

Marion City Schools
Student Handbook
2018-2019



Inspiring a Community of Achievement

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MARION CITY SCHOOLS

420 Presidential Drive, Suite B

Marion, Ohio 43302

740 - 223 - 4400

www.marioncityschools.org

Disclaimer: This Parent Handbook & Reference Guide is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines are incorporated by reference into the provisions of this Handbook. The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Parent Handbook & Reference Guide since it was printed in August 2018. If you have questions or would like more information about a specific issue or document, contact your school principal or access the document on the District's website: <https://www.marioncityschools.org> for finding a specific policy or administrative guideline in the Table of Contents for that section.

2018-2019 School Calendar

August 16-17	New teacher orientation
August 20	Waiver Day - No school for students
August 21	Convocation Day - No school for students
August 22	Staff Development
August 23	First day for students
September 3	Labor Day - No school
September 7	Popcorn Friday - No school for students
September 12	Early release begins and continues until May 15, 2019
October 19	End of Quarter 1/COTA Day - No school for students
October 22	Waiver Day - No school for students
November 1	Parent/teacher conferences - K-8/HS evening
November 5	Parent/teacher conferences - HS evening
November 8	Parent/teacher conferences - K-8 evening
November 21	Conference exchange day - No school
November 22-23	Thanksgiving vacation - No school
December 21	End of Quarter 2/End of first semester
Dec. 24-Jan. 3	Winter break - No school
January 4	Waiver Day - No school for students
January 7	School resumes
January 21	Martin Luther King Jr. Day - No school
February 15	No school
February 18	Presidents' Day - No school
February 28	Parent/Teacher Conferences K-8 evening
March 1	Parent/teacher conferences K-8 morning
	Conference Exchange - No school for K-8 students
March 4	No school
March 15	End of Quarter 3
M	
April 19-23	Spring Break - No school
May 26	Senior Commencement (2 p.m.)
May 30	End of Quarter 4 - Last day for students
May 31	Teacher report day

Marion City Board of Education Members

Ted McKinniss, President
 Leslie Schneider, Vice President
 C. Gary Iams
 Steve Williams
 Mike McCreary

Marion City Board of Education Meetings

All Board meetings are held on Monday evenings at 6:00 pm in the Media Center at Grant Middle School (420 Presidential Drive, Marion, Ohio 44302) unless a location change is announced.

Remaining 2018 Meetings

September 4	September 17	October 1
October 15	November 5	November 19
December 3	December 17	

NOTE: 2019 school board meetings will be announced in January

Kindergarten Student Assessments

Kindergarten registrations will be during the week of April 30 - May 4. Students will have the Kindergarten Readiness Assessment on August 23 and 24. Students will then have staggered start on August 27 and 28. The first regular school day for Kindergartners is Wednesday, August 29. Please call Debbie Nagel at 740-223-6779, if you have any questions.

Marion City School Test Dates		
Assessment	Grade	Date
August		
Kindergarten Screening	KG	April 30 - May 4
Kindergarten Readiness Assessment (KRA)	KG	Aug. 23 -24
NWEA MAP	K - 8	Fall Testing
September		
October		
ACT	HS	To Be Determined
WorkKeys	HS	To Be Determined
Ohio State Tests: 3rd Grade ELA	3rd	Oct. 22 - Nov. 2
November		
December		
OST: End-of-Course	HS	Dec. 3 - Jan. 11
NWEA MAP: Math, Reading, Science	K-8	Winter Testing
HS Exams/WebXam	8-12	December 20 - December 21

January		
WebXam	HS	To Be Determined
February		
AASCD Window	K - 12	February 18 - April 12
OELPA	K - 12	February 4 - March 29
ACT	HS	To Be Determined
WorkKeys	HS	To Be Determined
March		
NWEA MAP: Math, Reading, Math OST: ELA	K-8 3rd - HS	Winter Testing March 25 - April 26
April		
OST: Mathematics, Science, Social Studies	3rd - HS	April 1 - May 10
May		
Final Exams	8th - 12th	May 29 - May 30
June/July		
OST: 3rd Grade ELA	3rd	July 8 - July 12
OST: High School End-of-Course	9th - 12th	July 15 - July 26

School Buildings and School Day

Elementary Schools

9 a.m.-3:30 p.m. (Doors open at 8:30 a.m.)

Benjamin Harrison <i>Principal Leah Filiater</i>	625 Brightwood Ave.	740-223-4999
William McKinley <i>Principal Matt Holsinger</i>	925 Chatfield Road	740-223-4600
William H. Taft <i>Principal Marianne Bailey</i>	1000 Robinson Road	740-223-4500
George Washington <i>Principal Scott Curtis</i>	400 Pennsylvania Ave.	740-223-3883
Rutherford B. Hayes <i>Principal Michelle Howard</i>	750 Silver Street	740-223-4950
James A. Garfield <i>Principal Leah Ann Childers</i>	1170 Brookside Drive	740-223-4444

Middle School

8:02 a.m.-3 p.m. (Doors open at 7:52 a.m.)

Grant Middle School <i>Principal Kirk Ballinger</i>	420 Presidential Drive	740-223-4900
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High School

7 a.m.-5 p.m. (Doors open at 7:00 a.m.)

Harding High School <i>Principal Jennifer Musbach-Wellman</i>	1500 Harding Highway East	740-223-4700
Rushmore Academy Program <i>Principal Jennifer Musbach-Wellman</i>	2222 Marion-Mount Gilead Road	740-387-2043

EARLY DISMISSAL

MCS has early dismissal on every Wednesday starting in the middle of September through the end of the school year (see school calendar for specific start dates). All schools dismiss 40 minutes early on these days (High School 1:50 pm, Middle School 2:20 pm, Elementary 2:50 pm).

INTRODUCTION
LETTER FROM THE PRINCIPAL

Dear Student,

On behalf of the entire staff, we take great pride in welcoming you to Marion City Schools, Home of the Presidents! We are looking forward to working with each and every one of you as we embrace the new school year, continue to build on a tradition of academics and provide a positive learning experience.

We encourage all of you to get involved and to contribute as we continue to create a culture of EXCELLENCE. Many doors will open for you creating endless opportunities during your school years at MCS. Take the initiative, make an impact, stay active, and continue to challenge yourself as a learner. Take advantage of your years at MCS because the mark you make now will create memories that will last a lifetime. This is your school --- take pride in yourself, your class and your community. We encourage you to join us in inspiring a community of achievement.

Marion City Principals
#PrexyNation #Werprexies

FOREWARD

The Marion City School (MCS) Student Handbook was developed to answer many of the commonly asked questions that you and your parents/guardians (p/g's) may have during the school year and to provide specific information about certain board policies and procedures. Please take time to become familiar with the important information contained in this Handbook and keep the Handbook available for frequent reference by you and your p/g's. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or the building principal. This handbook replaces all prior handbooks and other written material on the same subjects. If any of the policies or administrative guidelines referenced herein are revised, the language in the most current policy or administrative guideline prevails. Copies of current board policies and administrative guidelines are available from the building principal and are on the district's website.

MISSION STATEMENT

INSPIRING A COMMUNITY OF ACHIEVEMENT

VISION STATEMENT

- Providing an innovative and rigorous instructional model to ensure each student's academic and personal development.
- Collaboratively establishing a safe, respectful and caring environment that promotes student learning.
- Establishing processes to communicate and collaborate effectively with stakeholders.
- Managing and prioritizing human and financial resources effectively to meet district goals.

MARION CITY SCHOOLS FOUR PILLARS

Marion City Schools developed its four pillars to support its vision, namely how to provide a rigorous and innovative instructional model that prepares students for college and/or careers. The four pillars are:

- Leader in Me
- Next Generation Learning Environments
- Literacy Collaborative
- Diploma Plus Acceptance

Each pillar incorporates research-based strategies and community input.

The Leader in Me

Parents and business leaders encourage the district to not only focus on improving test scores but to also provide opportunities for students to reach their full potential. That is the philosophy behind our implementation of The Leader in Me process district-wide as we empower students to be leaders.

The Leader in Me is based upon Stephen Covey's *7 Habits of Highly Successful People*, broken down in a way that students can understand. The 7 Habits are:

- Be proactive
- Begin with the end in mind
- Put first things first
- Think win-win
- Seek first to understand, then to be understood
- Synergize
- Sharpen the saw

The leadership skills we hope our students to master are responsibility, accountability, communication and teamwork.

Next Generational Learning Environments

Next Generational Learning Environments allow our teachers to design their classrooms to customize student learning opportunities and enable our students to assume ownership of their learning. We are teaching math classes in a station rotation model in which students rotate through stations using adaptive curriculum, project-based learning and small group direct instruction methods.

We also launched a middle school STEM lab where all of our 6th-grade students take coding classes and our 6th through 8th graders are exposed to robotics and pre-engineering classes.

Literacy Collaborative

Literacy Collaborative is a nationally recognized comprehensive literacy model based on the award winning work by reading experts Irene C. Fountas and Gay Su Pinnell in collaboration with teachers and university teams at The Ohio State University. We have developed school leadership teams led by literacy coaches who have significant training at the primary and intermediate level. We are implementing a comprehensive instructional literacy framework that has tiered instruction to meet the needs of all learners.

Diploma Plus Acceptance

We recognize that we have a 20-60-20 paradigm. About 20 percent of our students remain in college a year after high school and 20 percent of our students earn an industry credential. About 60 percent of our students are under-employed and have been trained for industries that no longer thrive in Marion.

