

## **ALMA MATER**

Hail our Alma Mater, Marietta High  
Honor do we give thee  
Never let it die.  
Mem'ries ne're forgotten  
Friendships strong and true  
We will ever sing thy praises,  
Honor give to you.

## **FIGHT SONG**

On, Marietta! On, Marietta!  
Plunge right through that line!  
Run the ball clear down the field,  
A touchdown sure this time.  
On, Marietta! On, Marietta!  
Fight on for her fame  
Fight! Fellows! – fight, fight, fight!  
We'll win this game.

**REGULAR BELL SCHEDULE (M,T,TH,F)**

<b>PERIOD</b>	<b>START</b>	<b>END</b>
1 <sup>st</sup>	7:40	8:32
2 <sup>nd</sup>	8:36	9:26
3 <sup>rd</sup>	9:30	10:20
4 <sup>th</sup>	10:24	11:14
5 <sup>th</sup> LUNCH	11:18	11:58 LUNCH
5 <sup>th</sup> CLASS	11:18	12:08 CLASS
6 <sup>th</sup> CLASS	12:02	12:52 CLASS
6 <sup>th</sup> LUNCH	12:12	12:52 LUNCH
7 <sup>th</sup>	12:56	1:46
8 <sup>th</sup>	1:50	2:40

**TBT SCHEDULE (WEDNESDAY)**

<b>PERIOD</b>	<b>START</b>	<b>END</b>
1 <sup>st</sup>	7:40	8:22
2 <sup>nd</sup>	8:26	9:08
3 <sup>rd</sup>	9:12	9:54
4 <sup>th</sup>	9:58	10:40
5 <sup>th</sup>	10:44	11:26 LUNCH
6 <sup>th</sup>	11:30	12:12 LUNCH
7 <sup>th</sup>	12:16	12:58
8 <sup>th</sup>	1:02	1:44
TBT	1:50	2:40

**2 Hour Delay Schedule**

<b>PERIOD</b>	<b>START</b>	<b>END</b>
1 <sup>st</sup>	9:40	10:12
2 <sup>nd</sup>	10:16	10:46
3 <sup>rd</sup>	10:50	11:20
4 <sup>th</sup>	11:24	11:54
5 <sup>th</sup> LUNCH	11:58	12:38 LUNCH
5 <sup>th</sup> CLASS	11:58	12:48 CLASS
6 <sup>th</sup> CLASS	12:42	1:32 CLASS
6 <sup>th</sup> LUNCH	12:52	1:32 LUNCH
7 <sup>th</sup>	1:36	2:06
8 <sup>th</sup>	2:10	2:40

**2 Hour Early Dismissal**

<b>PERIOD</b>	<b>START</b>	<b>END</b>
1 <sup>st</sup>	7:40	8:15
2 <sup>nd</sup>	8:19	8:52
3 <sup>rd</sup>	8:56	9:29
4 <sup>th</sup>	9:33	10:06
5 <sup>th</sup> LUNCH	10:10	10:50 LUNCH
5 <sup>th</sup> CLASS	10:10	10:43 CLASS
6 <sup>th</sup> CLASS	10:54	11:27 CLASS
6 <sup>th</sup> LUNCH	10:47	11:27 LUNCH
7 <sup>th</sup>	11:31	12:04
8 <sup>th</sup>	12:08	12:40

**AM ACTIVITY SCHEDULE**

<b>PERIOD</b>	<b>START</b>	<b>END</b>
1 <sup>st</sup>	7:40	8:26
2 <sup>nd</sup>	8:30	9:14
3 <sup>rd</sup>	9:18	10:02
ADVISORY	10:06	10:46
4 <sup>th</sup>	10:50	11:34
5 <sup>th</sup> LUNCH	11:38	12:18 LUNCH
5 <sup>th</sup> CLASS	11:38	12:22 CLASS
6 <sup>th</sup> CLASS	12:22	1:06 CLASS
6 <sup>th</sup> LUNCH	12:26	1:06 LUNCH
7 <sup>th</sup>	1:10	1:53
8 <sup>th</sup>	1:57	2:40

**PM ACTIVITY SCHEDULE**

<b>PERIOD</b>	<b>START</b>	<b>END</b>
1 <sup>st</sup>	7:40	8:24
2 <sup>nd</sup>	8:28	9:10
3 <sup>rd</sup>	9:14	9:56
4 <sup>th</sup>	10:00	10:42
5 <sup>th</sup> LUNCH	10:46	11:26 LUNCH
5 <sup>th</sup> CLASS	10:46	11:36 CLASS
6 <sup>th</sup> CLASS	11:30	12:20 CLASS
6 <sup>th</sup> LUNCH	11:40	12:20 LUNCH
7 <sup>th</sup>	12:24	1:06
8 <sup>th</sup>	1:10	1:52
Activity Period	1:56	2:40

**ADMINISTRATIVE STAFF**

**HIGH SCHOOL OFFICIALS:**

**Chad Rinard .....Principal**  
**Chris Laumann .....Assistant Principal**  
**Cody Venderlic.....Director of Athletics**  
**Rita Frum ..... Guidance Counselor**  
**Lisa Polk .....Guidance Counselor**

**HIGH SCHOOL SECRETARIES:**

**Amanda Scharff.....Administrative Secretary**  
**Shari Hirschfield.....Activities Secretary**  
**Brenda Martin.....Guidance Secretary**

**EQUAL OPPORTUNITY STATEMENTS**

All courses, programs and activities offered by Marietta Senior High School are open to all students regardless of sex, race, color, creed, religion, ancestry, national origin or handicap.

No person shall, on the basis of sex, be excluded from participation, be denied the benefits of, or be subject to discrimination under any educational program or activity receiving federal financial assistance.

**PLEASE HELP MAKE OUR SCHOOLS A SAFE PLACE TO LEARN**

The Marietta City School District is asking for your help in making our schools as safe as they can be. Any information you have that could negatively impact our schools needs to be reported. Acts of violence, theft, drug and/or alcohol abuse, harassment of any kind or use of weapons can jeopardize our school safety. Please use link on Marietta City Schools Website and call the Safe School Helpline at 1-800-418-6423, ext. 359.

## **PRINCIPAL'S MESSAGE**

Welcome to Marietta High School! You and your child are about to embark on the final leg of your public school journey. The years spent at Marietta High School will prove to be some of the most exciting and maturing to date and we are pleased to be traveling along with you on this journey. Times are changing and demands put on students today are quite different than those of a few years ago. Opportunities and choices are abundant so careful planning and a good relationship between the home and school will certainly enable your child to maximize his/her educational experience at M.H.S.

The responsibility for getting an education rests with each of you as individuals. In order to succeed during your years at M.H.S., you will need to set definite goals and plan your daily activities toward achieving those goals. It is also important to be willing to put forth the time and effort needed to be successful. You will then enjoy the satisfaction and pride that results from doing the best you can. Remember, the staff at M. H. S. is here to help and support your efforts.

This handbook is designed to help both the students and parents of Marietta High School. It is very important that you understand the importance of this publication and the rules and regulations contained herein. These guidelines are here to help create the best possible learning and teaching environment for each of us. Please feel free to call, email or visit for any help you may need.

Good luck and have a wonderful year. We are excited and honored to have you as a student at MHS.

Sincerely,

Chad Rinard

Principal

## **MARIETTA HIGH SCHOOL MISSION STATEMENT**

Our mission is to provide the conditions which inspire and support the achievement of academic and personal excellence by all members of the Marietta High School community in order to meet the challenges of an ever changing world.

## **MARIETTA CITY SCHOOLS**

### **MISSION STATEMENT**

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

### **VISION STATEMENT**

District of choice—Learners for life!

### **MARIETTA HIGH SCHOOL GOALS**

- The MHS community will teach academic skills necessary to participate in society
- The MHS community will foster social skills necessary to participate in society
- The MHS community will encourage the practice of mutual respect
- The MHS community will promote communication among its members
- The MHS community will provide an atmosphere that is clean and safe
- The MHS community will teach the skills necessary to meet technological challenges

## TEACHING STAFF

<b>Teacher</b>	<b>Room</b>	<b>Subject</b>
Pam Bennett	301	Soc. Studies
Maredeth Bidwell	200	English
Christy Boothby	Media Center	M. C. Specialist
Chris Bunner	Aud.	Band/Music
Christen Canter	313	Social Studies
John Cassill	416	Computers / Math
Kim DePue	300	Career Exploration
Adam Eichhorn	304	Econ / Finance
Diane Eschbaugh	413	Special Education
Paige Fleming	215	Math
Steve Foutty	420	Architecture/Engineering
Kirsten Goeller	218	Spanish
Vickie Hall	110	Science
Mark Hannuksela	203	English
Kris Hill	415	Special Education
Jared Hindy	111	Science
Vickie Johnson	417	Science
Lindsay Mackie	306	Soc. Studies
Christopher Mayer	105	Science
Gwynette Mayer	202	English
Sherry McCabe	410	Special Education
Josh McKitrick	308	Tiger Academy
Susan Miller	101	Special Education
Danielle Moore	211	Math
Cyndi Porter	414	Special Education
Joseph Rabbene	201	English
Heath Rader	421/422	Art
Scott Rieder	Vocal Music	Choir room
Shyla Schoelkopf	106	Science
Mollie Schramm	214	Mathematics
Jason Schob	Gym/314	P.E./Health
J.D. Secrest	311	Social Studies
Darren Stevens	314/Gym	P.E./Health
Jade Thompson	219	Spanish
Keith Ullman	213	Math
Amanda Warner	109	Science/Chemistry
Ron Warner	210	Math
Amy Warren	207	English
Brian Welch	423/Lab	Industrial Vo-Ag/Woods
Andrew Shu	217	Chinese
	312	Special Education

## SCHOOL FEES

### VO/AG

Ag/Natural Res	\$30.00
Livestock Science	\$30.00
Ag. Capstone	\$30.00
Mechanical Prin.	\$40.00
Small Eng. Repair	\$30.00
Home Maintenance	\$40.00
Ag. Ind. Power	\$40.00
Wood/Metal Fabrication	\$40.00

### FINE ARTS

Art I	\$20.00
Art II	\$22.00
Art III	\$30.00
Art IV	\$30.00
Art V	\$30.00
Art VI	\$30.00
3D Art/Design I	\$40.00
3D Art/Design II	\$40.00

### INDUSTRIAL TECHNOLOGY

Drafting I	\$15.00
Drafting II	\$15.00
Architecture	\$15.00
Architecture II	\$15.00
CADD A	\$12.00
CADD B	\$12.00
Intro. Eng. Design	\$30.00
Principles Eng.	\$25.00
Scrollsaw Woodworking	\$30.00

### ENGLISH DEPARTMENT

English 9 Honors	\$55.00
English 9 Coll. Sur.	\$30.00
English 9 Survey	\$20.00
English 10 Honors	\$35.00
English 10 Coll. Sur.	\$30.00
English 10 Survey	\$30.00
English 11 Honors	\$30.00

