



## **Marietta Elementary School Parent-Student Handbook**

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### **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 Vision**

*District of Choice-Learners for Life*

***This handbook belongs to:***

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# MARIETTA CITY SCHOOLS

## 2021-22 SCHOOL CALENDAR

### 2021

August	16	Monday	Opening Day/Staff Only	10
	17	Tuesday	Building Mtgs./Staff Only	
	18	Wednesday	Classes Begin	
September	6	Monday	Holiday**	21
October	8	Friday	Professional Development*	19
	11	Monday	No School/Trade Day*	
	15	Friday	1 <sup>st</sup> Grading Period Ends	
November	11	Thursday	Holiday**	18
	24-28	Wednesday	Holiday Break**	
	25	Thursday	Holiday**	
	29	Monday	Classes Resume	
December	17	Friday	2 <sup>nd</sup> Grade Period Ends	13
	20	Monday	Records Day*	
	21-Jan.2	Tuesday	Holiday Break**	
	24	Friday	Holiday**	
	31	Friday	Holiday**	

### 2022

January	3	Monday	Classes Resume	20
	17	Monday	Holiday**	
February	18	Friday	Professional Development Day*	18
	21	Monday	Holiday**	
March	4	Friday	3 <sup>rd</sup> Grade Period Ends	18
	7-11	Monday	Spring Break**	
	14	Monday	Classes Resume	
April	15	Friday	Holiday**	20
May	26	Thursday	Last Day for Students	19
	27	Friday	4 <sup>th</sup> Grading Period Ends	
	27	Friday	Records Day*	
	29	Sunday	Graduation	
	30	Monday	Holiday**	
	31	Tuesday	Trade Day*	

<b>DAYS IN SESSION</b>	176
<b>TEACHER PROF. DAY</b>	4
<b>RECORDS DAY</b>	2
<b>PT CONFERENCES</b>	2
<b>TOTAL DAYS</b>	184

**\*No school for students**

**\*\*Schools closed**

**Note: Parent-Teacher Conf. will be scheduled on 4 evenings/Fall/Spring.**

#### **Grading Periods:**

1 <sup>st</sup> - August 18-October 15	41
2 <sup>nd</sup> - October 18-December 17	40
3 <sup>rd</sup> - January 3-March 4	42
4 <sup>th</sup> - March 14-May 26	53

The calamity days will be as follows: Snow day-1, Snow day-2, Snow day-3, Snow day-4, Snow day-5.

Additional days missed beyond the five calamity days will be made up. The board will schedule these days at the **first three days of spring break** and/or at the end of the year as necessary at the boards discretion.

Rev. 2/1/21

**MARIETTA CITY SCHOOL DISTRICT**  
**COMPUTER NETWORK AND INTERNET ACCEPTABLE USE POLICY**

This document constitutes the School District's Computer Network and Internet Acceptable Use Policy ("Policy") and applies to all persons who use or otherwise access the Network and/or Internet, whether with District or personal equipment or whether on-site or by wireless or other remote access ("Users").

1. **Definitions.** For purposes of this Policy,
  - the term "Network" shall mean the District's group of computers and peripherals, whether interconnected via cable, wireless and/or any other means whatsoever, all other District software and hardware resources including all Web-based material and all Web hosting, all data, databases and storage media, all standalone, portable and/or borrowed devices, and all provided connectivity between and among Users and from Users to the global Internet, including any and all Instructional Technology Centers or other third-parties providing connectivity and other services, and any and all identifiers, accounts, rights, permissions, and current or future hardware, software, or connectivity owned or managed by the District to which access is provided to Users. Individual system computers, including mobile devices, are considered to be part of the "Network" and are subject to the terms of this Policy even when the User is not attempting to connect to another computer or to the Internet.
  - the term "Use" of the Network shall mean any and all actions of a User which create traffic on the Network, including traces or remnants of traffic that pass-through District equipment, wiring, wireless networks, or storage devices regardless of any other factor such as passage of time, user deletion, transit of the Network without storage or origination and/or storage on personal equipment.
2. **Purpose and Use:** The School District is providing Users access to its Network to support and enhance the educational experience of students. Access to system computers and the Network is a privilege, not a right. The District reserves the right to withdraw access at any time for any lawful reason. The District reserves the right to determine what constitutes an improper use of system computers or the Network and is not limited by the examples of misuse given in this Policy. Users may violate this Policy by evading or circumventing the provisions of the Policy, alone or with others. If Users have any doubt about their obligations under this Policy, including whether a certain activity is permitted, they must consult with the building principal to be informed whether or not a use is appropriate.
3. **Users Bound by Policy in Accepting Access:** The User consents to the terms of this Policy whenever he or she accesses the Network. Users of the Network are bound to the terms of this Policy regardless of whether they received and/or signed a copy of this Policy.
4. **Personal Responsibility:** Users are responsible for their behavior on the Network just as they are in a classroom, school hallway, or other School District property. Each User is responsible for reading and abiding by this Policy and any and all future amendments, which will be made readily available in both electronic and printed form. Anonymous use is not permitted and access (including passwords) may not be shared or transferred. If a User suspects that a password is not secure, he or she must inform the IT Department immediately. Any improper use of your account, even if you are not the User, is your responsibility.
5. **Reporting Misuse of the Network:** Users must report any misuse of the Network to building principal. "Misuse" means any apparent violation of this Policy or other use which has the intent or effect of harming another person or another person's property. This includes, but is not limited to, the transmission of sexually explicit images or messages which would constitute bullying, sexual harassment, or a violation of the Student Code of Conduct.
6. **Violating Policy with Personal Equipment:** The use of personal equipment and/or personal Internet access to violate this Policy or to assist another to violate the Policy is prohibited. Exceeding permission (such as abusing access to unfiltered Internet connectivity) is a violation of this Policy. Using private equipment to divert student time and/or attention from scheduled educational, co-curricular, or extracurricular activities, or to divert paid work time from its proper purpose, is always strictly prohibited. Personal equipment used to violate this Policy on school property is subject to search and seizure, reasonably related to the violation, for a period of up to [thirty (30)] days, unless the personal equipment has been provided to law enforcement officials.
7. **Discipline for Violation of Policy:** Violations of each of the provisions of this Policy are considered violations of the Student Code of Conduct, and each violation is a separate infraction. Violations may result in disciplinary

action for students up to and including suspension or expulsion and/or referral to law enforcement. The District reserves the right to seek reimbursement of expenses and/or damages arising from violations of this Policy.

