



Marietta Middle School

Parent-Student Handbook
2018-2019

Principal

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Middle School Mission

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

Marietta City School Vision

District of Choice-Learners for Life

This agenda belongs to:

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**Web Site: mariettacityschools.k12.oh.us
Facebook: Marietta Middle School Marietta Ohio
Twitter: @MMSMariettaOhio**

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



Marietta Middle School
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Marietta, OH 45750
Office: 740-374-6530
Attendance/FAX: 740-373-6531
Web Site: mariettacityschools.k12.oh.us
Facebook: **Marietta Middle School Marietta Ohio**
Twitter: **@MMSMariettaOhio**
Students Remind 101: Text: 81010 Message: @e4580
Parents Remind 101: Text: 81010 Message: @a197f

MISSION

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

A MESSAGE FROM THE PRINCIPAL

Dear Marietta Middle School Students and Parents or Guardians,

We are excited to have you a part of the Marietta Middle School community. At MMS, we strive to be an atmosphere that encourages our students to meet their greatest potential; not only in their academics, but among all aspects of their lives. We look forward to having you in our community where we will all learn and grow together! Welcome to MMS!

Sincerely,
Brittany Schob
Principal, MMS

Receipt of the Marietta Middle School Student Handbook and Planner

Welcome to the 2018-2019 school year! Each student is provided with a personal copy of the Marietta Middle School Student Handbook and Planner. The expectation is that the Student Handbook will be used on a daily basis, in each class. We believe that, when used as intended, the Handbook and Planner will help each student recognize and assume responsibility for meeting middle school expectations.

The Student Handbook and planner serves as a vehicle for:

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

We have received and reviewed the 2018-2019 Marietta Middle School Handbook and planner and understand its usefulness.

Student Signature _____ Date _____

Parent Signature _____ Date _____
Please returned slip to your 1st period teacher as soon as possible.



Receipt Page...

Marietta Middle School "After-School Detention"

It is our goal for all of our students to reach their fullest potential and that the grades represent how well they have learned/mastered established learning standards and achieved specified learning goals. The achievement of such goals is also related to student behavior. Disruption of the educational process will not be tolerated.

Upon dismissal from Detention my child should use the following transportation option:(check only one)

Late Bus to Elementary: (indicate elementary school below)

- o Students riding this bus will pick up an elementary bus at their home school that will take them to their regular drop off. This option is only for students who typically ride a school bus. **The late bus will arrive at MMS at approximately 3:25 p.m. Students will have supervision after detention until the late bus arrives.**

- _____ Phillips _____ Washington

- _____ Harmar _____ Putnam

My child should walk home at 3:00 p.m. **Someone will pick my child up at 3:00 p.m.**

After School Detention Guidelines

1. Parents will be notified of detention by receiving the detention slip from your child. This slip will have information regarding the infraction, the assigning teacher, and the date to serve. This sheet must be signed and returned the following day. Additional consequences are listed below.
2. NO parent notes or Call ins will be accepted as acknowledging a detention unless approved by the detention monitor and administration.
3. The Original detention slip **MUST** be turned in on the day the detention is to be served.
4. If a student "misplaces" or forgets to get the detention signed they have until the next morning at 7:50 to place it in the grade level detention monitors mail box. If the student needs a copy of the original to get signed due to throwing it away or losing it, then a copy of the misplaced slip will be given. If this is the third time during the year that they had to get a new copy, they will be **issued another after school detention** along with receiving a copy of the misplaced slip. Any other extra copy after the third copy, will result in an additional detention.
5. Those students that do not bring in the signed slip the next day after serving the detention will be serving Lunch detention in the AL room each day until the signed slip is brought in.
6. Students are not permitted to go to their lockers before Detention at the end of the day. After the dismissal bell students **MUST** go directly to the Detention Room. Students will be able to go to their lockers after detention at 2:55.
7. Students **MUST** bring their own Planner, paper, pen or pencil.
8. If a student does not work or must be removed due to behavior, then they will be placed on the next day's detention list to re-serve the detention and an additional detention may be issued.
9. If a student does not report to Lunch detention, an additional detention will be issued and a call home to the parents.
10. If a child can't attend a detention due to a doctor's appointment or other prior arrangements, a parent/guardian must call in before 8:30 a.m. on the day of the detention and speak with administration to get it approved.
11. Detention will run from 2:25-2:55 p.m. After detention late bus students will report to the cafeteria or tutoring until the late bus arrives at approximately 3:25 p.m. They will be monitored during this time.

Student's Name: _____ **Grade** _____

Parent Signature: _____

I have read the above description of the MMS 'After School Detention' procedures and I have indicated my transportation preferences above.



Receipt Page...

MARIETTA CITY SCHOOL DISTRICT
COMPUTER NETWORK AND INTERNET ACCEPTABLE USE POLICY

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

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

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

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

its Network. The use of other providers of such functionality or storage (such as Google or Yahoo) through the Network is prohibited.

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

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

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

13. **System Security and Integrity:** The District reserves the right to suspend operations of the Network, in whole or in part, at any time for reasons of maintaining data security and integrity or any other lawful reason. The District reserves the right to block or filter any web sites, social networking sites, e-mail addresses, applications, servers or Internet domains which it, in its sole judgment, has determined to present a risk of exposing students or employees to sexually explicit or otherwise inappropriate content, exposing the system to undue risk of compromise from the standpoint of security or functionality, or creating a substantial likelihood of disruption of educational or co-curricular, or extracurricular activities.

