



# *Marion City Schools*

## **MISSION STATEMENT:**

To work together to provide a safe, caring environment where all students can learn.

## **VISION STATEMENT:**

The vision of Marion City Schools is to create a positive, safe environment conducive to individualized learning encompassing the arts, the sciences, basic life skills, business and community involvement. In our vision “students” are defined as individuals who are involved in a life long learning process. The process will involve providing community resources and technology along with community members from all walks of life. We envision sharing our community learning centers, resources, and talents in partnership with all students.

## **WELCOME**

The administration and staff take this opportunity to welcome you to our school. The information in this handbook has been compiled to help you succeed and keep your parents informed about your education at this school. The entire staff is here to assist you with your education. Come and share in our vision of excellence in education.

There are also some policies set up by the Marion City Board of Education. Please take some time to read and discuss this information with your parents. Parents, take some time to help interpret the information to your child. Your teacher will also go over the information in this manual, but it is important that all concerned persons be aware what is in this policy book. If you have any questions, please give us a call.

In your folder you will find forms and statements to sign. Please take the time to review these forms and then sign and return them to school in the first week. Your timely cooperation is greatly appreciated!

Sincerely,  
Principal & Staff

## ADMISSIONS

It is the policy of the Board of Education that each child who will be five years of age on or before August 1 will be eligible to enroll in kindergarten. Each child who will be six years of age on or before August 1 and has completed kindergarten will be eligible to enroll in the first grade. The Board of Education requires that each child who registers for entrance to school furnish the following:

- \* Birth certificate
- \* Immunization record
- \* Social security number
- \* Proof of custody, as appropriate

Kindergarten students are to participate in school district screening program.

## IMMUNIZATIONS

In order to safeguard the school community from the spread of certain communicable diseases and in recognition that prevention is a means of combating the spread of disease, the Board requires all students to be immunized against polio myelitis, measles, diphtheria, rubella, mumps, pertussis, and tetanus in accordance with state statutes, unless specifically exempt for medical or other reasons. Required immunization prior to entering school:

- \* DPT - 4 doses required (should have 5)  
(Grades K - 5)
- \* Polio - 3 doses required (should have 4)  
(Grades K - 4)
- \* Measles/Mumps/Rubella - 2 doses required,  
both after child's 1st birthday & 28 days apart  
(Grades K, 1st and 2nd)
- \* Hepatitis B Vaccine - 3 doses required for all  
students entering Kindergarten  
(Grades K, 1st and 2nd)

**\*Children who do not have evidence of proper immunization will be excluded from school after fourteen (14) days.**

## ARRIVAL

Students who walk to school or are transported by their parents **may not arrive** at school before 8:15 a.m. The school day begins at 8:45 a.m., and students arriving between 8:30 a.m. and 8:45 a.m. have sufficient time to be in their class and prepare to begin the school day.

- \* Students are considered tardy upon entering  
the building after 8:45 a.m. and must report  
to office to be admitted to class

**\*The school does not provide supervision of children before and after school.**

## PARENTS/VISITORS ENTERING THE BUILDING

All persons entering the building or on school grounds are required by law to report to the office to sign in and get a visitor's pass. We ask that you do not disturb classes and interrupt the education of the children. Students are not to bring friends or visiting relatives to school.

## LATE START WEDNESDAYS

There will be a One-Hour Delay every Wednesday beginning in September (**September 1, 2010**). The purpose is for staff professional development. **Breakfast will still be served to students beginning at 9:15 am. The school day begins on Wednesdays at 9:45 am.**

## **SAFETY PATROLS**

School safety patrols are on duty at major crossings near the school for the protection of all children. The patrol is in charge of safety issues that pertain to his/her post. Any student not obeying a patrol guard will be reported.

The following is a time schedule for patrols to be on duty: 8:15 - 8:40 AM                      3:15 - 3:30 PM

When the temperature or wind chill is below 25 degrees F, patrols will not be on post. (Please tune to one of the local stations for weather information.)

## **BICYCLES**

Only fourth and fifth grade students are permitted to ride their bikes to school. Bikes should be parked and locked in the bike rack. Students should walk their bikes on school property.

## **PARKING**

Parking at school is allowed in marked parking spaces on school grounds. For safety, parking is not allowed in school driveways. Emergency vehicles must have access to these areas at all times. Your cooperation is greatly appreciated.

## **DISMISSAL PROCEDURE**

### **(END OF SCHOOL DAY)**

### **(LEAVING SCHOOL FOR APPOINTMENTS)**

Students who walk home or to a sitter's house, are expected to go directly to their destination. Adults who come to pick up their child are asked to wait outside the building where their child is dismissed. Parents or persons picking up students should make arrangements, in advance, to meet the child at one of the designated pick up points. Do not pick up students before dismissal time or pick up students from their classroom. Adults picking up students early are to report to the office. Do not go to the classrooms. **\* The school day ends for the students at 3:15. The school does not provide supervision of any student beyond this time on the playground.** Students leaving **MUST** be signed out by the adult picking them up. Children will be **released only to the custodial parent, or guardian, or to an adult designated by custodial parent or guardian. We can not release your child to anyone you have not designated on your authorization release form.** The office staff will call the student to the office. No student will be released to an adult at the classroom.

## **EMERGENCY INFORMATION**

Parents are responsible for completing an Emergency Medical Form on an annual basis. **It is also the parent's responsibility to keep all information current. All changes must be made in person.** This form is sent home with each student on the first day of school.