Diploma Plus Acceptance prepares our students for success after high school. The acceptance includes acceptance to:

- A two- or four-year college or university

- Adult education or internship program
- The military
- A high paying in-demand job

We have specifically designed our pathways and clusters around the high-demand jobs and opportunities that exist in Marion County and within a 30-mile radius.

ALMA MATER

Harding High School, our devotion
grows with each succeeding year.
Proudly now we lift our voices,
in a mighty cheer!

Harding High School, Alma Mater
Old and young repeat the cry,
Louder, stronger, swells the chorus,
Harding, Harding High!

Indian Mound sends back the echo
Rolling through the boundless sky!
Honor to thee, live forever!
Our beloved Harding High.

SCHOOL SPIRIT

Marion City School colors are red and black and the nickname used in athletics is the “Presidents,” “Prexy” or “Prexies”.

DISTRICT INFORMATION SOURCES AND EMERGENCY COMMUNICATIONS

Marion City Schools offers a variety of ways to keep up with important news and information on our school district.

Website: The district’s website is www.marioncityschools.org and it offers a wealth of information about Marion City Schools, including school closings and delays, different academic programs, Board of Education meeting minutes, Top News and Announcements and opportunities for students and/or families. In the case of an emergency, we will post updates on our website.

Social Media: Follow the district on Facebook at: <https://www.facebook.com/Marion-City-Schools-204036232960666/> and Twitter @MCSPresidents

One Call: An Automated Telephone Announcement System will notify you of important messages from the school (delays, closings, absences and emergencies). It is extremely important that we have accurate phone numbers on file so that we are able to reach you in the case of an emergency. Please contact the school if your phone numbers and/or address change.

PROCEDURE FOR NOTIFICATION OF AN EMERGENCY

The procedure outlined below will be used to notify (p/g's) and households in the event of a threat or emergency as determined by the administrator that compromises the safety of school property, students, employees, or administrators. Pursuant to 3313.536 of the Ohio Revised Code, threats to the school involving an act of terrorism; a person possessing a deadly weapon or dangerous ordnance on school property; or other acts of violence that will require a building to be secured or rapidly evacuated will be notified in the following manner:

Before an incident occurs:

- (1) A p/g should register a phone number for their student to receive one calls and/or text message alerts. This can be done at the District Welcome Center located at 910 East Church Street, Marion, Ohio or at your child's building. The Welcome Center phone number is: 740-387-3300.
- (2) Familiarize yourself with the district website. Safety protocols as well as other useful information can be found there. The district website is marioncityschools.org
- (3) Information can also be found on social media such as Facebook and Twitter.
- (4) Memorize and share with other family members that in the event of an incident that requires evacuation of the building, your student will be transported to the Marion County Veterans Memorial Coliseum located at 220 East Fairground Street, Marion, Ohio
- (5) If your phone number or address changes, be sure to update this information with the district immediately. This can be done at the Welcome Center or your child's building. *This information may affect emergency contact messaging as well as transportation to and from school. Be sure to tell the Welcome Center staff if bussing changes need to be made.*

After an incident occurs:

- (1) Marion City Schools will notify the appropriate law enforcement personnel or emergency responders immediately.
- (2) Information will be disseminated and messaged via text message to the parent or household giving a brief description of the incident and directing families to go to the reunification site.
- (3) Information will be disseminated and messaged via a one call to the parent or household giving a brief description of the incident and directing families to go to the reunification site.
- (4) As time permits, information will be posted on the district website.
- (5) As time permits, information will be provided to local media stations.
- (6) As time permits, information will be provided to social media such as Facebook and Twitter.
- (7) If your student has a cell phone, the preferred method to contact them is text. Texting does not bog down airway traffic and can be silent communication if the student is still possibly in a threatening situation.
- (8) Once you have received information, **DO NOT CALL OR GO TO YOUR STUDENT'S BUILDING!** This will cause undo traffic congestion and confusion for first responders. Go directly to the Coliseum which is located at 220 E. Fairgrounds Street.
- (9) Upon arrival at the Coliseum, a staff member will direct you to your student.

*Marion City Schools will send text messages for regular school information. You will **only** receive phone calls for the following:

- School Delays
- School Emergencies
- Scheduled Building Weekly Update (typically a Sunday evening call)

EMERGENCY CLOSINGS AND DELAYS

Marion City Schools will try to make a decision on delaying or closing school by 6:00 am if at all possible. If MCS must be closed or the opening delayed because of inclement weather or other conditions, the district will notify the public in the following manner:

- One Call Notifications (directed to the phone number shared by p/g's)
- Marion City Schools Website and Social Media (Twitter and Facebook)
- WMRN - 1490 AM
- WTVN - 610 AM Columbus WNCI 97.9 FM Columbus
- WCOL 92.3 FM Columbus Television
- Channel 4-WCMH
- Columbus Channel 6-WSYX
- Columbus Channel 10-WBNS

- *Columbus Channel 28-Fox 28*

Parents/guardians and students are responsible for knowing about emergency closings and delays (Board Policy 8210).

SPEAK UP! STUDENT HELPLINE

This is an anonymous system for reporting bullying and other safety concerns. You can anonymously report anything that is suspicious or endangering you, your friends or your school. The system will send your anonymous report to the appropriate people to address your concern. You can also call or text(toll free) 1-866-SaferOH (1-844-723-3764).

EQUAL EDUCATION OPPORTUNITY

Marion City Schools provides an equal educational opportunity for all students.

Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin while at school or a school activity should immediately contact the Marion City Schools' Compliance Officer(s): Superintendent and/or Assistant Superintendent.

Complaints will be investigated in accordance with the procedures described in Administrative Guidelines 2260B. Any student making a complaint or participating in a school investigation will be protected from retaliation. The Compliance Officer(s) can provide additional information concerning equal access to educational opportunity (Board Policy 2260).

VISITORS

Visitors, particularly (p/g's), are welcome at Marion City Schools. MCS is currently using the RAPTOR Visitor Management System in all of our buildings. All visitors must report to the office upon entering the school to sign in and obtain a pass from the RAPTOR System. The system is designed to screen anyone upon entering the building. Visitors will be asked to present an ID, such as a driver's license or state ID card that can be scanned or manually entered into the system. If the visitor does not have a government-issued ID, the school staff member can use another form of identification. Our preferred alternative ID based upon school policy is a utility bill that states the same address as the student's address on file. Once entry is approved, Raptor will issue a badge identifying the person with the date and purpose of his/her visit. This process will not apply to those who are simply dropping off an item or picking up paperwork from the main office.

All District employees are to wear photo-identification badges while in District schools and offices or on District property. Any visitor found in the building without a Photo ID from the RAPTOR System or a MCS Photo ID, if that visitor has not signed in the main office, shall be reported to the principal. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the school in order to schedule a mutually convenient meeting time.

Students may not bring visitors to school without prior written permission from the principal.

For students' safety and welfare, video surveillance cameras are placed throughout the building, on school grounds, and school buses. Actions recorded on these cameras may be used as evidence in disciplinary actions. Any attempt to damage or interfere with the function of these devices may result in disciplinary action by the school and possible referral to local law enforcement agencies (Board Policy 9150).

STUDENT RESPONSIBILITIES

Marion City Schools rules and procedures are designed to allow students to be educated in a safe and orderly environment. All students are expected to follow staff members' directions and to obey all school rules.

Students must arrive at school on time, prepared to learn and participate. If, for some reason, this is not possible, the student should seek help from the main office.

Adult students (age 18 or older) must follow all school rules. If residing at home, adult students are encouraged to include their parents/guardians) in their educational program.

In order to keep parents/guardians informed of their child's progress in school,(p/g's) will be provided information on a regular basis and whenever concerns arise. Many times it will be the responsibility of the student to deliver the information. Marion City Schools, however, may use the mail or hand delivery when appropriate. Parents/guardians have the option of receiving communication from the School via e-mail and/or facsimile by filling out the appropriate form available in the school's Main Office. Parents/guardians are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals (Board Policy 5500).

STUDENT WELL BEING

Student safety is the responsibility of both students and staff. Staff members are familiar with emergency procedures such as evacuation procedures, fire and tornado drills, safety drills in the event of a terrorist or other violent attack, and accident reporting procedures. If a student is aware of any dangerous situation or accident, he/she must notify a staff person immediately.

State law requires that all students have an emergency medical authorization completed and signed by a (p/g) on file in the main office. Students with specific health care needs should deliver written notice about such needs, along with physician documentation, to the main office.

Students, staff and families may also use the website www.SaferSchools.org Ohio for additional assistance. This tool is available to call or text at 844.SaferOH (844.723.3764) (Board Policy 3213 and 4213).

SAFETY PATROL

School safety patrols are on duty at major crossings near the elementary schools 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 and is subject to school discipline. The following is a time schedule for patrols to be on duty: 8:30 -8:45 AM; 3:30 -3:45 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 (Board Policy 5860).

INJURY AND ILLNESS

All injuries must be reported to a teacher or the office. If the injuries are minor, the student will be treated and may return to class. If medical attention is required, the office will follow Marion City Schools' emergency procedures and attempt to make contact with the student's p/g's.

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether the student should remain in school or go home. No student will be released from school without proper parental permission (Board Policy 5340).

SECTION I - GENERAL INFORMATION

ENROLLING IN SCHOOL

For enrollment within Marion City Schools, please visit our Welcome Center at 910 E. Church St., Marion, Ohio 43302 or visit the Marion City Schools' website at <https://www.marioncityschools.org>. Please look under the **Parents and Students** section of the website and click on **Enroll a Student** (Board Policy 5111).

