

Marietta City Schools Elementary Handbook

Phillips Elementary School, Washington Elementary School
and Marietta Elementary School



Parent-Student Handbook

2025-2026

Table of Contents

<u>General Information</u>	<u>Page Number</u>
Attendance	5
Behavior	8
Birthdays	9
Breakfasts/Lunches	10
Bullying/Hazing	10
Bus Transportation	11
Child Abuse	13
Child Custody	13
Computer On-Line Services (Acceptable Use & Internet Safety)	13
Conferences with School Personnel	17
Door Safety Protocol	17
FERPA	18
Field Trips	18
Health Information	18
HIPAA (Health Insurance Portability & Accountability Act)	19
Homework Policy	20
Issue Resolution	20
Library Book Guidelines	20
Lost & Found	21
Non-Discrimination	21
Phone Usage By Students	21
PTO	21
Safety Information	21
Student Fees	22
Student Records	22
Textbook & Supplies	23
Title I Parent Compact	23
Volunteers	23
Withdrawal from School	24

Every Student, Every Day

Marietta City School Vision: Every Student, Every Day

Marietta City School Mission: We challenge and support every student with a collaborative environment that creates opportunities for life-long success.

Marietta City Schools envisions the ideal as the following:

I. A curriculum that

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

II. Instruction that

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

III. Assessments that

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

IV. A staff or faculty member who

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

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

V. A student who

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

VI. Leadership that

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

VII. A learning culture and school climate that

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

16. Creates community support
17. Focuses on achieving results

VIII. Parents, families, and community members who

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

ATTENDANCE

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

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

Arrival and Dismissal Times

Phillips School	Doors Open: 8:55 a.m. Dismissal: 3:50 p.m.	Educational Start Time: 9:05 a.m.
Washington School	Doors Open: 8:55 a.m. Dismissal: 3:50 p.m.	Educational Start Time: 9:05 a.m.
Marietta Elementary School	Doors Open: 8:20 a.m. Dismissal: 3:35 p.m.	Educational Start Time: 8:55 a.m.

ARRIVAL/DISMISSAL

Consult your individual school section for the specific bell schedule.

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

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

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

Please contact the school **prior to 2:00 p.m.** when your child's regular dismissal has been changed. Without notification, the school will require your child to follow his/her regular dismissal procedure. If an emergency arises and the child is picked up before dismissal, the parent must sign out his/her child. See the school section for specific dismissal guidelines at your child’s school.

STUDENT ABSENCES AND EXCUSES

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

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

UNEXCUSED ABSENCES

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

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

CHRONIC ABSENTEEISM

Chronic Absenteeism is comprised of the total time out of school for excused, unexcused, out of school suspension days, late arrivals and early releases from school. Students who miss 2 or more days in one school month are considered to be chronically absent and are at risk of low math, reading skills and underdeveloped social emotional skills.

EXCESSIVE ABSENTEEISM

Excessive absenteeism is the total amount of time a student is absent from school including non-medical excused, unexcused, OSS absences, late arrivals to school and early releases from school. Students who are excessively absent from school for **38 or more hours in a school month or 65 or more hours in a school year** will receive notice from the school administrator, in compliance with Ohio Revised Code.

TRUANCY AND DISCIPLINARY ACTION

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

Absences

Late arrivals to school or any class is disruptive to the educational process. Excessive late arrivals are subject to further disciplinary measures and may affect student achievement. **Students will be counted absent after the educational start time listed above for each specific building.**

Family Vacations: Family time is important; classroom time is also important. We ask that parents avoid scheduling vacations/custody visitations, which require absence from school. **Absences will not be excused when this vacation is on a district or state testing day.** Absences due to family vacations may be excused as determined by the following criteria:

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

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

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

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

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

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

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

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

Absence Reporting: When a child is absent, it is the responsibility of the parent/guardian to call the school to report the child absent. As a safety measure, schools notify the parent when the child is absent. If the school does not hear from the parent/guardian by 10:30 a.m., a call will be placed to the home.

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

BEHAVIOR

I. DISCIPLINE PHILOSOPHY: Marietta City Schools exists in order to provide our students the best education possible. Students and teachers are entitled to a positive learning environment. These working environments shall not be disrupted by the words or actions of others.

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

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

Be Safe, Be Respectful, Be Responsible and Be Aware.

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

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

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

PAX supports our goals: increasing student engagement and leadership, developing responsibility, increasing confidence and increasing self-regulation.

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

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

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

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

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

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

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

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

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

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

BIRTHDAY CELEBRATIONS

Students may not distribute party invitations at school unless the invitation is extended to all members of the class. Students must first notify the classroom teacher before distributing invitations. Student birthday parties are not scheduled during the school day. Birthday treats, flowers, balloons, etc. are NOT permitted during the school day due to safety and logistics of getting these items to the classroom and then home.

BREAKFASTS/LUNCHES

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

Free breakfast served to all students

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

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

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

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

AVI LUNCH PROGRAM

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

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

How do I put money on my students account?

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

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

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

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

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

BULLYING and HAZING

(Harassment, Intimidation and Dating Violence)

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

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

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

harassment, intimidation or bullying by an electronic act may be suspended.

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

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

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

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

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

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

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

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

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

BULLYING (CYBER BULLYING)

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

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

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

BUS TRANSPORTATION RULES & REGULATIONS

1. To ensure the safe transportation of our students, all students riding on the bus are under the direct supervision of the bus driver. The bus driver has the expressed authority to enforce district policies, rules, regulations or procedures concerning student's bus conduct. Student's disorderly conduct or refusal to follow the orders issued by the bus driver constitutes sufficient cause for disciplinary procedures to be initiated against the student. These disciplinary actions may range from the suspension or revocation of riding privileges in accordance with board policies and the *Ohio Revised Code*.
2. All students who reside over one (1) mile from their home elementary school, or middle and senior high students who reside more than two (2) miles from their respective schools are eligible for transportation. School buses will not be scheduled to travel roads where students live less than one-half (1/2) mile to the intersection of a main route.
3. Pupils will ride their assigned buses to and from school. Parents must request, in writing, to permit deviation from this rule.