In case of emergency, each student is required to have on file at the school office the following information:

- \* Parent(s) or guardian(s) name(s).
- \* Complete and up-to-date address(es).
- \* Home phone and parent(s) work phone.
- \* Emergency phone numbers and address(es)
- \* of at a minimum (3) friends or relatives. **Your child will be released only to the persons listed. We can not release a student to someone who is not on the list, even if we get permission over the phone.**

## **CUSTODY**

Parents have an obligation to inform the school anytime the custody of a child changes. School officials will need to see and copy court orders pertaining to a child's custody.

## **CHANGE OF ADDRESS/TELEPHONE (EMERGENCY INFORMATION)**

It is essential that every parent maintain an up to date address and telephone number on record for their child in the school office. Immediately notify the school in person if you have a change of address, telephone number, employment, marital status, sitter, or emergency contacts during the school year.

## **ATTENDANCE POLICY**

Good attendance is essential for student success. Students should attend school each day unless they are ill. If your child has a fever, unexplained rash, vomiting, diarrhea do not send them to school. There is a major difference between ill and not feeling well. On each day of a student absence, parents are asked to call the school by 9:45 a.m. stating the reason for the absence. For your child's safety parents who do not report an absence by 9:45 am will receive an automated phone call. You may call and leave a message on the answering machine prior to 8:15 a.m. **Send parent/Drs. Excuses on the day your child returns to school.** The following reasons for excused absence are established by state law and by regulations of the Ohio Department of Education:

- \* Personal illness of the student (doctors excuse may be required by school for every absence over ten days.)
- \* Quarantine of the home by local health officials.
- \* Death of a relative (limited to three days unless reasonable cause can be shown for a longer absence.)
- \* Observance of a religious holiday (consistent with the student's established creed or belief.)

**Excessive Absence** is defined as the absence of a student for more than 10 days per year. After the 10th day of absence, a student must have a doctor's excuse or the absence will be considered unexcused. Any absence after the 10th day of absence that is not excused by a doctor must be pre-approved by the principal. Students that exceed the 10 day limit may be filed upon in Juvenile Court.

**Truancy** is defined as the absence of a student for other than legitimately recognized reason for all or a part of a day when school is in session. Even when the absence occurs with parental knowledge and consent, the principal need not accept as valid the reason given for the absence. Also, a student is defined as a "**habitual**" truant if any child of compulsory school age who is absent without a legitimate excuse for five or more consecutive school days, seven or more school days in one month or twelve or more school days in a school year.

A "**chronic**" truant is any child of compulsory school age who is absent without legitimate excuse for seven or more school days in one month or fifteen or more days in a school year. Regarding "**habitual**" truants, the Board must take as an intervention strategy any appropriate action contained in the Board policy, or the Board may file a complaint in juvenile court jointly against the child and the parent. The complaint must state that the child is an "unruly child" by virtue of being a "**habitual truant**", and that the child's parent violated the School Attendance Law.

Regarding "**chronic**" truants, if the parent fails to get the child to school and the child is considered a "**chronic**" truant, the Board must file a complaint in the juvenile court jointly against the child and the parent. The complaint must state that the child is a "**delinquent child**" by virtue of being a "**chronic**" truant, and that the parent has violated the School Attendance Law.

## TARDIES/EXCESSIVE TARDINESS

**Excessive Tardiness** is defined as the student being tardy 5 days per semester without a legal excuse, such as a doctors appointment, legal appointment, religious reasons, or other emergencies or circumstances that constitute good and sufficient cause as determined by the school administration. If a child arrives after 10:00 am it is considered ½ day absent. If a child leaves before 2:30 pm, it is considered ½ day absent. **Chronic Early Pickup may result in disciplinary action.**

**\*Unexcused absences, truancy, excessive tardiness may lead to court action.**

**\*When Your Child is Going to be Absent from School...**Ohio Law ("Missing Children's Act") requires schools to contact parents when parents have not contacted the school on reason(s) for absence. The intent of this law is to notify parents as soon as possible that their child is not in school in case of kidnapping, truancy or other dangerous situations a child may encounter on the way to school without the parent' knowledge.

**YOU** can help the Ohio Law protect our students in a very simple way:

- \* **Call the school** and report your child off school and the reason why!
- \* Send a note to school upon your child's return to school.

## MAKE-UP WORK

The school is obligated to provide make-up work for **excused** absences. Students or their parents are responsible for requesting make-up work before or immediately upon the student's return to school. If the dates of absence are known in advance, the teacher should be notified and planned assignments may be given.

In requesting homework for absent students, please request when reporting absence for the day. Homework will be available at the close of the school day.

## BOARD VACATION POLICY

The board does not believe that students should be excused from school for non-emergency trips out of the district. Students who are taken out of school for trips or vacations will not be given permission to do so by the school. The responsibility for such absence resides with the parents, and they must not expect work missed by their child to be re-taught by the teacher; however, if the school is notified in advance of such trip, every reasonable effort will be made to prepare a general list of assignments for the student to do while absent. Before the trip is taken, both the teacher and the office must be notified in writing.