8. **Waiver of Privacy:** By accepting Network access, Users waive any and all rights of privacy in connection with their communications over the Network or communications achieved through the use of District equipment or software. Electronic mail (email) and other forms of electronic communication (including instant messaging, social media of all forms, and SMS messages originating from e-mail) are not guaranteed to be private. The District owns all data in the system. Systems managers have access to all messages and other data for purposes of monitoring system functions, maintaining system efficiency, and enforcing computer/network use policies and regulations, District policies, and state and federal laws. Illegal activities or suspected illegal activities may be reported to the authorities.
9. **Confidentiality and Student Information:** Users are responsible for maintaining security of student information and other personally identifiable data that they access, even if they access such data accidentally or without permission, and for upholding FERPA (20 U.S.C. § 1232g), the student confidentiality law (Ohio Revised Code Section 3319.321), the Ohio Privacy Act (Chapter 1347 of the Ohio Revised Code), and any other applicable privacy policies and regulations. Users are responsible whether such data is downloaded from the Network to their computer screen, transmitted by e-mail, stored on a flash drive, portable device or laptop, copied by handwriting or by any or all other devices, forms of storage or methods. Negligence with respect to protecting the confidentiality of such data will be considered a violation of this Policy whether or not such negligence results in identity theft or other harm. Users shall not engage or attempt to engage in unauthorized computer access, including but not limited to cyber-attacks, hacks, circumvention of password-protected content, and/or access to inappropriate material, including without limitation personally identifiable student information.
10. **District-Owned Equipment:** Desktop computers, laptops, portable devices, and other equipment belonging to the District are your responsibility. Any misuse, failure, damage or loss involving such equipment must be reported to the building principal. Periodic maintenance on laptops and other hardware is required. It is your responsibility to make such equipment timely available for maintenance at the request of the IT department. You may be held financially responsible for the expense of any equipment repair or replacement.
11. **Unacceptable Uses of the Network:** All Users must use the Network in an appropriate and responsible way, whether their specific actions are described in this Policy or not. Examples of unacceptable uses include, but are not limited to, the following:
  - **OFFENSIVE OR HARASSING ACTS:** Creating, possessing, copying, viewing, transmitting, downloading, uploading or seeking sexually explicit, obscene, or pornographic materials, including but not limited to pictures, text messages, e-mails or sexually-oriented content (“sexting”) in electronic or any other form. Using language inappropriate to the school environment, including swearing, vulgarities or language that is suggestive, obscene, profane, abusive, belligerent, harassing, defamatory or threatening. Making, distributing or redistributing images, jokes, stories or other material that would violate this Policy or the School District’s harassment or discrimination policies, including material that is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, sexual orientation, or other protected characteristics. Engaging in harassment, stalking, or other repetitive unwanted communication or using the Internet in support of such activities.
  - **VIOLATIONS OF PRIVACY:** Unauthorized copying, modifying, intruding, or attempts to copy, modify or intrude, into the folders, files, data, work, networks, passwords or computers of others, or intercepting communications intended for others. Copying, downloading, uploading, or transmitting student or School District confidential information.
  - **CREATING TECHNICAL PROBLEMS:** Knowingly performing actions that cause technical difficulties to the system, other users or the Internet. Attempting to bypass school Internet filters or to “hack” into other accounts or restricted information. Uploading, downloading, creating, or transmitting a computer virus, worm, Trojan horse, or other harmful component or corrupted data. Attempting to hack, alter, harm, destroy or interfere with the normal operation of software, hardware, data, other District Network resources, or using the District Network or to do any of the same acts on the Internet or outside Networks. Downloading, saving, and/or transmitting data files large enough to impede the normal functioning of the computer or the Network (such as many music, video, image, or software files) unless given permission by the System Administrator. Moving, “repairing,” reconfiguring, reprogramming, modifying, or attaching any external devices to Network equipment, computers or systems without the permission of the System Administrator. Removing, altering, or copying District software for personal use or for the use of others.

- **USE OF OUTSIDE SERVICES AND APPLICATIONS:** All e-mail, document storage, blogs, social media, or any and all other services and applications (“apps”) must be provided or specifically authorized by the School District on its Network. The use of other providers of such functionality or storage (such as Google or Yahoo) through the Network is prohibited.
- **VIOLATING LAW:** Actions that violate state or federal law or encourage others to do so. Offering for sale or use, soliciting the purchase or provision of, or advocating the use of any substance that the possession or use of is prohibited by law or District Policy. Seeking information for the purpose of creating an explosive device or biohazard or communicating or seeking materials in furtherance of criminal activities, terrorism, or other threatening acts.
- **VIOLATING COPYRIGHT:** Uploading, downloading, copying, redistributing or republishing copyrighted materials without permission from the owner of the copyright. Users should assume that materials are protected under copyright unless there is explicit permission for use.
- **PERSONAL USE:** Personal shopping, buying or selling items, soliciting or advertising the sale of any goods or services, or engaging in or supporting any kind of business or other profit-making activity. Interacting with personal websites or other social networking sites or tools that are not part of an educational project, receiving or posting messages to web sites or other social networking or blog sites not part of an educational project, participating in any type of gaming activity, engaging in social or hobby activities, or general recreational web browsing if such browsing occurs during instructional time.
- **POLITICAL USE:** Creating, transmitting or downloading any materials that support or oppose the passage of a levy or a bond issue. Soliciting political contributions through the Network or conducting any type of official campaign business. Unless authorized by a teacher as part of an educational assignment, creating, transmitting or downloading any materials that support or oppose the nomination or election of a candidate for public office.
- **GENERAL MISCONDUCT:** Using the Network in a manner inconsistent with the expectations of the Marietta City Schools for the conduct of students in the school environment. Uses that improperly associate the School District with Users’ personal activities or to activities that injure the District’s reputation. Uses that mislead others or violate the standards of academic or personal integrity, including but not limited to plagiarism, disseminating untrue information about individuals or groups, or using another’s password or some other user identifier. Creating, possessing, copying, viewing, transmitting, downloading, and uploading materials that cause or are likely to cause a substantial disruption of the educational environment, regardless of whether the User uses the Network or a personal or District-owned device.

