

MARIETTA ELEMENTARY SCHOOLS



PARENT-STUDENT HANDBOOK 2018-19

HARMAR
PHILLIPS
PUTNAM
WASHINGTON

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

BOARD OF EDUCATION

Mr. J. Doug Mallett – President
Mr. Russ Garrison – Vice President
Mr. Mark Duckworth
Ms. Stacey Hall
Mr. Bill Hutchinson

ADMINISTRATIVE STAFF

Mr. William Hampton – Superintendent
Dr. Jona Hall – Director of Curriculum & Technology
Mr. Frank Antill – Chief Fiscal Officer

Marietta City School District Mission Statement

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

Marietta City School District Vision Statement

District of choice – Learners for life

Foundation Statements

Marietta City Schools envisions the ideal as the following:

I. A curriculum that

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

II. Instruction that

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

III. Assessments that

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

IV. A staff or faculty member who

1. Promotes, honors, and protects the district vision, mission, commitments, and goals
2. Addresses the four core questions of instruction
 - a. What specifically do students need to learn and be able to do?
 - b. How will we know if they have learned it?
 - c. How will we respond to students who didn't learn it?
 - d. How will we respond to students who are already proficient?
3. Is committed to the academic and personal success of all students
4. Recognizes and commends students for their efforts and progress
5. Is driven by a common purpose and shared ideals
6. Is highly professional and acts as a role model for students and peers
7. Is highly-qualified and demonstrates a strong work ethic
8. Is professional in their communication and actions
9. Is a life-long learner who seeks continuous self-improvement through professional growth opportunities

10. Supports shared leadership responsibilities for all stakeholders
11. Values all students

V. A student who

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

VI. Leadership that

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

VII. A learning culture and school climate that

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

VIII. Parents, families, and community members who

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

**MARIETTA CITY SCHOOLS
2018-19 SCHOOL CALENDAR**

<u>2018</u>				<u>DAYS IN SESSION</u>
August	20	Monday	Opening Day/Staff Only	8
	21	Tuesday	Staff Only	
	22	Wednesday	Classes Begin	
September	3	Monday	Holiday**	19
October	5	Friday	No School/Trade Day*	21
	8	Monday	Professional Development*	
	19	Friday	1 st Grading Period Ends	
November	12	Monday	Holiday**	18
	21-23	Wednesday	Holiday Break**	
	22	Thursday	Holiday**	
	26	Monday	Classes Resume	
December	20	Thursday	2 nd Grade Period Ends	14
	21-Jan.2	Friday	Holiday Break**	
	25	Monday	Holiday**	
<u>2019</u>				
January	1	Monday	Holiday**	20
	2	Tuesday	Records Day*	
	3	Wednesday	Classes Resume	
	21	Monday	Holiday**	
February	8	Friday	Professional Development Day*	18
	18	Monday	Holiday**	
March	8	Friday	3 rd Grade Period Ends	16
	11-15	Monday	Spring Break**	
	18	Monday	Classes Resume	
April	19	Friday	Holiday**	21
May	26	Sunday	Graduation	21
	27	Monday	Holiday**	
	30	Thursday	4 th grade period ends	
	31	Friday	Records Day*	
June	3	Monday	Trade Day*	

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

* No school for students

**Schools closed

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

Grading Periods:

1 st - August 22-October 19	40
2 nd - October 22-December 20	40
3 rd - January 3-March 8	44
4 th - March 18-May 30	52

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.

ATTENDANCE

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

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

Definition of Elementary School Day

Harmar School	8:50-3:50
Phillips School	8:50-3:50
Putnam School	8:50-3:50
Washington School	8:55-3:35

***Effective July 1, 2017, in accordance with Public Law No: 114-95 (ESSA) and Ohio House Bill 410, student absence will be calculated by the hour and not by day for the full school year rather than by grading period or semester.**

STUDENT ABSENCES AND EXCUSES

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

- 1. Personal Illness – Absences may be excused if the parent or guardian contacts the school on the day of the absence AND sends a written excuse the following day.**
*Parents/Guardians will have the ability to excuse **six full days** per school year for personal illness, family vacation, emergency or a combination of the three. After **six parent notes are used**, absences will be considered unexcused unless there is a doctor's excuse for student illness or written statement from the treating physician of the family member with an explanation as to why the child's absence was necessary. Such absences will be excused when doctor's note is received upon student's return to school. **The doctor's excuse must be the original or faxed from doctor's office to school. Provide medical documentation for long-term absences to include the nature of the illness, any limitations on the student, inclusive dates of medical condition and/or specific dates of absence(s) covered. As per district procedure, absences for students who experience repeated occurrences of pediculosis (lice) and/or bed bugs may be considered UNEXCUSED at the discretion of the building principal.**
- 2. Illness in the Family** –Necessitating the presence of the child. The (approving authority) may require the written statement of a physician/mental health professional in explanation as to why the child's absence was necessary. If it is deemed appropriate, *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.
- 3. Death in the Family** –The absence rising from this condition is limited to a period of three days unless a reasonable cause may be shown by the applicant child for a longer absence.
- 4. Quarantine for contagious disease** –The absence of a child from school under this condition is limited to the length of quarantine as determined by proper health officials.
- 5. Observance of Religious Holidays** –Any child shall be excused if his/her absence was for the purpose of observing a religious holiday consistent with his/her truly held religious beliefs.
- 6. Medical or Dental appointment** -Students who have health related appointments will be allowed to be absent for only the time of the appointment and a reasonable amount of time before or after the appointment.
- 7. Emergency** or set of circumstances which, in the judgment of the Superintendent or his/her constitutes a good and sufficient cause for absences from school.

***Parents/Guardians will have the ability to excuse six full days per school year only for personal illness, approved family vacation, emergency or a combination of the three..**

UNEXCUSED ABSENCES

An unexcused absence is any absence from school without a legitimate excuse. Some examples of an unexcused absence are failing to turn in medical or parent excuses, sleeping in, missing the bus, celebration of birthday, shopping, hair and nails, hunting, etc. When an absence from school is unexcused, the student is considered to be truant. Disciplinary actions will be imposed for unexcused absences as determined by the rules set forth in each school handbook.

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

CHRONIC ABSENTEEISM

CHRONIC ABSENTEEISM IS COMPRISED OF THE TOTAL TIME OUT OF SCHOOL FOR EXCUSED, UNEXCUSED, OUT OF SCHOOL SUSPENSION DAYS, TARDY ARRIVALS AND EARLY RELEASES FROM SCHOOL. Students who are chronically absent from school (for 38 or more hours in a school month or 65 or more hours in a school year) may be subject to participate in a required absence intervention plan. (ESSA and Ohio HB 410).