## DELAYS/CANCELLATION OF SCHOOL

When it becomes necessary to close or delay school due to weather conditions, the closing or delay will be communicated to the public in the following manner:

### **One Call Notifications:**

Direct call to your home telephone number. **It is essential that we have the most current phone number at which you can be reached at.**

### **Marion City School Website**

[www.marioncityschools.org](http://www.marioncityschools.org)

### **Radio Stations:**

WMRN	1490 AM
MAJIC	95.9 FM
WDIF	94.3 FM
WTVN	610 AM
WNCI	97.9 FM
WCOL	92.3 FM
WDCM	97.5 FM

**Radio Stations continued:**

WBNS	1460 AM
WBNS	97.1 FM
Sunny 95	95.0 FM
Oldies	107.9 FM
Smooth Jazz	104.5 FM
WJX	105.7 FM
WFII	1230 AM
Lite FM	93.3 FM

**TV Stations**

WCMH	TV-4	Columbus
WSYX	TV-6 & Fox 28	Channel 8
WBNS	TV-10	Columbus
ONN	TV-50	Adelphia

DO NOT CALL THE SCHOOL or the school personnel at home as the telephones are necessary in completing closing arrangements. **Please listen to the above stations.**

For DELAYS, please use the following guidelines:

**One-Hour Delay** - Doors will open at 9:15 a.m. for breakfast

**Two-Hour Delay** - There will be no morning breakfast for a two-hour delay. Students may arrive at 10:30 am.

There will be **NO MORNING PRESCHOOL!** It is very important to listen/watch these stations on inclement weather days, because there will be **NO SUPERVISION AVAILABLE BEFORE DESIGNATED TIMES!**

**EARLY DISMISSALS**

We try to avoid dismissing school early because it is unexpected and it is possible that parents may not hear the announcement.

On rare occasions, one or all schools may have to dismiss early due to weather, heating issues, electrical malfunctions, etc. If this should happen, announcements will be made on local radio stations, One Call notification will be implemented, and it will be put on the Marion City website.

During early dismissals, parents or an approved adult are encouraged to come to the school to pick up their child. Students will not be dismissed to walk home on their own. We have no way of knowing if the child can even get access to the house. If a child is not picked up at school, he/she will remain at school under the supervision of staff until the regular dismissal time.

Buses will transport students at regular time. Students who ride a school bus and are not picked up by parent or adult will remain at school until the regular dismissal time and subsequent bus pickup. Again, we cannot drop students off at bus stops and not know if they have access into their houses.

High school students who drive vehicles will be permitted to leave at the time the early dismissal is called.

## **STUDENT DRESS CODE**

The Marion City Board of Education establishes the following student dress and grooming policy which shall apply to all schools in the Marion City Schools District.

This policy is formulated to serve the following purposes:

1. To encourage young people to follow a mode of dress and grooming consistent with acceptable standards for students attending school.
2. To provide uniform guidelines for students, parents, and school personnel.
3. To facilitate a proper, safe school atmosphere and learning environment that is void of disruption of any nature.

All students shall dress and groom in a manner that displays neatness, cleanliness, decency, modesty, and respect for others. In the best interest of the educational program extreme or unusual styles are not acceptable.

Administrative and teaching personnel are charged with the responsibility of enforcing this policy. The following additional, specific limitations shall be observed.

1. The unacceptable shall include, but are not limited to, objectionable lettering, symbols, patches and/or insignia as defined by administrators charged with this responsibility.
2. Shorts for boys/girls (K-12) shall be permitted. Shorts worn by girls/boys shall be mid-thigh or longer and adhere to the standards of modesty and decency. Cutoffs, frayed shorts, tight athletic shorts, tight bike shorts will not be permitted. Good parental judgment is requested as elementary children go outside for recess all year long.
3. The waistband of shorts and pants shall be worn above the hips.
4. Sun dresses with shoulder straps will be permitted. Spaghetti straps or off-the-shoulder sleeves will not be permitted,
5. No tank tops or muscle shirts will be permitted.
6. Blouses or shirts that expose the midsection will not be permitted.
7. Skirts shall be long enough so that undergarments will not be exposed, approximately mid-thigh.
8. Undergarments will be worn at all times.
9. Open footwear is acceptable; however, bare feet will not be permitted. Students in grades K-8 must wear shoes with a strap around heel. Hosiery or socks will not be required, but are recommended. No flip-flops.
10. Hats or head coverings, except for those commonly required in religious beliefs, are prohibited in school during the school day.
11. Students will not be permitted to wear sagging pants and such items as chains, studs, or other items determined by administration to be a safety hazard to themselves or others.
12. Hair shall be well groomed. Hair shall not be colored to an extreme/or unusual color.
13. No pajama pants are to be worn.
14. No shoes with wheels.

## LUNCHROOM/CAFETERIA

The school has a closed lunch period. Students are not to leave for lunch unless the proper authorization has been given. Lunch and milk prices will be announced each year. Students buying lunches may pay daily, weekly, or monthly. Paying in advance by the week or month or payschools (see pg. 9) helps to eliminate time consuming daily collections.

**Note:** Charging Lunches - a maximum of only **THREE (3)** charges are permitted to accumulate at one time. At that time, no more lunches can be charged until the current charges are paid. The cafeteria staff will provide a commodities lunch for students that are over the (3) charge limit. **No student will go without a lunch!**

Free or reduced lunch applications are provided to all students at the beginning of the year, and are available throughout the year in the school office.

Students are required to eat either a cafeteria lunch or bring a packed lunch from home. Milk can be purchased in the cafeteria for a packed lunch. No fast food, soda pop, or carryout lunches are permitted. Glass containers are discouraged.