## 12. **Specific Limits on Communication Over the District Network:**

- ***Expressing Opinion:*** The Network has been created at public expense and exists for purposes relating to education and administration. It does not exist to serve as a personal blog for the expression of opinions or as a public forum of any kind. It is not the intention of the District to allow the public, staff, or students to use the Network, including the web hosting or linking ability, for purposes of expressions of private opinions, or to support private or public causes or external organizations.
- ***Large Group Mailings:*** The sending of messages to more persons than is necessary for educational or school business purposes is a misuse of system resources and User time. Large group mailings, such as “all districts” or “all building” are reserved for administrative use, subject to any exceptions which may be developed by the Administration or the System Administrator. Users may not send e-mails to more than ten (10) recipients in a single message, subject to exceptions developed by the Administration or the System Administrator. The System Administrator may also develop specific limitations on the use of graphics, the size, number, and type of attachments, and the overall size of e-mail messages sent on the system. The use of multiple messages, non-system addresses, or other techniques to circumvent these limitations is strictly prohibited.
- ***Electronic Signatures:*** Users shall not legally verify documents or use “electronic signatures” in any way unless they have been trained in an approved verification or signature system approved by the Administration. Users asked to legally verify or electronically sign documents should report the situation to the building principal.

## 13. **System Security and Integrity:** The District reserves the right to suspend operations of the Network, in whole or in part, at any time for reasons of maintaining data security and integrity or any other lawful reason. The District reserves the right to block or filter any web sites, social networking sites, e-mail addresses,

applications, servers or Internet domains which it, in its sole judgment, has determined to present a risk of exposing students or employees to sexually explicit or otherwise inappropriate content, exposing the system to undue risk of compromise from the standpoint of security or functionality, or creating a substantial likelihood of disruption of educational or co-curricular, or extracurricular activities.

14. **Filters:** The School will have the following in continuous operation, with respect to any computers belonging to the School and having access to the Internet:
- A qualifying technology protection measure, as required by CIPA. The protection measures are designed to block or filter internet access to pictures that are: (a) obscene; (b) child pornography; or (c) harmful to minors; and
  - Procedures or guidelines that provide for monitoring the online activities of users and the use of the chosen technology protection measure to protect against access through such computers to visual depictions that are obscene, pornographic, or harmful to minors, as those terms are defined in CIPA.

Such procedures or guidelines will be designed to:

- Provide for monitoring the online activities of users to prevent, to the extent practicable, access by minors to inappropriate matter on the Internet and the World Wide Web;
  - Promote the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
  - Prevent unauthorized access, including so-called "hacking," and other unauthorized activities by minors online;
  - Prevent the unauthorized disclosure, use and dissemination of personal identification information regarding minors; and
  - Restrict minors' access to materials "harmful to minors," as that term is defined in CIPA.
15. **Training Related to Online Behavior:** Pursuant to Federal law, students shall receive education about appropriate online behavior, including: (a) access by minors to inappropriate matter on the Internet; (b) the safety and security of minors while interacting with other individuals on social Networking websites, using e-mail, chat rooms, other forms of direct electronic communications, and cyberbullying awareness and response; (c) unauthorized access (e.g., "hacking") and other unlawful activities by minors on line; (d) unauthorized disclosure, use, and dissemination of personal information regarding minors; and (e) measures restricting minors' access to materials harmful to them.
16. **No Warranties Created:** By accepting access to the Network, you understand and agree that the School District, any involved Information Technology Centers, and any third-party vendors make no warranties of any kind, either express or implied, in connection with provision of access to or the use of the Network. They shall not be responsible for any claims, losses, damages or costs (including attorneys' fees) of any kind suffered, directly or indirectly, by any student arising out of that User's use of and/or inability to use the Network. They shall not be responsible for any loss or deletion of data. They are not responsible for the accuracy of information obtained through electronic information resources.
17. **Updates to Account Information:** You must provide new or additional registration and account information when asked in order for you to continue receiving access to the Network. If, after you have provided your account information, some or all of the information changes, you must notify the IT department or other person designated by the School District to receive this information.

Legal Ref.: Ohio Rev. Code 3313.20, 3313.47, 3319.321  
*Children's Internet Protection Act of 2000*, 47 USC § 254 (h), (l)  
*Family Educational Rights and Privacy Act (FERPA)*, 20 U.S.C. § 1232g

Revised: 4 / 7 / 20

## **ATTENDANCE**

Ohio's compulsory education law requires the proper education of all children in the state because education of all citizens is fundamental to the advancement of a civilized society. The Marietta City Board of Education believes that regular attendance is necessary for learning and that frequent absences interrupt the continuity of the instructional process and student's academic and social adjustment. It is the responsibility of the student and the parent to maintain regular attendance. Each instance of absence or tardiness, whether excused or unexcused, becomes part of the student's cumulative record. \*It is the intent of this policy and related administrative procedures to help students maintain good attendance to maximize educational achievement and to enhance future education and employment opportunities. \*Ref: In accordance with Public Law 93-380.

### ***MES SCHOOL DAY***

**A school day for a Marietta Elementary school student goes from 8:50 a.m. to 3:45 p.m. during a normal, uninterrupted day.** If a school day is interrupted for a particular reason, students need to follow the appropriate bell schedule for that particular day.

**Marietta City Schools is not responsible for the safety or supervision of students on campus before 8:20 a.m.**

- Students are not permitted on campus before 8:20 a.m.
- Between 8:20 a.m. and 8:40 a.m. students are only permitted in the gym unless prior permission from a school employee.
- Use assigned entrance and exits.
- Students are to report to areas of the gym designated for grades 3rd, 4th, 5th and 6th grade.
- Students will be dismissed from their morning duty station at 8:45 a.m.
- Arrivals after 8:50 a.m. must first report to the office.