TRUANCY AND DISCIPLINARY ACTION

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

Absences and Tardiness

Tardiness: Tardiness to school or any class is disruptive to the educational process. Excessive tardiness is subject to further disciplinary measures and may affect student achievement and grades. **Student will be counted tardy after 9:05 a.m. and absent after 9:15 am.** During the school year, Parents/Guardians can turn in up to three written notes for a tardy to be excused for the full school year. Tardiness that has a written note may be approved by the principal.

Early Releases: Students are expected to be in school for the full day. A student will be permitted **three** excused early releases throughout the whole school year. An early release would be if a child leaves at or after 2:50 p.m. of the school day. In order to have an excused early release, there must be a written note and this has to be approved by the principal. **After three excused early releases, the remainder of the early releases will be unexcused unless there is a doctor's excuse.**

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

Family Vacations: Family time is important; classroom time is also important. We ask that parents avoid scheduling vacations/custody visitations, which require absence from school. **Absences will not be excused**

when this vacation is on a district or state testing day. Absences due to family vacations may be excused as determined by the following criteria:

1. Written request is submitted to the principal at least three (3) days prior to the absences.
2. Student attendance in the current year is good.
3. If approved, days will be deducted from the allotted 6 parent excuses for the year.

Take -Your-Child- To-Work Day: Although this event is worthwhile, the classroom experience is also worthwhile. We recommend that this day be celebrated on non-school days. **Absences will not excused when this event is on a district or state testing day** be. Absences for Take-Your-Child-To-Work-Day may be excused as determined by the following criteria:

1. Written request is submitted to the principal at least three (3) days prior to absences.
2. Student has not used all of the allotted 6 parent excuses for the school year.
3. Student submits a written report to teacher and principal upon return to school.

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

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

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

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

1. Student's first, last name and grade;
2. Date(s) of absence;
3. Reason for the absence;
4. Parent's signature;
5. Blanket Doctor's excuses will not be accepted.

Absence Reporting: When a child is absent, it is the responsibility of the parent/guardian to call the school to report the child absent. As a safety measure, schools notify the parent when the child is absent. If the school does not hear from the parent/guardian by 9:30 a.m., a call will be placed to the home.

All absences must be followed by a signed note from the parents, doctor's excuse, or written documentation. These notes will be dated and sent to the office with the attendance report. **Absences not followed by a signed note from parents are recorded as UNEXCUSED.** Refer to district attendance policy for additional information.

ARRIVAL/DISMISSAL

Consult your individual school section for the specific bell schedule. Students may enter the buildings at 8:50 AM.

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

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

When a student leaves school during the day, the parent comes to the office to complete the sign out roster. At that time we ask that the parent remain in the office to meet the child. This allows us to see parent and child together before they exit the building. Again, this is another security step to insure your child's safety.

Please contact the school **prior to 2:30 p.m.** when your child's regular dismissal has been changed. Without notification, the school will require your child to follow his/her regular dismissal procedure. If an emergency arises and the child is picked up before dismissal, the parent must sign his/her child out in the office. See elementary section for specific dismissal guidelines.

ART/MUSIC/PHYSICAL EDUCATION

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

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

PHYSICAL EDUCATION-

1. Students in grades one through five must wear gym-type shorts/slacks and tennis or basketball shoes for class. Safety and modesty are used to determine student participation. The limited number of class periods in the semester grading period means that inability to participate due to inappropriate shoes can have a major impact on the student's grade.
2. Students are advised to avoid wearing jewelry or having sharp objects in their pockets.
3. In the event of illness or injury, students are required to present a note from parents or physician explaining limits of participation and extent of illness/injury. A doctor's excuse may be required after three consecutive days of non-participation or if requests are deemed to be excessive.

BEHAVIOR

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

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

Some offenses are considered to be more serious than others. Type I offenses are considered to be the least serious. Type II offenses are considered to be more serious. Type III offenses are considered to be the most serious. It is important to note that repeated violations or cumulative offenses of even the less serious offenses can result in suspension or expulsion, especially if other means have been exhausted in changing the student's pattern of conduct. Some of the more serious violations, depending upon the circumstances, may require emergency removal, suspension, expulsion, or even permanent exclusion of the student after the first offense.

Type I Offense

1. **Disruption of school** — A student shall not disrupt or obstruct the educational process during any curricular or extra curricular activity.
2. **Dress Code Violations** — A student shall not dress or appear in a fashion deemed inappropriate. Dress code violations include, but are not limited to the following: clothing or apparel that is a potential safety risk, including the wearing of rings, belts, or chains that may cause injury to other students or damage to property; clothing or apparel that promotes the use of drugs, tobacco or alcohol; clothing or apparel that does not comply with the requirements of specific programs; clothing or apparel that has the potential to disrupt the educational process, including violations of local standards of decency; and other violations as outlined in the schools' handbooks.

3. **Littering** — A student shall not litter any interior or exterior area owned by or under the control of the Marietta City Board of Education.
4. **Loitering** — A student shall not loiter in rest rooms or other areas of the building, nor participate in an activity for which the area was not designated or intended.
5. **Profanity** — A student shall not use profane language or obscene gestures.
6. **Prohibited Items** — In order to avoid disruption to the educational process and to minimize the risk of loss of student property, students are asked to refrain from bringing to school the following items: radios, tape players, compact disc players, pagers, cell phones, electronic entertainment devices, laser pointers or other electronic devices. Such items may only be brought to school with special permission and restrictions, and will otherwise be confiscated until claimed by the parent or legal guardian.
7. **Public Display of Affection** — Students shall refrain from any excessive display of affection such as kissing or sustained hugging.
8. **Tardiness** — Tardiness is disruptive to the educational process and is subject to individual classroom guidelines. Excessive tardiness is subject to further disciplinary measures and may affect student achievement and grades.