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

Such procedures or guidelines will be designed to:

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

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

Revised: 4 / 7 / 2015

Regular Class Schedules

Period	Time	Grade 6	Grade 7	Grade 8
1	7:50-8:37			
2	8:40-9:29			
3	9:32-10:19			
4		10:22-11:09	10:22-11:09	Lunch 10:22-11:02
5		11:12-11:59	Lunch 11:12-11:52	11:05-11:52
6		Lunch 12:02-12:42	11:55-12:42	11:55-12:42
7	12:45-1:32			
8	1:35-2:22			
Detention	2:25-2:55			

One-Hour Delay Class Schedules

Period	Time
Student Arrival	8:20-8:40
1	8:50-9:28
2	9:31-10:10
3	10:13-10:51
4	10:54-11:34
5	11:37-12:17
6	12:20-1:00
7	1:03-1:41
8	1:44-2:22
Detention	2:25-2:55

Two-Hour Delay Class Schedules

Period	Time
Student Arrival	9:20-9:40
1	9:50-10:16
2	10:19-10:46
3	10:49-11:15
4	11:18-11:58
5	12:01-12:41
6	12:44-1:24
7	1:27-1:53
8	1:56-2:22
Detention	2:25-2:55

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

- Students are not permitted on campus before 7:20 a.m.
- Between 7:20 a.m. and 7:40 a.m. students are only permitted in the cafeteria or gymnasium unless prior permission from a school employee.
- Use assigned entrance and exits.
- Students are to report to areas of the gym designated for grades 6, 7 and 8. (see gymnasium rules)
- Students who choose to eat breakfast should report to cafeteria and remain until dismissal.
- Student use of electronic devices is permitted at this time.
- Students will be dismissed from their morning duty station at 7:40 a.m.
- Arrivals after 7:50 a.m. must report to office.

Marietta City Schools is not responsible for the safety or supervision of students on campus after 2:30 p.m. unless associated with a school sponsored group or event that is properly supervised.

ACTIVITIES, CLUBS, ORGANIZATIONS

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

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

Friends of Rachel Club-This club is a part of Rachel's Challenge whose goal is to create a positive environment for all students. Club members work together to create random acts of kindness for MMS.

HPAC (Health Professions Affinity Community) -a club where students choose a health concern in the community and work together to develop a project (or projects) that will help impact that concern in a positive way. Students get the opportunity to present their work at the end of the year at Northeast Ohio Medical University and compete for prizes.

High Schools That Rock – Anyone interested in learning to play the guitar or perform with a group is welcome to join. You do not have to own a guitar to participate. One will be provided if needed.

Lego Club-The Lego Club consist of two to ten students who are interested in basic robotics and Lego building. Students will travel to a competition where they will compete in a skit, team building, and a robotic challenge.

Power of the Pen - A club for students that enjoy writing creative stories. Power of the Pen members travel to other schools across the state and compete in creative writing competitions for a chance to win medals, trophies, and even scholarships.

Science Olympiad - Welcome to anyone interested in the science and engineering. Students will design projects, build models, and test their knowledge while competing against other schools.

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

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

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

ADD/DROP

After parent consultation with the guidance department, a student may change their elective schedule. This modification must be made by **August 31, 2018**.

ATHLETIC ELIGIBILITY

Eligibility and other expectations are discussed in detail in the Student/Athlete Handbook. (See Grade section for details of figuring GPA) A student may be denied the privilege of participation in extracurricular events and activities based on attendance, academic performance or violations of the code of conduct. The principal or assistant principal may deny participation in activities if a student has demonstrated behavior that does not reflect the standards established by MMS or the BOE.

ATHLETICS

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

ATTENDANCE

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

MMS SCHOOL DAY

A school day for a middle school student goes from 7:50 a.m. to 2:22 p.m. during a normal, uninterrupted day. If a school day is interrupted for a particular reason, students need to follow the appropriate bell schedule for that particular day.

STUDENT ABSENCES AND EXCUSES

Effective July 1, 2017, Ohio Revised Code Chapter 3321 School Attendance requires student absence to be calculated by the hour for the full school year. Every minute a student is absent matters regardless of the reason.

CHRONIC ABSENTEEISM

Chronic absenteeism is the total amount of time a student is absent from school including excused, unexcused, and OSS absences, tardy arrivals to school and early releases from school. Students who miss 2 or more days in one school month are considered to be chronically absent and are at risk of low math and reading skills and underdeveloped social emotional skills. Students who are chronically absent from school for 38 or more hours in a school month or 65 or more hours in a school year will receive notice from the attendance officer in compliance with Ohio Revised Code.

TRUANCY and DISCIPLINARY ACTION

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

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

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

REPORTING ABSENCES

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

State:

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

WRITTEN EXCUSES

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

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

****Parents/Guardians will have the ability to excuse six full days per school year for personal illness, family vacation, emergency or a combination of the three. After six parent notes are used, these absences will be considered unexcused unless there is a doctor's excuse for student illness, or a written statement from the treating physician of the family member with an explanation as to why the child's absence was necessary.**

Attendance shall be required of all students enrolled in Marietta City Schools during the days and hours that schools are in session unless excused for the following reasons **if the proper procedures outlined above are followed:**

1. **Personal Illness – Absence due to student illness may be excused if the parent or guardian contacts the school on the day of the absence (Missing Children's Act) and sends a written excuse the following day (OAC 3301-69-02 (B)(2)(a-j)). The parent/guardian excuse must include the student's first, last name and grade, the date(s) of absence, the reason for absence and a legible parent/guardian signature.**

As per district procedure, absences for students who experience repeated occurrences of pediculosis (lice) and/or bed bugs may be considered UNEXCUSED at the discretion of the building principal.

