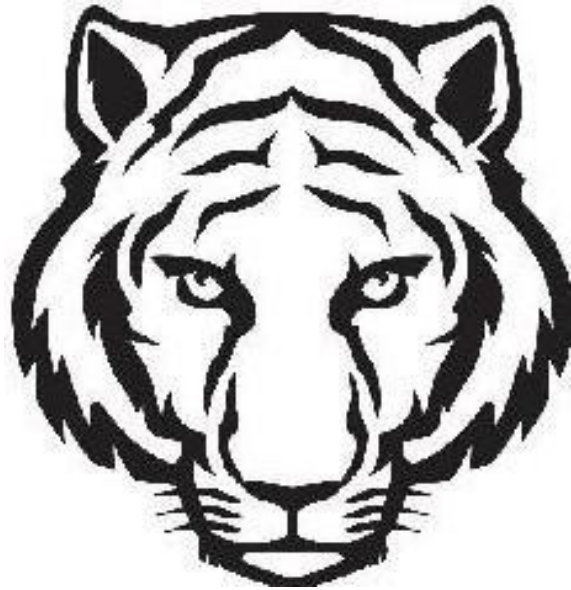


Phillips Elementary Washington Elementary



Parent-Student Handbook

2023 - 2024

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

BOARD OF EDUCATION

Mr. Sam Tuten - President
Mr. Cody Parman - Vice President
Mr. Russ Garrison
Mr. Bill Hutchinson
Mr. Eric Reed

ADMINISTRATIVE STAFF

Mr. Brad Silvus - Superintendent
Tim Fleming - Director of Curriculum & Technology
Mr. Frank Antill - Chief Fiscal Officer

Marietta City School District Mission Statement

In partnership with our community and by providing high quality instruction, MCS empowers our students to excel both academically and personally.

**Marietta City School District Vision Statement District
of choice – Learners for life**

Foundation Statements

Marietta City Schools envisions the ideal as the following:

I. A curriculum that

1. Is aligned with Ohio's Learning Standards
2. Promotes passage of state assessments
3. Is vertically and horizontally aligned, providing smooth, coherent transitions between grade levels and subject areas
4. Offers high-quality, innovative, and engaging courses
5. Develops college and career readiness skills, which prepare students to be productive and responsible citizens
6. Is research-based and includes current materials and adequate resources
7. Enhances students' applied technology, trade and career readiness skills
8. Is purposeful and focused

II. Instruction that

1. Communicates to students the clear learning targets in each subject area and/or grade-level
2. Continually responds to all students' academic needs identified by formative instructional practices
3. Collects and documents evidence of student learning
4. Promotes collaboration and problem solving
5. Provides effective and timely feedback
6. Is data-driven and research-based
7. Is rigorous, relevant, and challenging
8. Engage a variety of learners
9. Integrates appropriate technology

III. Assessments that

1. Are commonly developed, administered, and analyzed
2. Measure achievement of the essential outcomes in each content area and/or grade level
3. Are formative and summative
4. Reflect the format of state assessments
5. Insure academic equity by reflecting commonly shared grading criteria
6. Encourage student self-assessment and reflection

IV. A staff or faculty member who

1. Promotes, honors, and protects the district vision, mission, commitments, and goals
2. Addresses the four core questions of instruction
 - a. What specifically do students need to learn and be able to do?
 - b. How will we know if they have learned it?
 - c. How will we respond to students who didn't learn it?
 - d. How will we respond to students who are already proficient?
3. Is committed to the academic and personal success of all students
4. Recognizes and commends students for their efforts and progress
5. Is driven by a common purpose and shared ideals
6. Is highly professional and acts as a role model for students and peers

7. Is highly-qualified and demonstrates a strong work ethic
8. Is professional in their communication and actions
9. Is a life-long learner who seeks continuous self-improvement through professional growth opportunities
10. Supports shared leadership responsibilities for all stakeholders
11. Values all students

V. A student who

1. Strives for personal and academic excellence by mastering content standards
2. Demonstrates a strong work ethic toward academics by producing high-quality work
3. Demonstrates positive character and leadership by accepting responsibility for his or her learning, decisions, and behavior
4. Is self-directed, sets goals, self-assesses, and reflects on his or her own progress
5. Demonstrates respectful behavior toward faculty, staff, and peers
6. Is conscientious and displays a positive, cooperative attitude and age-appropriate maturity
7. Attends school regularly
8. Is actively involved in the school community
9. Fulfills all graduation requirements and is college and career ready
10. Demonstrates the ability to collaborate and problem solve

VI. Leadership that

1. Promotes, honors, and protects the district vision, mission, commitments, and goals
2. Regularly collaborates with all stakeholders in a supportive and respectful manner
3. Uses data to set goals and determine a course of action
4. Communicates effectively and listens well
5. Accepts input from staff, students, and parents
6. Provides the structures, resources, and data needed for teachers to be successful
7. Practices fair treatment of staff and students
8. Manages student behavior in a firm, fair, and consistent manner
9. Recognizes problems and facilitates solutions
10. Is personable and compassionate
11. Maintains high expectations for self and others
12. Acts as an exemplary role model to inspire the best in others
13. Is passionate and persistent
14. Recognizes and commends staff for their dedication and commitment
15. Is visible and accessible
16. Is introspective, self-assesses, and uses goals and indicators for reflection
17. Is a life-long learner who continues self-improvement through professional growth opportunities
18. Encourages and distributes leadership responsibilities

VII. A learning culture and school climate that

1. Promotes, honors, and protects the district vision, mission, commitments, and goals
2. Promotes a social environment that is emotionally and physically safe, respectful, personable, orderly, inviting, child-centered, and user-friendly
3. Insures success for all students by providing extra time and support
4. Provides regularly occurring collaboration embedded within the school day that focuses on instruction, best practices, data
5. Cultivates both personal and academic excellence for all students
6. Promotes the formation of character, conscience, leadership, and responsibility for all students
7. Maintains high expectations for student achievement
8. Provides a physical environment that is attractive and clean
9. Provides for a manageable student/teacher ratio
10. Provides clear guidelines and expectations for appropriate behavior
11. Implements firm, fair and consistent disciplinary measures
12. Includes new facilities, up-to-date equipment and resources
13. Insures smooth transitions between grade-levels and other schools in the district
14. Respects instructional time and limits interruptions
15. Results in being “a school system of choice”