### SCIENCE DEPARTMENT

Earth/Phy. (A)	\$8.00
Earth/Phy.. (B)	\$8.00
Anatomy/Physiology (I)	\$ 30.00
Anatomy/Physiology (II)	\$ 30.00
Environmental (A)	\$12.00
Environmental (B)	\$12.00
Biology	\$10.00
Chemistry	\$33.00
Astronomy	\$10.00
Physics	\$10.00
AP Biology	\$135.00
Honors Biology	\$10.50
Honors Chemistry	\$36.00
AP Physics	\$130.00
AP Chemistry	\$152.00

### SOCIAL STUDIES DEPARTMENT

AP US History	\$100.00
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### FOREIGN LANGUAGE

Spanish I	\$20.00
Spanish II	\$20.00
Spanish III	\$20.00
Spanish IV	\$20.00
Chinese I, II, III	\$ 10.00

### CAREER/FINANCIAL PLANNING

Accounting I	\$30.00
Business Law	\$30.00

### BAND/CHOIR

General Music	\$15.00
Musical Theater	\$25.00
Music Appreciation	\$15.00
Music Theory Honors	\$50.00
Instrument Fee Rental	\$25.00

### PHYSICAL EDUCATION \$2.50



## SCHOOL FEES CONT.

English 11 Coll. Sur.	\$30.00	<b>TRANSPORTATION/DRUG</b>	
English 11 Survey	\$30.00	<b>TESTING FOR</b>	
AP English Lit/Comp.	\$130.00	<b>ATHLETIC</b>	\$40.00
English 12 Honors	\$30.00	<b>STUDENT PLANNER</b>	\$ 5.00
English 12 Coll. Sur	\$30.00	<b>TECHNOLOGY FEE</b>	\$7.80
English 12 Survey	\$20.00	<b>PRE-ACT (Sophomores)</b>	\$13.00
Journalism	\$20.00		

### **MATH DEPARTMENT**

AP Calculus \$94.00

### **CAREER**

CCR/College Foundations	\$10.00	Healthy Eating/Nutrition	\$10.00
Per. Wellness/Develop.	\$10.00		
MC LEAD 111	\$15.00		

### **FEES MAY BE ADJUSTED OR ADDED DUE TO CHANGING CIRCUMSTANCES.**

**Note Concerning School Fees-Students must have all academically related financial obligations resolved before they can be cleared for graduation. This includes course fees, lost or damaged books/materials and purchased materials for projects.**

**Student report cards will be held in the office until school fees have been paid or a payment schedule has been established.**

### **ATTENDANCE**

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

### ***MHS SCHOOL DAY***

A school day for a high school student goes from 7:40 a.m. to 2:40 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***

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 (ORC 3321):

1. **Parent Excused Absences (Personal Illness, family emergency, and excused family vacation)** – Absences may be excused if the parent or guardian contacts the school on the day of the absence **and** sends a written excuse the following day.  
\*Parents/Guardians will have the ability to excuse **six full days** per school year only for personal illness, emergency, excused family vacations or a combination of the three. After six parent notes are used, absences will be considered unexcused unless there is a doctor’s excuse for student illness.  
**Provide medical documentation for long-term absences to include the nature of the illness, any limitations on the student, inclusive dates of medical condition and/or specific dates of absence(s) covered.**  
As per district procedure, absences for students who experience repeated occurrences of pediculosis (lice) and/or bed bugs may be considered UNEXCUSED at the discretion of the building principal.
2. **Illness in the Family** –Necessitating the presence of the child (the approving authority) may require the written statement of a physician/mental health professional and an explanation as to why the child’s absence was necessary, if it is deemed appropriate.
3. **Needed at home** to perform necessary work directly and exclusively for parents or legal guardians (applies to students over 14 years of age only). Limited to emergency conditions as set forth in OAC 3301-69-02 (A) (2).
4. **Death in the Family** –The absence arising 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.
5. **Quarantine for contagious disease** –The absence of a child from school under this condition is limited to the length of quarantine as determined by proper health officials.
6. **Observance of Religious Holidays** –Any child shall be excused if his/her absence was for the purpose of observing a religious holiday consistent with his/her truly held religious beliefs.
7. **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. Dr. Excuse must be the original or the excuse must be faxed to school from Dr. Office. Medical excuses from the date of service will be accepted when excuse is received on date of return. Absence dates listed prior to date of service may or may not be excused.
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. Parent/Guardian will have the ability to excuse six full days per school year only for personal illness, approved family trips, emergency or a combination of the three
9. **College Visitation**- Three (3) College Visitation Days will be considered excused upon receipt of documentation of the visit signed by an official of the college. Only Juniors and Seniors may use these days.

10. **Foster Care Related Absences (Please See Administrator)**
11. **Homeless Related Absences (Please See Administrator)**

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

**Planned trips/vacations:** Families are highly encouraged to take vacations and other planned trips during summer vacation or holiday breaks. If this is not possible and trips must be taken during school days then the trip will need to be approved three days in advance. Please send a completed Anticipated Absence form to the principal detailing the reason and expected dates of the anticipated absence and the principal will determine whether the absences will be considered excused. Students will be expected to collect their make-up 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.

#### ***REPORTING ABSENCES***

Ohio law requires that schools verify absences daily. Parents are requested to call the attendance office recorder (374-6540) before 8:30 a.m. to report absence. ( Missing Children's Act and OAC 3301-69-02)

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 (OAC 3301-69-02)***

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

Parent/Guardian will have the ability to excuse six full days per school year only for personal illness, emergency, excused family vacations 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.

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

- Truancy (absence minutes from school without legitimate excuse) for any part of the day may result in disciplinary action. The severity of the penalty will depend upon the amount of time missed, the number of truantries, and the general conduct of the student.
- Arrangements may be made with the administration on an individual basis to take semester and final examinations and achievement tests during suspension.
- When a student becomes lawfully truant (30 consecutive hours, 42 hours in a school month, 72 hours in a school year), the parent/guardian and student will be required to attend a Student Absence Intervention Conference. This conference will be held to address the student's attendance, behavior and

academics concerns. Failure of the student to participate and improve attendance shall result in filing of complaints in Juvenile Court. (Ohio House Bill 410, effective July 1, 2017).

- According to Ohio Revised Code 3321.19(A)(1), “Habitual truant” means any child of compulsory school age who 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
- **If a student becomes truant, the superintendent shall notify the child and the child’s guardian or custodian that the child’s temporary instruction permit or driver’s license will be suspended or the opportunity to obtain such a permit or license will be denied. (3321.13)**
- **If a student of compulsory school age is absent without legitimate excuse for more than sixty consecutive hours in a single month or for at least ninety hours in a school year, the superintendent shall notify the child and the child’s guardian or custodian that the child’s temporary instruction permit or driver’s license will be suspended or the opportunity to obtain such a permit or license will be denied. (3321.13)**

#### ***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.

#### ***TARDINESS***

Tardiness to any class is disruptive to the educational process. Excessive tardiness is subject to further disciplinary measures and may affect student achievement and grades. A student reporting late to school must report to the office and sign in prior to reporting to class. **Parents/Guardians can turn in up to three written notes for a tardy to be excused for the full school year. Tardies that have a written note will have approved by the principal.**

#### ***EARLY RELEASES***

Students are expected to be in school for the full day. A student will be permitted **three** excused early releases throughout the whole school year. An early release would be if a child is picked up or leaves during the last period of the school day. In order to have an excused early release, there must be a written note and this has to be approved by the principal. After three excused early releases, the remainder of the early releases will be unexcused unless there is a doctor’s excuse.

#### **ATHLETIC ELIGIBILITY**

The Marietta City School Board of Education provides athletic programs in compliance with the by-laws and regulations of the Ohio High School Athletic Association. Students who wish to be members of an athletic team must be academically

eligible. The requirements for such eligibility by the O.H.S.A.A .(in section 4 of their bylaws) and the Marietta City Schools' Board of Education are as follows:

All student athletes (7 thru 12) must have a minimum 2.0 GPA during the immediately preceding nine-week grading period in order to be eligible to participate in interscholastic extracurricular activities. The Marietta Board of Education and the Marietta High School Athletic Department have instituted a tutoring program for athletes who may fall below the 2.0 GPA requirement. If the student-athlete follows the tutoring guidelines, he/she will be eligible to play in all games during the nine week grading period in which the tutoring occurs. Any cost associated with such a tutoring program must be assumed by the parent(s). In addition to the GPA requirement student/athletes must be passing a minimum of FIVE credit or the equivalent toward graduation in the preceding grading period. For Middle School student-athletes the minimum is passing FIVE classes. Failure to follow these guidelines will result in a loss of eligibility for participation during the succeeding nine week grading period. Students must also meet all other eligibility requirements as specified in the Marietta Schools Athletic Handbook. Student/athletes participating in the CCP program MUST obtain a form from the Athletic Director in order to submit college course grades for review. The eligibility or ineligibility of a student/athlete continues until the beginning of the next nine week grading period. At that time the immediately preceding grading period grades become applicable. Once deemed ineligible, student/athletes must have their following nine week grades verified by a school administrator in order to regain eligibility. The eligibility of a transfer student must be established by school records or verification from the sending school. The responsibility for establishing eligibility rests with the receiving school. Summer school grades DO NOT COUNT toward eligibility requirements. For more information on athletic eligibility, please visit the OHSAA official web site at [www.ohsaa.org](http://www.ohsaa.org).

**STUDENTS WHO ARE ASSIGNED AL OR OSS BY A SCHOOL  
ADMINISTRATOR WILL NOT BE ABLE TO PRACTICE OR PARTICIPATE  
IN SCRIMMAGES AND GAMES DURING THE SUSPENSION DATES.  
NCAA REQUIREMENTS**

Students should also be aware of the National College Athletic Association's academic requirements at the high school level if they intend to pursue athletic participation at a college or university after graduation. Please note that there are NEW NCAA requirements for student/athletes first entering a college or university on or after August 1, 2016. Student/athletes must meet the new academic rules in order to receive scholarships and be able to practice or compete during their first year. A brief summary and additional information of these changes are available from the MHS guidance department. Parents and student/athletes should become aware of all the athletic eligibility requirements when they enroll as FRESHMEN. **ALWAYS CHECK WITH YOUR GUIDANCE COUNSELOR, ATHLETIC DIRECTOR OR PRINCIPAL WHEN ELIGIBILITY QUESTIONS ARISE.**

**DENIAL OF PARTICIPATION IN AN EXTRA-CURRICULAR ACTIVITY**

A student must be present ½ of the school day (4 class periods) in order to participate in extra-curricular events. Administrative Discretion may be used in special circumstances regarding student absences. Student may be denied opportunity to participate in field trips and/or other activities if student has chronic absences and/or student has history of disciplinary issues.

### **FIELD TRIPS**

A student will be considered excused from class if involved in a school sponsored field trip or activity. **It is the student's responsibility to turn in all assigned class work upon return.** This will include test/quizzes taken on the day(s) of their trip and test/quizzes that may be given on the day the student returns. Students **must** advise teacher(s) in advance of any field trip or activity. Failure to do so may result in an unexcused absence, reduction of grade or refusal of school work being accepted. Student may be denied opportunity to participate in field trips and/or other activities if student has chronic absences and/or student has history of disciplinary issues.