WITHDRAWAL/TRANSFER FROM SCHOOL

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of his/her p/g's and in compliance with State law. Students who wish to withdraw should report to the School Counselor's (MS/HS) or Educational Support Person's (Elementary) office to schedule a meeting and receive proper forms. Additional meetings with an assistant principal, principal or designee may be required. All books and materials must be returned to the school and all bills must be paid. Students are to report to the main office one day prior to withdrawal (Board Policy 5130).

IMMUNIZATIONS

Immunization requirements: K-12 Unless otherwise exempt, Ohio law requires all students enrolled in public, charter, or private schools to be properly immunized. The student immunization record must be on file at the student's assigned school. The full doses must be received at the proper intervals. Enrollment is not denied due to improper immunizations; however, students who are not properly immunized may be excluded from their assigned school by exclusion date set by district unless their immunizations are "in progress." Thank you for your cooperation in this matter. If you have questions, please do not hesitate to contact your child's assigned school or the Office of Student Services at (740) 223-4416 (Board Policy 5320).

Vaccines	Fall 2018 Immunizations for School Attendance
<p>DTaP/DT Tdap/Td Diphtheria, Tetanus, Pertussis</p>	<p>K Four (4) or more of DTaP or DT, or any combination. If all four doses were given before the 4th birthday, a fifth (5) dose is required. If the fourth dose was administered at least six months after the third dose, and on or after the 4th birthday, a fifth (5) dose is not required. *</p> <p>1-12 Four (4) or more of DTaP or DT, or any combination. Three doses of Td or a combination of Td and Tdap is the minimum acceptable for children age seven (7) and up. Grades 7-12 One (1) dose of Tdap vaccine must be administered prior to entry in both the 7th and 12th grades. **</p>
<p>POLIO</p>	<p>K-7 Three (3) or more doses of IPV. The FINAL dose must be administered on or after the 4th birthday regardless of the number of previous doses. If a combination of OPV and IPV was received, four (4) doses of either vaccine are required. ***</p> <p>Grades 8-12 Three (3) or more doses of IPV or OPV. If the third dose of either series was received prior to the fourth birthday, a fourth (4) dose is required; If a combination of OPV and IPV was received, four (4) doses of either vaccine are required.</p>
<p>MMR Measles,</p>	<p>K-12</p>

Mumps, Rubella	Two (2) doses of MMR. Dose 1 must be administered on or after the first birthday. The second dose must be administered at least 28 days after dose 1.
HEP B Hepatitis B	K-12 Three (3) doses of Hepatitis B. The second dose must be administered at least 28 days after the first dose. The third dose must be given at least 16 weeks after the first dose and at least 8 weeks after the second dose. The last dose in the series (third or fourth dose), must not be administered before age 24 weeks.
VARICELLA (chicken pox)	K-7 Two (2) doses of varicella vaccine must be administered prior to entry. Dose 1 must be administered on or after the first birthday. The second dose should be administered at least three (3) months after dose one (1); however, if the second dose is administered at least 28 days after first dose, it is considered valid. Grades 8-11 One (1) dose of varicella vaccine must be administered on or after the first birthday.
MCV4 Meningococcal	Grade 7-8 One (1) dose of meningococcal (serogroup A, C, W, and Y) vaccine must be administered prior to entry. Grade 12 Two (2) doses of meningococcal (serogroup A, C, W, and Y) vaccine must be administered prior to entry. ****

Notes:

- Vaccine should be administered according to the most recent version of the Recommended Immunization Schedules for persons aged 0 through 18 years or the Catch-up Immunization Schedule for persons aged 4 months through 18 years who start late or who are more than 1 month behind, as published by the Advisory Committee on Immunization Practices. Schedules are available for print or download at <http://www.cdc.gov/vaccines/recs/schedules/default.htm>.
- Vaccine doses administered - 4 days before the minimum interval or age are valid (grace period). Doses administered - 5 days earlier than the minimum interval or age are not valid doses and should be repeated as age-appropriate.
- If MMR and Varicella are not given on the same day, the doses must be separated by at least 28 days with no grace period.
- For additional information, please refer to the Ohio Revised Code 3313.67 and 3313.671 for School Attendance and the ODH Director’s Journal Entry (available at www.odh.ohio.gov, Immunization: Required Vaccines for Childcare and School). These documents list required and recommended immunizations and indicate exemptions to immunizations.
- Please contact the Ohio Department of Health Immunization Program at (800) 282-0546 or (614) 466-4643 with questions or concerns.

*Recommended DTaP or DT minimum intervals for kindergarten students four (4) weeks between doses 1-2 and 2-3; six (6) month minimum intervals between doses 3-4 and 4-5. If a fifth dose is administered prior to the 4th birthday, a sixth dose is recommended but not required.

** Pupils who received one dose of Tdap as part of the initial series are not required to receive another dose. Tdap can be given regardless of the interval since the last Tetanus or diphtheria toxoid containing vaccine. DTaP given to patients age 7 or older can be counted as valid for the one-time Tdap dose.

*** The final polio dose in the IPV series must be administered at age 4 or older with at least six months between the final and previous dose.

**** Recommended MCV4 minimum interval of at least eight (8) weeks between dose one (1) and dose two (2). If the first (1st) dose of MCV4 was administered on or after the 16th birthday, a second (2nd) dose is not required. If a pupil is in 12th grade and is 15 years of age or younger, only I dose is required. Currently there are no school entry requirements for meningococcal B vaccine.

ODH Immunization 1/12/17
Imm Sch Sum 2017-18.docx

EMERGENCY MEDICAL AUTHORIZATION

A complete Emergency Medical Authorization Form must be on file with the School in order for a student to participate in any activity off school grounds, including field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities. The Emergency Medical Authorization form is provided at the time of enrollment and at the beginning of each school year (Board Policy 5341).

USE OF MEDICATIONS

Students who must take prescribed medication during the school day must comply with the following guidelines:

- A. Parents/Guardians should, determine with the counsel of their child's prescriber whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The appropriate form must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours or to use an inhaler to self-administer asthma medication. Such forms must be filed annually and as necessary for any change in the medication.
- C. All medications must be registered with the Main Office and must be delivered to school in the original containers in which they were dispensed by the prescribing physician or licensed pharmacist, labeled with the date, the student's name, and the exact dosage to be administered.
- D. Medication that is brought to the office will be properly secured. Except as noted below, medication must be delivered to the Main Office by the student's p/g or by another responsible adult at the p/g's request. Except as noted below, students may not bring medication to school. Students may carry emergency medications for allergies and/or reactions, or asthma inhalers during school hours provided the student has written permission from a parent/guardian or physician and has submitted the proper forms. In the case of epinephrine autoinjectors ("epi pens"), in addition to written permission and submission of proper forms, the parent/guardian or student must provide a backup dose to the school nurse. Students are strictly prohibited from transferring emergency medication, epi pens, or inhalers to any other student for their use or possession.

If, for supportable reasons, the Principal wishes to discontinue the privilege of a student self-administering a medication, except for the possession and use of asthma inhalers, the parent(s) shall be notified of the decision in sufficient time for an alternative means of administration to be established.

- E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.

- F. The p/g's shall have sole responsibility to instruct their child to take the medication at the scheduled time.
- G. The principal will maintain a log noting the personnel designated to administer medication, as well as the date and the time of day that administration is required. This log will be maintained along with the prescriber's written request and the p/g's written release (Board Policy 5330).

NON-PRESCRIBED (OVER-THE-COUNTER) MEDICATIONS)

No staff member will dispense non-prescribed, over-the-counter (OTC) medication to any student without prior parent/guardian authorization. Parents/guardians may authorize administration of a non-prescribed medication on forms that are available from the Principal's Office. Physician authorization is not required in such cases.

By written notice p/g's may also authorize that their child:

- 1. May self-administer non-prescribed medication.
- 2. May keep non-prescribed medication in his/her possession.

If a student is found using or possessing a non-prescribed medication without parent/guardian authorization, the student will be brought to the Main Office while the student's p/g's are contacted for authorization. The medication will be confiscated until written authorization is received.

Any student who distributes medication of any kind or who is found in possession of unauthorized medication is in violation of the School's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code (Board Policy 5330 and 5330.02).

NON-PRESCRIBED MEDICATIONS

If a student is found using or possessing a non-prescribed medication without p/g's authorization, the student will be brought to the office and the parent contacted. The medication will be confiscated until written authorization is received. Any student who distributes medication is in violation of the School's Code of Conduct and will be disciplined in accordance with the drug-use provision (For more information refer to Board Policy 5330).

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. Marion City Schools' professional staff may remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice.

Specific communicable diseases include diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will be limited to the contagious period as specified in Marion City Schools' administrative guidelines (Board Policy 8450).

CONTROL OF NON-CASUAL CONTACT COMMUNICABLE DISEASES

Marion City Schools has an obligation to protect staff and students from non-casual contact communicable diseases. When a non-casual contact communicable disease is suspected, the student's health will be reviewed by a panel of resource people, including the Marion Public Health Department. Marion City Schools will protect the privacy of the person affected and those in contact with the affected person. Students and staff will be permitted to remain in school unless there is definitive evidence to warrant exclusion.

Non-casual contact communicable diseases include sexually transmitted diseases, AIDS, ARC-AIDS Related Complex, HIV, Hepatitis B, and other diseases that may be specified by the State Board of Health.

As required by Federal law, p/g's will be requested to have their child's blood checked for HIV and HBV when the child bleeds at school and students or staff members are exposed to the blood. Any testing is subject to laws protecting confidentiality (Board Policy 8453).