**Marietta City Schools is not responsible for the safety or supervision of students on campus after 3:45 p.m. unless associated with a school sponsored group or event that is properly supervised.**

### **CHRONIC ABSENTEEISM**

Chronic absenteeism is the total amount of time a student is absent from school including excused, unexcused, and OSS absences, tardy arrivals to school and early releases from school. Students who miss 2 or more days in one school month are considered to be chronically absent and are at risk of low math and reading skills and underdeveloped social emotional skills. 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 will receive notice from the attendance officer in compliance with Ohio Revised Code.

### ***TRUANCY and DISCIPLINARY ACTION***

Truancy is absence from school without legitimate reason for any part of the day including tardy arrivals and unexcused early releases. Absences due to truancy may result in disciplinary action by the building administrator. The severity of the penalty will depend upon the amount of time missed, the level of truant absences, and the general conduct of the student.

Arrangements may be made with the administration on an individual basis to take semester and final examinations and achievement tests during suspension.

**When student of compulsory school age is absent without legitimate excuse for absence from the public school the child is supposed to attend for thirty or more consecutive hours, forty-two or more hours in one school month, or seventy-two or more hours in a school year, the parent/guardian and student will be required to participate in a conference to develop a Student Absence Intervention Plan. If the parent/guardian and student fail to participate or fails to improve school attendance, complaints shall be filed in Juvenile Court. \*Ohio Revised Code 3321**

## **REPORTING ABSENCES**

Ohio law requires that schools verify absences daily. Parents are requested to call the attendance office recorder (374-6530) before 8:30 a.m. to report absence.

State:

1. Your name and relationship to the student
2. Student's first name, last name and grade
3. Date(s) of absence
4. Reason for the absence.

## **WRITTEN EXCUSES**

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

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

**\*\*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. After six parent excused days are used, further absences will be considered unexcused unless there is a doctor's excuse for student illness.**

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 **if the proper procedures outlined above are followed:**

### **1. Parent Excused Absences (Personal Illness, family emergency, pre-approved family vacation)**

– Absence due to student illness may be excused if the parent or guardian contacts the school on the day of the absence (Missing Children's Act) and sends a written excuse the following day (OAC 3301-69-02 (B)(2)(a-j)). The parent/guardian excuse must include the student's first, last name and grade, the date(s) of absence, the reason for absence and a legible parent/guardian signature. 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. 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. A medical/dental excuse indicating the date and time of the appointment is required upon the student's return to school. The doctor's excuse must be original or faxed from the doctor's office to the school. Medical excuses from the date of service will be accepted when an excuse is received on the date of return. Absence dates listed prior to date of service may or may not be excused.

Long-term absence due to medical or mental health reasons, will require medical/mental health provider documentation as to the nature of the illness or condition, any/all limitations on the student, inclusive dates of the medical condition and/or specific dates of absence(s) covered, and a signed release allowing the school nurse, school counselor and/or school administrator the ability to develop a case management plan in coordination with the treating provider to address the student's physical/emotional and educational needs during the disabling absence and for transitioning back into the school environment.

**3. Illness in the Family** – Necessitating absence from school of the child (the approving authority) may require the written statement of a physician/mental health professional explaining why the child's absence from school was necessary due to the family members illness, if it is deemed appropriate.

**4. 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. A written note from

the parent including the decedent's name and date of death/date of service may be required at the discretion of the administrator.

5. **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.

6. **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. A written note from the parent may be required at the discretion of the administrator.

7. **Emergency** or set of circumstances which, in the judgment of the Superintendent or his/her designee constitutes a good and sufficient cause for absences from school.

8. **Foster Care Related Absences**--See Administration

9. **Homeless Related Absences**--See Administration

Absences for any reasons other than those cited above may be considered unexcused.

**Pre-Approved trips/vacations:** Family vacations/trips are highly discouraged during academic school hours. Families are encouraged to plan such events over holiday breaks or summer vacation. If this is not possible and trips must be taken during school hours, the parent/guardian must complete and submit a REQUEST FOR APPROVED ABSENCE FROM SCHOOL to the principal no less than three days prior to the planned absence for approval. Forms are available in the school office. The building principal will determine whether the absence(s) will be considered excused. Please be advised any approved absences will be deducted from the six allowable parent excused days for the school year. Students will be expected to collect their makeup work in advance before going on their planned trip.

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

### **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, exceeding the allowable number of 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.

### **TARDY TO CLASS**

Tardiness to any class is disruptive to the educational process. During the school year, parents/guardians may turn in up to three written notes for a tardy to be excused at the time the parent signs the student into school. Tardies that have a written note will have to be approved by the principal. Excessive tardiness is subject to disciplinary measures and may affect student achievement and grades.

### **BEHAVIOR**

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

**II. GENERAL CODE OF STUDENT CONDUCT FOR MES STUDENTS:** The statements listed below are derived from Board of Education policy: The Board of Education of the Marietta City School District, in an effort to promote an improved learning environment, unfettered by disruptive student conduct, codifies these district policies and procedures dealing with student behavior. This comprehensive Code of Student Conduct is developed for the encouragement of knowledge, creativity, understanding, tolerance and

protection of all learners. Proper discipline is fundamental to a sound educational environment and is essential for safe and orderly schools. It is intended that this Code of Student Conduct give direction for proper student behavior in the classrooms, halls and grounds of the school system during school hours and during any extracurricular or school-sponsored event on or off campus. This Code of Student Conduct is to establish behavior standards for students, delineate specific violations of school rules and outline appropriate responses to student misbehavior. Acts of gross misconduct, flagrant discourtesy, abusive or vile language, acts of violence and/or deliberate insubordination are not to be tolerated and should be referred immediately to the administration or the dean of students. Procedures for emergency removal, suspension, expulsion, and permanent exclusion are included. The authority of the Board of Education to regulate matters of student behavior is identified in various portions of the *Revised Code* of the State of Ohio as indicated.

**III. EXPECTATIONS FOR BEHAVIOR** - Students in the Marietta City School District are to maintain high standards of behavior. Students are expected to:

**Be Safe, Be Respectful and Be Responsible.**

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

**IV. PAX---(Peace, Productivity, Health, Happiness)**

In 2018, Marietta City Schools' began learning and implementing PAX strategies in classrooms 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/accomplishments.

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 offenses: Considered to be the least serious.**

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

**Dress code violations**

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

**Loitering:** A student shall not loiter in rest rooms or other areas of the building, nor participate in an activity for which the area was not designated or intended.