**IF A STUDENT IS GOING HOME, WE NEED A NOTE FROM A PARENT.**

### LUNCH RULES:

1. Sit at your assigned table.
2. Do not leave your table unless you have permission from the supervisor.
3. Raise your hand, and wait patiently for assistance from the supervisor.
4. Keep milk cartons, food and waste paper on the tray .
5. The supervisor will dismiss each table in an orderly fashion.
6. Keep the cafeteria lines orderly -- single file.
7. Empty all debris from trays into trash cans.
8. Pick up and clean up any food or milk you drop or spill.
9. All food and milk must be consumed in the cafeteria, including candy.
10. Follow all directions the first time they are given.

## We Encourage You to Pay Ahead

Dear Parents:

Thanks to our tremendous technology department, all Marion City Schools are able to provide a computerized point of sale system in our cafeterias. This system protects the identity of those students who are receiving free or reduced priced meals. Every student goes through the line and gives either their name or ID number and only the cashier knows the status of each student.

The system also enables students to pay ahead for a week, a month, or as far ahead as they desire. The cash is deposited in the students account and works just like a debit card. Each time the student eats lunch the money is deducted from his/her account. A history of each student's activity will be stored in the computer and is available at any time by asking the Cook Manager or calling the Food Service Office at 223-4423.

We enjoy being of service to you and your student and hope you will take advantage of this opportunity as much as possible.

As a reminder, the Board Policy for lunch charges in the elementary buildings is a limit of three days. After three days the cooks will serve your child a peanut butter sandwich or nutrition bar and milk so that they do not go without lunch, but the charges must be paid.

## **PAYSCHOOLS**

It's the mark of our times: the merging of the Internet with our day-to-day business. The Marion City School District is among the first school systems in the country to bring that convenience to parents by offering a new online payment processing system, PaySchools.

Through this system, parents can access PaySchools through the schools website and pay for school-related fees and products online, either by MasterCard, Visa, or Discover cards. The parent will immediately receive an e-mail receipt confirming his or her purchase(s). PaySchools does not save or store bank or credit card information to ensure privacy and security for users.

PaySchools offers parents the ease of being able to make purchases 24 hours a day/ 7 days a week, the security of knowing the school has received payments, the protection of sensitive account information( credit card and bank account numbers are not stored in the dataqbase), and the convenience of having records of purchases and payments available online.

For more information about PaySchools, contact Hueston Lauderman, Assistant Treasurer @ 223-4407 or visit the district's website at: <http://www.marioncityschools.org>

## **FEES**

Student fees are \$50.00 per year. They may be paid by cash, check, or Payschools (see above). Payments may be arranged through the school office. **Fees that are not paid are accumulative and must be paid before a child can graduate.**

## **RECESS POLICIES**

Weather permitting, students are given outside recesses each day. Decisions to have outside recess during cold weather depend upon a 25 degree temperature or a 25 degree wind chill factor. Students should always dress for outside recess. All students must be on the playground during recess.

Students will have supervised free time indoors on days when bad weather prevents outside activities.

## **GENERAL PLAYGROUND RULES**

### **Basic Rules**

- Stay within assigned areas
- Follow directions the first time given.
- No lanyards will be won on playground(for safety)
- Keep all hands and feet to self
- No jumping off equipment
- Do not misuse playground equipment
- Do not stand on equipment that is off the ground and unsecured
- No playing tag on equipment
- No radios, skateboards, roller blades or skates
- No gum or food on playground
- No fighting, tackling, or foul language

## **ELECTRONIC DEVICES**

Electronic Devices such as CD players, game boys, mp3 players, ipods, etc. are not to be brought to school. Such items will be confiscated until parents pick them up in the office. Trading cards, jewelry, and other items of value should not be brought to school

## CELL PHONES

1. Bringing cell phones to school is discouraged
2. Must be stored in a book bag and turned off during the school day
3. Visible phones will be confiscated by the teacher and the parent will need to pick it up
4. School is not responsible if they are lost or damaged

**\*\*Cyber bullying such as text messages, facebook or similar, that impacts the school setting is prohibited and will be treated as bullying per handbook description.**

## SEARCH AND SEIZURE

The Marion City Board of Education, in compliance with the Ohio Revised Code, addresses the issue of student lockers and personal items: "The right of inspection of student's school lockers or articles carried upon their person or vehicles parked on school property is inherent in the authority granted school boards and administrators and should be exercised so as to assure that the school, in exercising its "in loco parentis" relationship with their children, will employ every safeguard to protect the well being of those children. Nevertheless, the exercise of that authority places unusual demands upon the judgment of school officials. Therefore, that authority is to be exercised sparingly .... to aid in the educational process, preserve discipline and good order, or promote the safety and security of persons and their property within the area of educational responsibility."

## PEDICULOSIS HEAD LICE

Occasionally we have reports of head lice. The only way to eliminate this nuisance is for you to **check** regularly and treat when necessary. Parents/guardian are the most important means of controlling this health problem. To treat this problem effectively, we will allow one (1) day of absence per occurrence.. We do not want this to be an ongoing attendance problem for your child. We want your child back in school as soon as possible. If you have concerns about how to treat and eradicate this pest from your home, please set up a time with the nurse/office, and we will try to assist to the best of our ability. **Before students will be readmitted to school, a parent/guardian must accompany the student to school for a recheck after treatment.**

## **NURSE/HEALTH ISSUES**

A school nurse is shared among other schools in the district. The nurse coordinates the screenings within the building and provides needed in-services. The nurse is also responsible for making sure student health records are current. The nurse is also on call as needed throughout the district.

