan
Teacher Dismissal	2:55			

One-Hour Delay Class Schedules

Period	Time	Grade 6	Grade 7	Grade 8
1	8:50-9:26			
2	9:29-10:07			
3	10:10-10:46			
4	10:49-11:29			Lunch
5	11:32-12:12		Lunch	
6	12:15-12:55	Lunch		
7	12:58-1:34		Student Assist	
8	1:37-2:12			Student Assist
	2:15-2:55	Teacher Plan	Teacher Plan	Teacher Plan
Teacher Dismissal	2:55			

Two-Hour Delay Class Schedules

Period	Time	Grade 6	Grade 7	Grade 8
1	9:50-10:15			
2	10:18-10:42			
3	10:45-11:09			
4	11:12-11:52			Lunch
5	11:55-12:35		Lunch	
6	12:38-1:18	Lunch		
7	1:21-1:45		Student Assist	
8	1:48-2:12			Student Assist
	2:12-2:55	Teacher Plan	Teacher Plan	Teacher Plan
Teacher Dismissal	2:55			

ACTIVITIES, CLUBS, ORGANIZATIONS

New activities, clubs or organizations may be initiated if there is sufficient student interest and if an adult sponsor is available. Activities, clubs, and organizations are provided for Marietta Middle School students are contingent upon availability of funds from the Board of Education and community donations.

Builders Club - sponsored by the Marietta Kiwanis, provides a means to develop leadership and community service to students in grades six through eight.

Student Council- encourages student leadership and participation in the democratic process through elected officials. Students elect representatives and a Student Body President following procedures written in the Student Council Constitution.

National Junior Honor Society (NJHS): Students having a GPA of 3.6 or higher and exhibiting outstanding service, leadership and character are selected for NJHS.

Yearbook Staff is a select group responsible for the assembly and sale of the MMS yearbook.

ADD/DROP

After parent consultation with the guidance department, a student may change their elective schedule. This modification must be made by September 9.

ARRIVAL

Marietta City Schools is not responsible for the safety or supervision of students on campus before 7:20 a.m.

- Students are not permitted on campus before 7:20 a.m.
- Use assigned entrance and exits.
- Students are to report to areas of the gym designated for grades 6, 7 and 8.
- Students who choose to eat breakfast should report to cafeteria.
- Students will be dismissed from their morning duty station at 7:40 a.m.
- Arrivals after 7:50 a.m. must report to office.

ATHLETIC ELIGIBILITY

Athletes must receive a passing grade in five of their classes. Eligibility is determined by the preceding nine weeks grading period except for incoming seventh grade students during the first grading period. In addition, all student athletes must have a minimum 2.0 GPA during the preceding grading period. A student who does not meet this academic eligibility requirement but has at least 1.75 GPA may be considered on probation and will maintain academic eligibility, providing the student receives private tutoring at parent expense as approved by the head coach and principal. Eligibility and other expectations are discussed in detail in the Student/Athlete Handbook. (See Grade section for details of figuring GPA. A student may be denied the privilege of participation in extracurricular events and activities based on attendance, academic performance or violations of the code of conduct. The principal or assistant principal may deny participation in activities if a student has demonstrated behavior that does not reflect the standards established by MMS or the BOE.

ATHLETICS

Opportunities for participation in athletics are available to all interested seventh and eighth grade students. Athletic programs provided for Marietta Middle School students are contingent upon availability of funds from the Board of Education and community donations. For students meeting eligibility requirements, the following sports are offered through the school: Basketball, Cheerleading, Cross-Country, Fast-Pitch Softball, Football, Golf, Tennis, Track, Volleyball and Wrestling.

ATTENDANCE

Ohio's compulsory education law requires the proper education of all children in the state because education of all citizens is fundamental to the advancement of a civilized society. The Marietta City Board of Education believes that regular attendance is necessary for learning and that frequent absences interrupt the continuity of the instructional process and 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 MMS SCHOOL DAY

A student is considered present for the entire day unless the absence exceeds one period. A student is considered present for half a day if the absence exceeds one period but is less than four periods. A student missing more than four periods will be considered absent for the full day.

STUDENT ABSENCES AND EXCUSES

Attendance shall be required of all students enrolled in Marietta City Schools during the days and hours that schools are in session unless excused for the following reasons:

1. Personal Illness – Absences may be excused if the parent or guardian contact 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. Such absences will be excused if the doctor's excuse is received by the school **upon return to school. 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 was necessary, if it is deemed appropriate.
3. Needed at home to perform necessary work directly and exclusively for parents or legal guardians (applies to students over 14 years of age only). Limited to emergency conditions. (recommended deleting altogether in all handbooks)
3. Death in the Family – The absence rising from this condition is limited to a period of three 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 quarantine as determined by 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. Family emergency or set of circumstances which, in the judgment of the Superintendent or his/her designee, constitutes a good and sufficient cause for absences from school.

Absences for any reasons other than those cited above **may** be considered unexcused. When an absence from school is unexcused, the student is considered to be truant. Disciplinary actions will be imposed for unexcused absences as determined by the rules set forth in each school handbook.