### **MAKE-UP WORK**

Students have the right to make up all work missed during an excused absence, and may make up assignments for an unexcused absence for full credit. **Test/Quizzes given on the day a student returns may be delayed by the same number of excused days missed. Projects that have been assigned weeks ahead and have due dates will be expected to be turned in on the date assigned. In general, the number of days the student has to complete this work will be the same as the number of days of the excused absence. In cases of prolonged or frequent absences, the number of days a student has to make up the work may be adjusted. In all cases, it is the student's responsibility to contact the teacher to arrange for the work to be made up.** During absences, students are encouraged to contact classmates in order to get homework assignments, and check the homework section in Infinite Campus for information from their individual teachers. **In case of pre-arranged absences, assigned class work is due upon return.** In cases of extended absence, call the main office for assignments. Students are requested to meet with their individual teachers on "down time" concerning missed assignments and turn-in dates.

### **STUDENT APPOINTMENTS (Doctor/Dentist, etc.)**

Any student who must miss school due to a pre-arranged appointment **must bring written proof back to the office** that the appointment was completed. An official from the office in which the appointment was held must sign this written note. **Failure to do so will result in an unexcused absence.**

Every effort should be made to schedule appointments outside of school hours. 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. School officials reserve the right to make final determination.

### **WITHDRAWAL FROM SCHOOL**

Students must notify the Guidance Office if they plan to withdraw from school. In most cases this procedure requires the parent or guardian to complete withdrawal forms. Students must complete all financial obligations and turn in textbooks, library books and all school property. **TRANSCRIPTS WILL NOT BE FORWARDED TO OTHER SCHOOLS UNTIL THESE OBLIGATIONS ARE FULFILLED.**

The Ohio Bureau of Motor Vehicles will be notified if a student under age is dropping out of school. The B.M.V. will then revoke the driver's license of the dropout.

### **MARIETTA HIGH SCHOOL STUDENT CODE OF CONDUCT**

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 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 the 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. 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 Ohio Revised Code.

#### **Expectations for Student Behavior:**

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

1. Attend school on a regular basis consistent with the attendance policy of the district
2. Demonstrate respect for the rights and property of others
3. Follow the directions of appropriate persons of authority
4. Remain free from the influence of illegal drugs, alcohol or tobacco
5. Behave in a manner consistent with all safety rules and regulations
6. Follow all other rules of the school and Board of Education.
7. Be prepared for all classes with a pencil/pen and paper, etc.

#### **STUDENT BEHAVIOR AT EXTRA-CURRICULAR EVENTS**

The MHS Student Code of Conduct is in effect at all times during school sponsored activities at home and away. Students are to represent Marietta High School and the Marietta community in a positive and respectful manner. That means: follow the rules, speak and act responsibly, show courtesy and respect for your fellow fans, officials, coaches, administrators, authority figures, and your team and the opponents. **The MHS administration will make the final determination relative to Student Section activities.**

#### **Violations of the Code of Conduct:**

*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 reserves the right to adapt disciplinary consequences for students when appropriate*

The following are violations of the code of conduct. Some of these offenses are considered to be more serious than others. Type I offenses are considered to be the least serious. Type II offenses are considered to be more serious. Type III offenses are considered to be the most serious. **It is important to note that repeated violations or**

**cumulative offenses of even the less serious offenses can result in suspension or expulsion, especially if other means have been exhausted in trying to change the student's pattern of conduct.**

#### **Disciplinary Responses to Student Misconduct**

When a student violates this Code of Conduct, the school will appropriately intervene to help the student regain self-direction and control through a variety of school-centered responses. Parental involvement is considered to be a very important part of our response to student misconduct. The individual student, the grade level of the student, special education status of the student, and the circumstances surrounding a disciplinary event will be considered. In addition to the more commonly listed disciplinary consequences found below, the administration reserves the right to limit student privileges to school sponsored activities, which includes athletic events, extracurricular activities, field trips, school dances, etc. In addition, school counseling, probationary stipulations, "time outs," and other disciplinary consequences may be utilized, depending upon the situation as deemed as necessary by the administration.

**DETENTION** This remediation is assigned by the teacher for Type I infractions. There are two (2) different types of detentions that may be assigned to students. Lunch detentions are assigned on an individual basis by staff members and are to be served in their classroom unless other provisions have been made. After school detentions served in the cafeteria are one-half hour in length and will be served after school on Monday thru Friday from 2:45-3:15 pm. After school detentions will be served beginning the day following the infraction. Failure to serve a detention may result in more severe disciplinary consequences. Students must bring textbooks and/or other academic assignments to study. Rules for detention hall behavior are posted in the assigned area. Students receiving multiple detentions per each semester may receive additional disciplinary measures. Teachers may also assign detentions to be served in their individual classrooms. Failure to serve teacher assigned detentions will result in that student assigned after school detentions.

**ALTERNATIVE LEARNING** This remediation is assigned for disciplinary problems associated with the Student Code of Conduct which, in the view of the administration, warrants a more intensive penalty. Students receiving Alternative Learning will complete school assignments, tests and/or other assigned activity during this remediation. Students not complying with academic and behavioral expectations (posted in the Alternative Learning room) may be suspended from school.

**OUT OF SCHOOL SUSPENSION** The superintendent, principal or assistant principal may suspend a pupil from school for not more than ten (10) school days. A suspension may carry over semesters. No pupil shall be suspended unless prior to the suspension all due process rights are followed as specified in board policy JFA and administrative procedures JFA. These rights include:

1. The superintendent or principal must give written notice of the intention to suspend and the reasons for the intended suspension (and, if applicable, notice that the superintendent may seek permanent exclusion) to the pupil. The notice should include all rules violated.
2. The pupil must be given an informal hearing to challenge the reasons for the intended suspension or otherwise explain his/her actions.
3. If the student has been suspended, the superintendent or principal must



notify the parent, custodian, or guardian and the board's treasurer, in writing, within one (1) school day of the suspension and such notice must include the reasons for the suspension, the right to appeal the action to the board or its designee, the right to a hearing, the right to request the hearing be held in executive session, and if applicable, notice that the superintendent may seek permanent exclusion. **OSS DAYS ONLY INCLUDE DAYS THAT SCHOOL IS IN SESSION.**

4. Students are not allowed to be on school grounds at all during the time the suspension is in effect. This includes but does not limit, regular school day, after school clubs and activities, sporting events, and playgrounds.

**EMERGENCY REMOVAL** If a pupil's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process taking place either within a classroom or elsewhere on the school premises, the superintendent, a principal, or an assistant principal may remove a pupil from curricular or extra-curricular activities or from the school premises, and a teacher may remove a pupil from curricular or extra-curricular activities under his/her supervision, without notice or hearing requirements. As soon as practical after making such a removal, the teacher shall submit in writing to the principal the reasons for such removal. The guidelines for emergency removal of a student are outlined in administrative procedure JFA.

If the superintendent or the principal reinstates a pupil in a curricular or extra-curricular activity under the teacher's supervision prior to the hearing following a removal under this division, the teacher shall, upon request, be given in writing the reasons for such reinstatement.

**EXPULSION** The superintendent of schools may expel a pupil from school for one calendar year as stipulated in board policy JFCJ, "Dangerous Weapons In The Schools." Otherwise, the superintendent may expel a pupil from school for a period not to exceed **eighty (80) school days**. If there are fewer than 80 days remaining in the school year, the expulsion may be carried over into the following school year. No pupil shall be expelled unless prior to his expulsion all due process rights are followed as specified in board policy JFA and administrative procedure JFA. These rights include:

1. The pupil and his parent, guardian, or custodian must be given written notice of the intention to expel.
2. The written notice must include the reasons (and, if applicable, notice that the superintendent may seek permanent exclusion); the opportunity to appear before the superintendent or his designee to challenge the reasons; the date of the hearing; appraisal of the right to be represented; and the right to request an extension of time.
3. The hearing must be no sooner than **three (3)** but no later than **five (5) school days** after the notice, unless an extension is granted.
4. If an extension is granted, the parties must be notified of the new time and place.
5. If the student has been expelled, the superintendent must notify the parent, guardian, or custodian and the board's treasurer, in writing, of the action within **one (1) school day**. The notice must include the reasons for the expulsion (and, if applicable, notice that the superintendent may seek permanent exclusion); the right to appeal the action of the board of education or its designee; the right to be represented in appeal proceedings; the right to a hearing before the board or its designee; and the right to request the hearing be held in executive session. If the expulsion is for more than **twenty (20) school**

**days**, or will extend into the next semester or school year, it must also contain information on services or programs that work toward improving the student's attitude and behavior.

A pupil or his parent, guardian or custodian may appeal his expulsion or suspension by a superintendent or principal to the board of education or its designee. Such pupil or his parent, guardian or custodian may be represented in all such appeal proceedings and shall be granted a hearing before the board or its designee in order to be heard against such suspension or expulsion. At the request of the pupil, or his/her parent, guardian, custodian, or attorney the board or its designee may hold the hearing in executive session, but shall act upon such suspension or expulsion only at a public meeting. The board may, by a majority vote of its full membership or by the action of its designee, affirm the order of suspension or expulsion or may reinstate such pupil or otherwise reverse, vacate or modify the order of the suspension or expulsion. The board or its designee shall make a verbatim record of hearings held under this division. The decisions of the board or its designee may be appealed under Chapter 2506 of the Revised Code.

This section shall not be construed to require notice and hearing in the case of normal disciplinary procedures in which a pupil is removed from a curricular or extra-curricular activity for a period of less than twenty-four (24) hours and is not subject to suspension or expulsion.

**PERMANENT EXCLUSION** When a student who is age sixteen or over commits one of several serious crimes which are specified by law, the superintendent may seek to have that student permanently excluded from school. This permanent exclusion may be in addition to any action of suspension or expulsion. The offenses for which permanent exclusion is authorized are as follows:

1. Conveying deadly weapons onto school property or to a school function
2. Possessing deadly weapons on school property or at a school function
3. Carrying a concealed weapon on school property or at a school function
4. Trafficking in drugs on school property or at a school function
5. Murder or aggravated murder on school property or at a school function
6. Voluntary or involuntary manslaughter on school grounds or at a school function
7. Assault or aggravated assault on school grounds or at a school function
8. Rape, gross sexual imposition, or felonious sexual penetration on school grounds, or at a school function
9. Complicity in any of the above offenses, regardless of location.

The permanent exclusion of a student is actually implemented by the State Superintendent of Public Instruction upon the recommendation and request of the district superintendent and board of education. Elaborate due process procedures and appeal rights are provided for the protection of the student involved. A student may be suspended or expelled prior to being permanently excluded.

**LAW ENFORCEMENT** 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.

**REPEATED VIOLATIONS** A student shall not repeatedly fail to comply with directions of teachers, student teachers, substitute teachers, teacher aides, principal, or other authorized school personnel during any period of time when the student is properly under the authority of school personnel. Disciplinary measures may be more severe when a student has repeated violations or cumulative offenses.