### **Fever Policy**

It is the recommendation of the ODH (Ohio Department of Health) and our School Physician that a temperature over 100 degrees Fahrenheit be considered a fever. A fever is your body's natural way of dealing with an infection. If a student has a temperature greater than 100 degrees Fahrenheit, he or she will be sent home from school. This is not only to give the student time to return to a healthy state, but also to protect other students and school faculty from becoming sick as well. The student should not return to school for 24 hours AFTER their temperature has returned to normal (98.6 degrees) without the use of fever reducing medications such as Tylenol or Ibuprofen. The child's exposure to others should be limited while they have a fever and they should cough into their elbow and wash their hands frequently. Hand washing is the best prevention for spread of infections and germs.

## **PRESCRIPTION MEDICATION**

Students must have a completed "Physician's/Parent's Request For The Administration Of Medicine By School Personnel" form on file in the school office. This form must be completed by both the physician, who prescribed the medication, and the parent/guardian of the student prior to school personnel being permitted to administer medication. A new form must be completed by the physician and the parent/guardian if there are changes in the dosage or times of administration of medicine. **Parents are to personally deliver all prescription medication to the office at school.** Medication is to be in the original prescription container with the student's name, date, medication name, and dosage on the container label. It is the responsibility of the parent to refill all prescriptions as needed. If a student requires the same medication at home, most pharmacies will provide an extra pill bottle with a duplicate label. Any medication left beyond one week after school closes will be destroyed.

## **EMERGENCY MEDICATIONS**

Some students have medical conditions that may require immediate administration of emergency medication. Examples include bee sting allergy, diabetes, etc. Information regarding special circumstances for administration of the prescription medication must be noted by the physician under "specific instructions for administration" and "other special instructions" on the physician's portion of the medication form. This is for the safety of the student so school staff will be aware of possible life-threatening situations.

## **ASTHMA INHALERS**

Students are authorized to possess and use a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms; these may be used before exercise to prevent the onset of asthmatic symptoms. This may occur only if a physician has indicated the need on the "Physician's/Parent's Request For The Administration Of Medication By School Personnel" form. This form includes all the information listed in the prescription medication form plus information specific to the self-administration of asthma inhalers.

## FIELD TRIPS

The following policies shall govern all school trips:

1. Permission slips (with emergency telephone numbers) signed by parents/guardians must be collected by the teacher and taken on the trips (also, Emergency Medical Cards need to be taken on the trip)
2. All school rules must be followed.
3. Faculty members are in charge of all students.
4. Students who misbehave or whose conduct tends to reflect poorly on the school may be denied the privilege of future trips, and/or other appropriate disciplinary action may be taken.
5. It may be necessary to charge a fee for the trip.

## LIBRARY

The library is open every day for students and staff. Students come to the library for half an hour each week with their homeroom. During this time, the students are instructed in the use of the library and are given an opportunity to select a book. The library also provides media services such as: televisions, VCR's, cassette players, DVD's overheads, etc. We also have many reference materials available for student use. Parents are welcome to visit our library! **All books are borrowed for a one week period. Any overdue book will have some type of consequence. No student will be allowed to check out another book if he/she has an overdue book or owes a fine for lost materials.**

## MEDICAL INSURANCE

In case students are injured, (playground, gym, etc.) the Marion City School System does not carry medical/hospitalization insurance. If you do not presently have some type of medical insurance coverage for your child, we have a plan that is offered exclusively to students. If you are interested in this policy, we can provide you with the information of how to obtain this policy. This policy and coverage is available at a very reasonable rate. It will protect your child coming to, while at, and going home from school. The insurance application forms and checks should be mailed directly to the company in the envelop provided.

## SEX OFFENDER NOTIFICATION

On July 1, 1997, a new law went into effect concerning Sex Offender Registration and Notification. Under that law, convicted sex offenders must register for a period of time with their local county sheriff. Sex offenders are classified as 1) sexually oriented offenders, 2) habitual sex offenders, and 3) sexual predators.

The Sheriff is required to notify the superintendent of each board of education, elementary principal, or licensed preschool program when a sexual predator or a habitual sex offender moves into a specific geographic location.

We will notify you immediately when the Sheriff gives us such information. Under the law, the Sheriff can provide us with the offender's name, address, physical description, photograph, and the offense for which that person was convicted. Our staff will be told all this information. If they see the offender nearby without any apparent legitimate purpose, or if the offender otherwise creates concern for the safety of children or students, we will report to law enforcement.

We hope that we will not need to activate these steps, but we want to keep you informed.

We will not be authorized to give the public details that we receive from the Sheriff about the offender. However, under the law, certain information about the offender is public record. It would be open to your inspection by contacting the Marion County Sheriff's Office.

## **STUDENT CONDUCT CODE**

### **Part I - Rights and Responsibilities:**

The Marion City Schools Board of Education shall, in compliance with State Law, provide for the educational opportunity of all its students. All students have the right to avail themselves of all educational resources necessary to receive an education.

In the process of pursuing their education, students have the responsibility not to interfere with the rights of others who are pursuing the same educational opportunities. Students shall accept the responsibility to conduct themselves according to the rules, regulations and provisions governing the operations of these programs. Students must conform to these rules, regulations and provisions and accept direction from authorized school personnel. Also, the Board will not tolerate excessive truancy.