16. Creates community support
17. Focuses on achieving results

VIII. Parents, families, and community members who

1. Promote, honor, and protect the district vision, mission, commitments, and goals
2. Promote the formation of character, conscience, leadership, and responsibility for all students
3. Frequently communicate and collaborate with schools
4. Are actively involved in their child's education by monitoring student progress, insuring regular attendance, attending conferences, and providing basic needs
5. Are actively engaged in the school community
6. Value education and support the district's efforts
7. Participate as "Partners in Education"
8. Commit to improving our community
9. Support the schools so that they may thrive, which in turn helps the community thrive
10. Model appropriate behavior and act as positive role models for students
11. Build the bridge between school and community

**MARIETTA CITY SCHOOLS
2023-24 SCHOOL CALENDAR**

2023				
August	21	Monday	Opening Day/Staff Only	7
	22	Tuesday	Work Day/Staff Only	
	23	Wednesday	Classes Begin	
September	4	Monday	Holiday**	19
	29	Friday	Professional Development*	
October	19	Thursday	1 st Grading Period Ends	20
	20	Friday	No School/Staff Only*	
	27	Friday	County Prof. Development*	
November	10	Friday	Holiday**	17
	22-26	Wednesday	Holiday Break**	
	23	Thursday	Holiday**	
	27	Monday	Professional Development*	
	28	Tuesday	Classes Resume	
December	20	Wednesday	2 nd Grade Period Ends	14
	21-Jan. 2	Thursday	Holiday Break**	
	25	Monday	Holiday**	
2024				
January	1	Monday	Holiday**	19
	3	Wednesday	Records Day/Staff Only*	
	4	Thursday	Classes Resume	
	15	Monday	Holiday**	
February	16	Friday	Professional Development Day*	19
	19	Monday	Holiday**	
March	14	Thursday	3 rd Grade Period Ends	19
	15	Friday	No School/Staff Only*	
	29	Friday	Holiday**	
April	1-5	Monday	Spring Break	17
May	26	Sunday	Graduation	21
	27	Monday	Holiday**	
	30	Thursday	Last Day for Students	
	31	Friday	Records Day/Staff Only*	
June	3	Monday	Trade Day/PT Conf.*	

DAYS IN SESSION	172
OPENING DAY	1
TEACHER PROF. DAY	4
STAFF WORK/RECORDS DAY	5
PT CONFERENCES	2
TOTAL DAYS	184

* No school for students

**Schools closed

Note: Parent-Teacher Conf. will be scheduled on September 28, 2023 and February 15, 2024.

Grading Periods:

1 st - August 23-October 19	40
2 nd - October 23-December 20	37
3 rd - January 3-March 14	48
4 th - March 18-May 30	47

ATTENDANCE

Marietta City Schools Attendance Policy and Procedures: Ohio's compulsory education law requires the proper education of all children in the state. The Marietta City School District Board of Education believes that regular attendance is necessary for learning. 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.

Arrival and Dismissal Times

Phillips School	8:45 -3:40
Washington School	8:45 -3:40

ARRIVAL/DISMISSAL

Consult your individual school section for the specific bell schedule. Students may enter the buildings at 8:45 AM.

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

Early dismissals are permitted for doctor's appointments or other good reason. Refer to district attendance policy for additional information.

When a student leaves school during the day, the parent uses the QR code posted on the door to sign out the student.

Please contact the school **prior to 2:00 p.m.** 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 out his/her child. See the school section for specific dismissal guidelines at your child's school.

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. PARENT EXCUSED ABSENCES** – Absences may be excused if the parent or guardian contacts **the school on the day of the absence AND sends a written excuse the following day.**
*Parents/Guardians will have the ability to excuse **six full days** per school year for personal illness, family vacation, emergency or a combination of the three kinds of excuses. **As per district procedure, absences for students who experience repeated occurrences of pediculosis (lice) and/or bed bugs may be considered UNEXCUSED at the discretion of the building principal.**
- 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 in explanation as to why the child's absence was necessary.
- 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. **After six parent notes are used**, absences will be considered unexcused unless there is a doctor's excuse for student illness or written statement from the treating physician of the family member with an explanation as to why the

child's absence was necessary. Such absences will be excused when doctor's note is received upon student's return to school. **The doctor's excuse must be the original or faxed from doctor's office to school. The doctor's excuse must state the date and time of the appointment. Provide medical documentation for long-term absences to include the nature of the illness, any limitations on the student, inclusive dates of medical condition and/or specific dates of absence covered. A physician's diagnosis is to be on file in cases of chronic or long-term illnesses. Emergency** or set of circumstances which, in the judgment of the Superintendent or his/her constitutes a good and sufficient cause for absences from school. **Absences due to a student's placement in foster care or change in foster care status. (See Administrator) Absences due to a student being homeless. (See Administrator)**

UNEXCUSED ABSENCES

An unexcused absence is any absence from school without a legitimate excuse. Some examples of an unexcused absence are failing to turn in medical or parent excuses, sleeping in, missing the bus, celebration of birthday, shopping, hair and nails, hunting, etc. 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.

Each student who is absent must immediately, upon return to school, make arrangements with his/her teacher(s) to make up work missed. Students who are absent from school for reasons not permitted by State law may, or may not, be permitted to make up work. Each case is considered on its merits by the principal and the respective teacher(s). **Students are required to bring a note to school after each absence explaining the reason for the absence or late arrival.**

CHRONIC ABSENTEEISM

CHRONIC ABSENTEEISM IS COMPRISED OF THE TOTAL TIME OUT OF SCHOOL FOR EXCUSED, UNEXCUSED, OUT OF SCHOOL SUSPENSION DAYS, TARDY ARRIVALS AND EARLY RELEASES FROM SCHOOL.

Students who are chronically absent from school (for 38 or more hours in a school month or 65 or more hours in a school year) may be subject to participate in a required absence intervention plan. (ESSA and Ohio HB 410).