Type II Offenses

1. **Damage to property** - A student shall not cause or attempt to cause damage to school property, public property, or the personal property of others at any school activity on or off school grounds. Damage under \$100.00 will be considered a Type II offense.
2. **Emergency Evacuation Procedures** — A student shall not interfere with any emergency evacuation procedures for fire or tornado drills by failing to comply with drill procedures.
3. **Fraudulent Behavior** — A student shall not cheat, lie, mislead, forge, misrepresent, plagiarize, or engage in any other deceitful act while under the jurisdiction of the school, while fulfilling responsibilities associated with being a student, or while representing the school in any capacity. This includes compliance with the district computer use policies and procedures.
4. **Frightening, degrading, or disgraceful behavior** — A student shall refrain from behavior which frightens, degrades, disgraces, or tends to frighten, degrade, or disgrace, any person by written, verbal, or gesturer means during any period of time when the student is under the jurisdiction of the school.
5. **Gambling** — A student, while on school premises or at a school-sponsored activity, shall not engage in gambling or games of chance. Playing cards, dice, and other items commonly associated with gambling shall neither be brought to or used in school, unless part of an approved educational game or activity. Approved school groups may sponsor fundraising raffles with the permission of the building principal.
6. **Gangs and secret societies** — A student while attending Marietta City Schools shall not organize, join or belong to a gang or other secret society.
7. **Inappropriate use of the Internet** — The use of the telecommunication network for illegal, inappropriate, or unethical purposes by students is prohibited. Students using the Internet on school grounds are expected to comply with the acceptable use policy and procedure of the district. The use of the Internet must be in support of education and research and consistent with the educational objectives of the Marietta City School District. Use of the network and computer resources must comply with rules appropriate for that network. Specific examples of inappropriate use are found in files EDE board policy and regulation “Computer On-Line Services” and are contained in the acceptable use agreement signed by each student with Internet access. This acceptable use agreement is also signed by the student’s parent or legal guardian.

8. **Insubordination, disrespect** — A student shall obey all reasonable directions and instructions given by school personnel, and act in a respectful manner toward school personnel during any period of time when the student is under the jurisdiction of the school.
9. **Safety** — A student shall not perform or participate in any act that could result in injury to self or another person, including engaging in rowdy behavior, rough play, or running in inappropriate areas.
10. **Trespassing** — A student shall not trespass within or upon premises that are specified as being off limits. Students who have been removed from school through emergency removal, out-of-school suspension, expulsion, or permanent exclusion are not permitted on school grounds.
11. **Truancy** — Truancy is declared when a student is absent from the school for any portion of the school day without school authorization. Excuses from school must meet the conditions stipulated in board policy and administrative procedures (see file JED) and the *Ohio Administrative Code*. In cases of a prolonged or excessive absence, a doctor's certificate may be required to verify the absence in question.

Type III Offenses

1. **Assault, Fighting, or Hitting**— A student under the jurisdiction of the school shall not cause or threaten physical injury nor behave in such a way which could cause physical injury to another.
2. **Dangerous weapons and instruments** — A student, while under the jurisdiction of the school, shall not possess, handle, transmit, or conceal any object which might be considered a dangerous weapon or instrument of violence pursuant to board policy JFCJ. Possession shall be defined, but not be limited to the following: objects carried or concealed on one's person; objects contained in one's locker or any other setting selected to conceal such item(s) or material(s); and objects contained in a vehicle owned or driven by such person.
3. **Drug Possession: including marijuana, narcotics, alcoholic beverages, and illegal/non-prescription drugs** — A student while under the jurisdiction of the school, shall not possess, use, transmit, conceal, or show any sign of consumption of any alcoholic beverage, illicit drug, inhalant, illegally obtained prescription medication, counterfeit or look-alike drug, or drug paraphernalia as specified in board policy JFCI. Possession shall be defined, but not be limited to, the following: objects carried or concealed on one's person; objects contained in one's locker or any other setting selected to conceal item(s) or material(s); and objects contained in a vehicle owned or driven by such person.
4. **False Alarms** — A student shall not participate in any false alarm or threat related to emergency procedures.
5. **Harassment - Hazing** — No student or person in attendance at this school will conspire to haze or engage in hazing, nor commit an act that injures, frightens, degrades or disgraces a fellow student or person attending such institution.
6. **Harassment - Racial Harassment** — A student while on school premises or at a school-sponsored activity shall not engage in any behavior that could be characterized as racial harassment. Racial harassment can include: threatening behavior, intimidation, degrading actions, racial slurs or epithets (whether pictures, spoken, written, or computer generated), unwanted physical contact, discrimination, or violence. Any such harassment based on ethnic origin, gender, race, religion, or sex will likewise be considered a violation of this Code of Student Conduct.
7. **Harassment - Sexual Harassment** — A student while on school premises or at a school-sponsored activity shall not engage in any behavior that could be characterized as sexual harassment. All types of sexual harassment are prohibited. Sexual harassment will include, but not be limited to, the following: verbal abuse, insults, suggestive comments, sexual demands, leering, subtle forms of pressure for sexual activity, physical aggressiveness including any unwelcome physical contact, exposing another to sexually oriented pictures or text, telling sexually oriented jokes, attempted rape, or rape.

8. **Harassment of Staff Members** — A student shall not interfere with the life style of any staff member. Interference may include disrespect, harassment, vandalism or any other disruptive actions.
9. **Serious Safety Violations** — An action will be considered a Type III offense when the student deliberately commits an act that could result in serious injury to self or to others.
10. **Theft** — A student, while on school premises or at a school-sponsored activity, shall not steal, attempt to steal, or be in possession of stolen property or equipment belonging to the school district or the personal property of another student, teacher, visitor, person(s) or business.
11. **Tobacco** — A student shall not possess or use tobacco in any form while on school property (including buses,) or at any school-sponsored function, pursuant to board policy JFCG.
12. **Vandalism** — A student shall not willfully destroy, damage, or deface public or private property. Damage over \$100.00 will be considered a Type III offense.
13. **Violations of the law** — A student shall obey all laws and ordinances when the student is under the jurisdiction of the school.

Emergency Removal: If a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process taking place either within a classroom or elsewhere on the school premises, the superintendent, a principal, or an assistant principal may remove a pupil from curricular or extra- curricular activities or from the school premises, and a teacher may remove a pupil from curricular or extra- curricular activities under his/her supervision, without notice or hearing requirements. As soon as 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 (10) school days. A suspension may carry over semesters and school years. If a suspension is carried over from one school year to another it must be a suspension that is executed by the superintendent. 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 superintendent may seek permanent exclusion) to the pupil. The notice should include all rules violated.
2. The pupil must be given an informal hearing to challenge the reasons for the intended suspension or otherwise explain his/her actions.
3. If the student has been suspended, the superintendent or principal must notify the parent, custodian, or guardian and the board's chief fiscal officer, in writing, within one (1) school day of the suspension and such notice must include (a) the reasons for the suspension; (b) the right to appeal the action to the board or its designee; (c) the right to a hearing; (d) the right to request the hearing be held in executive session; and (e) if applicable, notice that the superintendent may seek permanent exclusion.

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

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

Students and parents annually receive, at the beginning of the school year or upon entering during the year, written information on the rules and regulations to which they are subject while in school or participating in

any school-related activity or event. The information includes the types of conduct, which are subject to suspension or expulsion from school or other forms of disciplinary action. The Board directs the administration to make all students aware of the student code of conduct and the fact that any violations of the student code of conduct are punishable. The rules also apply to any form of student misconduct directed at a District official or employee or the property of a District official or employee, regardless of where the misconduct occurs.