Requests shall be made to the transportation manager.

4. 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.
5. Buses operate on a time schedule as outlined by the transportation manager and approved by the superintendent and board of education.
6. Eating, drinking, chewing gum and littering are not permitted on the bus.
7. Possession or the use of tobacco, drugs, or alcohol of any type are not permitted on the bus at any time.
8. Noise on the bus shall be kept to a minimum at all times to assure safety of operation.
9. Absolute quiet must be maintained at all railroad crossings or other dangerous areas.
10. Nothing shall be thrown out of the bus nor anything held so it extends out of the window.
11. All parts of pupils' bodies shall be kept inside the bus at all times.
12. 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.
13. 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.
14. No pupil shall stand up, leave or be out of their seat in any fashion while the bus is in motion. Pupils shall be required to perform four (4) rear door emergency evacuation drills per year. The drills will be supervised by the bus driver.
15. 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.
16. 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.
17. Parents shall be held responsible for any damage done to the bus by their children.
18. In accordance with the board's zero tolerance policy on violence, fighting or intimidating other students or board employees is strictly prohibited.

Penalties For Rule Infraction and Misconduct

Conduct Reports

- 1st Offense
- 2nd Offense
- 3rd Offense
- 4th Offense
- 5th Offense
- 6th Offense

Penalties

- Warning (could be suspended with next report)
- Warning (will be suspended with next report)
- 3-day bus suspension
- 5-day bus suspension
- 10-day bus suspension
- Bus suspension for the rest of the school year

Automatic No Warning Suspensions

1. Any action that would compromise safety.
2. Fighting or assault of any board employee.
3. Damage to any board-owned or personal property (restitution to be made.)
4. Possession of firearms, explosives or dangerous materials.
5. Throwing of objects from or at the bus.
6. Use of profane or abusive language directed toward any student or board employee.

7. Use or possession of drugs, alcohol or tobacco.
8. Unauthorized use of emergency door or equipment.
9. Refusal to submit to the authority of any board employee.

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

CHILD ABUSE - (Board Policy JHG)

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

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

CHILD CUSTODY

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

MARIETTA CITY SCHOOL DISTRICT

COMPUTER NETWORK AND INTERNET ACCEPTABLE USE POLICY

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

1. **Definitions.** For purposes of this Policy,
 - the term "Network" shall mean the District's group of computers and peripherals, whether interconnected via cable, wireless and/or any other means whatsoever, all other District software and hardware resources including all Web-based material and all Web hosting, all data, databases and storage media, all standalone, portable and/or borrowed devices, and all provided connectivity between and among Users and from Users to the global Internet, including any and all Instructional Technology Centers or other third-parties providing connectivity and other services, and any and all identifiers, accounts, rights, permissions, and current or future hardware, software, or connectivity owned or managed by the District to which access is provided to Users. Individual system computers, including mobile devices, are considered to be part of the "Network" and are subject to the terms of this Policy even when the User is not attempting to connect to another computer or to the Internet.
 - the term "Use" of the Network shall mean any and all actions of a User which create traffic on the Network, including traces or remnants of traffic that pass-through District equipment, wiring, wireless networks, or storage devices regardless of any other factor such as passage of time, user deletion, transit of the Network without storage or origination and/or storage on personal equipment.
2. **Purpose and Use:** The School District is providing Users access to its Network to support and enhance the educational experience of students. Access to system computers and the Network is a privilege, not a right. The District reserves the right to withdraw access at any time for any lawful reason. The District reserves the right to determine what constitutes an improper use of system computers or the Network and is not limited by the examples of misuse given in this Policy. Users may violate this Policy by evading or circumventing the provisions of the Policy, alone or with others. If Users have any doubt about their obligations under this Policy, including whether a certain activity is permitted, they must consult with the building principal to be informed whether or not a use is appropriate.
3. **Users Bound by Policy in Accepting Access:** The User consents to the terms of this Policy whenever he or she accesses the Network. Users of the Network are bound to the terms of this Policy regardless of whether they received and/or signed a copy of this Policy.