TRUANCY AND DISCIPLINARY ACTION

- **Truancy (absence from school without legitimate excuse) caused by late arrivals to school and unexcused absences, for part of the day or the entire day, may result in disciplinary action.** The severity of the penalty will depend upon the amount of time missed, the number of trancies, and the general conduct of the student. The Guardian and student will be required to attend a Student Absence Intervention meeting.
- Arrangements may be made with Administration on an individual basis to take state achievement tests during suspension.
- **When a student becomes lawfully truant (30 consecutive hours, 42 hours in a school month, 72 hours in a school year), the parent/guardian and student will be required to attend a Student Absence Intervention Conference.** This conference will be held to address the student's attendance, behavior and academic concerns. Failure of the student to participate and improve attendance shall result in filing of complaints in Juvenile Court. (Ohio House Bill 410, effective July 1, 2017)

Absences

Late arrivals to school or any class is disruptive to the educational process. Excessive late arrivals are subject to further disciplinary measures and may affect student achievement. **Student will be counted absent after 9:00 am.**

Early Releases: Students are expected to be in school for the full day. An early release would be if a child leaves at or before 3:00 p.m. of the school day.

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 will not be excused when this vacation is on a district or state testing day.** 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 attendance in the current year is good.
3. If approved, days will be deducted from the allotted 6 parent excuses for the year.

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 will not be excused when this event is on a district or state testing day** be. Absences for 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 has not used all of the allotted 6 parent excuses for the school year.
3. Student submits a written report to teacher and principal upon return to school.

Reporting Absences: Ohio law requires that schools verify absences daily. (Missing Children Act and OAC 3301-69-02)

Parents are requested to call the school office secretary before 9:00 A.M. to report absences. Please state the following information:

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;
5. Blanket Doctor's excuses will not be accepted.

Absence Reporting: When a child is absent, it is the responsibility of the parent/guardian to call the school to report the child absent. 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 must be followed by a signed note from the parents, doctor's excuse, or written documentation. These notes will be dated and sent to the office with the attendance report. **Absences not followed by a signed note from parents are recorded as UNEXCUSED.** Refer to district attendance policy for additional information.

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.

PHYSICAL EDUCATION-

1. Students in grades K-2 must wear shoes and clothing appropriate for class activities. Safety and modesty are used to determine student participation. The limited number of class periods in the semester grading period means that inability to participate due to inappropriate shoes/clothing can have a major impact on the student's ability to learn and practice skills.
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 extent 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.

BEHAVIOR

PAX - (Peace, Productivity, Health, Happiness)

In 2018, Marietta City Schools' elementary teachers and administrators began learning and implementing PAX strategies in classrooms and throughout the school. PAX is a collection of research-based strategies designed to increase attentiveness and task focus and to decrease disruptive and aggressive behaviors called "spleems."

PAX supports our goals: increasing student engagement and leadership, developing responsibility, increasing

confidence and increasing self-regulation.

Tootles (happy notes) are used to thank someone or recognize their contribution/accomplishment.

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

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

Some 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.

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 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 gesture 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 Administrative 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.
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
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.

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 possible 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 JGDA.

Student Conduct/ JFC: 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. 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.

BICYCLES/SCOOTERS/SKATEBOARDS/SKATES

Riding bicycles, scooters, 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.

Student birthday parties are not scheduled during the school day as this impacts instructional time.

BREAKFASTS/LUNCHES

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

Lunch menus/prices are listed on the district website www.mariettacityschools.k12.oh.us

Lunch options include the following:

Full price lunch -Free	second lunch -
Reduced lunch -Free	extra entree -
Ala Carte milk -	extra PB&J -

Breakfast times vary between the schools. Consult your individual school section for the time breakfast service begins. **Breakfast is available to every K-2 student at no cost.** Marietta City Schools is able to provide this program through the

USDA School Breakfast Program.

Students may not charge 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.

AVI LUNCH PROGRAM

Each meal includes five components: an entrée with two-three oz. of meat or meat alternative (cheese/peanut butter/casseroles, etc.) and one-two servings of bread, a serving of fruit and a serving of vegetables (or two different fruits or two different vegetables) and an 8 oz. container of milk. To make a meal, students must take at least three of the five components, one of those being a fruit or vegetable. Students are encouraged to take all five components.

Each student has his/her own STUDENT MEAL ACCOUNT, complete with a student identification number/PIN. The account may be accessed by entering the ID/PIN number on a numeric keypad at the cash register station. The student's photo appears on the screen when the ID/PIN number is entered. The cashier is required to verify the student's identity before ringing the sale and an automatic withdrawal occurs from the student's meal account. Money can be deposited into the account at any time, as often as needed.

How do I put money on my students account?

Pay For It: Marietta City Schools has implemented a credit card based pre payment system. Parents can use the link on the school website or log on to www.payforit.net to register their new account.

With the Pay For It system, you are able to access your students lunch balance and see what days they have eaten lunch. You can also set up Pay For It to email you when your students balance is low. Please allow minimum of 2 hours for processing.

Checks: The cafeteria accepts checks for lunch money. When you send a check you need to include your students first and last name on the memo line of the check. If the check is paying for more than one child please include both students' names and how much you would like credited to each student (this can only be done within one building).

Cash: Of course, the cafeteria accepts cash for lunch money. This is the least favorable method of paying for your students' lunch. With this method there is no way to track cash if the money does not make it to your students' account.

Food Allergies - Important Notice: Parents of students with allergies: Please notify the Food and Nutrition office at 740-376-2472 of any student with food allergies, a copy of the doctor's order will be kept on file in the foodservice department, and will also be noted on our cash register system, alerting staff. A highlighted notice is put on your child's account in the dietary notes with the list of food restrictions. Please contact us if your child has any food allergies or restrictions. **Students who are lactose intolerant must have a written notice from a health care professional in order to receive a fruit drink in place of milk. USDA guidelines prohibit serving substitute drinks to students without written medical directives from a medical authority.** Notes from parents requesting any beverage other than milk are not acceptable under USDA guidelines of the National School Lunch Program.

BUS 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. Pupils shall be required to perform four (4) rear door emergency evacuation drills per year. The drills will be supervised by the bus driver.
16. 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.
17. 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.
18. Parents shall be held responsible for any damage done to the bus by their children.
19. 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.

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.