Parents/Guardians will have the ability to excuse **up to six full days of student absence per school year. These six full days of parent excused absences may be for any combination of the following reasons: student illness, family emergency or a pre-approved family vacation. Example: 3 student illness days + 2 family emergency days + 1 family vacation day = 6 parent excused absences for the school year.** Once the six parent excused absences are used, any additional absences will be considered unexcused unless there is a doctor's excuse for student illness, or a written statement from the treating physician of the family member with explaining why the child's absence from was necessary due to illness of the family member. Such absences will be excused if the doctor's excuse is received by the school upon return to school. The doctor's excuse must be the original or faxed from doctor's office to school.

2. **Medical or Dental Appointment-Students who have health related appointments will be allowed to be absent for only the time of the appointment and a reasonable amount of time before or after the appointment. A medical/dental excuse indicating the date and time of the appointment is required upon the student's return to school.**

Long-term absence due to medical or mental health reasons, will require medical/mental health provider documentation as to the nature of the illness or condition, any/all limitations on the student, inclusive dates of the medical condition and/or specific dates of absence(s) covered, and a

signed release allowing the school nurse, school counselor and/or school administrator the ability to develop a case management plan in coordination with the treating provider to address the student's physical/emotional and educational needs during the disabling absence and for transitioning back into the school environment.

3. **Illness in the Family – Necessitating absence from school of the child (the approving authority) may require the written statement of a physician/mental health professional explaining why the child's absence from school was necessary due to the family members illness, if it is deemed appropriate.**
4. Needed at home to perform necessary work directly and exclusively for parents or legal guardians (applies to students over 14 years of age only). Limited to emergency conditions as set forth in OAC 3301-69-02 (A) (2).
5. **Death in the Family –The absence rising from this condition is limited to a period of three days unless a reasonable cause may be shown by the applicant child for a longer absence. A written note from the parent including the decedent's name and date of death/date of service may be required at the discretion of the administrator.**
6. 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.
7. **Observance of Religious Holidays –Any child shall be excused if his/her absence was for the purpose of observing a religious holiday consistent with his/her truly held religious beliefs. A written note from the parent may be required at the discretion of the administrator.**
8. Emergency or set of circumstances which, in the judgment of the Superintendent or his/her designee constitutes a good and sufficient cause for absences from school.

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

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

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

UNEXCUSED ABSENCES

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

TARDY TO SCHOOL

Tardiness to school or any class is disruptive to the educational process. Student will be marked tardy if they are

signed in after 7:50 a.m. Arrivals after 8:00 a.m. will be considered an unexcused absence. Parent/guardians are required to report to the school office to sign their student in when the student is arriving late.

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

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 is picked up or leaves during the last period of the school day. Excused early releases require a written note from the parent which must be approved by the principal. After three parent excused early releases, the remainder of the early releases will be unexcused unless there is a doctor's excuse

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

BICYCLES

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

BULLYING AND HAZING

(Harassment, Intimidation and Dating Violence)

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

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

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

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

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

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

Administrators, teachers and all other District employees are particularly alert to possible conditions, circumstances or events that might include hazing, bullying and/or dating violence. If any of the prohibited behaviors are planned or discovered, involved students are informed by the discovering District employee of the

prohibition contained in this policy and are required to end all such activities immediately. All hazing, bullying and/or dating violence incidents are reported immediately to the Superintendent/designee and appropriate discipline is administered.

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

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

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

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

[Adoption date: September 23, 2002]

[Revised: June 27, 2005]

[Revised: February 26, 2007]

[Revised: November 19, 2007]

[Revised: November 22, 2010]

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

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

CYBER BULLYING

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

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

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

CAFETERIA AND LUNCH/RECESS

Marietta Middle School has a CLOSED LUNCH PERIOD.

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

Lunch RULES:

Be Safe: Stay seated until dismissed, always walk, and leave in a quiet and orderly manner.

Be Responsible: Following directions of the lunch monitors/staff, waiting your turn in a single file line, and using an inside voice and only kind words/actions to peers and staff.

Be Respectful: Make sure your area is clean and all trash is thrown away in a trash can, only 8 people sitting at your table, and have a pass to leave the cafeteria.

PROCEDURES for Lunch:

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

Recess RULES:

Be Safe: Keep hands, feet, and other objects to yourself, follow all the rules of the games, and line up orderly when the whistle blows.

Be Responsible: Make sure games are put away and all trash is thrown away in a trash can, protecting and taking care of property, staying in supervised areas.

Be Respectful: Listen to and follow adult directions, wait your turn while playing games, and properly use equipment.

PROCEDURES for Recess:

1. Food, candy, or drink may NOT be taken from the cafeteria after lunch.
2. Stay in the designated play area. Respect and follow instructions of supervisors.
3. Use restrooms and water fountains on the first floor or gym lobby before going outside for recess.

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

The Free and Reduced-Price Lunch Program

Free and reduced-price lunches are available to students who qualify and meet the eligibility guidelines.