4. **Personal Responsibility:** Users are responsible for their behavior on the Network just as they are in a classroom, school hallway, or other School District property. Each User is responsible for reading and abiding by this Policy and any and all future amendments, which will be made readily available in both electronic and printed form. Anonymous use is not permitted and access (including passwords) may not be shared or transferred. If a User suspects that a password is not secure, he or she must inform the IT Department immediately. Any improper use of your account, even if you are not the User, is your responsibility.
5. **Reporting Misuse of the Network:** Users must report any misuse of the Network to building principal. "Misuse" means any apparent violation of this Policy or other use which has the intent or effect of harming another person or another person's property. This includes, but is not limited to, the transmission of sexually explicit images or messages which would constitute bullying, sexual harassment, or a violation of the Student Code of Conduct.
6. **Violating Policy with Personal Equipment:** The use of personal equipment and/or personal Internet access to violate this Policy or to assist another to violate the Policy is prohibited. Exceeding permission (such as abusing access to unfiltered Internet connectivity) is a violation of this Policy. Using private equipment to divert student time and/or attention from scheduled educational, co-curricular, or extracurricular activities, or to divert paid work time from its proper purpose, is always strictly prohibited. Personal equipment used to violate this Policy on school property is subject to search and seizure, reasonably related to the violation, for a period of up to [thirty (30)] days, unless the personal equipment has been provided to law enforcement officials.
7. **Discipline for Violation of Policy:** Violations of each of the provisions of this Policy are considered violations of the Student Code of Conduct, and each violation is a separate infraction. Violations may result in disciplinary action for students up to and including suspension or expulsion and/or referral to law enforcement. The District reserves the right to seek reimbursement of expenses and/or damages arising from violations of this Policy.
8. **Waiver of Privacy:** By accepting Network access, Users waive any and all rights of privacy in connection with their communications over the Network or communications achieved through the use of District equipment or software. Electronic mail (email) and other forms of electronic communication (including instant messaging, social media of all forms, and SMS messages originating from email) 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. The District uses Google Apps for Education as their primary suite for productivity and collaboration tools. Please visit workspace.google.com/terms/education+privacy to questions regarding Google's student privacy notice.
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 email, 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 that are used by the student are your responsibility. Any misuse, failure, damage or loss involving such equipment must be reported to the building principal. Periodic maintenance on laptops and other hardware is required. It is your responsibility to make such equipment timely available for maintenance at the request of the IT department. You may be held financially responsible for the expense of any equipment repair or replacement. Attempts to repair the equipment on your own is strictly prohibited. The IT Department annually updates repair costs based on current part cost, combined with the labor cost required to repair/replace the affected device/part/accessory. This list is updated annually by the IT Department in conjunction with our technology provider to ensure that prices are reflective of the current market rate. A current price chart is available upon request.
11. **Technology Accommodations and Requests:** Reasonable technology accommodations/requests may be made to your building's administration. Any reasonable accommodations will be provided by the IT Department. Requests to access additional resources such as chrome-based web applications, extensions, along with blocked websites may also be placed with your

building's administration, which will be reviewed as a shared effort between the building administrator(s) and the IT Department.

12. Unacceptable Uses of the Network: All Users must use the Network in an appropriate and responsible way, whether their specific actions are described in this Policy or not. Examples of unacceptable uses include, but are not limited to, the following:

- **OFFENSIVE OR HARASSING ACTS:** Creating, possessing, copying, viewing, transmitting, downloading, uploading or seeking sexually explicit, obscene, or pornographic materials, including but not limited to pictures, text messages, e-mails or sexually-oriented content ("sexting") in electronic or any other form. Using language inappropriate to the school environment, including swearing, vulgarities or language that is suggestive, obscene, profane, abusive, belligerent, harassing, defamatory or threatening. Making, distributing or redistributing images, jokes, stories or other material that would violate this Policy or the School District's harassment or discrimination policies, including material that is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, sexual orientation, or other protected characteristics. Engaging in harassment, stalking, or other repetitive unwanted communication or using the Internet in support of such activities.
- **VIOLATIONS OF PRIVACY:** Unauthorized copying, modifying, intruding, or attempts to copy, modify or intrude, into the folders, files, data, work, networks, passwords or computers of others, or intercepting communications intended for others. Copying, downloading, uploading, or transmitting student or School District confidential information.
- **CREATING TECHNICAL PROBLEMS:** Knowingly performing actions that cause technical difficulties to the system, other users or the Internet. Attempting to bypass school Internet filters or to "hack" into other accounts or restricted information. Uploading, downloading, creating, or transmitting a computer virus, worm, Trojan horse, or other harmful component or corrupted data. Attempting to hack, alter, harm, destroy or interfere with the normal operation of software, hardware, data, other District Network resources, or using the District Network or to do any of the same acts on the Internet or outside Networks. Downloading, saving, and/or transmitting data files large enough to impede the normal functioning of the computer or the Network (such as many music, video, image, or software files) unless given permission by the System Administrator. Moving, "repairing," reconfiguring, reprogramming, modifying, or attaching any external devices to Network equipment, computers or systems without the permission of the System Administrator. Removing, altering, or copying District software for personal use or for the use of others.
- **USE OF OUTSIDE SERVICES AND APPLICATIONS:** All e-mail, document storage, blogs, social media, or any and all other services and applications ("apps") must be provided or specifically authorized by the School District on its Network. The use of other providers of such functionality or storage (such as Google or Yahoo) through the Network is prohibited.
- **VIOLATING LAW:** Actions that violate state or federal law or encourage others to do so. Offering for sale or use, soliciting the purchase or provision of, or advocating the use of any substance that the possession or use of is prohibited by law or District Policy. Seeking information for the purpose of creating an explosive device or biohazard or communicating or seeking materials in furtherance of criminal activities, terrorism, or other threatening acts.
- **VIOLATING COPYRIGHT:** Uploading, downloading, copying, redistributing or republishing copyrighted materials without permission from the owner of the copyright. Users should assume that materials are protected under copyright unless there is explicit permission for use.
- **PERSONAL USE:** Personal shopping, buying or selling items, soliciting or advertising the sale of any goods or services, or engaging in or supporting any kind of business or other profit-making activity. Interacting with personal websites or other social networking sites or tools that are not part of an educational project, receiving or posting messages to web sites or other social networking or blog sites not part of an educational project, participating in any type of gaming activity, engaging in social or hobby activities, or general recreational web browsing if such browsing occurs during instructional time.
- **POLITICAL USE:** Creating, transmitting or downloading any materials that support or oppose the passage of a levy or a bond issue. Soliciting political contributions through the Network or conducting any type of official campaign business. Unless authorized by a teacher as part of an educational assignment, creating, transmitting or downloading any materials that support or oppose the nomination or election of a candidate for public office.
- **UNAUTHORIZED USE OF AI TECHNOLOGIES:** The use of any AI technologies for school related content (such as assignments, projects, etc) is strictly prohibited, unless a staff member specifically requests AI usage for an assignment. The

use of AI can give students an unfair advantage on assignments and potentially lead to plagiarism, as students may attempt to pass off AI-generated content as their own.