### 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 reserves the right to adapt disciplinary consequences for students when appropriate.*

BEHAVIOR	TYPE	1 <sup>st</sup> OFFENSE	2 <sup>nd</sup> OFFENSE	3 <sup>rd</sup> 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	Administrative Discretion
Cutting	II	Up to 3 days AL	Up to 5 days AL	Administrative Discretion
Dangerous Weapons & Instruments	III	10 days OSS with recommendation to expel, notify law enforcement		
Disruption of school	I	Administrative 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		
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<b>BEHAVIOR</b>	<b>TYPE</b>	<b>1st OFFENSE</b>	<b>2nd OFFENSE</b>	<b>3rd OFFENSE</b>
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, Loitering, Excessive Horseplay, Public Display of Affection, Improper Cafeteria Behavior, Prohibited Items, and Safety Violations)	II	Administrative Discretion		
Inappropriate Use of Internet	II	Loss of computer privilege, Up to 3 days AL	Administrative Discretion	Administrative Discretion
Insubordination, Disrespect, Failure to Respond	II	Up to 3 days AL	Up to 5 days AL	Administrative Discretion
Out of Assigned Area	II	Up to 3 days AL	Up to 5 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 and law enforcement, Restitution, Up to 5 Days OSS	10 days OSS with recommendation to expel
<b>BEHAVIOR</b>	<b>TYPE</b>	<b>1st OFFENSE</b>	<b>2nd OFFENSE</b>	<b>3rd OFFENSE</b>
Tardy to School or Class	I	See Tardiness under Type I offenses		
Threats by students	III	Notify parent and law enforcement, OSS for 10 days	Notify parent and law enforcement, OSS for 10 days	

			with recommendation to expel.	
Tobacco	III	See Type III Offenses		

### **Type I Offenses**

***Type I** offenses are the least serious. Disciplinary responses will vary according to the grade level and may include: teacher warning or teacher conference; time-out; parent notification; parent conference; and detention or other loss of privilege assigned by the teacher. A Type I offense may be reclassified as a Type II offense when, in the discretion of the principal, the offense is extreme in nature.*

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

***DRESS CODE:** Dress and grooming for the students of Marietta High School is an individual matter as long as common rules of health, safety, and decency are maintained. The following guidelines should be followed at all times within Marietta High School facilities. Students attending activities outside the school day will be asked to use good judgment and common sense in their selection of garments.*

1. All clothing should be neat and clean.
2. Shoes or sandals **MUST** be worn at all times.
- 3 All tops **MUST** cover both shoulders and chest.
4. All tops **MUST** be long enough to be tucked in, if asked to do so.
5. Spandex materials are unacceptable. (i.e. biker tops and shorts).
6. Hats, toboggans, visors, cloth sweatbands, and scarves/bandannas are unacceptable headwear for males and females. Hoodies may be worn as long as the hood of the sweatshirt is not on your head inside the building. During school head wear may be confiscated for the remainder of the day or longer.
7. Any language or patterns of clothing **MUST** be socially acceptable. Language and/or patterns should not be vulgar, profane, or suggestive of drug or alcoholic usage or other illegal activities.
8. Sunglasses may not be worn during school hours.
9. Clothing may not be excessively torn, revealing or excessively baggy. Undergarments must not show.
10. Backpacks, book bags, carrying cases, hand bags, messenger bags, gym bags, briefcase, etc., may be brought to class, but must be kept under the student's desk and out of the aisle between desks and tables.
11. No **CHAINS** of any form will be allowed at school.
12. No sleepwear or blankets are permitted in school.

*The administration of Marietta High School reserves the right to have the final say in all student attire issues!*

**GUIDELINES FOR INFRACTIONS OF THE DRESS CODE:**

1. **First Offense**
  - a. Student will be asked to correct infraction while at school.
  - b. Student may have to call home for new clothing.
  - c. If not corrected, student will be referred to administration.
2. **Second Offense (infraction must be corrected)**
  - a. Detentions should be issued.
  - b. Staff member dealing with the infraction should issue detention.
3. **Additional Infractions (infraction must be corrected)**
  - a. Student will be sent to administration..
  - b. Discipline will be issued.
3. **Littering**--A student should not litter any interior or exterior area owned by or under the control of the Marietta City Board of Education.
4. **Loitering**--A student should 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. Students should not loiter in the parking lot during lunch periods.
5. **Profanity**--A student should not use profane language or obscene gestures.
6. **Prohibited Items**--In order to avoid disruption to the educational process and to minimize the risk of loss of student property, students are asked to refrain from bringing to school the following items: skateboards, laser pointers, listening devices without headphones, water pistols and roller skates. Such items, if brought to school will be confiscated until after school hours will need to be claimed by a parent or guardian. Perfume, cologne, body spray and scented lotion use should be confined to the restroom and locker room area. Digital cameras are not to be used unless permission is granted by a staff member. Electronic devices may be used during class time for instructional purposes if they are part of a "pod cast" activity. MHS reserves the right to search a cell phone, digital camera, or other data base/electronic equipment if reasonable suspicion exists for prohibited material. Electronic items confiscated by MHS personnel will be turned into the office and must be picked up by a parent or guardian. Additional violations will be subjected to disciplinary consequences from the Student Code of Conduct.
7. **Public Display of Affection**--Students shall refrain from any excessive display of affection such as kissing or sustained hugging.
8. **Tardiness**--Tardiness is disruptive to the educational process and is subject to school guidelines. Excessive tardiness is subject to further disciplinary measures, including the revocation of open lunch and parking permit privileges, and may affect student achievement and grades.

Students are expected to be in class when the tardy bell rings. The appropriate teacher/study hall monitor will keep records on student tardies. The administration reserves the right to revoke any privileges when tardies are deemed excessive. Teachers will use the following guidelines:

  1. **First tardy: warning**
  2. **Second tardy: warning**
  3. **Third tardy: after-school detention**
  4. **Fourth tardy: after-school detention**
  5. **Fifth tardy: after-school detention**

6. **Sixth tardy: after-school detention**
7. **Seventh tardy: after-school detention**
8. **Eighth tardy: Administrative Discretion**

**Tardies will be counted for each semester. A student's parking or open lunch privilege may be revoked after the seventh tardy is accumulated**

### **Type II Offenses**

Type II offenses are more serious. Disciplinary responses may vary according to the grade level, and in addition to the measures listed above may include: referral to administration; referral to an intervention assistance team or outside agency; detention; or out-of-school suspension. Disciplinary responses for type II offenses will always include at minimum a referral to the principal or assistant principal. A Type II offense may be reclassified as a Type III offense when, in the discretion of the administration, the offense is extreme in nature.

1. **Damage to property**--A student shall not cause, attempt to cause, tamper with, deface, alter, deface, destroy, nor damage school property, public property, or the personal property of others at any school activity on or off school grounds. This includes electronic devices and data owned by the school (computer files). Damage under \$100.00 will be considered a Type II offense.
2. **Emergency Evacuation Procedures**-- A student shall not interfere with any emergency evacuation procedures for fire, tornado, or code blue drills by failing to comply with drill procedures.
3. **Frightening, degrading, or disgraceful behavior**--A student shall refrain from behavior which frightens, degrades, disgraces, or tends to frighten, degrade, or disgrace, any person by written, verbal, or gestured means during any period of time when the student is under the jurisdiction of the school.
4. **Gambling**-- A student while on school premises or at a school-sponsored activity shall not engage in gambling or games of chance. Approved school groups may sponsor fundraising raffles with the permission of the building principal.
5. **Gangs or secret societies**--A student while attending Marietta City Schools shall not organize, join or belong to a gang or other secret society.
6. **Inappropriate use of the Internet**: The use of the telecommunication network for illegal, inappropriate, or unethical purposes by students is prohibited. Students using the Internet on school grounds are expected to comply with the acceptable use policy and procedure of the district. The use of the Internet must be in support of education and research and consistent with the educational objectives of the Marietta City School District. Use of the network and computer resources must comply with rules appropriate for that network. Specific examples of inappropriate use are found in files EDE board policy and procedure "Computer Networks/Internet Use" and are contained in the acceptable use agreement signed by each student with Internet access. This acceptable use agreement is also signed by the student's parent or legal guardian.
7. **Inappropriate use of Social Media**: The use of Social Media to harass, degrade, bully and abuse other students or staff will not be tolerated and is strictly prohibited. Infractions will be dealt with on a case by case basis and may include criminal charges being filed.
8. **Insubordination, disrespect**--A student shall obey all reasonable directions and instructions given by school personnel, and act in a respectful manner toward

school personnel during any period of time when the student is under the jurisdiction of the school.

9. **Safety**--A student shall not perform or participate in any act that could result in injury to self or another person, nor damage personal or public property. This includes engaging in rowdy behavior, rough play, or running in inappropriate areas.
10. **Trespassing**--A student shall not trespass within or upon premises that are specified as being off limits. Students who have been removed from school through emergency removal, out-of-school suspension, expulsion, or permanent exclusion are not permitted on school grounds. Students are not to be inside school buildings without proper supervision.
11. **Plagiarism**-Definition: Plagiarism is presenting as one's own in whole or in part the argument, language, creations, conclusions, or scientific data of another without explicit acknowledgement. Examples include but are not limited to:
  1. Using another person's written or spoken words,
  2. Using information from an internet site, CD-ROM or other electronic sources.
  3. Using statistics, graphs, charts and facts without acknowledging the source of the ideas.
  4. Paraphrasing which is using someone else's argument without acknowledging the source by imitating the argument using other words.
  5. Online, pocket, calculator style translators may not be used.
12. **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.

### **Type III Offenses**

**Type III** offenses are considered the **most serious**. Disciplinary responses may vary according to the grade level, and in addition to the measures listed above may include: referral to outside agencies (including law enforcement); home visitation; referral to an intervention assistance team; restitution, out-of-school suspension; or expulsion.

#### **1. Alcohol, Illegal Drugs/Drug Paraphernalia and Tobacco**

The possession, use or distribution of any tobacco product, alcoholic beverage, illicit drug, illegally obtained prescription medication, inhalant, counterfeit drug, look alike drug or drug paraphernalia by students on school property or during any school activity is in violation of board policy.

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

Possession shall include, but not be limited to:

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

The Marietta Board of Education and Marietta High School agree that Tobacco Products, Alcohol, Drugs and Paraphernalia have a negative effect on the school and educational process. As a result, the Marietta Board of Education and Marietta High



School have instituted the following severe penalties for any student found violating this section of the handbook.