Marietta City Schools Acceptable Use Policy

Purpose

The purpose of this acceptable use policy is to set forth guidelines for access to the school district computer system and acceptable use of the internet for students attending Marietta City Schools (MCS).

General Statement of Policy

In making decisions regarding student access to the school district computer system and to the Internet, the school district considers its own stated educational mission, goals, and objectives. The district expects that faculty will blend thoughtful use of the school district computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their usage.

Student Acceptable Use Policy

Student use of the school's computers, network, and Internet services/connection (the Network) are governed by the following principles and guidelines as well as the Student Code of Conduct.

Students are encouraged to use the Network for educational purposes. Use of the Network is a privilege, not a right. Students must conduct themselves in a responsible, efficient, ethical, and legal manner. General school rules for behavior apply. Unauthorized or inappropriate use of the Network, including any violation of the rules outlined in the AUP or the Student Code of Conduct, may result in cancellation or suspension of student accounts or internet usage, disciplinary action, and/or civil or criminal liability. Prior to accessing the Network or internet, all students and parents/guardians must sign a Technology Agreement.

Users must adhere to the following guidelines. The guidelines below are not exhaustive but are provided so users are aware of their general responsibilities.

- A. Students are responsible for their behavior and communication on the Network
- B. Students may only access the Network by using their assigned MCS account. Use of another person's account is prohibited.
- C. Students may not intentionally seek information on, obtain copies of, or modify files, data, or passwords belonging to other users, or misrepresent others on the Network
- D. Students may not use the Network to engage in "hacking" or other illegal activities (i.e. intellectual property violations, harassment, threatening the life or safety of another, stalking, transmission of obscene materials, fraud, sale of illegal substances, etc.).

- E. Transmission of any material that is in violation of any state or federal law or regulation or Board policy is prohibited.
- F. Any use of the Network for commercial purposes, advertising, or political lobbying is prohibited. This provision shall not limit the use of the Network by students for the purpose of communicating with elected officials or expressing views on political issues.
- G. Use of the Network to engage in cyberbullying is prohibited. Cyberbullying involves the use of information and communication technologies such as email, cell phone, websites, and social media to support deliberate, repeated, and hostile behavior by an individual or group intended to harm others.
 - a. Cyberbullying includes, but is not limited to:
 - i. Posting slurs, rumors, or disparaging remarks about a student or staff member on the internet
 - ii. Sending emails or messages that are mean or threatening, or so numerous as to drive up the victim's cell phone bill
 - iii. Taking, sending, or posting embarrassing photos or recordings of students or staff members
 - iv. Posting misleading or fake photographs of students or staff members
 - b. To the extent permitted by the First Amendment, instances of cyberbullying off school grounds that disrupt the school environment or constitute a threat to safety will be considered violations of the Student Code of Conduct and may result in discipline.
- H. Students are expected to abide by the following rules of network etiquette:
 - a. Be polite, courteous, and respectful to others
 - b. Do not use obscene, vulgar, rude, inflammatory, threatening, sexually explicit, or abusive language in communications through the Network
 - c. Do not engage in personal attacks
 - d. Do not harass another person. Harassment is considered persistently acting in a manner to distress or annoy another person.
 - e. Do not post information that could cause damage or a disruption to the learning environment
 - f. Never reveal names, addresses, phone numbers, or passwords for yourself, other students, family members, or staff while on the Internet
 - g. Do not transmit pictures or other information that could be used to establish your identity
 - h. Promptly report any inappropriate or threatening messages to a teacher or administrator
- I. Downloading of information onto the school's hard drive is prohibited without prior approval from a teacher or administrator.
- J. Students shall not access social media accounts for personal use unless directed by a teacher or administrator for educational purposes.
- K. Students may not record video without permission from a teacher or administrator for educational purposes.
- L. Use of the internet to access, process, distribute, display, or print pornographic material, other offensive messages and pictures, inappropriate text files, or files dangerous to the integrity of school computers and/or the school's network is prohibited (i.e. viruses).
- M. Malicious use of the network to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computing system is prohibited. Students may not use the school's network in such a way that would disrupt the use of the

network by other users. Users are responsible for reporting any potential security problems or violations to an administrator.

- N. All communications and information accessible via the internet should be assumed to be private property (i.e. copyrighted and/or trademarked). All copyright issues regarding software, information, and attributions of authorship must be respected. The illegal distribution of computer files through the internet is strictly prohibited.
- O. School devices are issued for student use in completing assignments and communicating with the teacher. Devices are issued for MCS student use only.

Privacy

Students have no expectation of privacy with respect to any usage of a school-owned device or school account, including content of their personal files and records of online activity. The District may, without prior notice or consent, log, supervise, access, view, and monitor student devices or accounts for inappropriate usage. Administration reserves the right to investigate possible misuses or to monitor any email through a MCS device or school account.

Internet Disclaimer

The school utilizes software and/or hardware to monitor online activity of students to restrict access to material that is obscene, objectionable, inappropriate, or harmful to minors. While MCS employs an internet filtering service that is compliant with the federally mandated Children's Internet Protection Act(CIPA), no filter is 100% effective. MCS cannot guarantee that all inappropriate material will always be blocked. Users may encounter material which is objectionable, and which users, parents, teachers or administrators may consider inappropriate or offensive. Therefore, the Internet should be used at the risk of the user. Parents of minors assume risk by consenting to allow their child to participate in the use of the internet. Parents are responsible for setting and conveying the standards that their children should follow when using the Internet. MCS cannot assume responsibility for any of the following:

- Costs that a student incurs if he/she purchases a product or service
- Any consequences of disruption in service that may result in a lack of resources, though every effort will be made to ensure a reliable connection, there may be times when the Internet service is down or slow

Any attempts to initiate access to inappropriate content will constitute a violation of the MCS Acceptable Use Policy and the Student Code of Conduct.

Damage to District Owned Device

Accidents and normal part failures outside of the control of the student might occur. Students must not attempt to fix the damage on their own. It is a student's responsibility to notify the teacher immediately if a device is not functioning properly or if the device has been damaged in any way.

Software

Marietta City Schools uses the Google Apps for Education suite of productivity and collaboration tools. The following website provides answers to questions regarding Google and student privacy. [Google for Education Privacy Notice](#)

Extensions and Apps

Chrome web applications and extensions will be made available as needed by the MCS Technology Department.