- **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.

13. 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 emails to more than ten (10) recipients in a single message, subject to exceptions developed by the Administration or the System Administrator. The System Administrator may also develop specific limitations on the use of graphics, the size, number, and type of attachments, and the overall size of e-mail messages sent on the system. The use of multiple messages, non-system addresses, or other techniques to circumvent these limitations is strictly prohibited.
- **Electronic Signatures:** Users shall not legally verify documents or use "electronic signatures" in any way unless they have been trained in an approved verification or signature system approved by the Administration. Users asked to legally verify or electronically sign documents should report the situation to the building principal.

14. 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.

15. 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;
- b. Procedures or guidelines that provide for monitoring the online activities of users and the use of the chosen technology protection measure to protect against access through such computers to visual depictions that are obscene, pornographic, or harmful to minors, as those terms are defined in CIPA.

Such procedures or guidelines will be designed to:

- 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.

16. Training Related to Online Behavior: Pursuant to Federal law, students shall receive education about appropriate online behavior, including: (a) access by minors to inappropriate matter on the Internet; (b) the safety and security of minors while interacting with other individuals on social Networking websites, using e-mail, chat rooms, other forms of direct electronic communications, and cyberbullying awareness and response; (c) unauthorized access (e.g., "hacking") and other unlawful activities by minors online; (d) unauthorized disclosure, use, and dissemination of personal information regarding minors; and (e) measures restricting minors' access to materials harmful to them.

17. 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.

18. Updates to Account Information: You must provide new or additional registration and account information when asked in order for you to continue receiving access to the Network. If, after you have provided your account information, some or all of the information changes, you must notify the IT department or other person designated by the School District to receive this information.

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

Revised: 5 / 22 / 24

CONFERENCES WITH SCHOOL PERSONNEL

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

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

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

DOOR SAFETY PROTOCOL

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

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

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

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

2. **Say your name.**

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

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

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

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

FERPA (Family Ed. Rights and Privacy Act)

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

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

1. Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
2. Parents or eligible students have the right to request that school correct records, which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
3. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - a. School officials with legitimate educational interest;
 - b. Other schools to which a student is transferring;
 - c. Specified officials for audit or evaluation purposes;
 - d. Appropriate parties in connection with financial aid to a student;
 - e. Organizations conducting certain studies for or on behalf of the school;
 - f. Accrediting organizations;
 - g. To comply with a judicial order or lawfully issued subpoena;
 - h. Appropriate officials in cases of health and safety emergencies; and
 - i. State and local authorities, within a juvenile justice system, pursuant to specific State law

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

FIELD TRIPS

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

HEALTH INFORMATION

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

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

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

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

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

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

SICKNESS AND COMMUNICABLE DISEASES: A child who is ill or has a fever should not attend school. In addition to being unable to do the best work possible, there is a risk to the health of other children. **Students must be fever-free for a minimum of 24 hours before returning to school. Return to school will be at doctor recommendation and/or fever free for a minimum of 24 hours without medication to reduce the fever.**

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

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

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

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

(HIPAA) HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT

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

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

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

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

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

The District will not retaliate or permit reprisals against any employee who reports a breach to the integrity or confidentiality of protected health information. Any employee involved in retaliatory behavior or reprisals against another individual for

reporting an infraction of this policy is subject to disciplinary action up to and including termination of employment.

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

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

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

Notice—The District shall distribute a *Notice of Privacy Practices* to individuals at the time of their enrollment in the health plan and within 60 days of any material revision. The notice shall also be posted in a clear and prominent location in each facility in the District and be printed in staff handbooks and the health plan booklet. The District will also notify individuals covered by the health plan of the availability of and how to obtain the notice at least once every three years.

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

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

HOMEWORK POLICY

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

ISSUE RESOLUTION

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

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

The process for resolving issues is outlined below:

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

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

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

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

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

LIBRARY BOOK GUIDELINES

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

LOST AND FOUND

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

NON-DISCRIMINATION

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

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

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

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

Title IX District Coordinator

(non-discrimination on the basis of sex)

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

Title VI District Coordinator

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

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

Section 504 District Coordinator

(non-discrimination on the basis of handicap)

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

PHONE USAGE BY STUDENTS

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

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

3. other emergency situations.

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

PTO

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

SAFETY INFORMATION

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

FIRE, TORNADO, AND SAFETY DRILLS: Drill Procedures will be explained to the students by the teachers. Fire Drills are held each month. Tornado Drills are held in the first week of school and in March, April, and May. A Safety Drill is held before December 1st. In the event of a disaster (fire, tornado) or lockdowns, parents are requested ***not*** to call or come to school. Teachers are aware of the emergency procedures and have been trained to ensure the students' safety.

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

Please advise older students in your family to remain away from the school until after school hours, at which time they are welcome to make recreational use of our grounds. Older students need to be reminded that their behavior should remain safe and respectful.

SECURITY AND SCHOOL VISITORS: All visitors and volunteers must report directly to the school office. Volunteers should wear the badge identifying them as an approved volunteer. Visitors will be given a badge identifying them as a visitor who has checked into the school office. Persons not identified by a badge will be asked to report to the office. Visitors are welcome at our school, but certain guidelines must be followed in order to maintain child safety and an appropriate educational setting in the classroom.

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

STUDENT FEES

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

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

To assist you, we are willing to accept your fees in smaller payments, if that is necessary. We ask your cooperation in paying for your child's materials as promptly as possible.

Student fee amounts will be provided at the beginning of the school year.