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

**Prohibited Items:** Personal items

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

**Tardiness:** Late to class or school.

**Type II offenses: Considered to be more serious.**

**Cheating:** Students are expected to produce original work on all class work, homework and projects. When other sources of information such as encyclopedias, reference books or computer software are used, the source must be listed appropriately.

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

**Damage to Property:** A student shall not cause or attempt to cause damage to school property, public property, or the personal property of others at any school activity on or off school grounds. Damage under \$100.00 will be considered a Type II offense.

**Emergency Evacuation Procedures:** A student shall not interfere with any emergency evacuation procedures for fire or tornado drills by failing to comply with drill procedures.

**Fraudulent Behavior:** A student shall not cheat, lie, mislead, forge, misrepresent, plagiarize or engage in any other deceitful act while under the jurisdiction of the school, while fulfilling responsibilities associated with being a student or while representing the school in any capacity. This includes compliance with the district computer use policies and procedures.

**Gambling:** A student, while on school premises or at a school-sponsored activity, shall not engage in gambling or games of chance. Playing cards, dice and other items commonly associated with gambling shall neither be brought to or used in school, unless part of an approved educational game or activity. Approved school groups may sponsor fundraising raffles with the permission of the building principal.

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

**Insubordination or Disrespect:** A student shall obey all reasonable directions and instructions given by school personnel and act in a respectful manner toward school personnel during any period of time when the student is under the jurisdiction of the school.

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

**Safety:** A student shall not perform or participate in any act that could result in injury to self or another person, including engaging in rowdy behavior, rough play, or running in inappropriate areas.

**Trespassing:** A student shall not trespass within or upon premises that are specified as being off limits. Students who have been removed from school through emergency removal, out-of-school suspension, expulsion or permanent exclusion are not permitted on school grounds.

**Violation of Computer Usage Agreement:** See page 7

**Type III offenses: Considered to be the most serious.**

**Alcohol/Tobacco/Drugs**

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

**Bullying**

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

**Harassment/ Hazing**

**Serious Safety Violations:** An action will be considered a Type III offense when the student deliberately commits an act that could result in serious injury to self or others.

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

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

**Violation of Civil or Criminal Law:** A student shall obey all laws and ordinances when the student is under the jurisdiction of the school. In the event that an incident of student misconduct is also a violation of the law, school officials should first refer the incident to the appropriate law enforcement officials. This should include but not necessarily be limited to any incident involving dangerous weapons, drug possession, theft, and assault.

**Weapons and Dangerous Instruments:** A student, while under the jurisdiction of the school, shall not possess, handle, transmit or conceal any object, which might be considered a dangerous weapon or instrument of violence pursuant to board policy JFCJ. Possession shall be defined, but not be limited to the following: objects carried or concealed on one's person; objects contained in one's locker or any other setting selected to conceal such item(s) or material(s); and objects contained in a vehicle owned or driven by such person, use of any instrument in a fight or assault is prohibited. Students may not bring guns, knives, bullets, martial arts equipment, explosives, etc. to school. Dangerous weapons will be dealt with pursuant to BOE policy JFCJ; and students may face expulsion up to one calendar year.

**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 extracurricular activities or from the school premises. A teacher may remove a pupil from curricular or extracurricular activities under his/her supervision without notice or hearing requirements. As soon as practicable after making such a removal, the teacher shall submit in writing to the principal the reasons for such removal. The guidelines for emergency removal of a student are outlined in administrative procedure JGDA.

**Suspension:** The superintendent or the principal may suspend a pupil from school for not more than ten school days. A suspension may carry over semesters and school years. If a suspension is carried over from one school year to another it must be a suspension that is executed by the superintendent. Due process rights include:

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

**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 Boards has “zero tolerance” of violent, disruptive, intimidating or any other inappropriate behavior by its students.

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

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

If a student violates this policy or the student code of conduct, school personnel, students or parents should report the student to the appropriate principal. The administration cooperated 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 the 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 the building.

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

Students riding a bike are encouraged to lock their bikes at the bottom of the hill by the crosswalk. Due to the hill and the location of MES, it is the safest method for students to lock their bike at the bottom of the hill and use the school steps to get to MES. School personnel are not responsible for stolen, damaged or vandalized bicycles or for injuries incurred by students riding bicycles to or from school. As a matter of safety, wheeled devices, skateboards, mopeds, etc. are not permitted to be used or ridden on school sidewalks or inside the school building.

### **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. We discourage birthday treats, flowers, balloons, etc. due to safety and logistics of getting these items to the classroom and then home.

### **BULLYING AND HAZING**

(Harassment, Intimidation and Dating Violence)

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

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

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

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

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

Prohibited activities of any type including those activities engaged in via computer and/or electronic communications devices are inconsistent with the educational process and are prohibited at all times. No administrator, teacher or other employee of the District shall encourage, permit, condone or tolerate any hazing and/or bullying activities. No students, including leaders of student organizations, are permitted to plan, encourage or engage in any hazing and/or bullying.

Administrators, teachers and all other District employees are particularly alert to possible conditions, circumstances or events that might include hazing, bullying and/or dating violence. If any of the prohibited behaviors are planned or discovered, involved students are informed by the discovering District employee of the prohibition contained in this policy and are required to end all such activities immediately. All hazing, bullying and/or dating violence incidents are reported immediately to the Superintendent/designee and appropriate discipline is administered.

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

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

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

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

[Adoption date: September 23, 2002]

[Revised: June 27, 2005]

[Revised: February 26, 2007]

[Revised: November 19, 2007]

[Revised: November 22, 2010]

*Note: The terminology of bullying in this policy also includes harassment and intimidation and is defined as an intentional written, verbal or physical act that a student has exhibited toward another particular student more than once. The behavior causes both mental or physical harm to the other student and is*

*sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student.*

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

### **CYBER BULLYING**

Electronically transmitted acts i.e., Internet, Facebook, Twitter, cell phone, personal digital assistant (PDA) or wireless hand-held device that a student has exhibited toward another particular student more than once and the behavior both:

- Causes mental or physical harm to the other student/school personnel; and
- Is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the student/school personnel

Reports of cyber bullying by parents or students should be referred to either our school resource officer or the Washington County Sheriff's office.