Pricing for Repairs/Replacements

Chromebooks

Chromebook: \$294
Screen replacement: \$125
Keyboard replacement: \$106
Power Supply: \$60

iPads:

iPad: \$294.00
Screen replacement: \$180.00
Power Supply: \$38.00

Technology Agreement

Student Responsibilities

1. I agree to be bound by all Acceptable Use policies and all applicable sections of the Student Code of Conduct while using a school-owned device or school account.
2. I agree that I will use school-owned devices with care and caution at all times.
3. I will not download or remove any programs to school-owned devices unless directed by a MCS staff member to do so.
4. I agree to use a school-owned device for educational purposes only and will not use it to access any personal sites, apps, or accounts.
5. I agree I will not share personal information while using a school-owned device or from my school account.
6. I agree to keep accounts and passwords secure at all times.
7. I agree to let my teacher know immediately if a school-owned device is not functioning correctly or there is any damage.

8. I agree that any violation of this Agreement, the Acceptable Use policy, or the Student Code of Conduct as it relates to technology may result in discipline.

Parent Responsibilities

1. I agree that technology is a privilege and that my child may have his/her privileges revoked for misuse as outlined by the Acceptable Use Policy or other disciplinary action may be taken for violations of the Student Code of Conduct as it relates to technology.
2. I agree that school-owned devices and accounts will be monitored and that there is no expectation of privacy for my child with respect to any usage of a school-owned device or school account.
3. I understand that the Internet should be used at the risk of the user and that I am responsible for setting and conveying the standards that my child should adhere to when using the Internet.
4. I understand that should my child intentionally destroy information or equipment that causes damage to technology resources, I will be liable for any and all costs.
5. I understand that by participating in G Suite for Education, information about my child will be collected and stored electronically. I have read the privacy policies associated with the use of Google Apps for Education ([Privacy Policies](#)).

I have reviewed this Technology Agreement, the Acceptable Use policy, and the Student Code of Conduct and agree to the terms set forth within.

Student Name (Print Clearly): _____

Student Signature: _____

Student Grade: _____ Building Attending: _____

Parent/Guardian Name (Print Clearly): _____

Parent/Guardian Signature: _____

Home Phone: _____ Email: _____

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.

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.

DOOR SAFETY PROTOCOL

School doors are kept locked throughout the school day, another safety feature of our schools.

1. **Push the silver button** located near the door.

You will be greeted with the words, "May I help you?"

Please understand the school secretary may be busy assisting a student and unable to answer right away. We will do our best to respond promptly.

2. **Say your name.**

3. **State the purpose of your visit.**

4. When the lock is released, **you will be able to open the door.**

5. **Only the person who has identified themselves to the secretary may enter. ******

****** Even if you know another person who may join you at the door, it is important that each person entering the school identifies himself/herself to the secretary.**

DRESS (General)

Dress and grooming for all students is an individual matter as long as common rules of health, safety, and modesty are maintained. With the exception of "special school events," student's dress and accessories should not be distracting or unsafe.

1. All clothing should be neat and clean and appropriate for school.
2. Shoes or sandals must be worn at all times. Shoes/sandals must have a closed heel or heel strap. No roller shoes.
3. All parts of the top garment should touch the lower garment at all times.
4. 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.
5. Sunglasses may not be worn inside the building unless needed for medical issue.
6. Clothing may not be excessively torn or revealing.
7. With the exception of teacher permission for special school/classroom project days, students will not bring or wear make-up to school.
8. Long, dangling earrings are not safe school wear and should not be worn.
9. 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.***

ELECTRONIC DEVICES AND TOYS

Students are not permitted to bring hand-held electronic games, toys, dolls, etc., to school without special permission

from the teacher. Cell phones, if needed for a safety measure, must be turned off and kept in the student's backpack during school hours. Smart watches must be set on airplane mode. Camera features can not be used without teacher permission. The school is not responsible for lost or stolen items.

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

Educational field trips are held throughout the year. A permission form must be signed by the parent before a student can participate. All school rules are in effect during field trips, and any student who violates the rules during a field trip can be denied future participation. Field trip participation may also be denied to students who regularly demonstrate a failure to follow school rules.

HAZING AND BULLYING

(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, electronic 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 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, on a school bus or at a school-sponsored activity. Students found responsible for harassment, intimidation or bullying by an electronic act may be suspended.

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 healthy relationships.

Prohibited activities of any type, including those activities engaged in via computer and/or electronic communications devices or electronic means, are inconsistent with the educational process and are prohibited at all times. The District educates minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

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 summary of all reported incidents and post the summary on the District's website, to the extent permitted by law.

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.

HEALTH INFORMATION

BLOODBORNE PATHOGENS: 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.

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

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.**

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:

VACCINES

**DTaP/DT
Tdap/Td**
Diphtheria,
Tetanus,
Pertussis

FALL 2022 IMMUNIZATIONS FOR SCHOOL ATTENDANCE

K
Four (4) or more of DTaP or DT, or any combination. If all four doses were given before the 4th birthday, a fifth (5) dose is required. If the fourth dose was administered at least six months after the third dose, and on or after the 4th birthday, a fifth (5) dose is not required.*

1-12
Four (4) or more of DTaP or DT, or any combination. Three doses of Td or a combination of Td and Tdap is the minimum acceptable for children age seven (7) and up.
Grades 7-10
One (1) dose of Tdap vaccine must be administered prior to entry.**

POLIO

K-3
Three (3) or more doses of IPV. The FINAL dose must be administered on or after the 4th birthday regardless of the number of previous doses. If a combination of OPV and IPV was received, four (4) doses of either vaccine are required.***

Grades 4-12
Three (3) or more doses of IPV or OPV. If the third dose of either series was received prior to the fourth birthday, a fourth (4) dose is required; If a combination of OPV and IPV was received, four (4) doses of either vaccine are required.

MMR
Measles, Mumps,
Rubella

K-12
Two (2) doses of MMR. Dose 1 must be administered on or after the first birthday. The second dose must be administered at least 28 days after dose 1.