Students who qualified last school year are automatically qualified through the first 30 days of the new school year. However, a new application must be completed for this school year. Applications will be available this school year:

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

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

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

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

2018-2019 Lunch Prices

Our food service program must be self-supporting through the payment for student meals. We do our best to keep the lunch prices reasonable and offer the highest quality meals and service to your child each day. Each meal includes five components: an entree with two - three oz. of meat or meat alternative (cheese/peanut butter/casseroles, etc.) and one-two servings of bread, a serving of fruit and a serving of vegetables (or two

different fruits or two different vegetables) and an 8 oz. container of milk. To make a meal, students must take at least three of the five components, one of those being a fruit or vegetable. We encourage students to take all five components to receive the greater value for the cost. Extra entrées may be purchased as well as a variety of ala carte items.

Breakfast prices for Marietta Middle and High School are \$1.25 and a second breakfast is \$1.50

Lunch prices for Marietta Middle and High School are \$2.25 or \$2.75

For those who qualify, the price for a reduced-price lunch is \$.40

Additional Milk is \$.75

Paying for Lunches

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

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

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

How does the point-of-sale system work?

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

How do I put money on my students account?

Pay For It

Marietta City Schools has implemented a credit card-based pre-payment system. Parents can use the link on the school website or log on to www.payforit.net to register their new account. We highly recommend that you use this method of payment. With this method you will have no worries about lost or stolen checks or cash or weather your student gets their lunch money to the cafeteria on time.

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

Checks

The cafeteria accepts checks for lunch money. When you send a check, you need to include your student's first and last name on the memo line of the check. If the check is paying for more than one child please include both students' names and how much you would like credited to each student (this can only be done within one building). We only recommend this method of payment for households that do not have internet access. With this method you will have to worry about whether your student gets the check to the cafeteria.

Cash

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

What is the Charging policy?

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

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

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

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

Account balances are the responsibility of the students and parents.

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

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

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

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

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

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

Food Allergies - Important Notice

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

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

CHANGES on RECORDS

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

CHILD CUSTODY

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

CONFERENCES WITH SCHOOL PERSONNEL

MMS holds parent-teacher conferences in **the fall and spring**. Anytime there is an academic concern, parents are to contact the teacher immediately for an appointment and are asked to not wait until conference day. For issues within the classroom the teacher should be the first line of contact. If a problem arises, parents are urged

to telephone or email the teacher, support staff or principal to resolve the matter as quickly as possible.

CONTACT INFORMATION:

- **Classroom teacher (374-6530)** -academic, behavioral or social problems; course content, homework assignments, special projects, classroom discipline
- **Guidance Counselor (374-6530 ext. 3128)** - achievement, behavioral, social or emotional adjustment; questions related to a student’s placement, schedule, standardized test scores, special education placement, psychological evaluation, change in family status (death, divorce, separation, serious illness)
- **School Nurse (374-6530)** -student illness, injury of a serious nature, medication, immunizations, physical handicap
- **Assistant Principal (374-6530 ext. 3016)** -questions related to lengthy absences, family vacations, serious and prolonged behavioral problems resulting in detention or suspension
- **Principal (374-6530 ext. 3015)** -questions related to school rules and procedures, Board of Education policy, school curriculum, school organization, personnel
- **Secretarial Staff (374-6530)** -weekly or seasonal activities, emergency messages, general information, transfer of records, change of address or telephone, report cards, principal’s list, honor roll, student fees, receipts
- **Bus Driver (374-6525)** - call the transportation director.
- **Transportation Director (374-6525)** -questions related to bus routes, schedules, bus rules, problems occurring on the school bus, student behavior and disciplinary actions
- **District Athletic Director (374-6540 ext. 2024)** athletic events, schedules and directions to contests
- **Food Service Director (376-2472)** - concerns or comments regarding food service or food service personnel, menu selections or purchase of meal ticket.

COURSE OFFERINGS

GRADE 6	GRADE 7	GRADE 8
<p style="text-align: center;">Math Honors Math Language Arts Honors Language Arts Science Honors Science Social Studies Honors Social Studies Art Physical Education Computer Skills 6 Band Choir</p>	<p style="text-align: center;">Math Pre-Algebra Language Arts Honors Language Arts Science Honors Science /GTT Social Studies Honors Social Studies General Music Physical Education Research and Technology Chinese Culture Band Choir Exploratory Period</p>	<p style="text-align: center;">Math Language Arts Honors Language Arts Science Social Studies Honors Social Studies Health Band Choir Exploratory Period Physical Education</p> <p>Courses offered for High School Credit... *Physical Earth Science/ GTT *Algebra I *Chinese I *Art</p>

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

Students participating in Accelerated Science may participate in Gateway to Technology during Exploratory Period.

The Marietta Middle School "A+" is an on-line course work opportunity for those students who may be credit deficient, or in need of an alternative approach to school. It is a non-traditional setting with a flexible schedule. Please contact our guidance counselor for more information.

Opportunities to Earn High School Credit:

Students below 9th grade may earn credit toward high school graduation by taking advanced course work providing: a. A person who possesses a license or certificate issued by the Ohio Department of Education that is valid for teaching high school and meets the Highly Qualified Teacher Standards teaches the course. The Marietta City Schools Board of Education has approved the curriculum for the course as meeting the high school curriculum requirements. Opportunities to gain high school credit in 8th grade include: **Chinese I (1 Credit), Physical Science (1 Credit), Art (0.5 Credit) and Algebra I (1 Credit)**. Students may be given permission to repeat any class for which they have previously received high school credit. The student must complete the repeated course by the end of the next school year. The higher of the two grades will be counted toward the student's GPA. Accelerated courses are offered in Science and Mathematics to students who show superior performance and eligibility according to the Ohio Revised Code, Section 3324.03.