CONTROL OF BLOOD-BORNE PATHOGENS

The Marion City Schools seeks to provide a safe educational environment for students and take appropriate measures to protect those students who may be exposed to bloodborne pathogens in the school environment and/or during their participation in school-related activities. While the risks of students being exposed to bloodborne pathogens may be low, students must assume that all body fluids are potentially infectious and must take precaution to follow universal procedures in order to reduce such risks and minimize and/or prevent the potential for accidental infection.

Whenever a student has contact with blood or other potentially infectious material, the student must immediately notify their teacher, which begin the implementation of the Blood Borne Pathogens Exposure Control Plan (Board Policy 8453.02)

STUDENTS WITH DISABILITIES

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act (Section 504) prohibit discrimination against persons with a disability in any program receiving Federal financial assistance. This protection applies not just to students, but to all individuals who have access to the District's programs and facilities.

The laws define a person with a disability as anyone who:

- A. Has a mental or physical impairment that substantially limits one or more major life activities;
- B. Has a record of such an impairment; or
- C. Is regarded as having such an impairment.

The District has specific responsibilities under these two laws, which include identifying, reviewing and, if the child is determined to be eligible, affording access to appropriate educational accommodation.

Additionally, in accordance with State and Federal mandates, the District seeks out, assesses and appropriately services students with disabilities. Staff members use a comprehensive child study process to systematically screen, assess and, if appropriate, place students in special education and related services. Students are entitled to a free appropriate public education in the "least restrictive environment."

A student can access special education and related services through the proper evaluation procedures, Parent involvement in this procedure is important and required by Federal (IDEA), ADA Section 504 and State law. Contact Student Services Department at 740-223-4416 (Board Policy 2460).

NOTICE TO LEP (LIMITED ENGLISH PROFICIENCY) PARENTS / GUARDIANS

Free language assistance is available to Marion City Schools parents regarding school programs and activities. A parent does not have to be of limited English proficiency in speaking, reading, writing, and comprehending English in order to be considered of limited English proficiency (LEP), but rather it is only necessary that a parent be limited in at least one of these areas in order to be eligible to receive language assistance as needed. No other verification is necessary in order to receive language assistance. Services may be requested for, but not limited to, the following events: parent-teacher conferences, disciplinary hearings, IEP meetings, and 504 meetings. Please be advised that while p/g's

may bring family members and friends to all school activities and meetings, the District shall be responsible for providing any necessary interpreting or translating services. For assistance, please contact the ESL Department at (740) 223-4690.

AVISO PARA LOS PADRES LEP (Notice to LEP Parents- Spanish)

Asistencia gratuita con el idioma inglés es disponible para los padres de las Escuelas Públicas de Akron con respecto a actividades y programas escolares. Los padres no requieren tener dominio del idioma inglés en hablar, leer, escribir y comprender el inglés con el fin de ser considerado con dominio limitado del inglés (LEP), sino que solo es necesario que un padre esté limitado en al menos en una de estas área para poder recibir asistencia con el idioma inglés según sea necesario. No se requiere ninguna otra verificación para recibir ayuda con el idioma inglés. Los servicios pueden ser solicitados, pero no limitado para los siguientes eventos: conferencias de padres y de maestros, audiencias disciplinarias, reuniones del IEP y de 504. Por favor tenga en cuenta que aunque los padres traigan sus a familiares o amigos a todas las actividades escolares o reuniones, el Distrito será responsable de proveer los servicios necesarios de interpretación o traducción. Para asistencia o ayuda por favor comuníquese con el Departamento de ESL al 330- 761-3114.

MCKINNEY VENTO / HOMELESS STUDENTS

The McKinney-Vento Homeless Education Assistance Act ensures educational rights and protections for children and youth experiencing homelessness. The federal government's legal definition of homelessness (based on the McKinney-Vento Homeless Education Assistance Act) includes anyone who lacks a regular, fixed, and adequate nighttime residence (substandard housing); is sharing housing due to loss of permanent housing or economic hardship; is living in a shelter, hotel or motel; is living in a public place not designated for sleeping (cars, parks); is an unaccompanied youth; or is a migrant child who qualifies under any of the above. The McKinney-Vento Homeless Education Assistance Act requires districts to ensure homeless students have access to education and other services they need to meet the same high academic achievement standards as all students. All local school districts must designate a Homeless Liaison. The Homeless Liaisons must ensure that: homeless children and youth are identified; homeless students enroll in, and have full and equal opportunity to succeed in, the school districts; and that homeless families, children, and youth receive educational services. Homeless students have the right to enroll in school immediately. They have access to the school of attendance when they lost housing or a school where they are currently residing. For further information please contact liaison for McKinney Vento (740) 223-4836 or the Office of Student Services (740) 223-4416.

A Parent's Guide to the Rights of Children and Youth Experiencing Homelessness

Source - the Ohio Department of Education

Your child has the right to:

- Go to school, no matter where you live or how long you have lived there;
- Stay in the school that he or she was attending before becoming homeless or the school he or she last attended, if that is your choice and it is feasible;
- Enroll in school immediately, even if you do not have all the paperwork, such as your child's school or medical records;
- Access the same special programs and services that are provided to other children, including special education, migrant education and vocational education;
- Receive the same public education that is provided to other children, including preschool. (Your child cannot be separated from the mainstream school environment because he or she is homeless. He or she cannot be segregated in a separate school, separate programs within a school or separate settings within a school).

If a child is assigned to a school not of your choosing, the school district must explain its decision in writing.

You have the right to appeal the district's decision regarding the school to which your child has been assigned. Your child has the right to go to the school of your choice while the dispute is being resolved.

If you move, you should...

- Contact the school district's local liaison for McKinney Vento or Director of Student Services for help in enrolling your child in a new school or arranging for your child to continue in his or her former school;
- Contact the school and provide any information you think will assist the teachers in helping your child adjust to the new situation;
- Tell the school the date you are leaving and start the transfer of your records;
- Ask for a copy of your child's school records, including:
 - An updated transcript
 - The grade your child is in
 - Any important medical information about your child's needs;
 - Scores your child made on any standardized tests;
 - If possible, allow your child to say goodbye to friends and teachers

CHILDREN AND YOUTH IN FOSTER CARE

Students who meet the Federal definition of "in foster care", including those who are awaiting foster care placement, will be provided a free appropriate public education (FAPE) in the same manner as all other students of the District (Board Policy 5111.03).

PROTECTION AND PRIVACY OF STUDENTS RECORDS

The School District maintains many student records including both directory information and confidential information. The School District will follow the guidelines outlined by State and Federal laws (FERPA, HIPAA, PPR, etc.). Directory information includes: student's name, address, telephone number, date and place of birth, major field of study, participation in officially-recognized activities and sports, height and weight, if a member of an athletic team, dates of attendance, date of graduation, awards received, or honor rolls, and/or scholarship. Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers. Please note that it is the responsibility of the parent/guardian to ensure that the school and/or district have up-to-date confidential and/or directory information on file (Board Policy 8330).

SEX OFFENDER POLICY

Notification of sex offenders Local County Sheriff's offices are required to notify the superintendent of schools when a sex offender moves into the Marion City Schools attendance area. You may obtain further information for each sex offender in Marion County by referring to the Sheriff's website at <http://www.co.marion.oh.us/sheriff/> or by calling the Sheriff's office.

STUDENT FEES AND FINES

Students will be provided necessary books for course instruction without cost. In accordance with State law, Marion City Schools charges specific fees. This information changes each year and a copy of the school fees is available in the main office. Charges may also be imposed for loss, damage or destruction of school apparatus, equipment, musical instruments, library materials, textbooks and for damage to school buildings or property. **Failure to pay fines, fees, or charges may result in the revocation of walking privileges at the Graduation Ceremony, parking privileges, or other privileges as determined by administration.** Fees or fines accumulated shall be transferred to the next grade level and building if unpaid (Board Policy 6152).

USE OF THE LIBRARY

The library is available to students throughout the school day. Books may be checked out for a period of one week and then students can renew. Parents/guardians are responsible for replacing any items that are not returned to the library (Board Policy 6152).

STUDENT FUNDRAISING

Students may not sell any item or service in school without the prior approval of the Principal. (Nutritional services needs to be consulted, if selling any food items). Violation of this policy may lead to disciplinary action (Board Policy 5830).

STUDENT VALUABLES

Students should not bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The District is not liable for any loss or damage to personal valuables.

MEAL SERVICE

Marion City Schools provides breakfast and lunch for free to all students. In addition, Ala carte items are available for purchase. Students may bring lunch from home, but delivery of food during lunch will be permitted and delivered at the optimum time. Students are expected to eat in the lunchroom during their assigned lunch period. Each building has expectations created for their lunch period and not following these expectations may result in disciplinary actions. The school operates under a closed lunch period arrangement - meaning students are not permitted to leave for lunch and then return to school (Board Policy 8500, 8531 and AG 8500 AD).

FIRE, TORNADO AND SAFETY DRILLS

Marion City Schools complies with all fire safety laws and will conduct fire drills in accordance with State law. Marion City Schools conducts tornado drills during the tornado season following procedures prescribed by the State. Teachers will provide specific instructions on how to proceed in the case of fire or tornado and will oversee the safe, prompt, and orderly evacuation of the building in such cases.

Safety drills will be conducted at least three (3) times per school year following ALICE procedures. Teachers will provide specific instruction on the appropriate procedures to follow in situations where students must be secured in their building rather than evacuated. These situations can include a terrorist threat, a person in possession of a deadly weapon on school property, or other acts of violence (Board Policy 8420).