**Possession/ Use of Tobacco Products including E-cigarettes**

First Offense:

- 1) Notify parent or legal guardian.
- 2) Notify police when there is a violation of law for charges to be filed.
- 3) Assign up to (5) days Alternative Learning (AL)
- 4) Recommendation for substance abuse counseling

Second Offense:

- 1) Notify parent or legal guardian and conduct meeting with parent/legal guardian and student.
- 2) Notify law enforcement when there is a violation of law reference charges.
- 3) Assign (3) days OSS
- 4) Recommendation for substance abuse counseling

Third Offense:

- 1) Notify parent or legal guardian.
- 2) Notify law enforcement when there is a violation of law reference charges.
- 3) Assign (5) days out-of-school suspension.
- 4) Recommendation for substance abuse counseling

Fourth Offense:

- 1) Notify parent or legal guardian.
- 2) Notify law enforcement when there is a violation of law reference charges.
- 3) Assign (10) days out-of-school suspension with the recommendation to the Superintendent for expulsion.
- 4) Recommendation for substance abuse counseling

**Drugs**

For the purpose of this procedure; drugs are classified as minor misdemeanor, misdemeanor, and felony drugs.

**Alcohol, Drug, Drug Paraphernalia  
(Minor Misdemeanor/Misdemeanor Drugs)**

First Offense:

- 1) Notify parent or legal guardian and conduct meeting with parent/legal guardian and student.
- 2) Notify law enforcement reference charges.
- 3) Assign (5) days out-of-school suspension.
- 4) Recommendation for substance abuse counseling

Second Offense:

- 1) Notify parent or legal guardian.
- 2) Notify law enforcement reference charges.
- 3) Assign (10) days out-of-school suspension with recommendation of expulsion.
- 4) Recommendation for substance abuse counseling

**Felony Drugs**

- 1) Notify parent or legal guardian.
- 2) Notify law enforcement reference charges.
- 3) Assign 10 days out-of-school suspension.
- 4) Recommendation made to Superintendent for expulsion of student.

### Trafficking Alcohol or Drugs

First Offense:

- 1) Notify parent or legal guardian.
- 2) Notify law enforcement reference charges.
- 3) Assign 10 days out-of-school suspension.
- 4) Recommendation to the Superintendent for the expulsion of student.

2. **Assault/Fighting**--A student under the jurisdiction of the school shall not cause nor threaten physical injury, nor behave in such a way which could cause physical injury to another.

3. **Dangerous weapons and instruments**--A student, while under the jurisdiction of the school, shall not possess, handle, transmit, or conceal any object which might be considered a dangerous weapon or instrument of violence pursuant to board policy JFCJ. Possession shall be defined, but not be limited to the following: objects carried or concealed on one's person; objects contained in one's locker or any other setting selected to conceal such item(s) or materials(s); and objects contained in a vehicle owned or driven by such person.

*The use of any instrument in a fight or assault is prohibited. Students may not bring guns, knives, bullets, martial arts equipment, explosives, fireworks, matches or lighters, etc. to school. Dangerous weapons will be dealt with pursuant to the following BOE policy and compliance with state and federal laws.*

*The Board is committed to providing the students of the District with an educational environment which is free of the dangers of firearms, knives and other dangerous weapons in the schools.*

*The definition of a firearm shall include any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of any explosive, the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device (as defined in 18 U.S.C. Section 921), which includes but is not limited to any explosive, incendiary, or poisonous gas bomb, grenade, or rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or device similar to any of the devices described above.*

*Students are prohibited from bringing or possessing a firearm on school property or in a school vehicle. If a student brings a firearm on school property or in a school vehicle, the Superintendent shall expel the student from school for a period of one calendar year. Any such expulsion shall extend, as necessary, into the school year following the school year in which the incident occurred. The Superintendent may reduce this requirement, on a case-by-case basis, based upon mitigating factors such as mistake or lack of intent or other reasons required by law.*

*Students are also prohibited from bringing or possessing knives on school property or in a school vehicle. A knife shall be defined as a cutting instrument consisting of a sharp blade capable of inflicting serious bodily harm. If a student brings a knife on school property or in a school vehicle, the Superintendent may expel the student from school, for a period not to exceed one year and such expulsion shall extend, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place.*

4. **False Alarms**--A student shall not participate in any false alarm or threat related to emergency procedures.
5. **Harassment – Hazing & Bullying** –Hazing means doing any act or coercing another, including the victim, to do any act of intimidation or harassment to any

other student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent or assumption of risk by an individual subjected to hazing and/or bullying does not lessen the prohibition contained in the BOE policy.

Bullying is 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.

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 or bullying activities. No student including leaders of student organizations are permitted to plan, encourage or engage in any hazing or bullying. BOE ref. JFCF

6. **Harassment - Racial**--A student shall not engage in any behavior that could be characterized as racial harassment. Racial harassment can include: threatening behavior, intimidation, degrading actions, racial slurs or epithets, (whether pictured, spoken, written, or computer generated) unwanted physical contact, discrimination, or violence. Any such harassment based on ethnic origin, gender, race, religion, or sex will likewise be considered a violation of this Code of Student Conduct.  
NOTE: If you believe you are a victim of racial harassment, you are to contact the high school principal immediately. Any retaliation against any individual who has filed a complaint or participated in any manner in an investigation of a racial harassment complaint is expressly prohibited. If, after reporting an incident of harassment, the problem remains unresolved, you are to contact the district's Title VI Coordinator/Title IX Compliance Officer, Dr. Jona Hall at Central Office (374-6500, extension 8014).
7. **Harassment - Sexual** -- A student shall not engage in any behavior that could be characterized as sexual harassment. All types of sexual harassment are prohibited. Sexual harassment will include, but not be limited to, the following: verbal abuse, insults, suggestive comments, sexual demands, leering, subtle forms of pressure for sexual activity, physical aggressiveness including any unwelcome physical contact, exposing another to sexually oriented pictures or text, telling sexually oriented jokes, attempted rape, or rape.  
NOTE: If you believe you are a victim of sexual harassment, you are to contact the high school principal immediately. Any retaliation against any individual who has filed a complaint or participated in any manner in an investigation of a sexual harassment complaint is expressly prohibited. If, after reporting an incident of harassment, the problem remains unresolved, you are to contact the district's Title VI Coordinator/Title IX Compliance Officer, Dr. Jona Hall at Central Office (374-6500, extension 8014).
8. **Harassment - Staff Members**-- A student shall not interfere with the life style of any staff member either on or off of school grounds. Interference may include disrespect, harassment, vandalism or any other disruptive actions.
9. **Serious Safety Violations**-- An action will be considered a Type III offense when the student commits an act that could result in serious injury to self, others, or school, personal or public property..

10. **Theft**--A student, while on school premises or at a school-sponsored activity, shall not steal, attempt to steal, or be in possession of stolen property or equipment belonging to the school district or the personal property of another student, teacher, visitor, person(s) or business.
11. **Threats by Students** --The Marietta City School District hereby prohibits threats against school district staff members or students. A threat will be considered to exist when there is an avowed present determination to injure another or his property whether presently or in the future. A threat will be considered as:
  - A. A communicated intent to inflict physical or other harm on the person or property of a staff member or student.
  - B. A declaration of purpose or intent to inflict injury to the person, property or rights of another.

Staff members shall report all threats against staff members and/or serious threats against students to their building administrator as soon as practical.

Incidents that will be construed to represent serious threats include, but are not limited to:

- a. A student threatens to kill another.
- b. A student threatens to cause serious bodily harm or injury to another.
- c. A student threatens to cause serious destruction of public or private property.
- d. A student threatens to bring a dangerous weapon or explosive to the school or campus.

Upon learning of a confirmed threat to a staff member or student, the building administrator shall take the following action:

1. The student will be suspended for ten (10) days. Notice of intent to appeal such suspension will not result in the student returning to school until the appeal is heard.
2. Notify the Marietta Police Department or Washington County Sheriff's Department of the incident. If the threat was made against a staff member, they may make a written request to not notify law enforcement. If the threat was made to a student, the parents/guardians of the threatened student shall be notified of the threat.
3. A conference will be scheduled with the parents/guardians to explain the necessary steps to return to school. These steps include:
  - a. The parents/guardians must see that the student has a mental health evaluation including a risk assessment by an independent licensed/certified mental health professional.
  - b. A team of school personnel will meet to discuss the results of the risk assessment upon receipt. This team shall consist of at least three individuals from the following classifications: principal; assistant principal; school psychologist; guidance counselor; teacher; other support personnel.
  - c. Using the recommendation of the assessment, the team may recommend the suspension be reduced and the student be allowed to return to school when the student is not considered to present a risk or danger to others. If counseling is recommended, agreement to participate in and continue such counseling as recommended will be a condition for returning and remaining in school.
  - d. If the parent/legal guardian does not comply with section 3a, the suspension will continue with the intent to expel. In addition, the school will notify Washington County Juvenile Court and Washington County Children Services.
  - e. A subsequent offense may result in the expulsion of the student.
4. Obtain a release of information from the parent to release information to the appropriate mental health agency.

12. **Vandalism**--A student shall not willfully destroy, damage, or deface public or private property. Damage over \$100.00 will be considered a Type III offense.
13. **Violations of the law**--A student shall obey all laws and ordinances when the student is under the jurisdiction of the school.

#### **REPEATED VIOLATIONS**

A student who repeatedly fails to comply with directions of teachers, student teachers, substitute teachers, teacher aides, principals, or other authorized school personnel during any period of time when the student is properly under the authority of school personnel is subject to discipline. ***Disciplinary measures may be more severe when a student has repeated violations or cumulative offenses.***

#### **SEARCH AND SEIZURE**

Students should be aware that desks, work areas, lockers, vehicles and other personal property are subject to search as per Board of Education policy JFGA. Approved law enforcement agencies may, in conjunction with school administrators, search and seize items on school grounds.

#### **PUBLIC'S RIGHT TO KNOW**

The BOE supports the right of the people to know about the programs and services of their schools and makes efforts to disseminate appropriate information. Each building principal is authorized and expected to keep the school's community informed about the school's programs and activities. The release of information of district-wide interest is to be coordinated by the superintendent.

Business of the Board is discussed and decisions are made at public meetings of the Board, except such matters required to be discussed in private executive sessions.

The official minutes of the Board, its written policies, its financial records and all other public records are open for inspection in the office of the Chief Fiscal Officer during the hours when the administration offices are open.

Each Board member attends public records training every term for which he/she is elected to public office. However, the Board may, by resolution, designate one or more persons to attend public records training on its behalf. If so decided, the Board appoints a designee whenever the composition of the Board changes.

The Marietta City School District may ask that the requestor's identity and reason the information is sought in writing. The Marietta City School District first informs the requestor that such disclosure is not mandatory, unless the request is for student directory information. The Marietta City School District also informs the requestor that providing such information in writing enhances the District's ability to identify, locate or deliver the records sought. The Marietta City School District also may ask that the request be put in writing, but notifies the requestor that it is not mandatory to do so.

Any individual who wants to obtain or inspect a copy of a public record may request to have the record duplicated on paper, on the same medium on which the record is kept or on any other medium that the superintendent/designee determines reasonable. If the request is ambiguous or overly broad, the Marietta City School District informs the requestor of the manner in which records are maintained and accessed in the ordinary course of business and allows that requestor to revise the request.