The principal, as the educational leader, is charged with the responsibility of ensuring that all students receive the benefit of the District's educational program. Therefore, a primary responsibility of the principal is the implementation and enforcement of the Board of Education's procedures for attendance.

REPORTING ABSENCES

Ohio law requires that schools verify absences daily. Parents are requested to call the attendance office recorder (374-6531) before 8:30 a.m. to report absence.

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

TRUANCY DISCIPLINARY ACTION

- Truancy, unexcused absences, for part of the day or an entire day may result in disciplinary action. The

severity of the penalty will depend upon the amount of time missed, the number of truanancies, and the general conduct of the student.

- **No credit for assignments will be given in the cases of truancy, unexcused absences, or out-of-school suspension.**
- Arrangements may be made with the administration on an individual basis to take semester and final examinations and achievement tests during suspension.
- Complaints with Juvenile Court may be filed after unexcused absences amount to five or more consecutive school days, seven or more school days in one month or twelve or more school days in a year.

Unexcused Absence

An unexcused absence is any absence from school without a legitimate excuse as defined on pages 10-11 of this handbook.

TARDY TO SCHOOL

Tardiness to school or any class is disruptive to the educational process. Excessive tardiness is subject to further disciplinary measures and may affect student achievement and grades. A student reporting late to first period (or sixth grade home base) will be noted by the school office. Student will be counted tardy after 7:50 a.m. **For every five tardies to school a student will be assigned one unexcused absence.**

STUDENTS WHO ARE NOT IN ATTENDANCE FOR AT LEAST FOUR PERIODS ON THE DAY OF AN EXTRA-CURRICULAR ACTIVITY (ATHLETIC CONTEST, DANCE, ETC.) WILL NOT PARTICIPATE IN THAT EVENT.

BICYCLES

A bicycle rack for student use is located in front of the main building near the track. Students must walk their bicycles on and off school property. Students riding bicycles must use Walker Street. School personnel are not responsible for stolen, damaged or vandalized bicycles or for injuries incurred by students riding bicycles to or from school. As a matter of safety, wheeled devices, skateboards, heelies, mopeds, etc. are not permitted to be used or ridden on school sidewalks or inside the school building.

BULLYING AND HAZING

(Harassment, Intimidation and Dating Violence)

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 to 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 web site.

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.

[Adoption date: September 23, 2002]

[Revised: June 27, 2005]

[Revised: February 26, 2007]

[Revised: November 19, 2007]

[Revised: November 22, 2010]

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.

CAFETERIA AND LUNCH/RECESS

Marietta Middle School has a CLOSED LUNCH PERIOD.

Parents may pay for lunch by depositing money into their child's account. Money may be deposited by cash, checks made payable to AVI or may be deposited directly into an account on-line. Parents will be given a website and a password so they may access their child's account. Parents may deposit as frequently as they want and may also set up an automatic transfer into their child's account when it reaches a certain level. Additionally, parents may access information that tracks what their child is eating. Parents may set limits on the items their child is allowed to purchase. AVI cannot charge or loan lunch money. Free or reduced-price breakfast and lunch are available for qualified students. Applications are available to all students at the beginning of the year, or may be picked up in the school office throughout the year. Students may bring lunch from home.

RULES:

1. Follow directions of supervisors the first time they are given.
2. Demonstrate respect for others and use proper manners.
3. Follow the lunchroom procedures.

PROCEDURES:

1. There is no running, throwing food or getting up from the table prior to dismissal.
2. Use quiet tones to keep down noise level. No yelling.
3. Eat during your assigned lunch period.
4. Students may be assigned seating by lunch duty personnel.
5. Glass containers are not permitted.
6. Energy drinks are not permitted during breakfast or lunch.
7. Clean up after yourself and place all trash in cans as you leave the cafeteria for social time.
8. Students must have permission to be dismissed.
9. Leave in a quiet and orderly manner.

RECESS:

1. No food or drink may be taken from the cafeteria after lunch.

2. Stay in the designated play area. Respect and follow instructions of supervisors.
3. Use restrooms and water fountains on the first floor; get a restroom pass from adult on duty.
- 4.

The privilege of eating with friends may be removed as deemed necessary for safety of all students.

CHANGES on RECORDS

Notify the office of any change of address, telephone numbers, parent or student's last name, or custodial rights.

CHILD CUSTODY

In accordance with Ohio law, 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. Notify the school of any changes in custodial parent arrangements. It is required that you notify the school, in writing, if any persons other than custodial parents will be picking up a child at school.

CONFERENCES WITH SCHOOL PERSONNEL

MMS holds parent-teacher conferences in **the fall and spring**. Anytime there is an academic concern, parents are to contact the teacher immediately for an appointment and are asked to not wait until conference day. If a problem arises, parents are urged to telephone or email the teacher, support staff or principal to resolve the matter as quickly as possible. A conference may be scheduled. We should always work to resolve issues at the lowest level.