CRISIS PLANS/DELAYS

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

In the event of a one-hour delay, school will start at 8:50 a.m. If a two-hour delay is called, school will start at 9:50 a.m. Buses will follow a one-hour or two-hour delay schedule also. Marietta Middle School has a crisis plan in place for other situations that may arise. In any situation, area radio and television stations would be contacted by a district administrator with updated information. www.wtap.com lists school delays and closings. Text alerts can be forwarded to your cell phone via this site also.) Information may also be posted on the Marietta City Schools website www.mariettacityschools.k12.oh.us/. Information will also be posted to the Marietta Middle School Facebook Page (Marietta Middle School Marietta Ohio) and our Twitter page (@MMSMariettaOhio). Parents and students who have signed up for the Remind101 messages on their cell phones will also receive this information on their phones.

Students Remind 101: Text: 81010 Message: @e4580

Parents Remind 101: Text: 81010 Message: @a197f

DANCES

Admission \$5.00

1. Students are admitted for the duration of the activity. Early dismissal requires the parent to be present. These students will not be readmitted. All students must sign in upon entry to dances.
2. NO GUESTS will be permitted. All students must attend Marietta Middle School.
3. Refreshments (soft drinks, etc.) must remain in the gym lobby.
4. Students must remain in the gym and lobby area and are not permitted in the tunnel or any other areas of the campus.
5. Any student who is not in the gym for the dance is not permitted on school property.

6. Transportation arrangements must be made in advance. Students are to be off school property 15 minutes after the activity ends.

7. All other guidelines/rules set forth in the MMS Code of Conduct including the dress code are applicable. Students who violate any of the aforementioned rules will be asked to leave the dance, parents will be called and the students will not be permitted to attend the next dance. An additional penalty of detention or suspension may be imposed.

Behavior from one dance to the next dance will determine if a student can attend. Some behaviors may include:

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

DISCIPLINE

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

II. GENERAL CODE OF STUDENT CONDUCT FOR MMS STUDENTS: The statements listed below are derived from Board of Education policy: The Board of Education of the Marietta City School District, in an effort to promote an improved learning environment, unfettered by disruptive student conduct, codifies these district policies and procedures dealing with student behavior. This comprehensive Code of Student Conduct is developed for the encouragement of knowledge, creativity, understanding, tolerance and protection of all learners. Proper discipline is fundamental to a sound educational environment and is essential for safe and orderly schools. It is intended that this Code of Student Conduct give direction for proper student behavior in the classrooms, halls and grounds of the school system during school hours and during any extracurricular or school-sponsored event on or off campus. This Code of Student Conduct is to establish behavior standards for students, delineate specific violations of school rules and outline appropriate responses to student misbehavior. Acts of gross misconduct, flagrant discourtesy, abusive or vile language, acts of violence and/or deliberate insubordination are not to be tolerated and should be referred immediately to the administration or the dean of students. Procedures for emergency removal, suspension, expulsion, and permanent exclusion are included. The authority of the Board of Education to regulate matters of student behavior is identified in various portions of the *Revised Code* of the State of Ohio as indicated.

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

Be Safe, Be Respectful and Be Responsible.

1. Attend school on a regular basis consistent with the attendance policy of the district.
2. Tardiness is considered a disruption to class.
3. Demonstrate respect for the rights and property of others.
4. Excessive display of affection or physical disagreement is prohibited. The Hands-Off Policy is in effect while on school property.
5. Follow the directions of appropriate persons of authority.
6. Remain free from the influence of illegal drugs, alcohol or tobacco.
7. Behave in a manner consistent with all safety rules and regulations. To help with the traffic flow: Travel on the right side of the hallway, move quietly through hallways to your next class, use right side doors to exit, walk, not run, in the hallways.
8. Follow all other rules of the school and board of education.
9. The rules and procedures contained in this section and in other sections of this handbook apply to all curricular, co-curricular and extracurricular activities at Marietta Middle School or involving Marietta Middle School students.

10. The behavior of students at school is ultimately the responsibility of the parent. If a student's behavior disrupts the educational program, is a danger to other students or becomes uncontrollable, the school may legally suspend or expel the student. Discipline efforts are much more likely to succeed when parents cooperate with and support the actions taken by the school.
11. The rules and procedures have general applicability throughout the year. However, when extenuating situations or circumstances (such as student demonstrations, walkouts, etc.) arise and are viewed as having a negative impact on the total learning environment, the administration will take action as it deems appropriate.
12. As a general rule, conflicts are resolved at the lowest possible level. Teachers are encouraged to talk with students on an individual level before making a referral to the parents or administration. Likewise, parents should attempt to resolve problems with the individual teacher before calling the principal or his assistant.
13. Conferences involving students, parents, teachers and administrators may be held as necessary.
14. A student may be denied the privilege of participation in extracurricular events and activities based on attendance, academic performance or violations of the code of conduct. The principal or assistant principal may deny participation in activities if a student has demonstrated behavior that does not reflect the standards established by MMS or the BOE.
15. In the event that a calamity day is called and school is not held, the discipline is not negated. It will be enforced the next day the student is in school.

IV. School Wide Responsibility Sheet

Every student at MMS will be given a Responsibility Sheet, that is to be kept in the clear sleeve at the front of their planner. This sheet will be used as a school wide behavior tracking system for each 9-week grading period. The categories that are on this sheet align directly with the goals and climate we wish to have for everyone while here at school.