Records pertaining to individual students and other confidential materials are not released for inspection. Only that information deemed "directory information" may be released from an individual's student file, and only after complying with the regulations

prepared by the administration for the release of such information. Student directory information is not released when parents have affirmatively withdrawn their consent to release in writing. Student records that consist of "personally identifiable information" generally are exempt from disclosure.

All records responsive to the request are made available within a reasonable period of time. The Marietta City School District makes the requester aware of any information that is exempt from disclosure requirements by notifying the requester of any redacted information or by making redactions in a plainly visible manner. If a public records request is denied, the Marietta City School District provides an explanation with legal authority for the denial of the request. This explanation is provided in writing if the request is made in writing or if the superintendent/designee determines written explanation is necessary.

The superintendent/designee transmits the information sought by mail or by any other means of delivery requested, if the method is reasonably available. The number of mail requests sent to any one person may be limited to 10 a month unless the person certifies in writing, that the records, or the information in them, will not be used for commercial purposes.

A fee may be charged for copies and/pr delivery. The Marietta City School District may require the fee charged for copies and/or delivery be paid in advance.

The Board's public records policy is posted in a conspicuous location in the administration office and in all other Marietta City School District buildings and employee handbooks provided by the District. The policy is distributed directly to the records custodian and receipt of the policy by the custodian is acknowledged. A copy of the records retention schedule will be maintained and readily available to the public in the administration office.

#### **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 State and local authorities, within a juvenile justice system, pursuant to 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.

#### **LOCKERS**

All students will be assigned a locker within Marietta High School. If student does not have MMS lock, the student must purchase a lock from MHS to be used on their locker for the duration of their schooling career in the Marietta City Schools. Lockers are the property of the Board of Education, and the school maintains the right to search lockers and their contents. Cars are not to be used as lockers.

#### **GRADING POLICY**

Students will receive at the beginning of each new class an explanation of course requirements/syllabus from each teacher.

Grade cards will be distributed to each student during homeroom, usually one week following the end of the nine week grading period.

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.

#### STANDARD 4.0 GRADING SCALE

A	93% ----100%	4.0
A-	90% ---- 92%	3.7
B+	87% ----89%	3.3
B	83% ----86%	3.0
B-	80% ----82%	2.7
C+	77% ----79%	2.3
C	73% ----76%	2.0
C-	70% ----72%	1.7
D+	67% ----69%	1.3
D	63% ----66%	1.0
D-	60% ----62%	0.7
F	0% -----59%	0.0

### GRADUATIONS REQUIREMENTS

The minimum academic requirements for graduation are successful completion of:

- a. Earning a cumulative passing score of 18 points on the AIR exams in the following subjects: Algebra I, Geometry, English 9, English 10, Biology, US History and Government.
- b. Or earning remediation free score on ACT
- c. Or earning 12 points through State approved industry credentialing program while achieving workforce readiness score on Work keys assessment.

<b>Language Arts- (English 9,10,11,12)</b> Must include a literature and composition component each year!	<b>4.0</b>
<b>Mathematics-</b> (Through Algebra II)	<b>4.0</b>
<b>Science</b> (To be assigned each year)	<b>3.0</b>
<b>Social Studies :</b>	<b>4.0</b>
American History A/B	2.0
American Government	1.0
World Studies	0.5
Social Studies Elective	0.5
<b>PE-</b> (Two .25 credit classes) or a waiver for specific participation in a qualifying school activity	<b>0.5</b>
<b>Health-</b>	<b>0.5</b>
<b>Electives ( 1 elective course must be in the fine arts)</b>	<b>4.5</b>
<b>Career Search</b>	<b>0.5</b>
<b>Total</b>	<b>5.0</b>
<b>TOTAL CREDITS</b>	<b>21</b>
<b>SENIOR CAPSTONE PROJECT COMPLETED</b>	

### CLASS STANDING

The following guidelines will help students plan course work over the next four years. All students in grades nine (9) through twelve (12) should average five (5/6) credits per year. When students do so, they will be moving successfully toward graduation. To be considered a **sophomore**, a student must have earned at least **FIVE (5) credits**. To be considered a junior, they must have earned at least **TEN (10) credits**. To achieve senior status, a student **MUST** have earned at least **FIFTEEN (15) credits**. Freshmen and sophomores are required to take **six (6)** classes per day. Juniors and seniors in proper academic standing may be allowed to take only five classes per day. \*\*\*Note- athletes must be aware of the eligibility requirements for participation in the MHS athletic program and must pay strict attention to their course load.

### CALCULATION OF GRADE POINT AVERAGE

The Grade Point Average (GPA) is based on a Standard 4.0 Grading scale. GPA's are calculated at the end of the student's 2<sup>nd</sup>, 4<sup>th</sup>, 6<sup>th</sup>, and 8<sup>th</sup> semester in school. The GPA is placed on the student's transcript and is used to determine eligibility for Honor Roll, Diploma with Honors, National Honor Society, Valedictorian, Salutatorian, Academic Excellence and Athletic Eligibility. All students receive a class rank based on their GPA.



**NOTE: All grades earned in classes taken through the College Credit Plus program will be calculated into the student's GPA.**

**CALCULATION OF FINAL GRADE**

The student's final grade will be determined by averaging the grades of the two nine weeks plus the semester exam. Students in a semester class must pass one nine week grading period and have an overall average of 60% in order to receive credit. The administration, staff and/or Guidance Department at MHS will determine ALL final grades

**HONOR ROLL/MERIT ROLL**

Recognition for academic excellence shall be a part of the school program. A roster of students who meet the standards shall be compiled. In order for a student to be eligible for the Honor Roll, he/she must be taking a minimum of four classes at Marietta High School.

The Academic Achievement List shall be for students who achieve a grade point average of at least 3.0. The High Academic Achievement List shall be for students who have a grade point average of 3.50 or better. Students earning a 4.0 or higher will be recognized on the Principal's List.

**REPEATING A CLASS**

Students may be given permission to repeat any class for which they have previously received credit. If repeated, the class must be completed by the end of the next school year. Only one (1) credit will be granted for the class and the higher of the two grades will be recorded and counted toward the student's GPA.

**FINAL EXAMS**

Final exams WILL be given in ALL classes at MHS. Any student missing the exam because of truancy or other unexcused absence will receive an F for the exam and the course, as defined in the individual teacher's classroom policy.

**STUDENT AIDES**

All student aides must be in good academic standing to sign up to be an aide. Student aides should report to their assigned teacher at the beginning of such class periods. Students with any failing grades will not be able to sign up to be an aide. If a student aide receives a failing grade in any subject during the school year, that student will be required to go back to study hall to help improve his/her grades.

**MARIETTA CITY SCHOOL DISTRICT**

**COMPUTER NETWORK AND INTERNET**

**ACCEPTABLE USE POLICY**

**(STUDENTS)**

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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 HARRASSING 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 web sites 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. 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
  - b. 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:

- a. 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;
- b. Promote the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;

- c. Prevent unauthorized access, including so-called "hacking," and other unauthorized activities by minors online;
  - d. Prevent the unauthorized disclosure, use and dissemination of personal identification information regarding minors; and
  - e. Restrict minors' access to materials "harmful to minors," as that term is defined in CIPA.
15. **Training Related to On-line Behavior:** Pursuant to Federal law, students shall receive education about appropriate on-line 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

#### **STUDY HALL GUIDELINES**

1. Students are to be in their assigned seats when the tardy bell rings.
2. Students are to remain quiet. Talking or whispering is not permitted.
3. Books or school work are to be brought to study hall.
4. Students are to remain in their assigned seats unless given permission to move by the study hall supervisor.
5. Any form of "horseplay" or throwing of any object is prohibited.

6. Students are permitted to use the vending machines/nutri -bar during study hall once attendance has been taken.
7. Students who are not assigned to study hall must, upon entering, report to the study hall supervisor.
8. To be eligible for early work release from 8<sup>th</sup> period study hall, a student must complete the appropriate paperwork.

#### **CAFETERIA PROCEDURES**

1. During lunch, students are to remain in the immediate area of the cafeteria. Students will not be permitted in the gym, auditorium or vo-ag classroom during their lunch period.
2. Food/beverage containers will only be allowed in the cafeteria.
3. Vending machines may be used only during lunch and between class periods.
4. Students are to refrain from:
  - A. LITTERING
  - B. SPITTING
  - C. HORSEPLAY
  - D. RUNNING
  - E. THROWING FOOD OR OTHER ITEMS
  - F. CUTTING THE SERVING LINE
  - G. YELLING/NOISY BEHAVIOR
  - H. OTHER VIOLATIONS OF THE CODE OF CONDUCT
5. Individuals using a table are collectively responsible for what happens and making sure the area is left clean.
6. Students leaving the cafeteria must have a signed pass.

#### **OPEN LUNCH POLICY**

Open campus lunch is a privilege that applies to 11th and 12th grade students only. Open campus lunch privileges are just that, a privilege, not a right. A student must be in good standing with their behavior and discipline. A student who violates the MHS student code of conduct, violates any of the standards set forth in the MHS student handbook, or is in violation of the school's good conduct policy will not be allowed open lunch privileges at the discretion of the principal. The high school administration may revoke the open campus lunch privilege of any student for the following reasons:

- Late to or absent from the class following lunch more than 3 times in a semester
- Drug/alcohol/tobacco use off campus during lunch
- Littering at restaurants or other locations while off campus
- In-or out-of-school suspensions
- Taking students who do not qualify for Open Lunch off campus
- Excessive tardies
- Excessive Absences
- Dangerous/Reckless Driving
- Skipping Class

Additionally, students will be held accountable for their behavior during open campus as if they were on campus. School administrators may close Open Lunch for the following reasons:

- Dangerous weather: ice, snow, thunderstorms, tornado warnings, etc.



- In the event that there is an outburst of disruptive or disorderly behavior by the students.
- The student's parent/guardian has the right to call and remove their child's open campus privilege if they deem necessary. When a parent requests removal of their child's privilege it will be for the remainder of the year and not reinstated.
- The high school principal's decisions regarding a student's open campus privileges are final and non-negotiable.

If you do not wish to have your 11<sup>th</sup> and/or 12<sup>th</sup> grade student participate in Open Lunch please contact the Marietta High School administrators and your student will be removed from Open Lunch participation.

### **DRIVING/PARKING POLICIES**

All students driving to school must complete a parking registration form and obtain a PARKING PERMIT. The cost of the parking permit is twenty (\$20.00) dollars per year and is transferable from vehicle to vehicle. Past due school fees must be paid before you will be issued a parking permit that will allow you to drive to school. Also, students must have returned their Emergency Medical Cards before they will be allowed to drive. The permit must be displayed on the windshield with the numbers clearly visible. The sticker must be visible at all times when the vehicle is parked on the property of the Marietta High School. Motorcycles will be issued parking stickers that must be affixed and displayed on a clearly visible part of the motorcycle.

The parking permit may be obtained from the school office and requires completion of a parking registration form, proof of a driver's license, proof of insurance as well as the license plate number(s) of all vehicles the student expects to drive to and from school. Each student driver will receive an assigned parking spot. Beginning with seniors, student drivers will be able to choose their own numbered spot and sign up for that spot when he/she registers for their permit.