- **Classroom teacher (374-6530)** -academic, behavioral or social problems; course content, homework assignments, special projects, classroom discipline
- **Guidance Counselor (374-6530)** - achievement, behavioral, social or emotional adjustment; questions related to a student's placement, schedule, standardized test scores, special education placement, psychological evaluation, change in family status (death, divorce, separation, serious illness)
- **School Nurse (374-6530)** -student illness, injury of a serious nature, medication, immunizations, physical handicap
- **Assistant Principal (374-6530)**-questions related to lengthy absences, family vacations, serious and prolonged behavioral problems resulting in detention or suspension
- **Principal (374-6530)** -questions related to school rules and procedures, Board of Education policy, school curriculum, school organization, personnel
- **Secretarial Staff (374-6530)** -weekly or seasonal activities, emergency messages, general information, transfer of records, change of address or telephone, report cards, principal's list, honor roll, student fees, receipts
- **Bus Driver (374-6525)** - call the transportation director.
- **Transportation Director (374-6525)** -questions related to bus routes, schedules, bus rules, problems occurring on the school bus, student behavior and disciplinary actions
- **District Athletic Director (374-6540 ext. 24)** athletic events, schedules and directions to contests
- **Food Service Director (376-2472)** - concerns or comments regarding food service or food service personnel, menu selections or purchase of meal tickets

COURSE OFFERINGS

GRADE 6	GRADE 7	GRADE 8
Math	Math	Math
Accelerated Math	Accelerated Math	Algebra
Language Arts	Language Arts	Language Arts
Science	Science	Science
Accelerated Science	Accelerated Science	Physical Science
Social Studies	Social Studies	Social Studies
Health	Keyboarding	Health
Fine Arts/Gym	Art	Information Literacy
Student Assist/Enrichment	Student Assist/Enrichment	Student Assist/Enrichment
Consumer Science(Life Skills)	Consumer Science(Life Skills)	Consumer Science(Life Skills)

Flex Credit – Flex Credit is an option available only to students taking courses for high school credit. Students interested in the Flex Credit option need to contact the guidance counselor or principal for more information.

Band and Choir electives at all grades.

All students participating in Accelerated Science will participate in Gateway to Technology.

ACCELERATED COURSES

Accelerated courses are offered in Science and Mathematics to students who show superior performance and eligibility according to the Ohio Revised Code, Section 3324.03. Students below 9th grade may earn credit toward high school graduation by taking advanced course work providing: a. A person who possesses a license or certificate issued by the Ohio Department of Education that is valid for teaching high school, and meets the Highly Qualified Teacher Standards teaches the course. The Marietta City Schools Board of Education has approved the curriculum for the course as meeting the high school curriculum requirements. Opportunities to gain high school credit in 8th grade include: **Physical Science** and **Algebra 1**. Students may be given permission to repeat any class for which they have previously received high school credit. The student must complete the repeated course by the end of the next school year. Only one (1) credit will be granted for the class. The higher of the two grades will be counted toward the student's GPA.

CRISIS PLANS/DELAYS

Cancellation of school due to severe weather or other reasons will be announced on area radio and television stations. Other closings during the day will also be announced one hour prior to closing on area radio and television stations. In the event of school closing early, each child requiring special arrangements should have an early dismissal plan on file in the office. Marietta City Schools will use an automated calling system to make important announcements periodically throughout the year.

In the event of a one-hour delay, school will start at 8:50 a.m. If a two-hour delay is called, school will start at 9:50 a.m.. Buses will follow a one-hour or two-hour delay schedule also. Marietta Middle School has a crisis plan in place for other situations that may arise. In any situation, area radio and television stations would be contacted by a district administrator with updated information. (www.wtap.com lists school delays and closings. Text alerts can be forwarded to your cell phone via this site also.) Information may also be posted on the Marietta City Schools website www.mariettacityschools.k12.oh.us/

DANCES

Admission \$5.00

1. Students are admitted for the duration of the activity. Early dismissal requires the parent to be present. These students will not be readmitted. All students must sign in upon entry to dances.
2. NO GUESTS will be permitted.
3. Refreshments (soft drinks, etc.) must remain in the gym lobby.
4. Students must remain in the gym and lobby area and are not permitted in the tunnel or any other areas of the campus.
5. Any student who is not in the gym for the dance is not permitted on school property.
6. Transportation arrangements must be made in advance. Students are to be off school property 15 minutes after the activity ends.
7. All other guidelines/rules set forth in the MMS Code of Conduct including the dress code are applicable. Students who violate any of the aforementioned rules will be asked to leave the dance, parents will be called and the students will not be permitted to attend the next dance. An additional penalty of detention or suspension may be imposed.

Similar to eligibility for other school trips and functions (Kennywood, Columbus Zoo, Valley Gem, ACE activities, etc.), there will be eligibility guidelines for attending dances. Eligibility is determined from one dance date to the date of the next dance.

Eligibility depends upon:

- Students who are not in attendance for at least four periods on the day of the dance will not be permitted to attend.
- OSS (Out of School Suspension)
- The principal or assistant principal may deny participation in activities if a student has demonstrated behavior that does not reflect the standards established by MMS or the BOE.

DISCIPLINE

I. DISCIPLINE PHILOSOPHY: The Marietta Middle School exists in order to provide the sixth, seventh and eighth grade students of Marietta the best education possible. Students and teachers are entitled to a positive learning environment. These working environments shall not be disrupted by the words or actions of others.