HEP B
Hepatitis B

K-12
Three (3) doses of Hepatitis B. The second dose must be administered at least 28 days after the first dose. The third dose must be given at least 16 weeks after the first dose and at least 8 weeks after the second dose.
The last dose in the series (third or fourth dose), must not be administered before age 24 weeks.

Varicella
(Chickenpox)

K-3
Two (2) doses of varicella vaccine must be administered prior to entry. Dose 1 must be administered on or after the first birthday. The second dose should be administered at least three (3) months after dose one (1); however, if the second dose is administered at least 28 days after first dose, it is considered valid.
Grade 4-7
One (1) dose of varicella vaccine must be administered on or after the first birthday.

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. **Students must be fever-free for a minimum of 24 hours before returning to school. Return to school will be at doctor recommendation and/or fever free for a minimum of 24 hours without medication to reduce the fever.**

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:

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

Nuisance Diseases

Conjunctivitis (pink eye)	Exclusion from contact with others until treated with antibiotics for 24 hours.
Impetigo	Exclusion from school until antibiotic for at least 24 hours and sores are dry.
Lice	Notification to parent and directions as to required follow-up.
Scabies	Exclude until 24 hours after application of scabicide and prophylactic treatment of household members is recommended.

MEDICATIONS: 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. **Consult with the school nurse or school office for the appropriate medication form.**

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

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

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

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)

(HIPAA) HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT

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.

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.

ISSUE RESOLUTION

In the normal course of the school year, issues arise which concern the student and/or parent and need to be addressed to keep school as positive and supportive as possible. Most times, these are due to misunderstandings which can be resolved with a clear and direct discussion between the parties involved.

The Board of Education believes the complaints are best handled and resolved as close to their origin as possible. See Board Policies KL, KLD, and KLD-R.

The process for resolving issues is outlined below:

Step 1: Contact the involved employee as soon as the concern becomes evident to discuss and attempt to reach satisfactory understanding and resolution. However, if you do not wish to converse with the employee, then an informal meeting may be arranged with the Principal or Supervisor.

Step 2: If the issue is not resolved in the informal meeting in Step 1, then contact the Principal or Athletic Director (depending on the issue) and set up an informal meeting with the employee and supervisor to discuss and attempt to reach satisfactory resolution.

Step 3: If a satisfactory solution is not reached at the informal level, a written complaint should be submitted to the Principal within 1 week of the informal meeting. The Principal will investigate, gather data, and provide a written response to the complaint.

Step 4: If a satisfactory resolution is not reached in Step 3, either party may appeal to the superintendent. A written appeal needs to be filed with the Superintendent's office within 1 week of receiving the written response from the Principal. The Superintendent will investigate and hold a meeting with the parties involved to fully understand the issue. After the investigation is completed, the superintendent will issue a final recommendation in writing.

Step 5: If a satisfactory resolution does not result from Step 4, either party may appeal to the Board of Education. The Board will hold a hearing per the formal policies and will decide what actions to take, if any.

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.

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.

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: Alison Woods
Office: 115 Academy Drive
Telephone No.: 740-374-6540 ext. 2016

Title VI District Coordinator

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

Name: Tim Fleming, Director of Curriculum and Technology
Office: 111 Academy Drive
Telephone No.: 740-374-6500 ext. 14

Section 504 District Coordinator

(non-discrimination on the basis of handicap)

Name: Bernie Boice
Office: 111 Academy Drive
Telephone No.: 740-374-6500 ext. 8117

PHONE USAGE BY STUDENTS

Students are permitted to use the school 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 and like your school PTO on facebook.

SAFETY INFORMATION

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.

FIRE, TORNADO, AND SAFETY DRILLS: Drill Procedures will be explained to the students by the teachers. Fire Drills are held each month. Tornado Drills are held in the first week of school and in March, April, and May. A Safety Drill is held before December 1st. In the event of a disaster (fire, tornado) or lockdowns, 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.

LOITERING IN OR NEAR SCHOOL BUILDING: Problems have occurred with older students loitering on the grounds. A potential hazard to students exists when anyone (of whatever age) trespasses on school property during the school day.

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. Older students need to be reminded that their behavior should remain safe and respectful.

SECURITY AND SCHOOL VISITORS: All visitors and volunteers must report directly to the school office. Volunteers should wear the badge identifying them as an approved volunteer. Visitors will be given a badge identifying them as a visitor who has checked into the school office. Persons not identified by a badge will be asked to report to the office. 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. Parents are responsible for providing items on their child's grade level supply list. 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. At 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 fee amounts will be provided at the beginning of the school year.

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.

TEXTBOOK AND SUPPLIES

Basic textbooks are provided in paperback as part of the grade level supply fees. ***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.***

Title I Parent Compact

What is Title I? Title I is a federal program that provides supplemental funding to schools with a designated percentage of students who qualify for the free and reduced lunch program. The purpose of the program is to ensure that all children have the opportunity to obtain a high-quality education by providing additional academic services.

TITLE I TEACHER/SCHOOL STAFF

The entire school staff will share the responsibility for improved student achievement. We agree that we will be responsible in the following ways:

- Providing a high-quality/research-based curriculum that enables the child to meet the State standards.
- Fostering communication between parents and teachers.
- Reporting student progress.
- Providing a positive school environment to parents and students.
- Participating in parent-teacher conferences, Open House, and family activity programs.

As a PARENT, you are also an important part of the Title I team. You can support your child in the following ways:

- Listening to your child read each day and limiting your child's use of video games and television.
- Helping your child with homework assignments.
- Attending parent-teacher conferences, Open House, and family activity nights.
- Making sure that your child attends school regularly and on time.
- Communicating successes and concerns with the teacher.

As a STUDENT, you too are an important part of the team. Your responsibilities include:

- Doing your best in your work, and in your behavior.
- Respecting yourself, your school, and other people.
- Coming to school prepared and with your completed at-home assignments.

By signing that you have received and read the parent handbook, it documents having read Title I parent compact..

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, chaperoning field trips, and assisting with special class projects. Volunteers for student field trips are utilized to help with supervision of students. **Students in other grades, students not enrolled in Marietta City Schools, and preschool children are not permitted to accompany parent during a volunteer activity.**

Before you can participate as a volunteer, you must go through a background check.