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

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

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

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

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

BICYCLES/SCOOTERS/SKATEBOARDS/SKATES

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

Riding skateboards and skates to school is not permitted.

BIRTHDAY CELEBRATIONS

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

BREAKFASTS/LUNCHESES

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

Free breakfast served to all students

Full price lunch – \$2.35 second lunch \$2.35

Reduced lunch - \$.40 extra entree \$1.75

Ala Carte milk - \$.75 extra PB&J \$.85

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

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

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

AVI LUNCH PROGRAM

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

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

How do I put money on my students account?

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

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

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

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

Food Allergies – Important Notice: Parents of students with allergies: Please notify the Food and Nutrition office at 740-376-2472 of any student with food allergies, a copy of the doctor's order will be kept on file in the foodservice department, and will also be noted on our cash register system, alerting staff. A highlighted notice is put on your child's account in the dietary notes with the list of food restrictions. Please contact us if your child has any food allergies or restrictions.

Students who are lactose intolerant must have a written notice from a health care professional in order to receive a fruit drink in place of milk. USDA guidelines prohibit serving substitute drinks to students without written medical directives from a medical authority. Notes from parents requesting any beverage other than milk are not acceptable under USDA guidelines of the National School Lunch Program.

BUS TRANSPORTATION RULES & REGULATIONS

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

17. Pupils shall be waiting at least ten (10) feet from the roadway, in an orderly manner, at the assigned loading area to board the bus when it arrives. No pushing or shoving allowed when boarding the bus.
18. Pupils may be required to sit three (3) to a seat and no standees shall be allowed. Seats can be assigned by the driver to maintain order and for evacuation purposes.
19. Parents shall be held responsible for any damage done to the bus by their children.
20. In accordance with the board's zero tolerance policy on violence, fighting or intimidating other students or board employees is strictly prohibited.

Penalties For Rule Infraction and Misconduct

<u>Conduct Reports</u>	<u>Penalties</u>
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 the rest of the school year

Automatic No Warning Suspensions

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

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

CHILD ABUSE - (Board Policy JHG)

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

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

CHILD CUSTODY

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

COMPUTER/ON-LINE SERVICES
ACCEPTABLE USE AND INTERNET SAFETY

[Re-adoption date: May 7, 2014]

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

Computers and **use** of the District network or online services support learning and enhance instruction, as well as assist in administration. Computer networks allow people to interact with many computers; the **Internet** allows people to interact with hundreds of thousands of networks.

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

1. violating the conditions of State and Federal law dealing with students' and employees' rights to privacy, including unauthorized disclosure, **use** and dissemination of personal information;
2. using profanity, obscenity or other language that may be offensive to another user or intended to harass, intimidate or bully other users;
3. accessing personal social networking websites for non-educational purposes;
4. reposting (forwarding) personal communication without the author's prior consent;
5. copying commercial software and/or other material in violation of copyright law;
6. using the network for financial gain, for commercial activity or for any illegal activity;
7. "hacking" or gaining unauthorized access to other computers or computer systems, or attempting to gain such unauthorized access;
8. accessing and/or viewing inappropriate material and
9. downloading of freeware or shareware programs.

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

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

The Board does not condone the **use** of such materials. Employees, students and parents of students must be aware that the privileges to access online services are withdrawn from users who do not respect the rights of others or who do not follow the rules and regulations established. A user's agreement is signed to indicate the user's acknowledgment of the

risks and regulations for computer/online services **use**. The District has implemented technology-blocking measures that protect against access by both adults and minors to visual depictions that are obscene, child pornography, or, with respect to the **use** of computers by minors, harmful to minors. The District has also purchased monitoring devices that maintain a running log of **Internet** activity, recording which sites a particular user has visited.

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

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

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

Annually, a student who wishes to have computer network and **Internet** access during the school year must read the acceptable **use** and **Internet** safety policy and submit a properly signed agreement form. Students and staff are asked to sign a new agreement each year after reviewing the policies and regulations of the District.

Terms and Conditions

III. ACCEPTABLE USES

- A. **Educational Purposes Only.** The school district is providing access to its computer networks and the Internet for only educational purposes. If you have any doubt about whether a contemplated activity is educational, you may consult with the person(s) designated by the school to help you decide if the use is appropriate.
- B. **Unacceptable Uses of Network.** Among the uses that are considered unacceptable and which constitute a violation of this Policy are the following:
 1. Uses that violate the law or encourage others to violate the law. Don't transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is prohibited by the School District's Student Discipline Policy; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them. Quoting personal communications in a public forum without the original author's prior consent is also considered an unacceptable use.
 2. Uses that cause harm to others or damage to their property. For example, don't engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to the network or the Internet; upload a worm, virus, "Trojan horse," "time bomb" or other harmful form of programming or vandalism; participate in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems. Destruction, modification, or abuse of network hardware and software in any manner is prohibited.
 3. Uses that jeopardize the security of student access and of the computer network or other networks on the Internet. For example, don't disclose or share your password with others; don't impersonate another user.
 4. Uses that are commercial transactions. Students and other users may not sell or buy anything over the Internet. You should not give others private information about you or others, including credit card numbers and social security numbers.
 5. Use of the network to load or download unauthorized games, programs, files or other electronic media.

- C. **Netiquette** All users must abide by rules of network etiquette, which include the following:
1. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
 2. Avoid language and uses, which may be offensive to another user or intended to harass or bully other users. Don't use access to make, distribute, or redistribute jokes, stories, or other material, which is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
 3. Don't assume that a sender of e-mail is giving his or her permission for you to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should only be done with permission or when you know that the individual would have no objection.
 4. Be considerate when sending attachments with e-mail (where this is permitted.) Be sure that the file is not too large to be accommodated by the recipient's system and is in a format, which the recipient can open.

IV. INTERNET SAFETY

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

V. PRIVACY

Network and Internet access is provided as a tool for your education. The school district reserves the right to

monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the school district and no user shall have any expectation of privacy regarding such materials.

VI. FAILURE TO FOLLOW POLICY

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

VII. WARRANTIES/INDEMNIFICATION

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

VIII. UPDATES

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

STUDENT'S AGREEMENT

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

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

Parental signing of the handbook signifies agreement to the above.

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

PARENT'S OR GUARDIAN'S AGREEMENT

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

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

CONFERENCES WITH SCHOOL PERSONNEL

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

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

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

DELIVERED GIFTS

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

DOOR SAFETY PROTOCOL

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

1. **Push the green button** button located near the door.
You will be greeted with the words, "May I help you?"
Please understand the school secretary may be busy assisting a student and unable to answer right away. We will do our best to respond promptly.
2. **Say your name.**
3. **State your reason for entering the school.**
4. When the lock is released, **you will be able to open the door.**
5. **Only the person who has identified themselves to the secretary may enter. ******

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

DRESS (General)

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

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

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

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

ELECTRONIC DEVICES AND TOYS

Students are not permitted to bring Ipods, cell phones, hand-held electronic games, 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.