### **CAFETERIA AND LUNCH/RECESS**

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 will be served to all students in the classroom. Lunch menus and prices are listed on the district website: [www.mariettacityschools.k12.oh.us](http://www.mariettacityschools.k12.oh.us). Students may bring a nutritious lunch from home. **Carbonated beverages are not permitted.** Please put the student's name on lunch boxes and bags.

#### **Lunch RULES:**

**Be Safe:** use PAX hands and feet; stay in your seat and raise your hand when you need help.

**Be Responsible:** use your three-inch voice; clean up any messes or spills, or tell an adult.

**Be Respectful:** Listen and follow directions from the teacher or adult; stay in your own space.

#### **Recess RULES:**

**Be Safe:** use PAX hands and feet; use equipment properly.

**Be Responsible:** Share and put equipment away; listen and follow the adult's directions.

**Be Respectful:** Wait your turn patiently; work together with others.

#### The Free and Reduced-Price Lunch Program

Free and reduced-price lunches are available to students who qualify and meet the eligibility guidelines. Students who qualified last school year are automatically qualified through the first 30 days of the new school year. However, a new application must be completed for this school year. Applications will be available this school year:

- Online at the Marietta City School website
- From the school building secretaries
- Or call (740) 376-2472 and request a form to be sent home with your student

If you received a Direct Certification Eligibility Notification Letter you DO NOT need to complete an application for school meal benefits. Please Note: Parents are still responsible for school lunch payment until the Free or Reduced applications have been determined.

Applications are accepted any time during the school year. Parents who have any change in employment or income during any time of the year may apply for benefits.

No child is discriminated against because of race, sex, color, national origin, age, or handicap.

#### 2021-2022 Lunch Prices

Our food service program must be self-supporting through the payment for student meals. We do our best to keep the lunch prices reasonable and offer the highest quality meals and service to your child each day. Each meal includes five components: an entree 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. We encourage students to take all five components to receive the greater value for the cost. Extra entrées may be purchased as well as a variety of ala carte items.

**Breakfast and lunch are free for all Marietta Elementary School students and all students in our district.**

If your child wants an additional lunch, it will cost \$2.85.

Paying for Lunches

Marietta City Schools has a computerized point-of-sale (POS) system that makes paying for meals SO MUCH EASIER! Families do not need to worry about sending money every day and be concerned about it getting lost.

Benefits of using the Point-of-Sale (POS) System

- Staff and Students receive faster service in checkout lines.
- Full-pay, reduced, and Free Meal Status accounts are handled in the same manner.
- Detailed information and meal account reports available to families through the Pay-For-It.
- Accurate records for state and federal reporting purposes are generated.

How does the point-of-sale system work?

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](http://www.payforit.net) to register their new account. We highly recommend that you use this method of payment. With this method you will have no worries about lost or stolen checks or cash or whether your student gets their lunch money to the cafeteria on time.

Other benefits of the Pay For It system are you are able to access your student's lunch balance, see what days they have eaten lunch and what ala carte items they have purchased. You can also set up Pay For It to e-mail you when your student's balance is low.

Checks

The cafeteria accepts checks for lunch money. When you send a check, you need to include your student's 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). We only recommend this method of payment for households that do not have internet access. With this method you will have to worry about whether your student gets the check to the cafeteria.

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 student account.

What is the Charging policy?

Charging refers to any time a student does not have enough money to cover his or her meal at the point of sale. Snacks and ala carte items cannot be charged.

Students with an outstanding balance, will be offered an alternate meal, a cheese sandwich/or Peanut Butter and Jelly Sandwich and a milk, for \$2.25 It is still the parent's responsibility for payment of these alternate meals.

Regardless of outstanding charges incurred, students K-8, with money-in-hand, will not be denied a meal.

Please make every attempt to replenish your student's account prior to a \$0.00 balance. Pre-payment for meals is strongly recommended.

Account balances are the responsibility of the students and parents.

What if my child still has money in his/her account at the end of the school year?

We will carry your child's balance to the next school year. Should families move from the school district, money remaining on student meal accounts will be refunded to the parent or guardian. Please contact the Food and Nutrition office at 740-376-2472 for information regarding the request for a student account refund.

What if I have a question regarding my child's account or account balance?

You may call the Food and Nutrition office at 740-376-2472, and we will gladly answer any questions you have concerning your child's account. If further research is needed to answer your question, we will be sure to contact you in a timely manner.

If I lost the monthly menu, how can we find out what's for lunch?

You can check online at <http://mariettacityschoools.k12.oh.us/>. Or call the School Office or Food Service Office at 740-376-2472 for assistance.

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.

### **CHANGES on RECORDS**

Notify the office of any change of address, telephone numbers, parent or student's last name, or custodial rights. **For the safety of the students, contact information should be updated regularly to include new cell phone numbers, medications and additions/changes with contact information.**

### **CHILD CUSTODY**

In accordance with Ohio law, if court ordered custodial arrangements restrict access to a child or student records, a copy of this court order must be on file in our office. The school will be directed by this document rather than the wishes of one parent or another. Notify the school of any changes in custodial parent arrangements. It is required that you notify the school, in writing, if any persons other than custodial parents will be picking up a child at school.

## CONFERENCES WITH SCHOOL PERSONNEL

MES holds parent-teacher conferences in **the fall and spring**. Anytime there is an academic concern, parents are to contact the teacher immediately for an appointment and are asked to not wait until conference day. For issues within the classroom the teacher should be the first line of contact. If a problem arises, parents are urged to telephone or email the teacher, support staff or principal to resolve the matter as quickly as possible.