V. Interventions for Infractions

1. The discipline a student receives depends on several factors:
 - a. the nature of the problem
 - b. whether it is a repeat and/or chronic misbehavior
 - c. extenuating circumstances
 - d. the intensity of the misbehavior
 - e. the individual student
 - f. the grade level of the student
 - g. special education status of the student
 - h. the circumstances surrounding a disciplinary event.
2. School personnel will take all of the above into consideration. Every effort will be made to be consistent in following building guidelines and complying with Federal Law and Ohio Revised Code. If the disciplining staff member feels it is appropriate, he or she may refer the student to the school counselor.
3. Arrangements may be made with the administration on an individual basis to take semester, final examinations and state achievement tests during out-of-school suspension.
4. It is important to note that repeated violations or cumulative offenses of even the least serious offenses could result in suspension or expulsion, especially if other means have been unsuccessful in changing the student's pattern of conduct.
5. Some of the more serious violations, depending upon the circumstances, may require emergency removal, suspension, expulsion or even permanent exclusion of the student after the first offense.

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

COUNSELING

LUNCH/Recess Removal

AFTER SCHOOL DETENTION

ALTERNATIVE LEARNING - AL

EMERGENCY REMOVAL

SUSPENSION
EXPULSION

QUICK REFERENCE GUIDE

Please note: The administration has tried to be thorough in preparing this information. However, it is not possible to foresee every potential problem. Therefore, the administration has the right to assign any punishment deemed appropriate for any offense

BEHAVIOR	TYPE	1st OFFENSE	2nd OFFENSE	3rd OFFENSE
Arson	III	10 days OSS with recommendation to expel, notify law enforcement		
Assault of School Employee	III	10 days OSS with recommendation to expel, notify law enforcement		
Cheating/Plagiarism	II	Zero credit, parent notification, 1-day AL	Zero credit, parent notification, up to 3 days AL	Zero credit, parent notification, Administrative Discretion
Cutting	II	Up to 3 days AL	Up to 5 days AL	Administrative Discretion
Dangerous Weapons & Instruments	III	Up to 10 days OSS with recommendation to expel, notify law enforcement		
Disruption of school	I	Administration Discretion		
Dress Code Violation	I	Parental notification, alternate clothing must be worn	Parental notification, alternate clothing must be worn, up to 1-day AL	Parental notification, alternate clothing must be worn, up to 3 days AL
Drugs & Alcohol	III	Notify parent and law enforcement, student must complete counseling, 5 days OSS	Notify parent and law enforcement, 10 days OSS with recommendation to expel	
Drugs & Alcohol (Trafficking)	III	Notify parent and law enforcement, 10 days OSS with recommendation to expel		
Emergency Evacuation Procedures	II	Up to 3 days AL	Up to 5 days AL	Administrative Discretion
BEHAVIOR	TYPE	1st OFFENSE	2nd OFFENSE	3rd OFFENSE
Exposure	III	Notify parent and law enforcement, 10 days OSS with recommendation to expel		
False Alarms	III	Notify parent and law enforcement, 10 days OSS with recommendation to expel		
Fighting	III	Up to 10 days OSS Possible expulsion recommendation	Up to 10 days OSS Possible expulsion recommendation	Up to 10 days OSS Possible expulsion recommendation
Harassment: Hazing, Bullying, Racial, & Sexual	III	Administrative Discretion		
Inappropriate Behavior (Includes but is not limited to: Gambling, Gang Activity, Littering,	II	Administrative Discretion		

Loitering, Excessive Horseplay, Public Display of Affection, Improper Cafeteria Behavior, Prohibited Items, and Safety Violations				
Inappropriate Use of Internet	II	Loss of computer privilege, Up to 3 days AL		
Insubordination, Disrespect, Failure to Respond	II	Up to 3 days AL	Up to 5 days AL	Up to 10 Days AL, Administrative Discretion
Out of Assigned Area	II	Up to 3 days AL	Up to 5 days AL	Up to 10 days AL, Administrative Discretion
Profanity	I	Up to 3 days AL	Up to 5 days AL	Administrative Discretion
Stealing/Theft	III	Notify parent and law enforcement, Restitution, Up to 5 days AL	Notify parent, Law Enforcement, Restitution, Up to 10 days AL, Possible OSS	10 days OSS with recommendation to expel

BEHAVIOR	TYPE	1 st OFFENSE	2 nd OFFENSE	3 rd OFFENSE
Tardy to School or Class (NOTE: 5 tardies to school equals 1 unexcused absence)	I	See Tardiness under Type I offenses		Detention
Threats by students	III	Notify parent, Administrative Discretion	Notify parent, possible AL, ASP or OSS	Notify parent, Notify Law Enforcement, Up to OSS for 10 days with recommendation to expel.
Tobacco	III	See Type III Offenses		
Vandalism	III	Administrative Discretion		

Type I offenses: Considered to be the least serious.

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

Dress code violations

Gum: Gum chewing during the day is not permitted.

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

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

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

Prohibited Items: Personal items

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

Tardiness: Late to class or school.

Unprepared for Class

Possible Consequences: AL, Conference, Lunch Detention, Tardy Card Punch, Time out (in AL)

Type II offenses: Considered to be more serious.

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

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

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

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

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

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

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

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

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

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

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

Violation of Computer Usage Agreement: See page 7

Possible Consequences: AL, Emergency Removal, OSS

Type III offenses: Considered to be the most serious.