Want to become a volunteer? Start at mariettacsdo.org
Select "community"
Select "volunteers"

Select "volunteer form"

Complete application.

You will be notified when your application is approved and how to get your volunteer badge.

Then contact the teacher or school office about your interest and available times to volunteer.

Volunteers are to follow procedures #1 and 2 under Security & School Visitors.

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, return library books, and collect fees.

INDIVIDUAL

**SCHOOL
INFORMATION**

PHILLIPS ELEMENTARY SCHOOL

300 Pike Street
Marietta, Ohio
740-374-6514

MISSION STATEMENT

The Phillips School Community will work together to be SAFE, RESPECTFUL, and RESPONSIBLE.

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 8:45 a.m. **Students should not arrive to school before 8:45 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 are to use the front entrance.

BELL SCHEDULE

8:45	Entrance Bell
9:00	Start of Instruction Bell
3:40	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 during their birthday month.

Summer birthdays are celebrated in early fall and late spring. **We discourage birthday treats, flowers, balloons, etc. due to the safety and logistics of getting these items to the classroom and then home.**

DISCIPLINE PLAN

The purpose of our discipline plan is to help students focus on making positive choices that demonstrate safety, responsibility, and respectfulness.

SAFE: Behaving in a safe way keeps yourself and others secure from danger, harm and injury.

RESPECTFUL: Showing politeness and treating people/things in the correct way.

RESPONSIBLE: Able to be trusted or depended upon to make wise choices and to be ready to learn.

AWARE : Knowing about a situation, feeling, or experience.

Rules for Hallway, Bathroom, Assembly, Lunchroom and Playground

Hallway Rules

Safe	I Can Keep my hands and feet to myself. I Can walk on the right side of the hallway.
Respectful	I Can use a quiet voice so I won't disturb others. I Can stay in my own space when I walk with my class.
Responsible	I Can follow my teacher's directions. I Can walk straight to where I am going.

Bathroom Rules

Safe	I Can wash my hands correctly. I Can use equipment properly.
Respectful	I Can keep the bathroom clean and throw away my trash. I Can use quiet voices.
Responsible	I Can report any problems to an adult immediately. I Can leave quickly.

Assembly Rules

Safe	I Can keep my hands and feet to myself. I Can sit quietly in a neat row.
Respectful	I Can listen and pay attention to directions. I Can focus and keep my eyes on the presenter.
Responsible	I Can clap at the right time with my hands. I Can follow directions from the presenter and teachers.

Lunchroom Rules

Safe	I Can keep my hands and feet to myself. I Can stay in my seat and raise my hand when I need help.
Respectful	I Can be kind to everyone at my table. I Can listen and follow directions from the teacher or adult.
Responsible	I Can talk to others quietly, using an inside voice. I Can clean up any messes or spills, or tell an adult.

Possible Lunchroom Consequences for Individual Student:

1. Verbal Warning and Discussion
2. Move student to separate table
3. Verbal Reflection with Supervisor in lunchroom
4. Move to isolated desk with written reflection sheet
5. Refer to Principal
6. Loss of 5 minutes of recess time

ADDITIONAL LUNCHROOM GUIDELINE

1. Once you enter the lunchroom you are to go directly to the table you are assigned or to which you are directed.
2. Students are not to trade or sell food.
3. Glass containers are prohibited in packed lunches
4. Carbonated beverages are prohibited.

LUNCH TIMES

First grade Lunch 11:40 - 12:10
Second Grade Lunch 12:10 -12:40
Kindergarten Lunch 12:40 - 1:10

Playground Rules

Safe	I Can use equipment appropriately. I Can keep my hands and feet to myself. I Can play safe by not being aggressive or rough in the games I play.
Respectful	I Can wait my turn patiently. I Can work together with others and use my Be Cool Plan.
Responsible	I Can share equipment with others. I Can listen and follow the playground teacher’s directions.

Playground consequences:

1. Verbal Warning and Discussion
2. Loss of playground privileges or use of equipment
3. Time-Out by the fence
4. Walk with the Playground Supervisor for Recess Reflection
5. Refer to Principal

ADDITIONAL PLAYGROUND GUIDELINES

1. Once you go to the playground, you are not to return to the building without permission. Please remember your coat.
2. All students must go to the playground with their class unless they have a doctor’s excuse to remain inside.
3. Games that involve excessive physical contact are strictly prohibited. Pushing and shoving games are not permitted.

DISMISSAL

Bus Rules

Safe	<ol style="list-style-type: none">1. I can stay clear of bus danger zones.2. I can keep objects in my back pack.
Respectful	<ol style="list-style-type: none">1. I can use a 2 inch voice.2. I can keep my seat area trash free.
Responsible	<ol style="list-style-type: none">1. I can be on time to the bus stop.2. I can sit "back to back" and "seat to seat."

Transportation Changes: To minimize interruptions to the classroom we request that you **send a written note with your child** if there is to be a transportation change to go home. (For Example: Normally a bus student, but is going to be picked up that day). Phone calls for transportation changes results in interruptions to the classroom. **If a phone call is needed for a transportation change it should be done prior to 2:30 p.m.** 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.

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.

Students should be escorted across the street by a parent or guardian when possible.

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 wait in line will take 8 to 10 minutes maximum. **Waiting cars should pull up as far as possible to be courteous to others.**

Parents who park must get out of their car, cross the street and get your child. Parents should walk their children across the street at the designated/painted crosswalks. The seven (7) parking spaces between the crosswalks have been eliminated for safety reasons.

Parents are prohibited from parking at the gym end and behind the building at dismissal time as this is where the buses will load students.

Supervision has been increased to include six (6) staff members in front of the building.

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!

**Washington Elementary
401 Washington Street
Marietta OH 45750
740-374-6520**

Washington Elementary Mission Statement

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

Absence/ Attendance

Refer to the general section at the beginning of the handbook for specific information about reporting absences and guidelines regarding attendance.

Absence/Make-Up Work

We always appreciate parent support in providing that extra practice, encouragement to their child. If the lesson(s) are something that can easily be done at home, the teacher will certainly appreciate the help. However, there will be times, that it is just not possible for work to be sent home. When that is the case, just know that we appreciate your offer.

When a child is going to be absent more than (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 the end of the school day.