USE OF SCHOOL EQUIPMENT AND FACILITIES

Students must receive teacher permission before using any equipment or materials in the classroom. Students must seek permission from the Principal prior to using any other school equipment or facility. Students are responsible for the proper use and protection of any equipment or facility they are permitted to use (Board Policy 7510 and 7530).

LOST AND FOUND

All buildings in Marion City Schools have a lost and found. Check with staff in the main office for location. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of the school year.

USE OF OFFICE TELEPHONES

Office telephones may not be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call. Telephones are available in the main office for students in emergency situations. Students are not to use telephones to call p/g's to receive permission to leave school. Office personnel will initiate all calls on behalf of a student seeking permission to leave school.

STUDENT TECHNOLOGY ACCEPTABLE USAGE POLICY

The Marion City School District is committed to Inspiring a Community of Achievement through a rigorous and innovative educational environment. The use of technology resources and/or information resources has been established for educational purposes in support of classroom curriculum. These are intended to support creativity, innovation, communication and collaboration which fosters 21st century skills. Appropriate use of technology resources and/or information resources are developed and practiced using a digital citizenship curriculum. **Use** of these is a privilege and is subject to a variety of terms and conditions. All users are expected to follow the same rules, good manners and common sense guidelines that are used with other daily school and business activities within the Marion City School District.

EXPECTATIONS: Technology and/or Information Resources are intended to enhance the students' learning (Board Policy 5136).

Students are encouraged to use the school's computers/network and the Internet connection for teacher-assigned, educational work. All references to schools in this policy will mean any school in the Marion City School District. The term computer or computer equipment includes but is not limited to: any electronic devices, personal or school owned that is used on school property (including on district-owned vehicles) or during district-sponsored trips.

Students using computers are expected to abide by the following rules:

1. Students may only access the district network and/or Internet by using their assigned network account. Use of another person's account/password is prohibited. Students may not allow other users to utilize their passwords. Students may not intentionally seek information on, obtain copies of or modify files, data or passwords belonging to other users or misrepresent other users on the network.
2. Students are permitted to use networked software and school-supplied software. Programs written by the student, which are part of an assignment in a school's course of study, may be run, as required, for that course of study's requirements with teacher supervision.
3. Students may not download programs from the Internet nor may they copy programs from any removable device or other outside media. Students may not install or delete programs on the school's computers.
4. Students may not use the Internet to engage in "hacking" or other unlawful activities.
5. Students may not create keyboard macros in Microsoft Word or any other program. Macros written by the student which are part of an assignment in a school's course of study may be run, as required, for that course of study requirements with teacher supervision.
6. Students should only use computer programs approved by the classroom teacher.
7. The school staff may review computer files or messages that are created by the student. Material may be reviewed for grading and appropriate content. It may be reviewed for any harassing or threatening material (e.g., cyber bullying), trade secret protection and/or any vulgar or obscene content.
8. Students are not to send messages over the network or participate in online "chat rooms." Students may not use any email or instant messaging programs on a school's computer. A student may only use Internet e-mail when a teacher instructs him/her to do so.
9. Students are not to enter the network's operating system.

10. A teacher may authorize the copying of student-created work to a removable device or other outside media. The use of a removable device or other outside media is not permitted without permission from a teacher.
11. Students may not have food or drink when working on school computers.
12. All copyright laws are to be enforced.
13. Students are not to unplug or change any computer device or network connections.
14. Students are not to change any display screen settings.
15. Students are not to change any program's toolbars or settings.
16. Students are not to add or delete any program icons on the desktop or Start Menu.
17. Malicious use of computers or the school's network to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computing system is prohibited. Students may not use computers or the school's network in such a way that would disrupt their use by others.
18. Students are not to remove, modify, damage or destroy any computer or networking equipment.
19. Students are not to modify or remove any identifying labels on computer equipment.
20. Students are not to modify or remove any printer settings.
21. Students are to advise school staff when they observe any violation of the school's policy for the use of the school's computers.
22. Students are to advise their teacher when a school's computer malfunctions in any way, such as a program is not opening or closing correctly. The teacher will notify the technical support staff so that the computer can be repaired.
23. The possession of or the taking, disseminating, transferring or sharing of by way of example: nude, obscene, pornographic, lewd or otherwise illegal images or photographs, whether by electronic data transfers or other means (commonly called texting, emailing, sexting, etc.) may constitute a crime under state and/or federal law. Any person possessing, taking, disseminating, or sharing nude, obscene, pornographic, lewd or otherwise illegal images or photographs may be punished under this code of conduct and may be reported to the appropriate law enforcement agencies.
24. Cyberbullying is the act of harassment that takes place via some method of technological media. If a student is being harassed and the effect is on the school, it does not matter where the offense originates, even if off grounds. If the effect of such acts makes a transition to school grounds, it is under our best judgment to take appropriate action.
25. The use of electronic devices for recording purposes must have prior approval.
26. Possession and/or use of a personal communication device (PCD) by a student while at school during the school day is a privilege that may be forfeited by any student who fails to abide by the terms of Policy 5136 or this guideline, or otherwise engages in abuse of this privilege.

Use of Personal Communication Devices

“Personal communication device” includes computers, tablets (e.g., iPads and similar devices), electronic readers (“e-readers”; e.g., Kindles and similar devices), cell phones (e.g. mobile/cellular telephones, smartphones, telephone paging devices), and/or other web-enabled devices of any type.

Unless approved by a supervising teacher, an administrator or an IEP team, students are prohibited from using PCDs or having them "On" (i.e., the device must be powered completely off and not just placed into vibrate or silent mode; a device will be considered "On" if it is ready to receive, send, capture or record any communication, visual image, sound, text message or other information) during the regularly scheduled school day (i.e. from the moment the individual student arrives on school grounds during a day that students are in attendance for instructional purposes, until the last class of the day has ended for all students). This includes lunch periods, passing periods, as well as on school-sponsored trips and "behind the-wheel" driver education classes or in school vehicles. Students may use PCDs before and after school, as long as they do not create a distraction, disruption or otherwise interfere with the educational environment. "Using" refers to, not only the making and/or receiving of calls, but also using the PCD for any other purpose (e.g., sending emails, text messages or instant messages, taking pictures, making recordings/videos, etc.). Students also may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet websites that are otherwise blocked to students at school. Students may use PCDs while riding to and from school on a school bus or other Board-provided vehicle or on a school bus or Board-provided vehicle during school-sponsored activities at the discretion of the bus driver, classroom teacher, and/or sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.

PCDs, including but not limited to, devices with cameras, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, classrooms, gymnasiums, locker rooms, shower facilities, rest/bathrooms, swimming pool, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. Whether here or at another school district where a school activity or athletic event is occurring. The building principal has authority to make determinations as to other specific locations and situations where use of a PCD is absolutely prohibited.

A student may keep his/her PCD "On" under the following circumstances with prior approval of the building principal or supervising teacher.

Students participating in extracurricular activities and athletics must contact their coach, advisor, or sponsor for his/her rules involving the use of PCDs after school hours or on after-school bus trips. Coaches and sponsors will set their rules and enforce consequences involving the use and/or misuse of these devices.

The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property. Students and p/g's are strongly encouraged to take appropriate precautions if students possess PCDs at school to make sure the devices are not left unattended or unsecured.

Using a PCD in an unauthorized manner or in violation of Policy 5136 or this guideline may result in loss of this privilege, additional disciplinary action (e.g., warnings, parental notification and conferences, suspension, expulsion). Confiscation of the PCD (in which case, the device will only be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity in which case the PCD may be turned-over to law enforcement), and/or referral to law enforcement if the violation involves an illegal activity (e.g. child pornography).

If a school teacher or administrator observes a violation of this guideline, they are required to confiscate the device and bring it to the building principal's office and provide the name of the student from whom the PCD was taken. Any confiscated device will be held in a secure location in the building's central office until the item is retrieved by the student's parent/guardian or turned-over to law enforcement. Students whose PCDs are confiscated may be required to contact their parents/guardians to inform them that the item was confiscated and that it will only be returned to the parents/guardians (Board Policy 5136).

Violations of these rules may result in disciplinary action, including but not limited to after school detention, Friday School, placement in Alternative Learning Center and/or suspension. Violations also may be referred to the appropriate legal authorities and/or other legal action may be pursued.

ADVERTISING OUTSIDE ACTIVITIES

Students may not post announcements or advertisements for outside activities without receiving prior approval from the Principal. The Principal will attempt to respond to a request for approval within 1 school day of its receipt (Board Policy 5722 and 9700).

EVERY STUDENT SUCCEEDS ACT (ESSA)

This section to inform you that the Every Student Succeeds Act gives you the opportunity to ask for information about the professional qualifications of your student's teacher(s).

Requests for teacher information should be directed to your school's principal. You may also contact Marion City Schools, Department of Human Resources, 420 Presidential Dr., Suite B, Marion, Ohio 43302 or call (740) 223-4402.

1. Has my student's teacher met licensing criteria for the grade level or subject areas he/she is teaching?
2. Is my student's teacher working under emergency or other temporary licensure?
3. What kind of college degree(s) has my student's teacher earned?
4. Does my student receive any service by a qualified paraprofessional?

You may download your school's local report card at <http://education.ohio.gov/>. Under Parent Resources, click "View School Report Cards" and then "School Building." The report card provides state and federally required school information. This includes detailed information about how your student's school performed in all tested areas and student groups, as well as a summary of the professional qualification information of the school's teaching staff.