Students who speed, drive recklessly, disobey traffic control signs, markings, park in unauthorized areas, take other students who do not have permission off the hill, or use their own car to leave school without permission, may face possible parking permit suspension and/or towing(at the owner's expense), and be subject to student discipline from the student code of conduct.

**It is a privilege to drive to and from school. Students may have driving and parking privileges revoked if they experience academic, attendance and/or disciplinary problems. If an infraction is ruled to be a safety violation, your privilege may be denied even on the first offense.**

Disciplinary assignments for driving and parking lot violations are done by administrative discretion, based on the severity of the offense.

If you lose your driving privilege and still drive, you may face an out-of-school suspension for not following the rules and regulations of Marietta High School.

**If a student becomes truant, the superintendent shall notify the child and the child's guardian or custodian that the child's temporary instruction permit or driver's license will be suspended or the opportunity to obtain such a permit or license will be denied. (3321.13)**

**If a student of compulsory school age is absent without legitimate excuse for more than sixty consecutive hours in a single month or for at least ninety hours in a school**

**year, the superintendent shall notify the child and the child's guardian or custodian that the child's temporary instruction permit or driver's license will be suspended or the opportunity to obtain such a permit or license will be denied. (3321.13)**

#### **STUDENT PLANNER**

Students should carry their school planner and use it as a hall pass throughout the school day. Replacement planners are available for purchase in the school office for \$5.00.

#### **USE OF PHONES**

Phones in the office are for the exclusive use of the faculty and staff. Student use of the office phone is only on a limited basis. Marietta High School recognizes the fact that cell phones are an integral part of student life. The administration of Marietta High School encourages each teacher to have rules concerning cell phone usage in their respective classrooms. **Cell phones are permitted during lunch and before and after school. Unauthorized use of cell phones may result in confiscation of the cell phone. Confiscated phones will be held by the teacher or turned into the office. Repeated violations of possessing a cell phone at inappropriate times will result in disciplinary action.**

#### **ANNOUNCEMENTS**

All announcements should be turned in to the office by the end of the day prior to the date the announcement is to be made. Advisors must sign the announcement.

#### **WORK PERMITS**

Work permit forms can be obtained in the office before school, during lunch, and after school. State of Ohio procedures for securing a work permit will be followed.

#### **SCHOOL DANCES**

All dances must be scheduled through the office of the Principal. The club/advisor sponsoring the dance must make all arrangements for music, refreshments, supervision, chaperones and security. **All dances will end by 11 p.m. Students attending these functions are expected to dress, dance and conduct themselves in a manner fitting the occasion. Sexually explicit styles of dress and dancing are not permitted! Students not following these guidelines will be removed from the premises.**

No guests (non MHS students) will be admitted without prior signup/authorization. All guests must be registered before admission to the dance and dances are for MHS students in grades 9-12 only, unless pre-registered. The MHS homecoming dance is for students in grades 9-12 and the junior/senior prom is for 11<sup>th</sup> and 12<sup>th</sup> graders. Freshmen and sophomores may attend the prom if accompanying a junior or senior as their date.

#### **TECHNOLOGY AND MEDIA INTEGRATION CENTER PROTOCOLS**

The Media Center at MHS is an extension of the classroom. Its main function is to support and supplement the curriculum. The first priority for center use goes to classes doing research. The extensive testing program required by the State also requires the use of the center. When space is available, the center is open to study hall students for reading, studying, or researching.

Media Center use is a privilege, not a right, and can be lost. The center may be used for quiet tutoring and quiet small group work by students, but arrangements must be scheduled in advance with the center supervisor

The Computer Use Policy found on pages 40-44 applies to the computers in the center as well as those in the classrooms. Students must sign the computer use sheet to use the center computers.

Students who participate in disruptive or fraudulent behavior can lose their media center privileges for a period of time determined by the supervisor.

A student caught damaging center materials or fixtures, or taking center material without checking it out will lose all center privileges for the rest of the school year. Other violations of the Code of Conduct may also be reason to prohibit a student from using the center.

### **Media Center Procedures**

The Media Center is open for student use from 7:35 a.m. to 2:40 p.m.

**The Media Center follows the rules of behavior outlined in the Marietta High School Student Handbook.**

1. Students visiting the media center must have his/her pass signed by a teacher (unless visiting with a class). The pass must have a purpose or assignment and the time the student left the class. Passes will be kept at the circulation desk until the students are ready to leave. **Students must notify Mrs. Elder or Mrs. Boothby before leaving the Media Center.**
2. If using a computer, students must have the computer assignment stated on the pass. Computers are for academic purposes only. Students are expected to adhere to the MCS D Internet Use Agreement.
3. Students are expected to act responsibly and respect the rights of others while in the Media Center.
4. Students will need to use their login name and password to use the computers. The Library Catalog is available on all computers in the school. Using this catalog, students may search for library materials by author, title, subject, or keyword.
5. Periods 1-4 and 7-8, computers must be used for academic purposes only. Students are never allowed to play games or use any type of messaging, such as command prompt messages, on any of the computers in the library. Students must follow all guidelines of the Internet Acceptable Use Policy as it is printed in the student handbook.

### **Check Out Procedures:**

1. Students may check out up to 3 books for a three-week period.
2. Books not returned by the end of the year will be charged to the student account for the original price.
3. Students are responsible for any material checked out under their names.

### **Study Hall Students**

1. Students may come to the Media Center from SH once a day unless arrangements have been made.
2. Students must be using library materials to be in the Media Center or will be sent back to SH.
3. Appropriate language and behavior must be used.

**VIOLATION OF MEDIA CENTER RULES MAY RESULT IN THE LOSS OF MEDIA CENTER PRIVILEGES!**

**Immediate Loss of TMI Privileges:**

- Leaving the Media Center without permission
- Fighting, insubordination or disruptive behavior
- Defacing Library Media Center property

### **VISITORS TO CAMPUS**

Parents are encouraged to visit school at any time. Conferences with individual teachers should be scheduled in advance. In order to do our best for the safety of our students, **all visitors** must report to the main office, by entering from the Colgate side entrance. At that time, they will need to sign-in and receive a visitor's badge if they are going out into the building. Visitors need to return the badge to the main office upon leaving.

School age visitors will not be allowed in our classes. Due to possible problems, over-crowding, safety and no previous notification to staff members, we are sorry that these visits will not be possible.

### **STUDENT TRANSPORTATION**

1. To ensure the safe transportation of our students, all students riding on the bus are under the direct supervision of the Bus Driver. The Bus Driver has the expressed authority to enforce district policies, rules, regulations or procedures concerning student's bus conduct. Student's disorderly conduct or refusal to follow the orders issued by the Bus Driver constitutes sufficient cause for disciplinary procedures to be initiated against the student. These disciplinary actions may range from the suspension or revocation of riding privileges in accordance with Board Policies and the *Ohio Revised Code*.
2. All students who reside over one (1) mile from their home elementary school or middle and senior high students who reside more than two (2) miles from their respective schools are eligible for transportation. School buses will not be scheduled to travel roads where students live less than one-half (1/2) mile to the intersection of a main route.
3. Pupils will ride their assigned buses to and from school. Parents must request in writing to permit deviation from this rule. Requests shall be made to the Transportation Manager.
4. Pupils are assigned 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 are not permitted on the bus at any time.
9. Noise on the bus shall be kept to a minimum at all times to assure safety of operation.
10. Absolute quiet must be maintained at all railroad crossings or other dangerous areas.
11. Nothing shall be thrown out of the bus nor anything held so it extends out of the window.

12. All parts of a pupil's body shall be kept inside the bus at all times.
13. In accordance with the board of education's dangerous weapons policy, dangerous weapons, firearms, ammunition, explosives, fireworks, firecrackers, glass containers, animals, skateboards, other recreational items, or other dangerous materials which may interfere with the safe operation of the vehicle shall not be transported.
14. Pupils may transport musical instruments, class projects, or articles, so long as they can be held in the student's lap. Larger items will be placed in the under bus storage compartments when available.
15. No pupil shall stand up, leave or be out of their seat in any fashion while the bus is in motion.
16. Pupils shall be required to perform four (4) rear door emergency evacuation drills per year. The drills will be supervised by the bus driver.
17. Pupils shall be waiting at least ten (10) feet from the roadway, in an orderly manner at the assigned loading area to board the bus when it arrives. No pushing or shoving allowed when boarding the bus.
18. Pupils may be required to sit three (3) to a seat and no standees shall be allowed. Seats can be assigned by the driver to maintain order and for evacuation purposes.
19. Parents shall be held responsible for any damage to the bus by their children.
20. In accordance with the zero tolerance policy on violence, fighting or intimidating other students or board employees is strictly prohibited.

**MISCONDUCT ON SCHOOL VEHICLES**

1st Offense	Warning (could be suspended with next report)
2nd Offense	Warning (will be suspended with next report)
3rd Offense	3 day bus suspension
4th Offense	5 day bus suspension
5th Offense	10 day bus suspension
6th Offense	Bus suspension for the rest of the school year

**AUTOMATIC SUSPENSION FROM SCHOOL VEHICLES**

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. The possession of firearms, explosives or dangerous materials.
  5. The throwing of objects from or at the bus.
  6. The use of profane or abusive language directed toward any student or board employee.
  7. The use or possession of drugs, alcohol or the use of tobacco.
  8. The unauthorized use of emergency door or equipment.
  9. Refusal to submit to the authority of any board employee.
- The length of all automatic suspensions will be set by the transportation manager in conjunction with the building principal.

The transportation manager reserves the right to offer alternative disciplinary measures to students and parents depending on 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 seventy-two (72) hours of the alleged offense.

### **FIRE/EMERGENCY ALARM WARNINGS**

A **fire alert** or drill will be signaled by a specific horn/tone. Upon hearing the signal, all students and personnel are to evacuate the building in accordance with the plan posted in each room. Students should evacuate the building in an orderly, serious fashion and report to their designated area. Students will remain outside the building until an administrator grants permission to reenter the building.

A **tornado alert** or drill will be signaled by voice on the intercom or a siren tone. Upon hearing the signal, all students and personnel are to report to the areas designated by the information given to each teacher. Once in the designated area, the students will be instructed as to proper physical position and required to remain quiet until the drill is complete. Students should sit away from the “swing” of a door and away from glass.

### **HEALTH CLINIC INFORMATION**

The health clinic is room **404**, across from the administration office area. The nurse will determine if and when the student is able to return to class. If a student becomes ill during the day, he/she must report to the health clinic with a pass from his/her classroom teacher. If the nurse thinks it is necessary, he/she will be sent home after parent contact has been made. If the nurse is not in the building, the student should report to the high school office so that school personnel can attempt to contact a parent or guardian to receive permission for that student to go home. No student is allowed to leave the building until school personnel have reached a parent or guardian. Any student leaving the building without having received a permit will be considered unexcused or truant.