Alcohol/Tobacco/Drugs

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

Bullying

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

Harassment/ Hazing

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

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

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

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

Weapons and Dangerous Instruments: A student, while under the jurisdiction of the school, shall not possess, handle, transmit or conceal any object, which might be considered a dangerous weapon or instrument of

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

Possible Consequences: AL, Emergency Removal, Suspension, Expulsion

DISMISSAL

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

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

DRESS CODE

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

Expectations:

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

DRUGS, ALCOHOL, AND TOBACCO

Drug and Alcohol Testing (Performance Activities)

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

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

Tobacco, Alcohol, Illegal Drugs and Paraphernalia

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

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

Possession shall include, but not be limited to:

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

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

FEES 2018

GRADE 6 *(+\$10.00 if in GTT) *(+\$6.00 if in Art)	\$46.80	GRADE 7 *(+\$2.50 if in general music) *(+\$10.00 if in GTT) *(+\$5.00 lock) *(+\$10.00 Chinese)	\$57.55	GRADE 8 *(+\$10.00 if in GTT) *(+\$5.00 lock) *(+\$10.00 Chinese) *(+\$4.50 Acc. LA)	\$58.55
Language Arts	\$15.00	Language Arts	\$21.50	Language Arts	\$17.00
Science	\$5.00	Science	\$14.50	Science	\$12.00
Social Studies	\$5.25	Social Studies	N/A	Social Studies	N/A
Math	\$5.00	Math	\$5.00	Math	\$8.00
Lock	\$5.00	Research and Technology	\$7.50	Art	\$10.00
Planner	\$3.75	Planner	\$3.75	Planner	\$3.75
Technology Fee	\$7.80	Technology Fee	\$7.80	Technology Fee	\$7.80

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

**Pupil Performance Participation Fee applies to all 6th, 7th and 8th grade students participating in Choir and Band. This fee also applies to 7th and 8th graders who are participating in a MMS athletic team. **This fee only applies once throughout the whole school year.*

FERPA (Family Ed. Rights and Privacy Act)

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

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

1. Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
2. Parents or eligible students have the right to request that school correct records, which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

3. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - a. School officials with legitimate educational interest;
 - b. Other schools to which a student is transferring;
 - c. Specified officials for audit or evaluation purposes;
 - d. Appropriate parties in connection with financial aid to a student;
 - e. Organizations conducting certain studies for or on behalf of the school;
 - f. Accrediting organizations;
 - g. To comply with a judicial order or lawfully issued subpoena;
 - h. Appropriate officials in cases of health and safety emergencies; and
 - i. State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

FIELD TRIPS

When a student leaves the school grounds any time during the day for a school-sponsored activity or participates in evening or a weekend school trip (excluding athletic contests), he/she must have written permission from the parent or guardian. Students will be released from the trip only to their parents or guardian. Some field trips require an advance non-refundable payment. Every effort will be made to refund all portions not retained by the event venue when the event is cancelled. Refunds are not available if a student disqualifies himself or her after the payment has been made.

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

FINAL FORMS

At the beginning of every school year, parents/guardians must access the Final Forms website to check and/or update their child's information. It is the parent's/guardian's responsibility to update or add any changes in a timely manner that occur to a student's information. Link: <https://marietta-oh.finalforms.com/>

FUN FRIDAY

At MMS, we understand the importance of recognizing positive behavior. Fun Friday is a reward activity that is given to students at the end of each nine weeks based on their behavior for that specific nine weeks. This activity is different each nine weeks and is done during school hours. The criteria for Fun Friday is based on a student having: no more than 3 detentions, no AL, no ASP, and no OSS. This is a privilege for our students and an opportunity to show them how much we appreciate their positive behavior!

GRADING POLICY

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

GRADING SCALE

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

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

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

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

Parents may access their student's grades by logging onto **Infinite Campus** via the Internet. Parents and guardians will be provided with a password for secure access to this information. MMS can provide you with your password information. Technology support for this site is handled through Internet Technology Services, 740-376-2468.

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

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

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

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

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

GUIDANCE SERVICES

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

GYMNASIUM RULES

Gym Rules:

Be Safe: Entering and exiting in an orderly manner, keeping hands, feet and objects to themselves, reporting all unsafe behavior.

Be Responsible: Staying in their seat until the performance is over, keeping the gym clean, staying silent during performances, and keeping all electronics off and placed away during presentations.

Be Respectful: Sitting up in seats, keeping feet on the floor, listening to adults in charge, and using appropriate inside voices.

Procedures:

1. Stay off the gym floor in street shoes.
2. If not playing on the gym floor, sit in the bleachers.
3. Keep feet off the seats.
4. Stay away from set-up equipment.
5. Use restrooms and water fountains in the gym lobby only. Passes are available from the teachers on duty.
6. Stay seated in the bleacher area. Do not run or jump.

HALLWAY EXPECTATIONS

Be Safe: Walk on the appropriate side and take one step at a time, keep eyes focused and distraction free, keep your hands to yourself.

Be Responsible: Follow safe expectations, avoid unnecessary distractions, and promptly heading toward your destination.

Be Respectful: Staying in your personal space, observing others personal space, and being aware of others' learning by being quiet and using soft voices.

HEALTH EDUCATION INSTRUCTION

All eighth graders will take Health Education for a semester. During this course, permission slips will be sent home for parents/guardians to sign and give consent for their child to be taught certain topics. Permission slips will be sent home for sexual education, distracted driving (golf carts), and suicide prevention and awareness.