STUDENT RECORDS

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

TEXTBOOK AND SUPPLIES

Basic textbooks are provided in paperback as part of the grade level supply fees. ***Textbooks are the student's responsibility and he/she will have to pay for any books that are lost, stolen, or damaged. According to Board Policy: JN, lost, stolen, or damaged library books, textbooks, and other school property are subject to fines/fees. Parents will be invoiced for these items and report cards will be held.***

TITLE 1 PARENT COMPACT

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

TITLE I TEACHER/SCHOOL STAFF

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

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

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

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

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

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

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

VOLUNTEERS

Parent volunteers are welcome and are an important part of the school program. Volunteers provide a wide variety of

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

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

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

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

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

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

WITHDRAWAL FROM SCHOOL

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

Individual School Information

-Phillips Elementary School

Pages: 26-30

-Washington Elementary School

Pages: 31-36

-Marietta Elementary School

Pages: 36-45

PHILLIPS ELEMENTARY SCHOOL

300 Pike Street
Marietta, Ohio
740-374-6514

MISSION STATEMENT

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

VISION

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

Adopted: February 2008

SCHOOL GOALS

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

ART/PHYSICAL EDUCATION

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

PHYSICAL EDUCATION-

1. Students in grades K-2 must wear shoes and clothing appropriate for class activities. Safety and modesty are used to determine student participation. The limited number of class periods in the semester grading period means that inability to participate due to inappropriate shoes/clothing can have a major impact on the student's ability to learn and practice skills. Open toed shoes, flip flops, sandals, crocs, boots are not considered appropriate footwear. Tennis shoes are preferred for student safety when participating in physical education classes.
2. Students are advised to avoid wearing jewelry or having sharp objects in their pockets.
3. In the event of illness or injury, students are required to present a note from parents or physician explaining limits of participation and extent of illness/injury. A doctor's excuse may be required after three consecutive days of non-participation or if requests are deemed to be excessive.

ARRIVAL

Supervision begins at 8:55 a.m. **Students should not arrive at school before 8:55 a.m.**

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

BELL SCHEDULE

8:55	Entrance Bell
9:05	Start of Instruction / Tardy Bell
3:50	Dismissal

BICYCLES/SCOOTERS/SKATEBOARDS/SKATES

Riding bicycles, scooters, skateboards and skates to school is **not** permitted.

DISCIPLINE PLAN

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

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

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

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

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

Hallway Rules

Safe	Use PAX HANDS by my side 🙌🙌
Respectful	Use a 0 inch PAX VOICE 🗣️
Responsible	Use PAX Walking FEET 👣
Aware	Wait your turn 👤👤

Bathroom Rules

Safe	WASH HANDS 🧼
Respectful	Use a 0 inch PAX VOICE 🗣️
Responsible	Give PRIVACY 🚻
Aware	Stop and Think 🛑

Assembly Rules

Safe	Personal space- PAX HANDS AND FEET 🙌🙌 👣
Respectful	EYES on the speaker 👁️👁️
Responsible	Show PAX QUIET signal 🙌
Aware	Keep personal space; Be accepting 😊

Lunchroom Rules

Safe	Listen for PAX QUIET 🙌
Respectful	Talk using a 3 inch PAX voice
Responsible	Raise my hand for help 🙌
Aware	Use kind words; Clean your space 🧻

Possible Lunchroom Consequences for Individual Student:

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






ADDITIONAL LUNCHROOM GUIDELINE

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

LUNCH TIMES

Second grade Lunch 11:15 - 11:45
 First Grade Lunch 11:30 - 12:00
 Kindergarten Lunch 12:00 - 12:30

Playground Rules

Safe	Use PAX HANDS and FEET  
Respectful	Be a PAX LEADER 
Responsible	Take TURNS 
Aware	Use kind words; play well with others 

Playground consequences:

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

ADDITIONAL PLAYGROUND GUIDELINES

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

DISMISSAL



Bus Behavior Matrix



Safe	Respectful	Responsible	Aware
Stay seated at all times.	Use a quiet voice	Be on time for your bus stop	If you see or hear something unsafe, say something to an adult
Face forward in your seat.	Use kind, respectful words	Clean up all your belongings when exiting the bus	Listen to the bus driver's directions
Keep hands and feet to yourself	Help others when needed	Refrain from eating or drinking	Be prepared for your bus stop

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

Students who are being picked up by parents are to exit the building through the front doors.

Students who ride the bus will exit the back of the building.

TRAFFIC AND PARKING

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

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

Parents who wish to have their child loaded into the car may form a single line in front of the building next to the grass starting at the crosswalk nearest the gym and continuing all the way back to Pike Street without blocking the crosswalks or the bus exit road on the playground side of the building. If you use this lane you must stay in your car at all times and we ask that you not pull out into the roadway to pass any cars waiting to be loaded with students. The wait in line will take 8 to 10 minutes maximum. **Waiting cars should pull up as far as possible to be courteous to others.**

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

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

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

Please drive slowly on school property and watch for children and adults at all times. Most of all

do not get in a hurry! Let's keep our Phillips children safe!

DRESS (General)

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

1. All clothing should be neat, clean and appropriate for school.
2. Shoes or sandals must be worn at all times. Shoes/sandals must have a closed heel or heel strap. No roller shoes.
3. All parts of the top garment should touch the lower garment at all times. (Stomach should not be exposed.)
4. Clothing that displays vulgar, profane, or socially unacceptable messages or graphics and clothing that is suggestive of drug or alcohol usage or other illegal activities is prohibited. Chains are also prohibited.
5. Sunglasses may not be worn inside the building unless needed for medical issue.
6. Clothing may not be excessively torn or revealing.
7. With the exception of teacher permission for special school/classroom project days, students will not bring or wear make-up to school.
8. Long, dangling earrings are not safe school wear and should not be worn.
9. Shoes should fasten securely on the feet with a strap or heel around the back of the foot. Flip flops and sandals are unsafe for school wear.