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 child can participate. All school rules are in effect during field trips, and any child who violates the rules during a field trip can be denied future participation. Field trip participation may also be denied to students who regularly demonstrate a failure to follow school rules.

HAZING AND BULLYING

(Harassment, Intimidation and Dating Violence)

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

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

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

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

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

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

No administrator, teacher or other employee of the District shall encourage, permit, condone or tolerate any hazing and/or bullying activities. No students, including leaders of student organizations, are permitted to plan, encourage or engage in any hazing and/or bullying.

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

The Superintendent/designee must provide the Board President with a semiannual written summary of all reported incidents and post the summary on the District's website, to the extent permitted by law.

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

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

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

HEALTH INFORMATION

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

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

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

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

EMERGENCY MEDICAL TREATMENT: Members of the staff take every precaution to ensure the safety of students throughout the school year; however, accidents do occur. When a student is injured on the campus or in the building, he/she is sent to the school nurse or office. In the event of minor scrapes or bruises, the affected area is washed and bandaged. In the event of more serious injuries, the parents are notified immediately. ***For this reason, a new emergency medical authorization card must be completed for every student each year.***

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

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

VACCINES

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

POLIO

MMR
Measles, Mumps,
Rubella

HEP B
Hepatitis B

Varicella
(Chickenpox)

**FALL 2013
IMMUNIZATIONS
FOR SCHOOL ATTENDANCE**

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

1-12
Four (4) or more of DTaP or DT, or any combination. Three doses of Td or a combination of Td and Tdap is the minimum acceptable for children age seven (7) and up.

Grades 7-10
One (1) dose of Tdap vaccine must be administered prior to entry.**

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

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

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

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

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

Grade 4-7
One (1) dose of varicella vaccine must be administered on or after the first birthday.

SICKNESS AND COMMUNICABLE DISEASES: A child who is ill or has a fever should not attend school. In addition to being unable to do the best work possible, there is a risk to the health of other children. Any rash

or recognizable symptom of an illness will cause a child to be sent home for the parent to contact the family physician for a diagnosis.

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

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

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

Nuisance Diseases

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

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

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

PERMISSION TO ADMINISTER MEDICATION

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

PART A

Student's Name _____

Student's Address _____

School _____ Grade _____

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

Child's Name

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

_____ Date

_____ Parent or Guardian Signature

PART B

Student's Name _____

Medication and dosage: _____

Time(s) or interval(s) to be given: _____

Date medication is to start: _____

Date medication is to be discontinued: _____

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

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

Special instruction(s) for administering or storing medication: _____

Physician's or dentist's name and address: _____

_____ Date

_____ Physician or Dentist Signature

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

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

(HIPAA) HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT

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

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

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

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

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

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

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

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

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

Notice—The District shall distribute a *Notice of Privacy Practices* to individuals at the time of their enrollment in the health plan and within 60 days of any material revision. The notice shall also be posted in a clear and prominent location in each facility in the District and be printed in staff handbooks and the health plan

booklet. The District will also notify individuals covered by the health plan of the availability of and how to obtain the notice at least once every three years.

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

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

HOMEWORK POLICY

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

ISSUE RESOLUTION

In the normal course of the school year, issues arise which concern the student and/or parent and need to be addressed to keep school as positive and supportive as possible. Most times, these are due to misunderstandings which can be resolved with a clear and direct discussion between the parties involved. The Board of Education believes the complaints are best handled and resolved as close to their origin as possible. See Board Policies KL, KLD, and KLD-R.

The process for resolving issues is outlined below:

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

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

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

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

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

LIBRARY BOOK GUIDELINES

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

LOST AND FOUND

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

NON-DISCRIMINATION

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

<<<<<

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

<<<<<

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

<<<<<

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

Title IX District Coordinator
(non-discrimination on the basis of sex)
Name: Jona Hall, Director of Curriculum and Technology
Office: 111 Academy Drive
Telephone No.: 740-374-6500 ext. 14

Title VI District Coordinator
(non-discrimination on the basis of race, color, or national origin)
Name: Jona Hall, Director of Curriculum and Technology
Office: 111 Academy Drive
Telephone No.: 740-374-6500 ext. 14

Section 504 District Coordinator
(non-discrimination on the basis of handicap)
Name: Jona Hall, Director of Curriculum and Technology
Office: 111 Academy Drive
Telephone No.: 740-374-6500 ext. 14

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

Chad Rinard, Principal
Marietta High School
208 Davis Avenue
740-374-6540

Brittany Schob, Principal
Marietta Middle School
242 7th Street
740-374-6530

Cheryl Cook, Principal
Harmar Elementary School

Kristi Lantz, Principal
Phillips Elementary School

100 Fort Street
740-374-6510

D. Scott Kratche, Principal
Putnam Elementary School
598 Masonic Park Rd.
740-374-6516

300 Pike Street
740-374-6514

Alison Woods, Principal
Washington Elementary School
401 Washington Street
740-374-6520

PHONE USAGE BY STUDENTS

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

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

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

PTO

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

SAFETY INFORMATION

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

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

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

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

Please advise older students in your family to remain away from the school until after school hours, at which time they are welcome to make recreational use of our grounds.

SECURITY AND SCHOOL VISITORS: All visitors and volunteers must report directly to the school office. Volunteers should wear the badge identifying them as an approved volunteer. Visitors will be given a badge identifying them as a visitor who has checked into the school office. Persons not identified by a badge will be asked to report to the office.

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

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

STUDENT FEES

Supply fees are to pay for workbooks and materials used by your child. Parents are responsible for providing items on their child's grade level supply list. The school does not provide these items.

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

To assist you, we are willing to accept your fees in smaller payments, if that is necessary. We ask your cooperation in paying for your child's materials as promptly as possible. Student fee amounts will be provided at the beginning of the school year.

School Fees – 2018-2019

Kindergarten	\$23.00
Grade 1	\$26.00
Grade 2	\$40.00
Grade 3	\$46.00
Grade 4	\$53.00
Grade 5	\$31.00

STUDENT RECORDS

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

TEACHERS' QUALIFICATIONS

(School District Responsibility under *Every Student Succeeds Act*)

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

TEST SECURITY FOR STATE ACHIEVEMENT TESTS

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

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

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

TEXTBOOK AND SUPPLIES

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

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.