HELPLINE TELEPHONE NUMBER

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

HOMEWORK

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

HOTLINE & WEBPAGES

As an added service, Marietta Middle School will provide a phone hotline for HOMEWORK. Phone: **740-374-6530** after 3:00 p.m. Please listen to the full recording and follow the prompts. Additionally, some teachers at MMS have a website for homework and announcements. You may access each weblink from the Marietta Middle School webpage located on the Marietta City School website.

IMMUNIZATIONS

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

LOCKERS

Lockers are provided for students. School issued combinations locks will be given to student's on their arrival to MMS. This lock can be taken home at the end of the year and used in subsequent years in MMS or MHS. Replacement locks can be purchased in the office. Students are responsible for the care of their lockers. Lockers are the property of the Marietta City School's Board of Education and may be searched or inspected at any time. Lockers are to be kept locked with a school approved lock at all times. Unauthorized locks will be removed/cut from the locker. **Students are only permitted to go to their locker during certain times of the day. Students may go to their lockers upon arrival to school, before lunch, after lunch, and at the end of the day. Students may also go to their lockers with a written pass and permission from their teachers or other staff members.**

LOST AND FOUND

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

MAKE-UP-WORK

Make-up work for an absence is the responsibility of the student. You may notify the school to make arrangements for assignments to be picked up in the office or sent home with another student. Please allow 24 hours after notification to collect assignments for students who may be absent. Additionally, homework assignments can be obtained by emailing the student's teachers, accessing teacher webpage or by calling the homework telephone hotline. (See Hotline, Webpage)

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

MEDIA CENTER

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

Books may be checked out for a three-week period. The date the book is due is stamped in the book and the student is responsible for returning the book on or before that date. If a student loses a book, the student will be charged the price of the book.

MEDICAL

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

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

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

Part A:

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

Part B:

1. Student's name
2. Medication and dosage
3. Times or intervals to be given
4. Date medication is to start
5. Date medication is to be discontinued
6. PRINT prescribing physician's/professional's name.
7. Listing of adverse reactions to be reported

8. Prescriber's phone number
9. Special instructions
10. Date
11. Prescriber's signature

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

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

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

MEDICAL EMERGENCIES

In the event of an injury greater than minor scrapes or bruises, parents or guardians are notified immediately. **For this reason, Final Forms must be completed and/or updated for every student each year by August 31, 2018.**

NO-DISCRIMINATION STATEMENT (Title IX)

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

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

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

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

PARENT GROUPS

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

PERSONAL PROPERTY

Students are not permitted to bring items such as squirt guns, look-a-like toy guns, cigarette lighters, tobacco products, etc. to school. Expensive personal items, such as jewelry, audio equipment, electronic games,

cameras, etc. should not be brought to school. If these items are brought, they must be secured in a student locker. Students may carry a transparent water bottle that only contains water with no flavoring. Items not secured will be turned into the office for a parent or guardian to pick up after school. Backpacks may be brought to school but must be kept in the locker from 7:50 a.m. until 2:22 p.m. Students who are in Physical Education may carry a small bag containing only PE supplies. MMS is not responsible for lost, stolen or broken personal property.

PHYSICAL EDUCATION

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

RESTROOM EXPECTATIONS

Be Safe: Washing hands with soap and water, reporting all suspicious behavior.

Be Responsible: Observing time limits, keeping the restroom clean, keeping water in the sink, keeping all electronics off and placed away, notifying an adult if a custodian is needed.

Be Respectful: Respecting the privacy of others, using soft voices, and flushing the toilet.

SAFETY DRILLS

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

STUDENT ACCOUNTABILITY

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

TECHNOLOGY (Cell phones and other similar devices)

We understand that students have access to cell phones and an ever-changing variety of technologically advanced tools. We also acknowledge the importance of the educational atmosphere and technologically advanced tools being used at the appropriate times and in the appropriate manner. **With the amount of technology that we are able to provide our students within the classroom, it has been determined that students will be permitted to use their electronic devices during their lunch and recess time only. For the rest of the day when the students are in their classrooms they will be expected to leave their cell phones or other electronic devices including all devices with internet capabilities and those that are connected to cell phones in their lockers. With prior authorization by principal/teacher, students may bring electronic devices to class for academic, research, and educational purposes only.**

Inappropriate use of technology can be treated as a disciplinary incident that may include confiscation of the device. The use of personal devices is a privilege, which may be denied for misuse. Responsibility of electronic devices falls upon the student at Marietta Middle School. Marietta Middle School is not liable for student owned lost or broken electronic devices.

The following steps will be taken if students did not follow the expectations of keeping their phones in their lockers and/or using them correctly during lunch/recess:

1. They will have their phone confiscated and their parent/guardian will have to come to pick up their phone from the office.
2. Consequences based on administrative discretion. *Consequences could result in student's not being permitted to bring their cell phone or other electronic device to school.*

Students are not permitted to take pictures, videos, or recordings of staff or other students.

TELEPHONE CALLS

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

TEXTBOOKS

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

TRANSPORTATION OF STUDENTS: RULES AND REGULATIONS

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

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

PENALTIES FOR RULE INFRACTION AND MISCONDUCT CONDUCT REPORTS

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

AUTOMATIC, NO WARNING SUSPENSIONS

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

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

VISITORS

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

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

VOLUNTEERS

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

WALKERS

- Leave the school grounds immediately upon dismissal.
- Use the steps and sidewalks properly (walk on the right)
- Do not walk in the street.
- Do not loiter on school grounds.
- Respect the rights of property owners on the way home.

WITHDRAWAL FROM SCHOOL

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

ISSUE RESOLUTION

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

The process for resolving issues is outlined below:

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

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

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

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

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