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

ELECTRONIC DEVICES AND TOYS

Students are not permitted to bring hand-held electronic games, toys, dolls, etc., to school without special permission from the teacher. Cell phones, if needed for a safety measure, must be turned off and kept in the student's backpack during school hours. Smart watches must be set on airplane mode. Camera features can not be used without teacher permission. The school is not responsible for lost or stolen items.

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

Washington Elementary Mission Statement

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

Absence/ Attendance

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

Absence/Make-Up Work

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

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

Arrival Time

1. Supervision begins at 8:45 am.
2. Students are to arrive no earlier than 8:45 a.m. unless prior approval by a teacher or the office has been given. Parents will be notified if students arrive too early.
3. Students enter using the Washington St. door.

After 9:00 A.M. all students enter the Fourth St. door and report to the office. Parents will need to use the QR code to sign student in.

4. There is no supervised play on the playground before school.

Day Schedule

8:55 Entrance
9:05 Instruction Begins
12:00 - 12:30 kdg. Lunch
12:45 - 1:15 1st Lunch
12:15 - 12:45 2nd Lunch
Dismissal 3:50

Dismissal

** Bus students exit Washington St. door as their bus arrives

**All walkers/pick up students will be released from the 4th Street door by grade in 5 minute intervals.

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

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

ART/MUSIC/PHYSICAL EDUCATION

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

PHYSICAL EDUCATION-

4. Students in grades K-2 must wear shoes and clothing appropriate for class activities. Safety and modesty are used to determine student participation. The limited number of class periods in the semester grading period means that inability

to participate due to inappropriate shoes/clothing can have a major impact on the student’s ability to learn and practice skills.

- 5. Students are advised to avoid wearing jewelry or having sharp objects in their pockets.
- 6. In the event of illness or injury, students are required to present a note from parents or physician explaining limits of participation and extent of illness/injury. A doctor's excuse may be required after three consecutive days of non-participation or if requests are deemed to be excessive.

BICYCLES/SCOOTERS/SKATEBOARDS/SKATES

Riding bicycles, scooters, skateboards and skates to school is **not** permitted.

Discipline Plan

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

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

Respectful: Treating people and things in an appropriate manner.

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

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

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

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

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

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

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

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

ADDITIONAL LUNCHROOM GUIDELINES

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

Cafeteria Consequences for Individual Students:

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

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

Playground

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

General Play Rules

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

Playground Consequences for Individual Student:

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

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

BUS	
Safe	1. I can stay clear of bus danger zones. 2. I can keep objects in my backpack.
Respectful	1. I can use a 2 inch voice. 2. I can keep my seat area trash free.
Responsible	1. I can be on time to the bus stop. 2. I can sit “back to back” and “seat to seat.”

DRESS (General)

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

3. All clothing should be neat and clean and appropriate for school.
4. Shoes or sandals must be worn at all times. Shoes/sandals must have a closed heel or heel strap. No roller shoes.
3. All parts of the top garment should touch the lower garment at all times.
4. Clothing that displays vulgar, profane, or socially unacceptable messages or graphics and clothing that is suggestive of drug or alcohol usage or other illegal activities is prohibited. Chains are also prohibited.
5. Sunglasses may not be worn inside the building unless needed for medical issue.
6. Clothing may not be excessively torn or revealing.

7. With the exception of teacher permission for special school/classroom project days, students will not bring or wear make-up to school.
8. Long, dangling earrings are not safe school wear and should not be worn.
9. Shoes should fasten securely on the feet with a strap or heel around the back of the foot. Thong-type shoes and clogs are unsafe for school wear.

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

ELECTRONIC DEVICES AND TOYS

Students are not permitted to bring hand-held electronic games, toys, dolls, etc., to school without special permission from the teacher. Cell phones, if needed for a safety measure, must be turned off and kept in the student's backpack during school hours. Smart watches must be set on airplane mode. Camera features can not be used without teacher permission. The school is not responsible for lost or stolen items.

HEALTHY SNACK /WATER BOTTLES

Learning is hard work and requires a brain that is nourished and hydrated. Your child's teacher may encourage students to bring a healthy snack to have at a designated time during the day. Healthy snacks include crackers, raisins, veggies, fruits, and nuts, Please do not send anything that must be eaten with a spoon, Cookies, sugary treats, pudding, and chips would not be considered a healthy snack.

Students are encouraged to bring a water bottle. If the bottle is one that "sweats", a clean dry sock on the water bottle will prevent drips and puddles of water on the desk. Water bottles should be filled at school or carried outside the backpack to prevent spills on classwork and books.

SAFETY Re VIDEO OR PHOTOGRAPHS OF STUDENTS

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

TRAFFIC/PARKING

Due to the location of Washington School, parking and traffic can be trying at times. Please be aware of the bus parking lanes on the school side of Washington Street. Parking is available on Fourth St. and some parking spaces are available at the end of the gym on Ellenwood Ave., the short street that runs between Fourth and Fifth St.

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

TRADING, BUYING, SELLING

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

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

**Marietta Elementary School
3rd-6th Grade Building
242 Seventh Street
Marietta, Ohio 45750**

Contact Information for MES:

Office: 740-374-6530

FAX Number: 740-374-6531

Web Site: mariettacityschools.k12.oh.us

Facebook: Marietta Elementary School

ATTENDANCE

MES SCHOOL DAY

A school day for a Marietta Elementary school student goes from 8:55 a.m. to 3:35 p.m. during a normal, uninterrupted day. If a school day is interrupted for a particular reason, students need to follow the appropriate bell schedule for that particular day.

Marietta City Schools is not responsible for the safety or supervision of students on campus before 8:10 a.m.