II. GENERAL CODE OF STUDENT CONDUCT FOR MMS STUDENTS: The statements listed below are

derived from Board of Education policy: 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.

III. EXPECTATIONS FOR 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. Tardiness is considered a disruption to class.
3. Demonstrate respect for the rights and property of others.
4. Excessive display of affection or physical disagreement is prohibited. The Hands-Off Policy is in effect while on school property.
5. Follow the directions of appropriate persons of authority.
6. Remain free from the influence of illegal drugs, alcohol or tobacco.
7. Behave in a manner consistent with all safety rules and regulations. To help with the traffic flow: Travel on the right side of the hallway, move quietly through hallways to your next class, use right side doors to exit, walk, not run, in the hallways.
8. Follow all other rules of the school and board of education.
9. The rules and procedures contained in this section and in other sections of this handbook apply to all curricular, co-curricular and extra-curricular activities at Marietta Middle School or involving Marietta Middle School students.
10. The behavior of students at school is ultimately the responsibility of the parent. If a student's behavior disrupts the educational program, is a danger to other students or becomes uncontrollable, the school may legally suspend or expel the student. Discipline efforts are much more likely to succeed when parents cooperate with and support the actions taken by the school.
11. The rules and procedures have general applicability throughout the year. However, when extenuating situations or circumstances (such as student demonstrations, walkouts, etc.) arise and are viewed as having a negative impact on the total learning environment, the administration will take action as it deems appropriate.
12. As a general rule, conflicts are resolved at the lowest possible level. Teachers are encouraged to talk with students on an individual level before making a referral to the parents or administration. Likewise, parents should attempt to resolve problems with the individual teacher before calling the principal or his assistant.
13. Conferences involving students, parents, teachers and administrators may be held as necessary.
14. A student may be denied the privilege of participation in extracurricular events and activities based on attendance, academic performance or violations of the code of conduct. The principal or assistant principal may deny participation in activities if a student has demonstrated behavior that does not reflect the standards established by MMS or the BOE.
15. In the event that a calamity day is called and school is not held, the discipline is not negated. It will be enforced the next day the student is in school.

IV. Interventions for Infractions

1. The discipline a student receives depends on several factors:
 - a. the nature of the problem
 - b. whether it is a repeat and/or chronic misbehavior
 - c. extenuating circumstances
 - d. the intensity of the misbehavior
 - e. the individual student
 - f. the grade level of the student
 - g. special education status of the student

- h. the circumstances surrounding a disciplinary event.
- 2. School personnel will take all of the above into consideration. Every effort will be made to be consistent in following building guidelines and complying with Federal Law and Ohio Revised Code. If the disciplining staff member feels it is appropriate, he or she may refer the student to the school counselor.
- 3. Arrangements may be made with the administration on an individual basis to take semester, final examinations and state achievement tests during out-of-school suspension.
- 4. It is important to note that repeated violations or cumulative offenses of even the least serious offenses could result in suspension or expulsion, especially if other means have been unsuccessful in changing the student's pattern of conduct.
- 5. 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.

V. Definition of Disciplinary Responses to Student Misconduct (In order of severity)

COUNSELING
 LUNCH DETENTION
 ALTERNATIVE LEARNING
 EMERGENCY REMOVAL
 SUSPENSION
 EXPULSION

Type I offenses: Considered to be the least serious.

Disruption of Class: A student shall not disrupt or obstruct the educational process during any curricular or extracurricular activity.

Dress code violations

Gum: Gum chewing during the day is not permitted.

Littering: A student shall not litter any interior or exterior area owned by or under the control of the Marietta City Board of Education.

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.

Profanity: A student shall not use profane language or obscene gestures.

Prohibited Items: Personal items

Public Display of Affection: Students shall refrain from any excessive display of affection such as kissing or hugging.

Tardiness: Late to class or school.

Type II offenses: Considered to be more serious.

Cheating: Students are expected to produce original work on all class work, homework and projects. When other sources of information such as encyclopedias, reference books or computer software are used, the source must be listed appropriately. If a student copies another's work, no credit will be given to anyone who has participated.

Cutting Class: A student who does not report to class may be considered truant and disciplined accordingly.

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.

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.

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.

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.

Gangs: A student while attending Marietta City Schools shall not organize, join or belong to a gang or other secret society.

Insubordination or 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.

Repeated Offenses: Students that repeatedly violate any section of the code of conduct may be subject to more serious consequences due to an accumulation of disciplinary incidents.

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.

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.

Violation of Computer Usage Agreement: See page 7

Type III offenses: Considered to be the most serious.

Alcohol/Tobacco/Drugs

Assault, Fighting, Hitting: Two or more people engaged in the act of physical attack.

Bullying

False Alarms: A student shall not participate in any false alarm or threat related to emergency procedures.

Harassment

Hazing

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 others.

Theft: A student while on school premises or at a school-sponsored activity shall not steal, or be in possession of stolen property, property belonging to the school district, or the property of another student, teacher, visitor, person(s) or business.

Vandalism: A student shall not cause, or attempt to cause, damages on school premises or at any school activity on or off school grounds.

Violation of Civil or Criminal Law: A student shall obey all laws and ordinances when the student is under the jurisdiction of the school. 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.