### **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 the school nurse.

### **Procedures for Dispensing Medicine**

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. Upon receipt of medication, the parent/guardian and the nurse or other designated school employee, or the nurse and designated employee if the parent/guardian is not available, will count and document the amount of medication received. If the parent/guardian did not bring in the medication, the nurse or designated staff member will contact them to inform them of the receipt of the medication and the amount received.

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: Student's name

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

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

No employees will be required to administer a drug to a student if the employee objects on grounds as set forth in the Ohio Revised Code. No authorized employee who has followed the established procedures for administering medication shall be held liable in civil damages for administering or failing to administer the drug, unless the employee acts in a manner that constitutes gross negligence or wanton or reckless misconduct.

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.

#### **SAFETY POLICY STATEMENT**

Marietta City Schools' Board of Education adopted the District Safety Policy (File EB), in the fall of 1994, which in part mandates that we take "every reasonable precaution to protect the safety of all students, employees, visitors and others present on District property or at school sponsored events."

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

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

student's welfare may be in question, the parent or legal guardian is encouraged to consult their family physician or licensed health care professional. If you have questions or comments, please consult the administration, the school nurse, or the District Safety Coordinator

### **CRISIS MANAGEMENT PLAN**

It is the intent of this Plan to establish procedures to facilitate the safety of school district staff, students and others visiting our facilities while protecting Board of Education property. The district shall take all reasonable means to ensure the safety of students, staff and other visitors consistent with applicable sections of Ohio Revised Code, Board of Education Policy, District Health and Safety Committee Procedures, and any other relevant rules and/or regulations. It is not the intent of this Plan to constrict or impede reasonable community access to school facilities and school events. No written plan can replace the exercise of discretion and good judgment by staff members suited to the needs of a particular crisis situation

### **ELEMENTS OF THE PLAN**

#### **I. ACCESS TO SCHOOL BUILDINGS**

- A. During the School Day. All visitors shall be required to report to and register with the school office upon entering the building. Notice of this requirement shall be prominently posted on all public entrances to each school. For the purposes of this plan, visitors shall include all individuals except the following:
1. Regular employees of the school district.
  2. Enrolled students of that particular school.
  3. Public safety officials in uniforms.
  4. Approved vendors and delivery persons in uniform and/or displaying company identification

Students under order of suspension or expulsion are not permitted on school property or in school district conveyances.

All students must be released through the school office during the school day. Students will only be released to the parent/guardian or other individual identified on the student's emergency card or as otherwise authorized by the custodial parent or legal guardian. Unless the authorized individual is known by the office staff, identification shall be required prior to releasing the student.

Short-term visitors in the constant company of the principal, head custodian, maintenance custodian, or school secretary may not be required to report to the office.

Visitors attending a school related event open to the general public shall not be required to report to the school office or have a visitor's pass to attend the event.

All visitors, except those otherwise exempted, shall register in the school office on the prescribed sign-in sheet and receive a visitors badge. Please return the badge before leaving the building.

Certain entrances to school buildings will be designated as public entrances and/or student entrances. All other entrances to school building will normally remain locked before, during and after the school day.

- A. After Hours. The use of school facilities after hours for school related activities and events should be controlled to a reasonable level to allow for student and community use of school facilities while protecting both those in attendance as well as Board of Education property. It is the responsibility of the night supervisor (MHS & MMS),



night custodian or other designated individual to see that all building entrances except those necessary to provide access to school related activity or approved community activity are secured. IT SHOULD BE NOTED THAT AT NO TIME WHILE ANY SCHOOL FACILITY IS OCCUPIED SHALL BUILDING EXITS BE SECURED IN A MANNER TO PREVENT EVACUATION.

- B. Entrances to buildings should be locked after a reasonable interval after the end of the school day unless otherwise needed for after-school or evening activities. A physical plant staff member or school administrator must be on-duty at all times that a building is in use for an event open to the general public. This individual is charged with the responsibility for monitoring the event and securing the building after the activity or event is completed.

## **II. DANGEROUS WEAPONS**

### **A. Firearms or Explosives**

1. Upon determining that a student has in his/her possession or locker a firearm or explosive device or a non-student has an illegal weapon in his/her possession – the school office shall be immediately notified of the individual’s identification, the type and location of weapon, and the individual’s location in the building. The police (373-4141) or sheriff’s department (373-2833) (and fire (373-3131) department if an explosive device) and the school district business office (374-6500 Ext. 11) shall be notified.
2. If the individual is brandishing the firearm or explosive device, the school facility shall be placed under “lockdown”. However, the administration will attempt to evacuate individuals who may be in jeopardy.
3. If a student is involved, depending on the situation, the student should be asked to surrender the weapon or declare its location, or the administrator/teacher should wait for the police to arrive to approach the student.
4. Administrators or teacher shall ask the student to accompany him/her to the office (more than one school staff member should accompany the student if possible.)
5. The student’s parent(s) or legal guardian shall be notified and all pertinent information supplied to the police.
6. The student shall be subjected to disciplinary measures under the Board of Education’s Dangerous Weapons Policy.

### **B. Dangerous Weapons (Other than Firearms or Explosive Devices)**

1. Upon determining that a student has a dangerous weapon in his/her possession or locker or a non-student has an illegal weapon in his/her possession the school office shall be immediately notified of the individual’s identity, type and location of the weapon, and the individual’s location in the building. The school office shall notify the school district business office (374-6500, Ext. 11) as soon as possible.
2. If the individual is brandishing a dangerous or illegal weapon the immediate area shall be evacuated if practical and the police (**373-4141**) or the sheriff’s deputies (**373-2833**) summoned immediately.
3. If a student is involved, depending on the situation, the student should be asked to surrender the weapon, identify its location, or the administrator/teacher should seek additional assistance before approaching the student and attempting to confiscate the dangerous weapon.
4. The student’s parents or legal guardian shall be notified and disciplinary measures consistent with the Board of Education’s Dangerous Weapons Policy shall be taken.

### III. MISSING STUDENT

- A. Via Abduction or False Pretenses. The following measures to facilitate recovery of the student:
1. Individuals should provide the following information about the student if available: student's name, age, picture, description, clothing worn, vehicle identification, relationship to student. The circumstances of the removal should be relayed to police along with any other pertinent information that could assist in recovery efforts.
  2. After notifying the police or sheriff's department the parent or legal guardian should be notified. If the parent or legal guardian cannot be reached then an attempt should be made to contact any other individual listed on the emergency card.
  3. The school district business office (374-6500, Ext 20) shall be notified after taking steps one and two above.
- B. K-12 Runaway Student. Upon observing a student leaving the school premises of their own volition during the school day without being properly released by the school office, a staff member should either challenge the student if appropriate or immediately notify the school office. The school office shall then attempt to notify the parent, legal guardian or other individual listed on the emergency card of the situation. The school office may decide to contact the police (373-4141) or sheriff's (373-2833) department if it is believed that the student is endangering himself or herself by leaving the campus. Appropriate school disciplinary action should then be taken in accordance with the student Code of Conduct.  
(Grades 9-12 per Student Handbook – subject to review by the Marietta City School Districts Health and Safety Committee.)
- C. K-12 Missing Student – Unknown Circumstances. Upon learning that a student is missing without suspicion of abduction, runaway/hooky, or foul play, the staff member should immediately notify the school office. The school office shall either use the all call on the public address system to attempt to locate the student or perform a search of all classrooms, commons areas and the playground. If the school office is still unable to determine the whereabouts of the missing student, then the office should attempt to notify the parent or legal guardian or the individual listed on the emergency card. If foul play is suspected or at the request of the parent or legal guardian, the police (373-4141) or sheriff's (373-2833) department should be notified. The school district business office (374-6500, Ext. 20) should be notified once it is determined that the student is not on the school premises.

#### **COLLEGE CREDIT PLUS (CCP) PROGRAM**

1. There are three ways that students can participate in College Credit Plus (CCP) program: on the high school campus with a Marietta City Schools teacher as teacher of record, on the high school campus with a college provided instructor as teacher of record, and on the college campus in regularly scheduled college courses. Marietta High School offers college courses on the high school campus from Washington State Community College, Stark State Community College, and Marietta College.
2. College readiness criteria will determine a student's admission to the program. The criteria are set by the participating college, not Marietta City Schools.
3. Records of the course work taken and credits granted will be included in the student's cumulative record. Beginning with the class of 2016, all CCP grades will be included in the student's cumulative GPA.

4. All courses taken under College Credit Plus will be included in the high school transcript as follows:
  - .33 credit = 1 semester hour,
  - .67 credit = 2 semester hours,
  - 1 credit = 3 semester hours or more
 Credits earned will satisfy, when applicable, high school graduation requirements and/or subject area requirements of the school district.
5. The student and parent must complete an "Intent to Participate" form and attend a meeting in the early spring. The "Intent to Participate" form is due by April 1, each year. In the event that April 1, falls on a non-school day, the due date will be the last student day before the deadline. There are additional responsibilities that parents and students must be aware of when participating in CCP that are addressed at the annual meeting.
6. Students that do not submit an "Intent to Participate" form by the due date will only be permitted to participate in the program upon approval by the superintendent.
7. No graduation requirements will be waived for participation in this enrollment option.
8. Students that participate in CCP by taking courses on the college campus are responsible for transportation to and from the institution.
9. In the event that students are taking courses on the college campus, students are required to submit class schedules to their guidance counselor.
10. Students must follow return policy for CCP textbooks. Failure to follow policy may result in additional student fees associated with damaged, lost or misplaced textbooks, other class materials and resources.

#### **ACADEMIC EXCELLENCE RECOGNITION**

1. The student will have attained a cumulative grade point average of at least 3.5 on a 4.0 weighted scale in classes completed **through the first semester of his/her senior year.**
2. The student will have successfully earned enough points to qualify for graduation on AIR exams.
3. The student will have earned his/her credit while attending full time, a school accredited by the State Department of Education.

#### **DIPLOMA WITH HONORS - STATE BOARD OF EDUCATION APPROVED CRITERIA:**

Depending on whether a student is completing a college preparatory or career-technical education curriculum, honors diploma requirements differ slightly. The student must meet the requirements for the regular diploma plus criteria for honors listed.

High school students can gain state recognition for exceeding Ohio's graduation requirements through an honors diploma. Students challenge themselves by taking and succeeding at high-level coursework and in real-world experiences.

Ohio students have the opportunity to choose to pursue one of six honors diplomas:

1. [Academic Honors Diploma](#)
2. [International Baccalaureate Honors Diploma](#)
3. [Career Tech Honors Diploma](#)

4. [STEM Honors Diploma](#)
5. [Arts Honors Diploma\\*](#)
6. [Social Science and Civic Engagement Honors Diploma](#)

\*includes dance, drama/theatre, music and visual art.

For more information on Honors Diplomas, please go to the ODE website:  
<http://education.ohio.gov/Topics/Ohio-Graduation-Requirements/Graduation-Requirements-2014-2017/Honors-Diplomas>

## **PUBLIC COMPLAINT POLICY**

### 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 and gather data and will provide a written response to the complaint.

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