- Students are not permitted on campus before 8:20 a.m.
- Between 8:20 a.m. and 8:50 a.m. students are only permitted in the gym and cafeteria unless prior permission from a school employee.
- Use assigned entrance and exits.
- Students are to report to areas of the gym designated for grades 3rd, 4th, 5th and 6th grade.
- Students will be dismissed from the gym/cafeteria at 8:50 a.m.
- Arrivals after 8:55 a.m. must first report to the office.

Marietta City Schools is not responsible for the safety or supervision of students on campus after 3:35 p.m. and/or dismissal is completed unless associated with a school sponsored group or event that is properly supervised.

BEHAVIOR

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

Type I offenses: Considered to be the least serious.

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

Dress code violations

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

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

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

Prohibited Items: Personal items

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

Tardiness: Late to class or school.

Possible Consequences: ISS, Conference, Lunch/Recess Detention, Time out (in ISS)

Type II offenses: Considered to be more serious.

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

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

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

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

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

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

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

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

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

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

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

Violation of Computer Usage Agreement: See page 7

Possible Consequences: ISS, Emergency Removal, OSS

Type III offenses: Considered to be the most serious.

Alcohol/Tobacco/Drugs

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

Bullying

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

Harassment/ Hazing

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

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

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

Violation of Civil or Criminal Law: A student shall obey all laws and ordinances when the student is under the jurisdiction of the school. In the event that an incident of student misconduct is also a violation of the law,

school officials should first refer the incident to the appropriate law enforcement officials. This should include but not necessarily be limited to any incident involving dangerous weapons, drug possession, theft, and assault.

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

Possible Consequences: ISS, Emergency Removal, Suspension, Expulsion

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

COUNSELING

LUNCH/RECESS DETENTION

IN SCHOOL SUSPENSION-ISS

EMERGENCY REMOVAL

SUSPENSION

EXPULSION

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

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

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

QUICK REFERENCE GUIDE

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

BEHAVIOR	TYPE	1st OFFENSE	2nd OFFENSE	3rd OFFENSE
Assault of School Employee	III	10 days OSS with recommendation to expel, notify law enforcement		
Cheating/Plagiarism	II	Zero credit, parent notification, Lunch/recess detention, ISS	Zero credit, parent notification, up to 2 days ISS	Zero credit, parent notification, Administrative Discretion
Dangerous Weapons & Instruments	III	Up to 10 days OSS with recommendation to expel, notify law enforcement, Threat Assessment		
Disruption of school	I	Administration Discretion		
Dress Code Violation	I	Parental notification, alternate clothing must be worn	Parental notification, alternate clothing must be worn, lunch detention	Parental notification, alternate clothing must be worn, 1 day of ISS
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	
Emergency Evacuation Procedures	II	Up to 3 days ISS	Up to 5 days ISS	Administrative Discretion
BEHAVIOR	TYPE	1st OFFENSE	2nd OFFENSE	3rd OFFENSE
False Alarms	III	Notify parent and law enforcement, 10 days OSS with recommendation to expel		
Fighting	III	ISS, OSS, law enforcement	ISS, OSS, Law Enforcement	Up to 10 days OSS Possible expulsion recommendation, Law enforcement
Harassment: Hazing, Bullying, Racial, & Sexual	III	Administrative Discretion		
Inappropriate Behavior (Includes but is not limited to: Littering, Loitering, Excessive Horseplay, Public Display of Affection, Improper Cafeteria Behavior, Prohibited Items, and Safety Violations)	II	Administrative Discretion Possible consequences: Lunch/recess detention, ISS, OSS		

Inappropriate Use of Internet	II	Loss of computer privilege, Lunch/Detention or ISS		
Insubordination, Disrespect	II	Lunch/Recess Detention or possible ISS	Up to 2 days ISS	Up to 5 Days ISS, Administrative Discretion
Out of Assigned Area/Skipping Class	II	1 Day ISS	Up to 3 days ISS	Up to 5 days ISS, Administrative Discretion, Law Enforcement
Profanity	I	Lunch/Recess Detention, 1 Day ISS	Up to 2 days ISS	Administrative Discretion
Stealing/Theft	III	Notify parent, Restitution, Up to 2 days ISS	Notify parent, Law Enforcement, Restitution, Up to 4 days ISS	Up to 5 days OSS
Tardy to Class	I	Lunch/Recess Detention	Up to 2 Days ISS	Administrative Discretion
Threats by Students	III	Notify parent, Administrative Discretion, Threat Assessment	Notify parent, possible ISS, or OSS, Threat Assessment	Notify parent, Notify Law Enforcement, Up to OSS for 10 days with recommendation to expel, Threat Assessment
Vandalism	III	Administrative Discretion		

BELL SCHEDULE

Gym Doors Open: 8:20 a.m.

Students Dismissed from Gym to Class: 8:50 a.m.

Educational Time Starts/Tardy Bell Rings: 8:55 a.m.

Bus Riders Dismissed: 3:35 p.m.

Car Riders/Walkers Dismissed: 3:40 p.m.

BICYCLES/SCOOTERS/SKATEBOARDS/SKATES

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

CAFETERIA AND LUNCH/RECESS

Students may bring a nutritious lunch from home. Students are NOT permitted to have restaurant food items dropped off in the office. Carbonated beverages are not permitted. Students are NOT permitted to bring any type of toy into the lunchroom.

**Lunchroom and Recess expectations are listed on the Expectation and PBIS chart.

CELL PHONES

Students should NOT have their cell phones, bluetooth headphones, hand-held electronic devices, out and visible during the school day. **If a student has a cell phone with them, it needs to be turned off and in their locker throughout the school day.** If at any time the cell phone is visible and out during the school day (this includes the morning in the gym and in the afternoon at dismissal time), the student will be asked to put their electronic device away. If the student has repeated offenses, the device will be sent to the office and the parent/guardian will be called. Smart watches must be set on airplane mode throughout the school day

and are NOT permitted to be used during the school day.