Weapons and Dangerous 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, use of any instrument in a fight or assault is prohibited. Students may not bring guns, knives, bullets, martial arts equipment, explosives, etc. to school. Dangerous weapons will be dealt with pursuant to BOE policy JFCJ; and students may face expulsion up to one calendar year.

DISMISSAL

Parents are expected not to schedule appointments for students during school hours or take students out of school early unless it is absolutely necessary. The parent must report to the attendance office and sign for the student to be released. Students will not be permitted to leave the building with anyone other than a custodial parent unless parents have listed the adults on the student emergency medical card.

DRESS CODE

Students are encouraged to dress for success. We believe that proper dress is a positive reflection on our school and promotes self-pride. Student dress and appearance should be neat, clean and comfortable. Additional requirements may be added to meet the needs of specific activities, events or special classes such as physical education. Students in violation of the dress code will be expected to change clothes and/or parents will be contacted. Students may be removed from school or an activity if dress is not appropriate. Discipline may be applied to dress code violations.

Expectations:

1. All clothing should be neat and clean.
2. Athletes may not wear uniforms as gym class attire.
3. Shoes that provide sanitary protection and safety must be worn at all times. Shoes must have a heel strap or enclosed heel. (no flip flops)
4. All tops MUST cover both shoulders. Sleeveless shirts are acceptable.
5. All tops must be long enough to be tucked in if asked to do so.
6. Spandex materials are unacceptable. (e.g. biker shorts and tops)
7. Hats, visors and bandannas are not to be worn in the building.
8. Clothing associated with alcoholic beverages, tobacco, drugs, sexual references, obscene or profane words or pictures or other activities illegal to students will not be worn.
9. Sunglasses may not be worn during the school day.
10. Studded and spiked jewelry may not be worn.

11. Clothing that has excessive tears, cuts, holes or is too revealing is not permitted.
12. No sleepwear, including pajama bottoms, house slippers, or blankets are permitted in school. Undergarments must not be seen.
13. Book bags, coats and jackets must be left in the locker during the school day.
14. Shorts and skirt length must be at least fingertip length.
15. No dangling chains or straps from the body are allowed.

DRUGS, ALCOHOL, AND TOBACCO

Drug and Alcohol Testing (Performance Activities)

All students who wish to participate in the performance activities in the Marietta School District are subject to random urine drug testing. Random urine drug testing continues throughout the academic year and may be based on reasonable suspicion.

Please refer to the Athletic/Performance Activities Handbook for more information.

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 a-like drug or drug paraphernalia by students on school property or during part of 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 Board of Education and Marietta High School 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 High School have instituted **severe** penalties for any student found violating this section of the handbook.

FEES 2011-12

GRADE 6 *(+10.00 if in GTT) *(Reading Enrichment 12.00) <i>*indicates potential additional fees</i>	\$54.50	GRADE 7 *(+7.50 if in general music) *(+10.00 if in GTT) *(+5.00 lock) *(Reading Enrichment 12.00)	\$50.75	GRADE 8 *(+10.00 if in GTT) *(+5.00 lock) *(Reading Enrichment 12.00)	\$43.25
Language Arts	15.00	Language Arts	15.00	Language Arts	16.00
Science	15.50	Science	13.50	Science	10.00
Social Studies	4.25	Social Studies	na	Social Studies	na
Math	5.00	Math	5.00	Math	5.00
Art	5.00	Art	5.00		
		*Music (if not in band or choir)	7.50	Info. Lit.	7.50
Lock	5.00	Computer	7.50		
Planner	3.75	Planner	3.75	Planner	3.75
Technology Fee	1.00	Technology Fee	1.00	Technology Fee	1.00

Band students who rent instruments from Marietta City Schools will be charged \$25.00 for the year.

**Pupil Performance Participation Fee applies to all 7th and 8th grade students participating in Choir, Band, or MMS athletic team. The amount of the fee is yet to be determined.*

Additional charges may be assessed for individual projects. Additional charges may also be assessed for students in band, choir or other extra-curricular activities determined by the band director, choir director, or activity sponsor. Fees and material charges must be paid by the end of the first nine weeks, 10/21/2011. Charges for special projects, lost or overdue books, etc. must be paid by the end of the nine weeks period in which the charge was incurred. If payment cannot be made due to unemployment, family illness or extenuating circumstances call the school office. All report cards will be held for nonpayment of fees and/or fines unless

payment arrangements have been made with the Principal. **MAKE CHECKS PAYABLE TO: MARIETTA CITY SCHOOLS**

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.

FIELD TRIPS

When a student leaves the school grounds any time during the day for a school-sponsored activity or participates in evening or a weekend school trip (excluding athletic contests), he/she must have written permission from the parent or guardian. Students will be released from the trip only to their parents or guardian.

Some field trips require an advance non-refundable payment. Every effort will be made to refund all portions not retained by the event venue when the event is cancelled. Refunds are not available if a student disqualifies himself or her after the payment has been made.

Some trips require academic and behavior goals. A student may be denied the privilege of participation in extracurricular events and activities based on attendance, academic performance or violations of the code of conduct. The principal or assistant principal may deny participation in activities if a student has demonstrated behavior that does not reflect the standards established by MMS or the BOE.