Marion City Schools is dedicated to the education of your student and providing the best opportunities to ensure that he/she achieves. We have the most qualified, professional staff to guide your student through the education process. Our district has aligned curriculum and staff professional development to focus on student achievement in all content areas. Our current goal continues to be academic success for all students.

SECTION II - ACADEMICS

COURSE OFFERINGS

A list of course offerings can be obtained from the school counselors office.

SCHEDULING AND ASSIGNMENT

Elementary Level:

Elementary principals will assign each student to the appropriate classroom and program. Any questions or concerns about the assignment should be discussed with the principal.

Secondary Level:

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs and available class space. Any changes in a student's schedule should be handled through the school counselors and/or building principals. Students may be denied course enrollment due to lack of available space or student requested scheduling priorities. Students are expected to follow their schedules. Any variation must be approved with a pass or schedule change (Board Policy 5120).

EDUCATIONAL OPTIONS

Marion City Schools provides alternative means by which a student can achieve the goals of the district, as well as his/her personal educational goals. A list of the approved educational options and applications are available in the school counselor's office. Credit will be granted upon the successful completion of an approved program and will be assigned according to student performance relative to stated objectives of the approved instructional and performance plan and in accordance with District policy and established administrative guidelines.

COLLEGE CREDIT PLUS

Prepared by Marion City Schools with information from the College Credit Plus student and parent guide. More information is available on the Marion City Schools website: www.marioncityschools.org.

****See the College Credit Plus Appendix for more information****

Ohio's College Credit Plus lets your child earn college and high school credits at the same time. Students may take college courses from colleges and/or universities while still in grades 7th through 12th. The college will admit students based on their college-readiness in one or more subject areas. They must talk to their school counselor for more information and submit an intent to participate form by April 1 and attend the recommended informational meeting.

This program is meant to promote rigorous academic pursuits and to give college-ready students a wide variety of options. Taking a College Credit Plus course from a public college or university is free to the student, meaning you don't pay for tuition, books, or fees. Taking classes at a private college or university may result in limited costs.

Students may earn college credit and apply that credit toward their high school graduation requirements. Successful completion of a three or more credit-hour college course is equal to 1.0 Carnegie unit earned at the high school. A two credit-hour college course equals 2/3 of a high school credit and a one credit-hour college course converts to a third of a high school credit.

Students, once they are admitted to a college, may take any course offered by that college that they are college-ready to take. They can take any courses offered in person or online by any public or participating private college in Ohio. Marion City Schools currently partners with Ohio State University-Marion, Marion Technical College, and Columbus State College.

If a student fails a class or withdraws with an "F," the student will receive an "F" on the high school and college transcripts. It will factor into both their high school and college GPA. The district may, in some instances, seek reimbursement for the amount of state funds paid to the college on your

student's behalf for that course. The district may withhold grades and credits earned for high school courses taken until you reimburse the costs.

GRADES

GRADING PERIODS

All student report cards will be made available electronically to p/g's and students for quarterly grade reporting. A paper copy will be sent home with students for the first, second and third quarters and mailed home for fourth quarter. Grade progress is available through PowerSchool. Dates are posted on the school calendar.

Additionally, students in grades Kindergarten through eighth grade will receive mid-term reports in the fourth or fifth week of the semester.

When a student appears to be at risk of failure, reasonable efforts will be made to notify the p/g's. Parents/guardians can talk with the teacher about what actions can be taken to improve poor grades.

GRADING INFORMATION

Marion City Schools uses a variety of assessments as tools for evaluating students' strengths, weaknesses, and academic progress. In addition to format evaluation tools, classroom teachers use observations, project work, writing samples, homework, checklists and paper and pencil to assess children's knowledge and skills. The data gathered from experiences are used to provide feedback and develop students grades.

In addition, MCS has a standard grading procedure, as well as additional notations that indicate work in progress or incomplete work. Grades indicate the extent to which the student has acquired and demonstrated the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas when determining a grade and will so inform the students at the beginning of the course. If a student is not sure how their grade will be determined, they should ask the teacher.

HOMEWORK

Marion City acknowledges the educational validity of out-of-school assignments as adjuncts to and extensions of the instructional program of the schools. "Homework" shall refer to those assignments to be prepared outside of the school by the student or independently while in attendance at school.

- A. Homework should be a properly planned part of the curriculum, extending and reinforcing the learning experience of the school.
- B. Homework should help students learn by providing practice in the mastery of skills, experience in data gathering, and integration of knowledge, and an opportunity to remediate learning problems.
- C. Homework should help develop the student's sense of responsibility by providing an opportunity for the exercise of independent work and judgment.
- D. The number, frequency, and degree of difficulty of homework assignments should be based on the ability and needs of the student and take into account other activities which make a legitimate claim on the student's time.
- E. As a valid educational tool, homework should be assigned with clear direction and its product carefully evaluated.
- F. The schools should recognize the role of p/g's by suggesting ways in which p/g's can assist the school in helping a student carry out assigned responsibilities.
- G. Homework should always serve a valid learning purpose; it should never be used as a punitive measure.

EXAMS

All students are required to take all exams. Exceptions:

- A. Seniors who have passed the third and fourth nine weeks without dropping more than one letter grade during that time will not be required to take second semester exams (example: A to B is exempt; A to C is not exempt),

Seniors whose third nine-weeks grade is one higher than the fourth grading period will receive the lower grade for their semester average:

3rd	4th	Semester Average
A	B	B
B	C	C

Seniors whose third nine-weeks grade is one lower than fourth grading period will receive the higher grade for their semester average:

3rd	4th	Semester Average
B	A	A
C	B	B

Seniors may take the final exam to improve their semester average.

Grades K-1 in Marion City Schools use the following grading system:

Grade	Description	Grade	Description
O	Outstanding	S-	Satisfactory -
S+	Satisfactory +	N	Needs Improvement
S	Satisfactory		

Grades 2-5 in Marion City Schools use the following grading system:

Grade	Description	Grade	Description	Grade	Description
A+	97-100	B	83-86	C-	70-72
A	93-96	B-	80-82	D+	67-69
A-	90-92	C+	77-79	D	63-66
B+	87-89	C	73-76	D-	60-62
				F	Failing

Elementary Specials Grades K-5 in Marion City Schools use the following grading system:

Grade	Description
A	Advanced
P	Proficient
L	Limited

Grant Middle School and Harding High School use the following grading system:

Grades	Description	Grades	Description
A	90-100	D	60-69
B	80-89	F	0-59
C	70-79		

Session	Quarter 1	Quarter 2	Exam I	Semester I	Quarter 3	Quarter 4	Exam II	Semester II
Weight (percent of semester average)	37.5	37.5	25	100	37.5	37.5	25	100

I = Incomplete
P = Acceptable achievement
P/F = Pass or Fail

High School Course Weight

- 2.0 Advanced Placement Courses
- 2.0 College Credit Plus – Courses from 4 and 2 year schools
- 1.5 Honors Courses
- 1.0 Standard Courses

SCALE OF GRADE POINT VALUES

	A	B	C	D	F
AP/CCP (2.0)	8	6	4	2	0
HONORS (1.5)	6	4.5	3	1.5	0
SD (1.0)	4	3	2	1	0

A formula using the preceding scale of points and the grades received in academic courses divided by the number of grades received is used to determine grade point average (GPA). The GPA is then used to rank students, highest to lowest, in each grade (9-12). Class rank is calculated after each semester.

The weighted system was developed so that students would be justifiably rewarded for taking more challenging courses and conversely, be discouraged from taking less rigorous courses in order to protect the GPA and class rank. Each course description contains a weight classification.

Additional Grading Information for High School Courses

- A student should receive a grade if enrolled for three or more weeks of the grading period.
- Students receiving an "incomplete" must make up the work with a reasonable time or credit may be denied for the course. It is suggested the student be granted the same

amount to time to make up the work, as they were absent from school. The time of the grading period may influence this guideline.

- Harding High School will use the grade card adopted by the Marion City School Board. The standards of marking are A, B, C, D and F. In addition a few of the electives at Harding High School we will use Pass/Fail for their classes. It is required that teachers use the computer codes on the grade card to give additional information to p/g's. In, addition to the grades, IEP students should receive an update on the goals listed on their IEP from an Intervention Specialist through progress reports sent home every 4.5 weeks.

9 Weeks Grades		SEMESTER AVERAGE COMBINATIONS				
		Exams & Points				
		A	B	C	D	F
AA	24	A32	A30	A28	B26	B24
AB/BA	21	A29	B27	B25	B23	B21
AC/CA	18	B26	B24	B22	B20	C18
AD/DA	15	B23	B21	C19	C17	C15
AF/FA	12	B20	C18	C16	C14	F
BB	18	B26	B24	B22	B20	C18
BC/CB	15	B23	B21	C19	C17	C15
BD/DB	12	B20	C18	C16	C14	C12
BF/FB	9	C17	C15	C13	D11	F
CC	12	B20	C18	C16	C14	C12
CD/DC	9	C17	C15	C13	D11	D9
CF/FC	6	C14	C12	D10	D8	F
DD	6	C14	C12	D10	D8	D6
DF/FD	3	D11	D9	D7	D5	F
FF	0	F	F	F	F	F

PP Exam F = Pass

PP Exam Pass = Pass

CLASS RANK

Harding High School recognizes class ranking and that a rank should not only reflect student performance but also the type of academic program taken. To accomplish this, a weighted system of class ranking has been implemented.