The Board has "zero tolerance" of violent, disruptive, or inappropriate behavior by its students. A student will not act in a way which may cause injury to, or the loss or damage to the property of others. Students shall act in compliance to all laws and ordinances with regard to their conduct toward the person or property of school officials, employees or other students.

### **School-wide Rules**

1. Show respect to everyone. Signs of disrespect shall include mouthing off, facial expressions, hand gestures, and cursing.
2. No fighting, which includes shoving or hitting or instigating a fight.
3. No disruptions which include being out of seat at inappropriate times or talking during announcements. Rocking in a chair, bothering other classmates, eating gum or candy without permission in class, or using personal hygiene items during class time will also be considered a disruption.
4. In the hallways, all students are expected to move without talking or running. Students should walk in a single-file line, without touching others.

### **Part II**

### **RULES OF CONDUCT**

An environment that provides equal opportunity for all and permits the teaching-learning process to proceed in a successful manner is the objective of all school personnel. School staff members will make every effort, individually, collectively, and cooperatively, with appropriate self-discipline standards. However, in the absence of self-discipline, the superintendent, any administrative personnel, or any teacher of the Marion City Schools is authorized to take certain actions reasonable, desirable, or necessary to help any student to further school purposes or to prevent an interference with the educational process.

Some behavior is much more serious than other behavior and requires different approaches and clearly defined actions. Reprimand, detention, referral to special personnel, in school suspension, opportunities school, out of school suspension, expulsion, and parent conferences are all devices available to school personnel in dealing with pupils involved in school discipline problems. Any and all techniques will be used. However, certain acts of misconduct will subject the student to suspension or expulsion from school.

The following violations may carry from one to ten days suspension for disrupting the educational process by refusing to follow the normal rules of behavior as prescribed for the Marion City Schools. Only out of school suspensions and expulsions are able to be appealed.

## SUSPENSION

Disrupting the educational process may be defined as, but not limited to the following:

1. Fighting or intent to harm another individual.
2. Using profanity or the use of obscene gestures.
3. Writing profanity on school or personal property.
4. Bullying/Cyber-Bullying/**Sexting**\*\*/sexual harassment.
5. Disobedience, back talk, insubordination, and disrespect.
6. Not complying with school dress code.
7. Failure to serve an assigned detention.
8. Continued tardiness, lack of cooperation, or truancy.
9. Gambling.
10. Posing a physical threat towards others.
11. Making verbal threats, written threats, and/or making threatening gestures. Making indirect threats through others.
12. Destruction of private or public property.
13. Theft.
14. Unauthorized use of fire alarms or fire safety equipment.
15. Smoking and/or possession of tobacco, or a tobacco substance on school grounds.
16. Leaving school grounds without permission.
17. Possession of, or use of, alcohol,\*drugs, look-alike drugs, or other mind altering substances.
18. Carrying a weapon or any form of ammunition, including fake weapons or ammunition.
19. Repeatedly disobeying the building and classroom rules.
20. Racial or Harassing Comments\*

\*Drugs are defined as narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, and marijuana.

\*\*Cyber bullying such as text messages, facebook or similar, that impacts the school setting is prohibited and will be treated as bullying per handbook description. **Sexting is the act of sending sexually explicit messages or photographs, primarily between mobile phones or emails.** **Bullying/Harassment: A student shall not cause another student to feel emotionally or physically unsafe at school by repeatedly and continually negative actions. Bullying includes:teasing, name calling, starting or passing on rumors, hitting, writing in "slam books", throwing objects at or other actions that cause intimidation or alienation. This includes all forms of bullying via electronic media which may impact the school environment. Harassment that occurs off school grounds wherein the effects carry into the school environment will not be tolerated. This also includes violence within a dating relationship(ORC. 3313.666).**

## EXPULSION

Major acts of misbehavior will be recommended to the superintendent for expulsion. They may be defined as,but not limited to the following:

1. Theft or vandalism.
2. Illegal sexual behavior.
3. Rape.
4. Physical assault.
5. Indecent exposure.
6. Possession of, or sale of, \*drugs, look-alike drugs, alcohol, or other mind altering substances.
7. Carrying a weapon or bringing a weapon to school.

## **CLASSROOM CONDUCT:**

### ***CARD SYSTEM:***

The system outlined below is a general guide. **Principals may modify as warranted.**

Procedure: Classroom infractions results in a “card pulled” during classroom routine.

The students begin with a green card each day.

The second card is yellow which results in a warning.

The third card is red which results in a 30-minute noon/recess detention.

The fourth red card and beyond will result in progressive discipline as determined by the principal.

## School Bus Regulations

Safety and efficiency are considered in all phases of the operation of our transportation system. Each bus driver is charged with the responsibility and given the authority to control the discipline of his/her bus. Any student reported to his building principal for having disobeyed bus regulations may have riding privileges suspended or discontinued. This list of rules is taken from the Marion City Schools Board Policy Manual.

The following rules shall govern students' conduct while at pickup points:

1. Students should arrive at their pickup point approximately five minutes prior to the scheduled arrival of the bus.
2. As a safety issue, students shall go to the designated spot( as determined by bus driver) and remain until the bus leaves. Students must respect the property of others at all times.
3. Students shall keep their hands, arms, and heads inside the bus.
4. There shall be no roughhousing, shouting, or throwing things on or out of the bus.
5. There shall be no eating, drinking, or littering on the bus.
6. There shall be no objects brought aboard the bus that could endanger people or property.
7. There shall be no tampering or destruction of bus property or equipment including safety or emergency devices.
8. There shall be no rude, abusive, or annoying conduct that would affect the safety and well being of others.
9. Students shall be quiet at railroad crossings.