VOLUNTEERS

Parent volunteers are welcome and are an important part of the school program. Volunteers provide a wide variety of services including tutoring, typing, filing, chaperoning field trips, and assisting with special class projects. Volunteers for student field trips are utilized to help with supervision of students. Students in other grades, students not enrolled in Marietta City Schools, and preschool children are not permitted to accompany parent during a volunteer activity. **Before you can participate as a volunteer, you must go through a background check.** Volunteer applications are available at every school office or at the board of education office. Volunteers are to follow procedures #1 and 2 under Security & School Visitors, page 18.

WITHDRAWAL FROM SCHOOL

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

INDIVIDUAL

SCHOOL
INFORMATION

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

MISSION STATEMENT

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

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

ARRIVAL TIME

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

BELL SCHEDULE

8:50	Entrance bell
9:05	Tardy bell
1:20	End of lunch recess for grades K & 1
1:30	End of lunch recess for grades 2 & 3
1:40	End of lunch recess for grade 4 & 5
3:35	Announcements
3:40	Prepare for dismissal
3:50	Dismissal

BIRTHDAY AND HOLIDAY CELEBRATIONS

Holiday treats are provided through the PTO homeroom mothers according to the treat guidelines. Treat guidelines have been established so that each student receives the same amount of treat.

With respect to concerns for food allergies and other diet restrictions, student birthdays will not be celebrated with treats.

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

BUS CONDUCT

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

DISCIPLINE

School Rules

Specific playground and building rules are explained to each class by teacher and teacher aide.

General Play Rules

- a. Bubbles and playground chalk may not be used during a regular recess period. Such activity may only occur under the direct supervision of a teacher when other classes are not on the playground.
- b. Do **not** bring to school the following or similar items: guns, knives, fireworks or explosives, skates, skateboards, whistles, trajectory toys, remote control toys, hand-held electronic games, super balls and collectable/trading cards.
- c. Bicycles must be in rack and may not be ridden on the playground.
- d. For batting, use wiffle balls only. Tennis balls and soft rubber balls are acceptable for catching and throwing.
- e. Do **not** carry another student.
- f. Do **not** play tackling games of any kind.
- g. Do **not** throw stones, snowballs, mulch, or sticks.
- h. **No** fighting, swearing, pushing, spitting, or name-calling.
- i. Respect other people's property and clothing.
- j. Do not play Red Rover or Dodge Ball.
- k. Do not play games that imitate violent actions; i.e. stabbing, shooting.
- l. **Do not bring cell phones to school.**

DISCIPLINE PLAN

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

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

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

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

Harmar School uses a **Clip Up/Clip Down Behavior System**. Each day students begin on the "Ready to Learn" level. Throughout the day, students have the opportunity to move up and down levels. Unlike the previous behavior system, this system provides the opportunity to correct a misbehavior and return to the "Ready to Learn" level during the school day.

ROLE MODEL
RESPONSIBLE
READY TO LEARN
THINKING ABOUT IT
REFLECTION
CONTACT HOME

Moving up to "RESPONSIBLE" and "ROLE MODEL", occurs when when the student goes above and beyond what is expected.

Moving down to "THINKING ABOUT IT" is a warning.

"REFLECTION" requires recess time for the student to identify what behavior change he/she needs to make.

Parent will be contacted when the student moves to "CONTACT HOME" level, even if the student is able to return to the "READY TO LEARN" level .

Rules for Classroom, Hallway, Bathroom, Assembly, Lunchroom and Playground

Classroom/Library Rules

- Safe** I Can keep my hands and feet to myself.
I Can use tools in the correct way.
- Respectful:** I Can listen, follow directions, and raise my hand.
I Can be kind to everyone.
- Responsible:** I Can complete and return work in a timely manner.
I Can work independently and cooperatively.

Hallway Rules

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

Bathroom Rules

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

Assembly Rules

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

Lunchroom Rules

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

Playground Rules

- Safe: I Can use equipment appropriately.
I Can keep my hands and feet to myself.
- Respectful: I Can wait my turn patiently.
I Can work together with others and use my Be Cool Plan.
- Responsible: I Can listen, follow directions, and raise my hand.
I Can focus and do my best to learn.

Field Trip Rules

- Safe:** I Can stay with my assigned group.
I Can use my personal safety rules.
- Respectful:** I Can represent Harmar School positively.
I Can be kind and cooperate with others.
- Responsible:** I Can listen, follow directions, and raise my hand.
I Can focus and do my best to learn.

Consequences

Consequences may increase in severity commensurate with the frequency of offenses.

BE COOL PLAN

The Be Cool Plan allows each student to think about choices to make when faced with a difficult situation.

1. Ignore It
2. Laugh It Off
3. Change the Subject
4. Ask them to stop.
 - a. Tell the teaser what you don't like.
 - b. Tell the teaser how it makes you feel.
 - c. Tell them what you would like.
 - d. Tell what will happen if he/she doesn't stop.

DISMISSAL

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

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

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

Students are not permitted to remain alone on the playground during school hours or after school hours waiting for a ride. Bus duty teachers will not leave students on the playground. Walkers will be sent home. When the buses have gone, any student still waiting for a ride will be brought to the office. Parents will be expected to come inside for the student.

Dismissal time is not play time for children of any age until the buses have departed.

EARLY DISMISSAL

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

HARMAR PIONEER & HARMAR JR. PIONEER

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

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

HEALTHY SNACK & WATER BOTTLES

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

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

LIBRARY

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

LUNCHROOM PROCEDURES

1. Gather food, drink, needed items before entering lunchroom.
2. Raise your hand if you need help or permission to leave your seat.
3. Glass containers and cans of pop are **not** permitted in students lunches.
4. Sit at designated table for your class.
5. Do **not** sell or swap food. Due to a concern for food allergies, students **will** eat the lunch arranged by their parent.
6. Students who have a parent/guest for lunch will eat at a table on the stage.
Lunch guests are asked to avoid the Monday designated for Terrific Kid lunch. See the monthly calendar.
7. **The lunch visit invitation does not include going to the playground.**
8. **Lunch guests eat on the stage with just their own child/children.**
9. Food leaving the lunchroom must be contained and taken home at the end of the day. Uneaten food may not be taken to the playground.
10. Use soft voices to talk at lunchroom table.

LUNCH TIMES

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

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

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

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

PARKING

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

PARTNERS IN EDUCATION

Our partners play an active role in supporting the educational program through a variety of activities. In 1993 the **Lafayette Hotel** was recognized as an Outstanding School Partner by the Ohio School Volunteer/Partner Awards Program. In 1995, **Harmar Place** joined our school partnership. **Dimex** became a partner in 2004. **Par Mar** and **REsolve**, and **Settler's Bank** became partners in 2014. **Moran Construction**, **Putnam Auto Sales**, and **Busy Bee Restaurant** became partners in 2016.