GIFTED SERVICES

The state of Ohio requires school districts to identify students for potential areas of giftedness. Students are identified as gifted in cognitive ability, specific academic achievement, and/visual/performing arts areas, and creative thinking through state approved assessment

procedures. Marion City Schools provides a continuum of services to support the varying instructional and social emotional needs of gifted learners (Board Policy 2464).

For more information, please visit our website:

<https://www.marioncityschools.org/academics/gifted-and-talented-education>

POLICY ON ACADEMIC ACCELERATION, EARLY ENTRANCE TO KINDERGARTEN, AND EARLY HIGH SCHOOL GRADUATION

The degree to which academic content standards are met and the time it takes to reach the standards will vary from student to student. The Marion City Board of Education believes that all students, including advanced learners, should be challenged and supported to reach their full potential. For some advanced learners, this can best be achieved by affording them access to curriculum, learning environments, and instructional interventions more commonly provided to older peers. The Marion City Acceleration Policy provides students with opportunities for possible accelerated placement through early admission to kindergarten, individual subject acceleration, whole-grade acceleration, and early graduation from high school.

A teacher, administrator, gifted education specialist, guidance counselor, school psychologist, or parent/legal guardian of the student may submit referrals for possible accelerated placement to the school principal. A student may refer himself, herself, or a peer through a district staff member who has knowledge of the abilities of the student. Accelerated placement is a team decision and includes a review of classroom performance and standardized testing history, information regarding student work habits, motivation and desire for acceleration, and possible additional assessments as needed. The acceleration process evaluates the academic, social, and emotional readiness of students in order to determine a placement to best meet the needs of the whole child (Board Policy 5410).

Copies of referral forms for evaluation for possible early entrance, whole-grade acceleration and individual subject acceleration are available to district staff and p/g's at each school building and the Welcome Center.

RETENTION (ALL LEVELS)

Retention may be a necessary outcome in those circumstances where a student demonstrates an inability to perform work sufficient for promotion to the next grade. Retention must be based on the recommendation of the Student Intervention Team with the concurrence of the building administrator. A student may be placed at the next grade level when retention would no longer benefit the student. Prior to making the decision to retain a student in a grade level consistent with the criteria set forth in board policy and administrative guidelines.

Parents may appeal any decision to retain their child to the Superintendent who will conduct an informal hearing on the matter. The decision of the Superintendent will be final. Parents may request that their child be retained at a grade level. Such requests shall be considered in accordance with retention criteria set forth in board policy.

No student will be promoted to the fourth grade if he/she obtained a score in the range designated by O.R.C. 3310.0710 (A)(3) on the State mandated assessment except in accordance with the provisions of Policy 2623.02 - Third Grade Reading Guarantee or in accordance with State law (Board Policy 5410).

RECOGNITION OF STUDENT ACHIEVEMENT ACADEMIC AWARDS

HONOR ROLL WITH DISTINCTION AND MERIT ROLL

Students who display significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include, but are not limited to, academics, athletics, performing arts, citizenship, and volunteerism. Those students who achieve at an exceptional level are given special recognition at Marion City Schools.

Honor Roll with Distinction for Students Receiving ALL A's (4.0).

Merit Roll is for Students Receiving No Grade Lower Than a B (3.0 - 3.999).

HIGH SCHOOL ACADEMIC ACHIEVEMENT

The top thirty students of each class will be recognized during the Academic Honors Assembly. Our Academic Booster Club will honor students for maintaining membership on our semester honor roll. The criteria are:

- 3 Times on the semester honor roll = Numerals
- 4 Times on the semester honor roll = Lamp of Knowledge Pin
- 5 Times on the semester honor roll = Varsity Letter
- 6 Times on the semester honor roll = Gold Pin
- 7 Times on the semester honor roll = Plaque

Other awards given annually for those seniors that qualify include: Honors Diploma, Award of Merit, and the President's Award for Educational Excellence.

NATIONAL HONOR SOCIETY

Each year, juniors and seniors are chosen for induction into the National Honor Society. The purpose of the society is to honor scholars who are leaders of good character and who serve by using their talents to benefit others.

In order to be eligible for membership, students must first meet the scholarship requirement established by the National Honor Society in its National Constitution by having at least a 4.5 GPA. Candidates are then evaluated on the basis of service, leadership, and character. Participation in school and community activities earns service and leadership points. A candidate must complete a student activity form and accumulate a minimum of ten activity points for membership consideration. A teacher recommendation is also a requirement. Students will be honored with the Gold Graduation Cord.

VALEDICTORIAN & SALUTATORIAN-HIGH SCHOOL ONLY

The Valedictorian/Salutatorian will be determined at the end of the 1st semester of the senior year. The 1st Semester grades will be considered the final mark and will be used as the semester final mark in calculating the GPA and class rank for Valedictorian/Salutatorian and the next 15 honored at Awards night.

GRADUATION REQUIREMENTS & GRADUATION COMMENCEMENT

In order to participate in the Graduation Ceremony (i.e. walk at graduation), students will be required to meet the prescribed credit requirements as approved by the Marion City Schools Board of Education, **and** meet the graduation requirements mandated by the state of Ohio. Those who do not meet the prescribed requirements will not participate (i.e. walk) at the Graduation Ceremony. All school fees and fines must be paid to participate in the Commencement Ceremony.

GRADUATION REQUIREMENTS CLASS OF 2018 AND BEYOND

- There is no one-size fits all way to graduate. Ohio and Marion City Schools give you several options to qualify for a high school diploma. Choose the way that works best for you!
- To earn a high school diploma from Marion City Schools, you must successfully complete courses and meet at least one of the options below to show that you are ready for college or a career.
- These are minimum requirements. Your school counselor can give you more details about earning a Diploma with Honors, meeting NCAA eligibility requirements and planning your college/career pathways.

Marion City Schools Credit Requirements	
English Language Arts	4
Mathematics	4
Science	3
Social Studies	3
Fine Arts	1
Health	.5
Physical Education	.5
Electives	5
Total	21

College & Career Readiness Requirements Ohio State Tests

Earn at least 18 points on seven end-of course state tests. End of course state tests are:

English Language Arts 9 and 10, Algebra I, Geometry, Biology, American Government, American History

Each test score earns you up to five graduation points. You must have a minimum of 4 points in English, 4 points in math and 6 points across science and social studies. Your school and district receive grades on the Ohio School Report Cards for all students' scores and participation on state tests.

OR

Industry Credential & Workforce Readiness

Earn a minimum of 12 points by receiving a State Board of Education approved industry credential or group of credentials in a single career field and earn a 13 on WorkKeys, a work readiness test. The state of Ohio will pay one time for you to take the WorkKeys test.

OR

College & Career Readiness Tests

Earn the "remediation-free" scores on either

ACT

English - 18 or higher
Math - 22 or higher
Reading - 22 or higher

SAT

Writing- 430 or higher
Math - 520 or higher
Reading - 450 or higher

In addition to the options above, students are highly encouraged and have the choice to pursue more rigorous diplomas and certifications.

Marion City Schools administers the ACT to all students in Grades 11 for free and the Pre ACT for all students in Grade 10 for free.

EARLY GRADUATION

Students who wish to apply for early graduation should apply to the high school principal. Early graduation will be permitted if the student fulfills the graduation requirements and conditions for graduation. Students who choose early graduation may participate in the graduation ceremonies of their designated class.

DIPLOMA DEFERRAL

Social graduation is an opportunity for students with individualized education programs ("IEPs") to participate in high school graduation ceremonies without obtaining an official diploma. Students with IEPs who have completed all academic requirements for high school graduation, but who have not yet completed their transition-related IEP goals may be eligible for social graduation. Students may participate in social graduation only upon the recommendation of their respective IEP teams. If social graduation is recommended, the student may engage in all aspects of the graduation celebration (e.g., wearing a cap and gown; sitting with the graduating class; having his/her name printed in the program and read aloud at the ceremony; walking across the stage to receive a faux diploma). Instead of receiving an official diploma, however, the student will receive an unsigned diploma or a certificate of participation.

TRANSCRIPTS

Students desiring a copy of their transcript should complete a *Transcript Request Form* available from High School Counseling Office. Please allow one week to process transcripts, scholarships, college applications, recommendations, etc.

WORK PERMITS

All working students are required by the State of Ohio to have a work permit up to the age of 18. You may secure information and application cards from the student services office. The school information form will be completed by Student Services staff and signed by the principal. The district superintendent issues the permit itself. Students working without permits place their employers in jeopardy of legal action by state authorities.

PUBLIC SCHOOL CHOICE OPTIONS

Every Student Succeeds Act of 2015 provides that p/g's of students enrolled in a Title I school in the District the first year following the building's identification as being in "School Improvement" have the right to transfer their children to another school in the District, provided there is a school that provides instruction at the students' grade level(s) and such school has not been identified as being in the process of school improvement, corrective action, or restructuring. However, if there is not another school in the District offering instruction at the students' grade level(s) that has not been identified as needing improvement, the Superintendent will contact neighboring districts and request that they permit students to transfer to a school in one of those districts. Supplemental Education Services (SES) will also be offered to students in any school no later than the first year following the building's identification as being in "School Improvement," regardless of whether a transfer option is available.

Additionally, if a school within the District has been designated as "persistently dangerous" as defined by State law, students have the right to transfer to another "safe" school in the District. If there is not another "safe" school in the District providing instruction at the students' grade level(s), the Superintendent shall contact neighboring districts and request that they permit students to transfer to a school in one of those districts. Further, if a student is a victim of a violent crime on school property, he/she also has the right to transfer to another school in the District. If there is not another school in

the District providing instruction at the student's grade level, the Superintendent shall contact neighboring districts and request that they permit that student to transfer to a school in one of those districts providing instruction at the student's grade level.