Arrival Time

1. Supervision begins at 8:45 am.
2. Students are to arrive no earlier than 8:45 a.m. unless prior approval by a teacher or the office has been given. Parents will be notified if students arrive too early.
3. Students enter using the Washington St. door.
After 9:00 A.M. all students enter the Fourth St. door and report to the office. Parents will need to use the QR code to sign student in.
4. There is no supervised play on the playground before school.

Day Schedule

8:45 Entrance
9:00 Instruction Begins
11:15 - 11:45 kdg. Lunch
11:45 - 12:15 1st Lunch
12:15 - 12:45 2nd Lunch
Dismissal 3:40

Dismissal

- 3:40 Bus students exit Washington St. door as their bus arrives
Second grade teachers exit Washington St. door to stand with the second graders who are picked up.
Kdg. teachers exit the Fourth St. door to stand with their students who are picked up.
First grade teachers exit the breezeway door to stand with their students who are picked up.

Please contact the school by 2:00 pm when your child's regular dismissal is to be changed.

Without notification, the school will require your child to follow his/her regular dismissal procedure.

Birthdays

Birthdays are important milestones and are recognized by the school. Birthday parties and gifts will occur at home.

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.

Discipline Plan

The purpose of our discipline plan is to help students focus on making positive choices that demonstrate safety, responsibility and respectfulness. Refer to Behavior section in the general section of the handbook to learn more about PAX strategies for developing these positive behaviors.

Safe: Behaving in a way that keeps yourself and others free from danger harm and injury

Respectful: Treating people and things in an appropriate manner.

Responsible: Able to be trusted or depended upon to make safe and respectable choices and to be ready to learn.

Aware: Knowing about a situation, feeling, or experience.

Rules for Hallway, Bathroom, Assembly, Library, Cafeteria, Playground, Bus

Hallway	
Safe	I Can keep my hands and feet to myself. I Can walk on the right side of the hallway.
Respectful	I Can use a quiet voice so I won't disturb others. I Can stay in my own space when I walk with my class.
Responsible	I Can follow my teacher's directions. I Can walk straight to where I am going.

Bathroom	
Safe	I Can return to class quickly. I Can report problems to my teacher.
Respectful	I Can use a quiet voice. (1 or 2 inch voice) I Can give others privacy.
Responsible	I Can flush, then wash and dry my hands. I Can put trash in the trash can.

Assembly	
Safe	I Can keep my hands, feet and objects to myself I Can sit quietly in a row.
Respectful	I Can pay attention I Can focus and keep my eyes on the presenter.
Responsible	I Can clap at the right time with my hands I Can listen and follow directions the first time.

Library	
Safe	I Can walk, raise my hand for help. I Can use tools in the correct way.
Respectful	I can listen and follow directions the first time. I can be kind to everyone.
Responsible	I Can return my book each week. I Can work independently and cooperatively.

Lunchroom	
Safe	I Can stay in my seat raise my hand for help. I Can keep my hands and feet to myself
Respectful	I Can use my 2 inch voice. I Can show kindness in words and actions.
Responsible	I Can clean up my area, throw away trash. I Can listen and follow directions the first time.

ADDITIONAL LUNCHROOM GUIDELINES

1. *Sit at assigned table.*
2. *Do not give, trade, or sell food.*
3. *Do not bring glass containers.*
4. *Do not bring carbonated beverages.*

Cafeteria Consequences for Individual Students:

1. Verbal or Nonverbal reminders (re-state expectation)
2. Move student to separate table
3. Loss of recess, complete reflection sheet at desk, principal to review

** Students who engage in unsafe or aggressive behavior will immediately receive an office discipline referral and will be removed to the main office.

Playground	
Safe	I Can use equipment appropriately. I Can stay in the designated area
Respectful	I Can wait my turn patiently. I Can show kindness in words and actions.
Responsible	I Can listen and follow directions the first time. I Can report problems to adults.

General Play Rules

- a. Do not bring to school the following or similar items: guns, knives, fireworks or explosives, skates, skateboards, whistles, trajectory toys, remote control toys, hand-held electronic games, super balls, and collectable/trading cards.
- b. Do not carry another student.
- c. Do not play tackling games.
- d. Do not throw stones, snowballs, mulch or sticks.
- e. No fighting, swearing, pushing, spitting, or name-calling.
- f. Respect other people’s clothing and property.
- g. Do not play games that imitate violent actions: ie. stabbing, shooting.
- h. Go down the slide on my rear.
- i. Allow a safe space from others when going up the steps and down the slide.
- j. Sit, not stand, in the swing
- k. Push swing from behind and don’t run under the swing.

Playground Consequences for Individual Student:

- 1. Verbal or Nonverbal reminder (re-state behavior expectations)
- 2. Restriction from use of Equipment
- 3. Loss of remaining recess period, complete reflection sheet, principal to review

** Students who engage in unsafe or aggressive behavior will immediately receive an office discipline referral and will be removed to the main office.

BUS	
Safe	3. I can stay clear of bus danger zones. 4. I can keep objects in my back pack.
Respectful	3. I can use a 2 inch voice. 4. I can keep my seat area trash free.
Responsible	3. I can be on time to the bus stop. 4. I can sit “back to back” and “seat to seat.”

HEALTHY SNACK /WATER BOTTLES

Learning is hard work and requires a brain that is nourished and hydrated. Your child's teacher may encourage students to bring a healthy snack to have at a designated time during the day. Healthy snacks include crackers, raisins, veggies, fruits, 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 a water bottle. If the bottle is one that "sweats", 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 classwork and books.

SAFETY Re VIDEO OR PHOTOGRAPHS OF STUDENTS

Visitors need administrator's permission to take pictures or video students. This is a requirement that allows us to respect parent / student privacy.

TRAFFIC/PARKING

Due to the location of Washington School, parking and traffic can be trying at times. Please be aware of the bus parking lanes on the school side of Washington Street.

Parking is available on Fourth St. and some parking spaces are available at the end of the gym on Ellenwood Ave., the short street that runs between Fourth and Fifth St.

You will see vehicles parked in the alley between the school and the playground. However, these vehicles arrive before students and leave after the student day is ended. During the school day this area is not available to the public.

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. ie. Scouts, 4-H, booster groups