GRADING POLICY

Students will receive an explanation of course requirements from each teacher at the beginning of each new class. Grade cards will be distributed to each student one week following the end of the nine weeks. Interim progress reports will be given to all students midway through the nine-week grading period. These reports should be signed by a parent and returned to the teacher on a specified date. Student grades may also be accessed via

the Internet on Progress Book.

GRADING SCALE

The achievement grade is to serve as a measure of the progress of the individual child in relation to his/her ability. Traditional grading symbols (A, B, C, D, F) will be used in all subjects. Alternate grading systems may be used with guidance and administration approval. All teachers will use the following grading scale.

Grade	Percent	G.P.A. Value *
A	93-100	4.0
A-	92-90	3.7
B+	89-87	3.3
B	86-83	3.0
B-	82-80	2.7
C+	79-77	2.3
C	76-73	2.0
C-	72-70	1.7
D+	69-67	1.3
D	66-63	1.0
D-	62-60	0.7
F	59-BELOW	0

* To determine GPA add the value points earned for each course in the **current** nine-week grading period. Divide this total by the number of classes taken the current nine-week period. The final answer is the current G.P.A. used for eligibility in the next quarter.

A student's effort to achieve and their behavior in school will be noted as Outstanding (O), Satisfactory (S), or Unsatisfactory (U). These indicators are helpful in determining a student's progress and ownership toward receiving a quality education.

8th Grade exam/projects are required each semester in all classes. Exam/project grades will be calculated as at least 10% and no more than 20% of the final grade. The percentage will be left to the discretion of the teacher. The exam/project grade will be placed on report cards. Grade information continues on next page.

Parents may access their student's grades by logging onto **Progress Book** via the Internet. Parents and guardians will be provided with a password for secure access to this information. MMS can provide you with your password information. Technology support for this site is handled through Internet Technology Services, 376-2468, ext. 27 or 28.

Principal's List: Students who obtain a 3.7 average or higher for a grading period for core courses and exploratory courses will make the Principal's List. The students will receive a certificate of commendation.

Honor Roll: Students who receive a 3.0 – 3.699 will have their name placed on a merit roll.

Perfect Attendance: Students having perfect attendance will receive a certificate of commendation. This includes no absences or tardiness.

President's Academic and Fitness Award (Grade 8): Criteria: A student must maintain A's & B's, accumulated over grades 6th, 7th, & 8th, and must receive a score at or above the 85th percentile on the most recent Standardized Achievement Test.

McDonald's Ray Kroc Award (Grade 8): One student who demonstrates persistence, determination, hard work and all-around excellence will be selected to receive this award by a faculty committee.

GUIDANCE SERVICES

The counselor is available to work with students and their families in regard to personal problems, academic concerns, schedules and a variety of other issues. If you wish to consult about the development of your child please phone for a conference.

GYMNASIUM RULES

1. Stay off the gym floor in street shoes.
2. If not playing on the gym floor, sit in the bleachers.
3. Keep feet off the seats.

4. Stay away from set-up equipment.
5. Use restrooms and water fountains in the gym lobby only. Passes are available from the teachers on duty.
6. Stay seated in the bleacher area. Do not run or jump.

HEALTH EDUCATION INSTRUCTION

Ohio Revised Code specifies that upon written request of a parent or guardian, their child shall be excused from taking instruction in venereal disease (STDs,) cardiopulmonary resuscitation (CPR,) and/or personal safety and assault prevention.

HELPLINE TELEPHONE NUMBER

To assist with the maintenance of a safe school environment, students, parents, staff and community members may anonymously call 1-800-418-6423 ext. 359 to report safety issues such as acts of violence, theft, drug or alcohol abuse, weapons and sexual harassment. Please feel free to contact the school administration if you have any questions regarding school safety or the Safe School Helpline.

HOMEWORK

Teachers may give homework to students to aid in their development. Communication among teachers about the same students is an important aspect that is considered when assigning homework. Student needs and teacher judgment should determine the type, frequency and quantity of homework assigned. Homework is an application or adaptation of a classroom experience.

HOTLINE & WEBPAGES

As an added service, Marietta Middle School will provide a phone hotline for HOMEWORK.
Phone: 374-6530 after 3:00 p.m.

6 th grade math and social studies: extension 47	7 th grade: extension 37
6 th grade language arts and science: extension 38	8 th grade: extension 33
Special Education and Unified Arts Classes will be listed on the appropriate grade level extension.	

Additionally, each teacher at MMS has a website for homework and announcements. You may access each webpage by checking Progress Book.

IMMUNIZATIONS

Ohio law and Board policy require that all students have up-to-date immunizations. Students who are not in compliance with current immunization regulations will not be permitted to attend school. Questions concerning immunizations should be directed to a member of the nursing staff.

LOCKERS

Lockers are provided for students. School issued combinations locks will be sold to each student at the beginning of the year. This lock can be taken home at the end of the year and used in subsequent years in MMS or MHS. Replacement locks can be purchased in the office. Students are responsible for the care of their lockers. Lockers are the property of the Marietta City School's Board of Education and may be searched or inspected at any time. Lockers are to be kept locked with a school approved lock at all times. Unauthorized locks will be removed/cut from the locker.