**10. Suspension of riding privileges shall be determined by the principal.**

**After the second violation student may be suspended from bus riding privileges anywhere from one to ten days. Continued violations could result in the suspension of bus riding privileges anywhere from one to ten days. Continued violations could result in the suspension of bus riding privileges for the remainder of the semester or year.**

**BUS DISCIPLINARY ACTION  
MARION CITY SCHOOLS**

1<sup>st</sup> and 2<sup>nd</sup> Violations – warning

3<sup>rd</sup> Violation – 3 days off the bus

4<sup>th</sup> Violation – 5 days off the bus

5<sup>th</sup> Violation – 10 days off the bus

6<sup>th</sup> Violation – Suspension of bus privileges for remainder of semester

A student who loses bus privileges in the first semester will start at the 4<sup>th</sup> violation level in the second semester.

*Requests for Teacher and Paraprofessional Qualifications*

**As part of the *No Child Left Behind Act of 2001*, you may request information regarding the professional qualifications of your child’s classroom teacher(s). Your inquiry may include if the teacher has met state licensing requirements for the grade level and subjects they are teaching; if the teacher is teaching under emergency or provisional status; the teacher’s college degree major, graduation certification, and their educational field of discipline; or if your child is receiving Title 1 services from a paraprofessional (and if so, their qualifications). If you wish to request this information, please contact our school office.**

*Parent Information and Resource Centers*

**The Ohio PIRC (Parent Information and Resource Center) provides parents, families, students, educators, and the community with information, resources, and training as mandated by the *No Child Left Behind Act*.**

**The Columbus Urban League in partnership with the Columbus Public Schools and the U.S. Department of Education Office of Innovation and Improvement is offering support for parents, families, and professionals to learn about “*No Child Left Behind*” legislation, Ohio’s Academic Content Standards, and the importance of family involvement in schools.**

**Ohio PIRC also provides services statewide to parents, families, schools and organizations through training, information and referrals, educational/social service consultation, and support for family involvement.**

**Visit the Ohio PIRC website at: [www.phiopirc.org](http://www.phiopirc.org)**

The Marion City Schools believes that parent involvement is important to student achievement and provides services and support of parents through its efforts with parent organizations and partnerships.

**“Parental Involvement” – means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including:**

- playing an integral role in assisting in their child’s learning,
- being actively involved in their child’s education,
- becoming full partners in decision-making and on advisory committees.

**Commitments:**

**The Marion City School District will:**

- put into operation programs, activities, and procedures for the involvement of parents in all of its schools (with Title I, Part A programs).
- encourage parents to be a part of the decision making process.
- incorporate this Parental Involvement Policy into its educational plan.
- **provide opportunities for the participation of all parents (including those with limited English proficiency, disabilities, and parents of migratory children).**
- provide opportunities to involve parents in decisions about how funds reserved for parental involvement activities are spent.

**Provide parents with information or training on the following:**

- State’s Academic Content Standards (guidelines on what should be taught in every classroom at different grades).
- State and local academic assessments.
- requirements of the federal No Child Left Behind Act (January, 2001).
- how to monitor their child’s progress, their school’s adequate yearly progress (AYP), and how to work with educators.
- information on parenting, communicating, volunteering, learning-at-home, decision making, and collaborating with the community.

Provide staff development on how to reach out to, communicate with, and work with parents as equal partners.

Take actions to ensure that information related to the school and parent programs, meetings, and other activities is sent to the parents of participating children in an understandable and uniform format.

**Provide materials, training, and programs to help parents work with their children to improve their children’s academic achievement and success.**



## STUDENT COMPUTER/ON-LINE SERVICES

The following guidelines and procedures shall be observed by students who are specifically authorized to use the District's computers or on-line services.

1. All use of the Internet must be in support of education and research and consistent with the purposes of the schools.
2. Use of the network to facilitate illegal or commercial for profit activity is prohibited. The administration reserves the right to monitor any computer activity and on-line communications for improper use. District owned equipment and services may be monitored at any time by the superintendent or his/her designee for its appropriate use.
3. The use of profanity, obscenity or other language, which may be offensive, is prohibited. Illegal activities are strictly forbidden.
4. Unless directed, at no time should anyone reveal their last name, personal home address or phone number or those of other students or colleagues.
5. Unless directed by a teacher, students are not permitted to use electronic mail (e-mail) while on district computers. Note that e-mail is not guaranteed to be private. People who operate the system do have access to all messages relating to or in support of illegal activities and such activities may be reported to the authorities.
6. Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage software components of a computer or computer network is prohibited.
7. Use of the network to access, send obscene or pornographic material or develop such materials is prohibited.
8. Users shall not view, download or transmit material that is threatening, obscene, disruptive or sexually explicit or that could be construed as harassment or disparagement of others based on their race, national origin, citizenship status, sex, sexual orientation, age, disability, religion or political beliefs.
9. The network should not be used in such a way that it disrupts the use of the network by others and hardware or software may not be destroyed, modified or abused in any way.
10. Users shall not use the system to encourage the use of drugs, alcohol or tobacco nor shall they promote unethical practices or any activity prohibited by law or Board policy.
11. Copyrighted material may not be placed on the system without the author's permission.
12. Vandalism results in the cancellation of user privileges, in addition to other appropriate disciplinary action. Vandalism includes uploading/downloading any inappropriate material, creating computer viruses and/or any malicious attempt to harm, change, or destroy equipment or materials or the data of any other user. Parent/guardian may be held financially responsible for such vandalism and/or malicious destruction.
13. Users shall report any security problem or misuse of the network to the teacher, principal, or immediate supervisor.
14. Use of computer and/or network is not for financial gain or for any commercial or illegal activity.
15. Rules and regulations of on-line etiquette are subject to change by the administration.
16. In an effort to conserve resources, students should only print when directed by their teacher.
17. The student in whose name an on-line service account is issued is responsible for its proper use at all times. Users shall keep personal passwords, home addresses and telephone numbers private. They shall use this system only under their own account numbers.