**If smart watches are not being used appropriately, students will be asked to place it on airplane mode. If continued issues occur, smart watches will be confiscated and sent to the office. Parents will be contacted.

**Bluetooth headphones are ONLY permitted for instruction/testing with a teacher's permission.

**A student is NOT permitted to use their cell phone during the day to call home. If a student is sick or needs to go home, the office will call home to let the parents/guardians know. If a cell phone is used in such a manner, disciplinary action and/or consequences can take place.

CHROMEBOOKS

Students will have access to a Chromebook throughout the school day at MES. Each class at MES will have a set of Chromebooks and each student will have a Chromebook assigned to them. Chromebooks this school year will remain at school in each teacher's class. Students will NOT be permitted to bring their Chromebooks home. If a situation arises where students need their Chromebooks at home, the school will work with parents/guardians on a Chromebook sign out system. The student will sign an agreement along with their parents/guardians. Please read the agreement for more information.

CONFERENCES WITH SCHOOL PERSONNEL

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

CONTACT INFORMATION:

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

CRISIS PLANS/DELAYS

In the event of a one-hour delay, school will start at 9:55 a.m. If a two-hour delay is called, school will start at 10:55 a.m. Buses will follow a one-hour or two-hour delay schedule also. Marietta Elementary School has a crisis plan in place for other situations that may arise. In any situation, area radio and television stations would be contacted by a district administrator with updated information. www.wtap.com lists school delays and closings. Text alerts can be forwarded to your cell phone via this site also.) Information may also be posted on the Marietta City Schools website www.mariettacityschoos.k12.oh.us/.

DISMISSAL

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

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

DRESS CODE

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

Expectations:

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

****Hats and appropriate pajamas are permitted on school approved dress up days.**

DRUGS, ALCOHOL, AND TOBACCO

Tobacco, Alcohol, Illegal Drugs and Paraphernalia

The possession, use or distribution of any tobacco product, electronic cigarette (vapors), alcoholic beverage, illicit drug, illegally obtained prescription medication, inhalant, counterfeit drug, look alike drug or drug paraphernalia by students on school property or during part of any school activity is in violation of board policy. It is further prohibited and a violation of board policy for any student to be under the influence of alcohol or any illicit drug, illegally obtained prescription medication, inhalant, counterfeit or look alike drug while on school property or attending any school activity.

Possession shall include, but not be limited to:

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

The Marietta Board of Education and Marietta Elementary 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 Elementary School have instituted **severe** penalties for any student found violating this section of the handbook.

EXPECTATIONS and PBIS CHART FOR MES

	Hallway	Bathroom	Assembly	Lunchroom	Playground/Gym	Classroom
	I can...	I can...	I can...	I can...	I can...	I can...
Safe	-use PAX hands and feet.	-wash my hands correctly. -use equipment properly.	-use PAX hands and feet to stay in my space.	-use PAX hands and feet. -stay in my seat and raise my hand when I need help.	-use PAX hands and feet. -use equipment appropriately.	-be safe. (PAX vision)
Respectful	-use PAX quiet.	-keep the bathroom clean. -use a 3-inch voice.	-use PAX quiet with my eyes on the presenter.	-listen and follow directions from the teacher or adult. -stay in my own space.	-wait my turn patiently. -work together with others.	-be respectful. (PAX vision)
Responsible	-follow my teacher's directions.	-leave quickly.	-follow directions from the presenter and teachers.	-use a 3-inch voice. -clean up any messes or spills, or tell an adult.	-share and put equipment away. -listen and follow the adult's directions.	-be responsible. (PAX vision)
Aware	-be alert.	-say something if I see something.	-say something if I see something.	-be kind to everyone at my table.	-problem-solve. -say something if I see something.	-be aware. (PAX vision)

GUIDANCE SERVICES

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

LOCKERS

Lockers may be provided for students. Locks will NOT be provided or required for lockers. Lockers will remain unlocked. Students should keep valuable items at home as the school will not be responsible for lost or stolen items. Lockers are the property of the Marietta City Schools Board of Education and may be searched or inspected at any time. Students are only permitted to go to their locker during certain times of the day, however,

students may also go to their lockers with a written pass and permission from their teachers or other staff members.

Students are responsible for the care of their lockers. Students should keep their lockers neat and clean throughout the whole school year. Students are NOT permitted to decorate the outside of their lockers. Students are permitted to decorate the inside of their lockers as long as it is school appropriate and is NOT material that will stick or make permanent marks on the locker.

MAKE-UP-WORK (Sick Students)

You may notify the school to make arrangements for assignments to be picked up in the office or sent home with another student. Please allow 24 hours after notification to collect assignments for students who may be absent.

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

Make-Up Work (Pre-Planned Absence)

**Make-up work for an absence is the responsibility of the student. For pre-planned extended trips please allow staff 3 days notice to prepare adequate make up work for the student. Assigned work will be submitted within two days after returning to school.

MEDICAL

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

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

Part A:

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

Part B:

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

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

5th and 6th Grade Only: 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.

PERSONAL PROPERTY

Students are NOT permitted to bring any toys to school. Football, basketballs, volleyballs, and kickballs are permitted for recess ONLY. Students may carry a water bottle that only contains water with no flavoring. MES is not responsible for lost, stolen or broken personal property. Gum and candy cannot be brought from home. Gum and candy is only allowed at school if given by the classroom teacher.

STUDENT ACCOUNTABILITY

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

TECHNOLOGY (Cell phones and other similar devices)

**See Cell Phones for detailed information about electronic devices at school.

**See Chromebooks for detailed information about school devices.

VISITORS

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

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

WALKERS

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