LOST AND FOUND

All personal or school items found on MMS premises should be taken to the school office. If an item has been lost, the student should check in the office. Parents are encouraged to call the office and/or check the "lost and found" when necessary. Unclaimed personal property is given to charity at the end of each nine weeks.

MAKE-UP-WORK

Make-up work for an absence is the responsibility of the student. You may notify the school to make arrangements for assignments to be picked up in the office or sent home with another student. Please allow 24 hours to collect assignments for students who may be absent. Additionally, homework assignments can be obtained by Progress Book homework section on the Internet or by calling the homework telephone hotline. (See Hotline, Webpage and Progress Book)

Students have two days to make up work assigned during their excused absence. Previously assigned projects, homework, and tests are due upon return to school.

MEDIA CENTER

All students are encouraged to make use of the materials available in the media center. Opportunities to visit the media center will be arranged by classroom teachers working in cooperation with the media center staff. Appropriate library behavior is expected from students while visiting the library.

Books may be checked out for a three-week period. The date the book is due is stamped in the book and the student is responsible for returning the book on or before that date. Students may drop off books entering the building in the morning, during their lunch period, between classes and after school. If a student loses a book, the student will be charged the price of the book.

MEDICAL

Because drug abuse is both a community and school concern and because of the difficulty in determining what substance a student may be taking if a medication form is not on file, students are not permitted to possess or use medication on school premises except as provided by Board of Education policies.

Students who are required to take medication at school will be subject to the following Board of Education policy and procedures. The student's parent/guardian assumes responsibility for the safe delivery of prescription and non-prescription medication to and from the school. All medications must be brought to school in the container in which it was purchased or dispensed.

School personnel will administer prescribed medication only upon receipt of written permission from the parent and the physician or other medical professional with prescriptive authority. The permission form, which is to be submitted at least annually to the building principal or nurse and must be completed in its entirety and shall include the following information:

Part A:

1. Student's name
2. Student's address
3. School
4. Grade
5. Parent/guardian signature

Part B:

1. Student's name
2. Medication and dosage
3. Times or intervals to be given
4. Date medication is to start
5. Date medication is to be discontinued
6. PRINT prescribing physician's/professional's name.
7. Listing of adverse reactions to be reported
8. Prescriber's phone number
9. Special instructions
10. Date
11. Prescriber's signature

Any changes in medication, including dosages and administration times, require submission of a new permission form. If the physician discontinues the medication, a note from the physician must be submitted to either the building principal or nurse.

There are times when students are better able to remain in school through the effective use of nonprescription medication. Students may receive nonprescription medication for a headache, menstrual cramps, etc., only after the nurse receives a completed *Parent Consent to Administer Non-prescription Medication Form*. This form may be obtained from the nurse's office and contains the list of nonprescription medication available. Any nonprescription medications not on the list or in dosages other than what is listed will need to follow the same procedure as the prescription medication.

Students with asthma may carry a prescribed inhaler with them after the completion of Parts A & B of the *Permission to Administer Medication Form* and *Authorization for the Possession and Use of Asthma Inhalers Form*. Students may carry Epi-Pens with them after the completion of Parts A & B of the *Permission to Administer Medication Form* and the *Authorization for the Possession and Use of Epi-Pens Form*. All forms are available in the nurse's office.

MEDICAL EMERGENCIES

In the event of an injury greater than minor scrapes or bruises, parents or guardians are notified immediately. **For this reason, two new emergency medical authorization cards must be completed for every student each year.** It is essential that all information is kept current. Return the completed cards by **September 2, 2011.**

NO-DISCRIMINATION STATEMENT (Title IX)

The Marietta City School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs or activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Scott Kratche / Principal,
Title IX District Coordinator, MCS
401 Washington Street
Marietta, OH 45750
740-374-6516

Inquiries may be made at the building level Title IX Coordinator:

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

PARENT GROUPS

The Marietta Middle School Parent-Teacher Organization (PTO) meets periodically. The group sponsors programs for parents, provides valuable information about the school and helps sponsor student activities through fund-raising projects. Parents are encouraged to become involved in the group by volunteering to serve on standing committees. Booster groups are active in Athletics, Band and Choir. These groups assist with the operations and fundraising of their specific concern. *Please contact the MMS office for the names and phone numbers of the current officers of these groups.*

PERSONAL PROPERTY

Students are not permitted to bring items such as squirt guns, look-a-like toy guns, cigarette lighters, tobacco products, etc. to school. Expensive personal items, such as cell phones, jewelry, audio equipment, electronic games, cameras, etc. should not be brought to school. If these items are brought, they must be secured in a student locker. Items not secured will be turned into the office for a parent or guardian to pick up after school. Backpacks may be brought to school, but must be kept in the locker from 7:50 until 2:12. MMS is not responsible for lost, stolen or broken personal property.