### CONTACT INFORMATION:

- **Classroom teacher (374-6530)** -academic, behavioral or social problems; course content, homework assignments, special projects, classroom discipline
- **Guidance Counselor (374-6530 ext. 3128)** - achievement, behavioral, social or emotional adjustment; questions related to a student's placement, schedule, standardized test scores, special education placement, psychological evaluation, change in family status (death, divorce, separation, serious illness)
- **School Nurse (374-6530)** -student illness, injury of a serious nature, medication, immunizations, physical handicap
- **Assistant Principal (374-6530 ext. 3016)** -questions related to lengthy absences, family vacations, serious and prolonged behavioral problems resulting in detention or suspension
- **Principal (374-6530 ext. 3015)** -questions related to school rules and procedures, Board of Education policy, school curriculum, school organization, personnel
- **Secretarial Staff (374-6530)** -weekly or seasonal activities, emergency messages, general information, transfer of records, change of address or telephone, report cards, principal's list, honor roll, student fees, receipts
- **Bus Driver (374-6525)** - call the transportation director.
- **Transportation Director (374-6525)** -questions related to bus routes, schedules, bus rules, problems occurring on the school bus, student behavior and disciplinary actions
- **Food Service Director (376-2472)** - concerns or comments regarding food service or food service personnel, menu selections or purchase of meal tickets.

## CRISIS PLANS/DELAYS

Cancellation of school due to severe weather or other reasons will be announced on area radio and television stations. Other closings during the day will also be announced one hour prior to closing on area radio and television stations. In the event of school closing early, each child requiring special arrangements should have an early dismissal plan on file in the office. Marietta City Schools will use an automated calling system to make important announcements periodically throughout the year. *Our automated call system requires that your telephone number be current and up-to-date. Report changes to the secretary ASAP.*

**In the event of a one-hour delay, school will start at 9:50 a.m. If a two-hour delay is called, school will start at 10:50 a.m. Buses will follow a one-hour or two-hour delay schedule also. Marietta Elementary School has a crisis plan in place for other situations that may arise.** In any situation, area radio and television stations would be contacted by a district administrator with updated information. [www.wtap.com](http://www.wtap.com) lists school delays and closings. Text alerts can be forwarded to your cell phone via this site also.) Information may also be posted on the Marietta City Schools website [www.mariettacityschools.k12.oh.us/](http://www.mariettacityschools.k12.oh.us/).

## DISMISSAL

Students will not be permitted to leave the building with anyone other than a custodial parent unless parents have listed the adults on their contact information. Parents are expected to schedule appointments for students after school hours, and refrain from taking students out of school early unless it is absolutely necessary. The parent must report to the attendance office and sign for the student to be released. Please refer to the attendance section of the handbook to address attendance expectations relating to early releases.

**Drop-offs and Pick-ups:** When dropping off or picking up a student, parents and guardians should use the drop-off lane to avoid blocking traffic, bus lanes and crosswalks. Please do not drop-off a student in the middle of the parking area during high traffic times. Safety and courtesy to others is of utmost importance.

## DRESS CODE

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

Expectations:

1. All clothing should be neat, clean, and not too revealing.
2. All tops **MUST** have straps over both shoulders. Spaghetti straps are not permitted.
3. All tops must be long enough to be tucked in if asked to do so.
4. Hats, visors and bandannas are not to be worn in the building. Hoods should remain down while inside the building.
5. Clothing associated with alcoholic beverages, tobacco, drugs, sexual references, obscene or profane words or pictures or other activities illegal to students will not be worn.
6. Sunglasses may not be worn during the school day.
7. Studded and spiked jewelry or piercing chains may not be worn.
8. Clothing that has excessive tears, cuts, or holes is not permitted.
9. No sleepwear, including pajama bottoms, house slippers, or blankets are permitted in school.
10. Undergarments must not be seen.
11. Book bags, coats and jackets must be left in the locker during the school day.
12. Shorts and skirt length must be at least fingertip length.
13. No dangling chains or straps from the body are allowed.

### **DRUGS, ALCOHOL, AND TOBACCO**

#### **Drug and Alcohol Testing (Performance Activities)**

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

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

#### **Tobacco, Alcohol, Illegal Drugs and Paraphernalia**

The possession, use or distribution of any tobacco product, electronic cigarette (vapors), alcoholic beverage, illicit drug, illegally obtained prescription medication, inhalant, counterfeit drug, look a-like drug or drug paraphernalia by students on school property or during part of any school activity is in violation of board policy.

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

Possession shall include, but not be limited to:

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

The Marietta Board of Education and Marietta Middle School agree that tobacco products, alcohol, drugs, and paraphernalia have a negative effect on the school and educational process. As a result, the Marietta Board of Education and Marietta Middle School have instituted **severe** penalties for any student found violating this section of the handbook.

### **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.

### **GUIDANCE SERVICES**

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

### **GYMNASIUM RULES**

#### **Gym Rules:**

**Be Safe:** use PAX hands and feet; use equipment appropriately.

**Be Responsible:** share and put equipment away; listen and follow the adult's directions.

**Be Respectful:** wait my turn patiently; work together with others.

### **HALLWAY EXPECTATIONS**

**Be Safe:** Use PAX hands and feet.

**Be Responsible:** Follow my teacher's directions.

**Be Respectful:** use PAX quiet.

### **HELPLINE TELEPHONE NUMBER**

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

### **HOMEWORK**

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

### **IMMUNIZATIONS**

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

### **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 that 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 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 a 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 will provide a written response to the complainant.

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 complete 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.

### **LOCKERS**

Lockers may be provided for students. Students are responsible for the care of their lockers. Locks will NOT be provided or required for lockers. Lockers will remain unlocked. Students should keep valuable items at

home as the school will not be responsible for lost or stolen items. Lockers are the property of the Marietta City Schools Board of Education and may be searched or inspected at any time. **Students are only permitted to go to their locker during certain times of the day. Students may go to their lockers upon arrival to school, before lunch, after lunch, and at the end of the day. Students may also go to their lockers with a written pass and permission from their teachers or other staff members.**

#### **LOST AND FOUND**

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

#### **MAKE-UP-WORK**

**Make-up work for an absence** is the responsibility of the student. You may notify the school to make arrangements for assignments to be picked up in the office or sent home with another student. Please allow 24 hours after notification to collect assignments for students who may be absent.

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

#### **MEDICAL**

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

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

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

##### **Part A:**

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

##### **Part B:**

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

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

There are times when students are better able to remain in school through the effective use of

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

### **MEDICAL EMERGENCIES**

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.***

### **NO-DISCRIMINATION STATEMENT (Title IX)**

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

Alison Woods / Assistant Principal at Marietta High School,  
Title IX District Coordinator, MCS  
115 Academy Drive  
Marietta, Ohio 45750  
740-374-6540

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

Brittany Schob, Principal  
Marietta Elementary School  
242 Seventh Street  
740-374-6530

### **PTO (Parent Teacher Organization)**

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.