POSTAL PROGRAM

In September, fourth and fifth graders are invited to submit applications for positions in the school postal program. Later in the month an all-school assembly is held to introduce the program and install the postal employees. Students, staff, and parents are invited to use the school postal program. Parents will be notified how they can use the school postal program to send letters to their child.

TERRIFIC KIDS

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

TRADING, BUYING, SELLING

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

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

PHILLIPS ELEMENTARY SCHOOL

300 Pike Street

Marietta, Ohio

740-374-6514

MISSION STATEMENT

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

VISION

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

Adopted: February 2008

SCHOOL GOALS

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

ARRIVAL

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

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

BELL SCHEDULE

8:50	Enter Building
9:05	Tardy Bell
3:45	Dismissal

BIRTHDAYS

Birthday parties are best reserved for family and friends outside the school day. Your child will be recognized on his/her birthday by the school, and will be honored with a birthday treat during their birthday month. Summer birthdays are celebrated in early fall and late spring. **We discourage birthday treats, flowers, balloons, etc. due to safety and logistics of getting these items to the classroom and then home.**

DISCIPLINE PLAN

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

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

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

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

A color system is used in most classrooms.

GREEN: Ready to Learn! The student will start out each day on green. The student’s goal is to stay on green.

YELLOW: Slow Down! The student will have a warning for the choice that they made.

RED: Stop! The student will stay in for recess. A student chronically on red will complete a reflection sheet. Teachers may use their discretion to require a reflection sheet for any red. Students will take the completed reflection sheet home to show to their parents/guardians and return this the next day to the teacher.

BLUE: Meet with the principal.

PURPLE: Awesome job! A great way to recognize extra effort and hard work!

GOLD: Excellent behavior! The student goes above and beyond to exhibit positive choices. Behaviors that will be reinforced at this level can be academic, behavioral, or social related.

K-2: Gold, Purple, Green, Yellow, Red and Blue

3-5: Gold, Green, Yellow, Red, Blue

Phillips supports the “BE COOL” plan!

The Be Cool Plan allows each student to think about choices to make when faced with a difficult situation.

1. Ignore It
2. Laugh It Off
3. Change the Subject
4. Ask them to stop.

DISMISSAL

Transportation Changes: To minimize interruptions to the classroom we request that you **send a written note with your child** if there is to be a transportation change to go home. (For Example: Normally a bus student, but is going to be picked up that day). Phone calls for transportation changes results in interruptions to the classroom. **If a phone call is needed for a transportation change it should be done prior to 2:30 p.m.** Without notification, the school will require your child to follow his/her regular dismissal procedure. If an emergency arises and the child is picked up before dismissal, the parent must sign his/her child out in the office. At dismissal, students are expected to leave the school grounds. Students may not return to their classrooms after school hours.

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

**Rules for Hallway, Bathroom, Assembly,
Lunchroom and Playground**

Hallway Rules

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

Bathroom Rules

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

Assembly Rules

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

Lunchroom Rules

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

Possible Lunchroom Consequences for Individual Student:

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

ADDITIONAL LUNCHROOM GUIDELINE

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

LUNCH TIMES

Kindergarten	Lunch	11:30 – 12:00	Recess	12:00 – 12:15
First Grade	Lunch	11:45 – 12:15	Recess	12:15 – 12:30
Second Grade	Lunch	12:30 – 1:00	Recess	1:00 – 1:15
Third Grade	Lunch	12:45 – 1:15	Recess	1:15 – 1:30
Fourth Grade	Lunch	12:00 – 12:30	Recess	12:30 – 12:45
Fifth Grade	Lunch	12:15 – 12:45	Recess	12:45 – 1:00

Playground Rules

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

Playground consequences:

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

ADDITIONAL PLAYGROUND GUIDELINES

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

PARTNERS IN EDUCATION

Our Partners in Education are Wendys, Walgreens, Glenwood, and East of Chicago.

TRAFFIC AND PARKING

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

1. **Students should be escorted across the street by a parent or guardian when possible.**
2. Parents who wish to have their child loaded into the car may form a single line in front of the building next to the grass starting at the crosswalk nearest the gym and continuing all the way back to Pike Street without blocking the crosswalks or the bus exit road on the playground side of the building. If you use this lane you must stay in your car at all times and we ask that you not pull out into the roadway to pass any cars waiting to be loaded with students. The wait in line will take 8 to 10 minutes maximum. **Waiting cars should pull up as far as possible to be courteous to others.**
3. Parents who park must get out of their car, cross the street and get your child. Parents should walk their children across the street at the designated/painted crosswalks. The seven (7) parking spaces between the crosswalks have been eliminated for safety reasons.
4. Parents are prohibited from parking at the gym end and behind the building at dismissal time as this is where the buses will load students.
5. Supervision has been increased to include six (6) staff members in front of the building.
6. Please drive slowly on school property and watch for children and adults at all times. Most of all do not get in a hurry! Let's keep our Phillips children safe!

PUTNAM SCHOOL
598 Masonic Park Road
Marietta, Ohio 45750
374-6516

MISSION STATEMENT

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

BELL SCHEDULE

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

Arrival:

Students can arrive at Putnam Elementary by 8:50 AM, at which time the doors will be unlocked. Students in grades 3, 4, and 5 will go to breakfast. Students in grades K, 1, and 2 will report directly to their classrooms.

Parents who chose to drive students to school should use the driveway behind the school. The gate will open at 8:30 AM, but doors will not open for students until 8:45. If students arrive between 8:45-8:50 AM, prior to the bell ringing, they should congregate in the assigned locations. Students in K-2 should stand inside the door by the 1st grade classrooms. Students in grades 3-5 should congregate in the breezeway near the 3rd grade classroom until the bell rings.

The driveway gate will close at 9:10 AM. Any student who arrives after 9:05 will need to use the front door for entrance. Students **must** be signed in by a parent after 9:05 AM.

Departure:

Children riding a bus will meet in the gymnasium and form lines by bus number. They will wait in the gymnasium until being called to their bus by the adults on duty. Students being picked up by parents will use the back door by the 1st grade classroom. They will use that door and wait outside with adults until the parent arrives in the car line at the "student loading zone". Students who walk toward Strecker Lane will exit out the breezeway doors with the adults on duty. They will cross the driveway and be released at Strecker Lane. Students walking toward Chevy Chase Manor will meet and exit out the side door closest to the 2nd Grade classrooms. They will cross with the adult on duty. Students walking down Marshall Street will meet at the benches at the front entrance of the school and wait for the adult on duty to cross the street with them.