## MARION CITY SCHOOLS HAND WASHING PROCEDURES

Studies have shown that hand washing and personal hygiene are the most important measures a person can use to prevent illness and communicable disease. Many germs can live for long periods on tables, counters and other hard surfaces. Hand washing with soap and warm water for a minimum of twenty (20) seconds, paying close attention to the surfaces between the fingers and on the back of the hands, is best for removing dirt and germs. The proper use of hand sanitizers is also useful in controlling the spread of germs.

It is recommended and strongly suggested that students and staff will wash their hands with soap and water:

1. After using the restroom
2. Before and after eating
3. If their hands are visibly soiled
4. If the student or staff member has encountered chemicals or other items, such as soil, in a science lab, art room, vocational facility or other educational venue that soils hands
5. If the student or staff member encountered chemicals during cleaning the school environment
6. After cleaning animal habitats or handling animals
7. Before and after each task when preparing food in any class such as family science or an integrated class
8. After athletic practices and games
9. If the student or staff member has encountered bodily fluids (e.g. blood, nasal discharge, mucous from coughing, etc)
10. After recess
11. After sneezing or coughing

When soap and water are not available and hands are not visibly soiled, CDC guidance adds that alcohol-based, waterless disposable hand wipes or gel sanitizers may be used in place of hand washing on most occasions. Not all sanitizers are effective; however, a 60 percent minimum alcohol concentration is necessary to kill most harmful bacteria and viruses.

Hand washing signs will be posted at all rest rooms and/or hand sinks.

Soap, warm water and towels or an air dryer will be located at all hand washing areas.

The school will provide education in hand washing and hand hygiene at least once every school year.

**COMPUTER NETWORK AND STUDENT HANDBOOK AGREEMENT FORM\***

**Student's name:** \_\_\_\_\_

**School** \_\_\_\_\_ **Teacher** \_\_\_\_\_

**Home Address** \_\_\_\_\_ **City** \_\_\_\_\_ **State** \_\_\_\_\_

I hereby apply for a student account on the District computer network. I have read and I understand this computer policy and its guidelines and regulations and agree to abide by all of the rules and standards for acceptable use stated therein. I further state that all the information provided for the creation of this account is truthful and accurate. I have also read the student handbook and agree to abide by all of the rules and regulations stated in the handbook.

**Student Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

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**PARENT PERMISSION FORM**

Dear Parent/Guardian:

Marion City Schools would like to showcase student projects and activities by publishing items to the World Wide Web. Some of the projects and activities will take the form of short videotapes, artwork, written assignments, or presentations that can be viewed as part of Marion City Schools' Web Site ([www.marioncityschools.org](http://www.marioncityschools.org)).

At times during the year, we would like to use samples of student work to showcase student creativity and achievement. Your child's work may be included in these samples. No last names will be used during the videotaping and no last names will appear on any materials that are used. The Marion City Web Site will not be used for commercial purposes.

This form will be used to document your permission for these activities. Please check the appropriate box and sign below.

I am the parent/legal guardian of the child named above. I have received and read your guidelines regarding Marion City Schools' Computer/On-Line Services, and agree to the following:

**Internet** (please check the appropriate box below)

I **Do** give permission to the Marion City Schools to issue internet access to my child while at school pursuant to the board policy.

I **Do Not** give permission to the Marion City Schools to issue internet access to my child while at school pursuant to the board policy. They are permitted to use computers at school as long as they are not permitted to access the internet.

My student is not permitted to use computers while at school.

**Photographs:** (please check the appropriate box below)

I **Do** give permission to Marion City Schools to photograph or videotape my child in the classroom to be used in any newspaper, brochures, flyers and web publishing on the Marion City Schools' Web Site as he or she participates in classes conducted at school.

I **Do Not** give permission to Marion City Schools to photograph or videotape my child in the classroom to be used in any newspaper, brochures, flyers and web publishing on the Marion City Schools' Web Site as he or she participates in classes conducted at school.

**Student Work:** (please check the appropriate box below)

I **Do** give permission to the Marion City Schools to reproduce materials that my child creates as a part of classroom activities and publish those materials in the newspaper, brochures, public displays, and on the district web site.

I **Do Not** give permission to the Marion City Schools to reproduce or display materials that my child may create as a part of classroom activities.

**Handbook**

I have read the student handbook and will assist my student with understanding the rules and regulations by which they are to follow as a student.

**Signature of Parent or Guardian:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\* Form to be completed annually