### **PERSONAL PROPERTY**

Students are not permitted to bring items such as squirt guns, look-a-like toy guns, cigarette lighters, tobacco products, etc. to school. Expensive personal items, such as jewelry, audio equipment, electronic games, cameras, etc. should not be brought to school. Students may carry a water bottle that only contains water with no flavoring. MES is not responsible for lost, stolen or broken personal property.

### **RESTROOM EXPECTATIONS**

**Be Safe:** Use wash my hands correctly; use equipment properly.

**Be Responsible:** leave quickly.

**Be Respectful:** keep the bathroom clean; use a three-inch voice.

### **SAFETY INFORMATION**

**FIRE, TORNATOR 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 the school. Teachers are aware of the emergency procedures and have been trained to ensure the students' safety.

### **STUDENT ACCOUNTABILITY**

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

### **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. 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.. 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 for 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.

### **TECHNOLOGY (Cell phones and other similar devices)**

Students are NOT permitted to bring Ipods, cell phones, hand-held electronic devices, toys, dolls, etc...., to school without special permission from the principal. 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.

### **TELEPHONE CALLS**

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.

### **TEXTBOOKS**

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

### **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 the Title I parent compact as well.

### **TRANSPORTATION OF STUDENTS: RULES AND REGULATIONS**

1. To ensure the safe transportation of our students, all students riding the bus are under the direct supervision of the bus driver. The bus driver has the expressed authority to enforce district policies, rules, regulations or procedures concerning student's bus conduct. Student's disorderly conduct or refusal to follow the orders issued by the bus driver constitutes sufficient cause for disciplinary procedures to be initiated against the student. These disciplinary actions may range from the suspension or revocation of riding privileges in accordance with board policies and the Ohio Revised Code.
2. All students who reside over one (1) mile from their home elementary school and middle or high students who reside more than 2 miles from their respective schools are eligible for transportation. School buses will not be scheduled to travel roads where students live less than 1/2 mile to the intersection of a main route.
3. Pupils will ride their assigned buses to and from school. Parents must request, in writing to permit deviation from this rule. Requests shall be made to the transportation manager.
4. Pupils are assigned pick up and drop off locations (stops), unless a written request, signed by the parents, asking permission to be let on or off the bus at some other stop is presented to the bus driver. (No Senior High students will be discharged at the Middle School.) Parents will assume the responsibility of the child when such a request is made and granted. The administration reserves the right to refuse these requests for just cause.
5. Parents are responsible for the safety and conduct of the pupils while going to and from pickup points and for their meeting the bus on schedule.
6. Buses operate on a time schedule as outlined by the transportation manager and approved by the Superintendent and Board of Education.
7. Eating, drinking, chewing gum, and littering are not permitted on the bus.
8. Possession or the use of tobacco, drugs or alcohol of any type is not permitted on the bus at any time.
9. Noise on the bus shall be kept to a minimum at all times to assure safety of operation.
10. Absolute quiet must be maintained at all railroad crossings or other dangerous areas.
11. Nothing shall be thrown out of the bus nor anything held so it extends out of the window.
12. All parts of pupils' bodies shall be kept inside the bus at all times.
13. In accordance with the Board of Education's dangerous weapons policy, dangerous weapons, firearms, ammunition, explosives, fireworks, firecrackers, glass containers, animals, skateboards, other recreational items or other dangerous materials that may interfere with the safe operation of the vehicle, shall not be

transported.

14. Pupils may transport musical instruments, class projects or articles so long as they can be held in the student's lap. Larger items will be placed in the under-bus storage compartments when available.

15. No pupil shall stand up, leave or be out of their seat in any fashion while the bus is in motion.

16. Pupils shall be required to perform four (4) rear door emergency evacuation drills per year. The bus driver will supervise the drills.

17. Pupils shall be waiting at least ten (10) feet from the roadway, in an orderly manner, at the assigned loading area, to board the bus when it arrives. No pushing or shoving when boarding the bus.

18. Pupils may be required to sit three (3) to a seat and no standees shall be allowed. Seats can be assigned by the driver to maintain order and for evacuation purposes.

19. Parents are responsible for any damage to the school bus by their children.

20. In accordance with the Board's zero tolerance policy on violence, fighting or intimidating other students or board employees is strictly prohibited.

#### **PENALTIES FOR RULE INFRACTION AND MISCONDUCT CONDUCT REPORTS**

- 1ST OFFENSE WARNING (Could be suspended with next report)
- 2ND OFFENSE WARNING (Will be suspended with next report)
- 3RD OFFENSE 3 DAY Bus Suspension
- 4TH OFFENSE 5 DAY Bus Suspension
- 5TH OFFENSE 10 DAY Bus Suspension
- 6TH OFFENSE Bus suspension for remainder of school year.
- **Consequences for serious infractions or violations may result in skipping disciplinary steps depending upon the nature of the misconduct.**

#### **AUTOMATIC, NO WARNING SUSPENSIONS**

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

The transportation manager, in conjunction with the building principal, will set the length of all automatic suspensions. The transportation manager reserves the right to offer alternative disciplinary measures to students and parents depending on the circumstances. Hearings will be made available to all students and parents to review the action taken. Such requests shall be made through the transportation manager within 72 hours of the alleged offense.

#### **VISITORS**

MES is a secure site. All visitors are required to obtain permission to enter the building. Visitors will be asked to identify themselves and state their business before entering. Visitors must report directly to the office upon entering. Visitors during school hours are required to wear a Visitor's tag while on campus.

- Conferences should be scheduled in advance.
- Unauthorized visitors on school property are trespassers and will be reported to Police.
- Unauthorized student's guests, visitors or friends are not permitted on school property before or after school or during the lunch period.

#### **WALKERS**

- Leave the school grounds immediately upon dismissal.
- Use the steps and sidewalks properly (walk on the right)
- Do not walk in the street.
- Do not loiter on school grounds.

- Respect the rights of property owners on the way home.

#### **WITHDRAWAL FROM SCHOOL**

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