PHYSICAL EDUCATION

Physical education is a state requirement and an essential part of the school curriculum. Regular participation in P.E. classes is required. Students who have frequent or chronic illnesses must have a doctor's excuse that indicates the nature of the physical problem, restrictions placed on the student and the length of time that participation is restricted. When a student cannot participate in class activities, written work related to physical education may be assigned. No specific uniform is required for physical education; however, a shirt, shorts, socks and gym shoes are necessary. Team uniforms may not be worn as gym attire. Athletes will not be excused from participating in physical education on game days. The physical education instructor will supply more specific rules to students.

PROGRESS BOOK

Marietta City Schools subscribe to a service called Progress Book that allows parents and students to access classroom information using the Internet. As a parent, you will be able to view homework assignments, messages from our teaching staff, cumulative progress of your child, and attendance information.

Parents and guardians will be provided with a password for secure access to Progress Book. MMS can provide you with your password information. Technology support for this site is handled through Internet Technology Services, 376-2468, ext. 27 or 28.

The following instructions will log you on and give you access to your child's performance through Progress Book:

- 1. Using any Web Browser, enter the District URL: mariettacityschools.k12.oh.us**

2. **Locate and click on the link “Progress Book Students & Parents.” You will be requested to enter a case sensitive Username and Password.**
3. **To gain access, please enter the following:**
Username: (provided in a letter to parents via U.S. mail)
Password: (provided in a letter to parents via U.S. mail)

Please call 374-6530, ext. 10 for assistance with your login and password information. Technical questions should be directed to the Internet Technology department. (376-2468, ext. 27 or 28)

SAFETY DRILLS

Marietta Middle School has procedures for emergency situations. These include fire drills, tornado drills, lock down, code blue and other disaster drills. Students practice these procedures routinely and must respond to each drill as if it is an actual event.

STUDENT ACCOUNTABILITY

Student promotion/retention is based upon student accountability in accordance with guidelines set forth by the Marietta City Schools. Retention is contingent upon, but not restricted to student effort, attendance, maturity and individuality of the student.

TECHNOLOGY (Cell phones and other similar devices)

We understand that students have access to cell phones and an ever changing variety of technologically advanced tools. We also understand that these items can be a distraction to the learning environment. Cell phones and other similar devices should only be used during school hours under the direction of a teacher or administrator. Under normal circumstances these devices should be turned off and locked in their lockers.

TELEPHONE CALLS

A student's call to home will be made under the supervision of school personnel. **Students will not be called to the telephone from class.** In case of emergency, parents are asked either to pick up the student at school or to wait until the student returns home at the end of the day before conveying the information. Messages will be forwarded to the teacher.

TEXTBOOKS

Textbooks are loaned to students. Book covers are required. At the end of the school year, or when a student withdraws from school, textbooks must be returned. It is the responsibility of the student to pay for any books that are lost, stolen, or damaged.

TRANSPORTATION OF STUDENTS: RULES AND REGULATIONS

1. To ensure the safe transportation of our students, all students riding 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 and middle or high students who reside more than 2 miles from their respective schools are eligible for transportation. School buses will not be scheduled to travel roads where students live less than 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 pick up and drop off locations (stops), unless a written request, signed by the parents, asking permission to be let on or 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 is 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 that 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 bus driver will supervise the drills.
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 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 are responsible for any damage to the school 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 WARNING (Could be suspended with next report)
- 2ND OFFENSE WARNING (Will be suspended with next report)
- 3RD OFFENSE 3 DAY Bus Suspension
- 4TH OFFENSE 5 DAY Bus Suspension
- 5TH OFFENSE 10 DAY Bus Suspension
- 6TH OFFENSE Bus suspension for remainder of school year.
- **Consequences for serious infractions or violations may result in skipping disciplinary steps depending upon the nature of the misconduct.**

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 transportation manager, in conjunction with the building principal, will set the length of all automatic suspensions. The transportation manager reserves the right to offer alternative disciplinary measures to students and parents depending on the 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 72 hours of the alleged offense.

VISITORS

ALL VISITORS MUST REPORT TO THE OFFICE UPON ARRIVAL at MMS.

- Parents are encouraged to visit.
- Twenty-four hour notice is required for classroom visitation.
- Conferences should be scheduled in advance.
- Unauthorized visitors on school property are trespassers and will be reported to Police.
- Unauthorized student's guests, visitors or friends are not permitted on school property before or after school or during the lunch period.

VOLUNTEERS

Parent volunteers are welcome and are an important part of the school program. Volunteers provide a wide variety of services including tutoring, morning supervision, typing, filing, grading papers, chaperoning and other essential functions. Anyone desiring to serve as a volunteer at MMS may contact the school office. **VOLUNTEERS ARE REQUIRED TO BE BOARD APPROVED.** Forms are available in the MMS office.

WALKERS

- Leave the school grounds immediately upon dismissal.
- Use the steps and sidewalks properly (walk on the right)
- Do not walk in the street.
- Do not loiter on school grounds.
- The school cannot be responsible for the supervision of students on school property after 2:30 p.m. unless they are in a designated area waiting for a late bus or involved in a sanctioned after-school activity. Students in sanctioned after school activities are not permitted on campus until the arrival of the activity sponsor.
- Respect the rights of property owners on the way home.

WITHDRAWAL FROM SCHOOL

Parents should notify the Guidance Office at least one 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.