If students are going home in a different manner, a note or phone call from the parent is required. We highly encourage that this communication occur prior to 3:00 PM during the school day. Students may not return to their classrooms after school hours. This is due to safety and liability.

The gates for the driveway open at 3:30 PM in the afternoon. Putnam school strongly encourages parents to **NOT** arrive any earlier than 3:30 PM. Parents who arrive early interrupt the learning process due to sitting outside of classroom windows. It is also hazardous due to vehicle fumes entering the classroom windows. **Therefore, arriving at 3:30 PM when the gates open is best.** This expectation will be enforced. Please remember, it is a driveway so driving slowly is encouraged due to the safety of students.

ATTENDANCE, ABSENCES, ASSIGNMENT REQUESTS, VACATION REQUESTS

Regular and consistent attendance is critical in helping insure a student's success in school. Students are to be in school unless ill or having a pre-excused reason for being absent. Attendance is addressed in detail on page 9 of this handbook.

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

DISCIPLINE PHILOSOPHY

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

SCHOOL RULES

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

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

These school rules were developed by Putnam School students—

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

**Rules for Hallway, Bathroom, Assembly,
Lunchroom and Playground**

Hallway Rules

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

Bathroom Rules

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

Assembly Rules

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

Lunchroom Rules

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

Lunchroom Consequences for Individual Student:

1. Verbal Warning and Discussion
2. Move student to White Table
3. Verbal Reflection with Supervisor in lunchroom
4. Refer to Principal

Playground Rules

Safe	I Can use equipment appropriately. I Can keep my hands and feet to myself.
Respectful	I Can wait my turn patiently. I Can work together with others and use my Be Cool Plan.
Responsible	I Can share equipment with others. I Can listen and follow the playground teacher's directions.

Playground consequences:

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

BUILDING RESPONSIBILITY: HOMEWORK ASSIGNMENTS

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

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

1. Time Limits: Full credit will be earned for assignments turned in on date due for all grade levels. Homework will not receive an actual grade—credit will be earned. Homework may be a portion/percentage of the overall nine (9) week grade, not to exceed 10%.

Credit (determined by teacher) may be earned for homework assignments turned in late.

2. Planners are provided for grades 3, 4, and 5 in which daily assignments are to be written.

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

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

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

4. Keeping Track of Missed Assignments:

Teachers may keep a running list of missed assignments by student on a chart, blackboard, etc. When this is used the assignment must be listed with the student's name. The student must take the responsibility and write the assignment in their planner. Parents may use Infinite Campus to view class assignments.

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

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

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

COMMUNICATION

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

When you have a question or concern about your child's classroom, please contact the **teacher** directly. If your questions or concerns apply to the school, please contact the office. Please contact the teacher by phone, email, or note. Please avoid coming into the classroom since teachers cannot give you the attention you need when their first priority is educating students. Setting up a scheduled conference when concerns arise is the best option.

You will receive a monthly PTO newsletter in the first week of each month. This newsletter will be included in your child's "take home" folder. Putnam would like to encourage parents to look for important letters, announcements, and newsletters on a daily basis in your child's backpack or folder.

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

LIBRARY BOOK GUIDELINES

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

PERSONAL PROPERTY

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

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

LUNCH

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

BIRTHDAY RECOGNITION

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

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

Washington Elementary Mission Statement

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

Bell Schedule

8:55 First Bell
9:05 Tardy Bell
11:35 5th Grade Lunch
11:45 4th Grade Lunch
11:55 3rd Grade Lunch
12:05 2nd Grade Lunch
12:15 1st Grade Lunch
12:25 Kindergarten Lunch
3:30-3:35 Staggered Dismissal

Arrival Time

Students are to arrive no earlier than 8:40 a.m. unless prior approval by a teacher or the office has been given. Parents will be notified if students arrive too early.

Dismissal

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

Visitors

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

Crossing Guards

Please plan your student's route to school accordingly. If they must cross Washington Street, 3rd Street or 4th Street, use the 3rd and 4th Street intersections at the light.

Bike Permits

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

Birthdays

Birthday parties are best reserved for family and friends outside the school day. Your child will be recognized on his/her birthday by the school, and will be honored with a birthday treat during their birthday month. Summer birthdays are celebrated in early fall and late spring. We discourage birthday treats, flowers, balloons, etc. due to safety and logistics of getting these items to the classroom and then home.

Discipline Plan

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

Washington Elementary School Values

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

Respectful: Treating people and things in an appropriate manner.

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

The following Color System and consequences will be used throughout the school.

Purple: "Super Student"

Blue: "Way to Go"

Green: Ready to Go

Yellow: "Slow Down". Loss of 5 minutes of recess.

Orange: "Reflection". Loss of 10 minutes of recess; complete a grade-appropriate reflection sheet

Red:" Parent Contact". Loss of whole recess; complete a grade-appropriate reflection sheet; parent notification

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

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

Hallway	
Safe	Walk Keep hands, feet and objects to self
Respectful	My voice is a 1 or a 2 (no talking/whisper). Keep space between myself and others.
Responsible	Walk directly to my destination. Listen and follow directions the first time.

Bathroom	
Safe	Return as soon as I am finished (2 min or less) Report problems to my teacher.
Respectful	My voice is a 1 or 2 (no talking or whisper) Give others privacy.
Responsible	Flush. Wash & dry hands. Throw trash in can.

Assembly	
Safe	Keep hands, feet and objects to self. Sit criss cross in a row.
Respectful	Walk in and out. Listen to presenter. Voices level 0, unless told otherwise.
Responsible	Applaud with hands. Listen & follow directions the first time.

Library

Safe	Walk, raise my hand for help. Keep hands, feet and objects to self.
Respectful	Voice level 1 (no talking), unless told otherwise. I can choose a book carefully.
Responsible	Return my book each week. Listen and follow directions the first time.

Cafeteria	
Safe	Walk, stay in my seat, raise my hand for help. Hands, feet and objects to self. No running or skipping
Respectful	My voice is a 2 or 3 (whisper/speaking voice) Keep space between myself and others. Show kindness (words & actions).
Responsible	Clean up my area, throw away trash. Listen & follow directions the first time.

Cafeteria Consequences for Individual Students:

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

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

Playground	
Safe	Stay in designated area. Hands, feet and objects to self. Report problems to adults.
Respectful	Show kindness (words & actions). Use Be Cool to solve problems.

Responsible	Listen & follow directions the first time.
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Playground Consequences for Individual Student:

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

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Partners-In-Education

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

Traffic/Parking

Due to the location of Washington School, parking and traffic can be trying at times. Please be aware of the bus parking and fire lanes next to the school. Do not park in the alley next to the school. This is a fire hazard as well as traffic flow problem. Please watch for our children.

Absence/Make-Up Work

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