SECTION III - STUDENT ACTIVITIES

SCHOOL-SPONSORED CLUBS AND ACTIVITIES

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements. Participation in these activities is a privilege and not a right, and students may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights (Board Policy 2430).

FIELD TRIPS

Field trips are academic activities that are held off school grounds. No student may participate in any school-sponsored trip without parental/guardian consent and a current emergency medical form on file in the office. The Student Code of Conduct applies to all field trips. A blanket authorization may be obtained for trips that will consist of a series of trips during the school year. No student will be allowed to participate if the parental consent form is not received prior to the trip. Normal attendance rules apply to all field trips.

While the District encourages students to participate in field trips, alternative assignments will be provided for any student whose parent does not give permission for the student to attend. Students who violate school rules may lose the privilege to go on field trips (Board Policy 2430).

Parent permission slips will be signed in advance. Students will travel by school vehicles. The Board of Education authorizes the incidental transportation by private vehicle of students of the district. This includes occasional transportation for field trips, outings, and the like. Routine transportation, however, shall be subject to all requirements listed in Board Policy 8560 and relevant administrative guidelines. Students will be released during the course of the trip to p/g's only. These releases should be arranged in advance by submitting a written request to the teacher or adviser in charge of the trip. In addition, p/g's will be asked to sign out their child at the time of departure. Siblings are not permitted to attend field trips with chaperones.

NON-SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Non-school-sponsored student groups may meet in the school building during non-instructional hours. The application for permission to use school facilities can be obtained from the Principal. The applicant must verify that the activity is being initiated by students, that attendance is voluntary, that the event will not interfere with school activities, and that nonschool persons do not play a regular role in the meeting. All school rules relating to student conduct and equal opportunity to participate apply to such activities.

Membership in any fraternity, sorority, or other secret society as prescribed by law is not permitted. All groups must comply with school rules and must provide equal opportunity to participate.

Non-district-sponsored organizations may not use the name of the school or school mascot on any materials or information (Board Policy 2430).

DANCES

School dances should promote a healthy, safe, and enjoyable experience for all students. All school rules will be enforced during dances. Only students from the respective school and their guests are permitted to attend school dances. Students must be in good standing in order to participate in this privilege. All guests are subject to approval by administration. Guests of students will be asked to complete a participation form before the event. Students are required to carry their school I.D. card to these functions so as to identify themselves as a student. Middle school students are not permitted to attend Harding High School dances, and High School students are not permitted to attend Middle School dances. Guests of Harding High School students must be under the age of 21 to attend Harding High School dances or obtain permission from administration at least two weeks prior to the event. We regretfully inform p/g's that they are not invited to the Harding dances. Students may be

denied participation in a school dance by an administrator due to discipline consequences acquired throughout the school year.

Students attending dances will acknowledge the following rules:

- The parking lot is off-limits unless students are entering or leaving the dance.
- Loitering will not be permitted.
- There are no re-entries. Once the student leaves the dance, he/she may not return.
- Students will be required to demonstrate good character, maintain high community standards, and be courteous to all students and chaperones.
- Sexually explicit or dangerous dancing, such as moshing or grinding, will not be permitted at any time. Sexually explicit dancing includes, but is not limited to, grinding, inappropriate or vulgar backside dancing or any other type of dancing that could be construed as provocative or vulgar. Administration reserves the right to determine what is inappropriate.

Any deviation from these rules may lead to removal from the dance and/or appropriate school consequences.

PROM

This event is for Harding High School students who have the rank of Junior or Senior. Freshmen and sophomores are allowed if they are invited as a date by a Junior or Senior. All guests will abide by the rules and regulations of the Marion Board of Education. Anyone in violation will be asked to leave the Prom. We regretfully inform p/g's that they are not invited to the Junior/Senior Prom or Senior Breakfast. Students must be in good standing in order to participate in this privilege. Please review the section entitled "Dances" for more guidelines concerning this event.

EXTRA-CURRICULAR

Marion City Schools provides students the opportunity to broaden their learning through extra-curricular-related activities. An extra-curricular-related activity may be taken for credit, required for a particular course, and/or contain school subject matter. Extra-curricular activities do not reflect the school curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like.

ATHLETICS

The Marion City School District believes that athletics are an integral part of our educational system aimed toward the development of the total personality of each individual participant. To achieve this goal we feel that our student athletes must be made aware of their responsibilities as athletes and commit themselves to a set of rules and regulations. Participation in athletics, as well as any other extra-curricular activity, is a privilege and must be realized as such. Students may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights in accordance with Board Policy 2431.

Student athletes are prohibited from using, consuming, purchasing or possessing any mood altering chemicals or drugs. The possession of drug paraphernalia is also strictly prohibited. Mood altering chemicals include, but are not limited to narcotics, depressants, stimulants, anabolic steroids, counterfeit drugs, marijuana, alcohol, tobacco, and prescription drugs (unless authorized by a prescription from a licensed physician and kept in the original container with the athlete's name and directions for proper usage). Violation of this rule may result in dismissal from any or all athletic teams for a period of time ranging from a portion of a sport season to the remainder of the academic career. At any time a student athlete is denied participation from a team for a code of conduct violation, a chemical assessment will be required for reinstatement on an athletic team. The complete text of the Code of Conduct is printed in the Student Athlete Handbook.

MIDDLE SCHOOL ELIGIBILITY

Grant Middle School is a member of The Ohio High School Athletic Association. The OHSAA establishes academic eligibility requirements for all member schools. The OHSAA policy for middle school athletic eligibility states that a student enrolling in the seventh grade for the first time will be eligible for the first grading period regardless of previous academic achievement. Thereafter, in order to be eligible, a student in grade 7 or 8 must be currently enrolled and must have been enrolled in school the immediately preceding grading period and received passing grades during that grading period in a minimum of five of those subjects in which the student received grades. In addition to OHSAA policy, Marion City Schools policy states that student athletes must have a 1.5 GPA and cannot have 2 or more F's in their classes (Note: nine week grades determine eligibility not exams or semester averages). A grade of incomplete will be considered as a failing grade in computing the GPA until all work is completed. Summer school grades may not be used to substitute for failing grades received the preceding year. A student assigned to in-school suspension or out-of-school suspension will not be permitted to participate in athletic events (practice or games) for the duration of the suspension. Additionally, OSS students are not permitted to be on school grounds for the duration of the suspension. Academic eligibility will be explained to all interested participants prior to enrolling in the sport or activity. Each participant and parent/guardian will sign a document stating they have read and understand eligibility requirements.

HIGH SCHOOL ACADEMIC ELIGIBILITY

There are two prongs to academic eligibility to participate in athletics. The first is provided by the OHSAA. The second is provided by the MCS Board of Education.

- 1) You must enroll and pass at least five one credit courses or the equivalent, each of which count towards graduation each marking period. PE courses or other .25 credit courses do not count towards this requirement. It is important to talk with the Athletic Director before dropping courses to determine what effect it may have on eligibility.
- 2) You must earn a minimum 1.50 marking period GPA during the immediately preceding marking period.

Academic eligibility is based on the courses taken and grades earned during the immediately preceding marking period and are checked at the conclusion of each marking period if a season carries over multiple grading periods. Grades used are the grades issued at the time of report card reporting. Remediated grades, summer school grades, final exams, semester grades will not count towards academic eligibility. Students receiving "Incompletes" for a course at the time of report card grade reporting may be able to become eligible under certain circumstances. Please contact the Athletic Office prior to the end of the marking period if you believe you will be earning incompletes.

Students who receive the minimum 5 passing grades but whose marking period GPA falls between a 1.00 and 1.50 may request an appeal hearing for eligibility purposes. A student-athlete must request this appeal. A student may request an appeal only twice during their high school career. A committee comprised of the athletic director, a guidance counselor, and a principal will hear a student's appeal. This is an opportunity for the student to explain their circumstances and outline how they will improve their academic performance and meet future expectations. A variety of results may occur: full eligibility restored, ineligibility upheld, or conditions may be required for eligibility to be restored. Parents may attend this appeal to support and witness the appeal however, this is an opportunity to allow the committee to hear from the student.

Students who are considered ineligible due to academic reasons may continue to practice with the team, with the head coach's permission, but may not dress or participate in any contest or scrimmage

during this ineligibility period. OHSAA regulations state that eligibility or ineligibility will last until the start of the fifth school day of the new marking period.

ACTIVITY CONFLICTS

When a student's dual participation in athletics and other school activities results in a conflict, the following policy will apply:

1. A "performance", athletic contest, or musical concert will have priority over normal practices or rehearsals. In the event a practice or rehearsal is scheduled at the same time as an athletic contest in which the student is scheduled to participate, the athletic contest has priority and the student is to be excused without penalty from the practice or rehearsal. Conversely, in the event a music or other activity performance conflicts with an athlete's practice, the performance has priority and the athlete is excused from the athletic practice without penalty.
2. Practices and rehearsals should be scheduled so as to avoid conflict with the "standard practice" times of other ongoing activities. Knowing that this is not always possible, there will inevitably be conflicts. When conflicts do occur, the supervising adults are to be the first line of resolve. If compromise or agreement cannot be reached with these two parties, then a building administrator will arbitrate the conflict. Normally, the administrator will suggest that the student choose the activity in which he/she will participate. When such a decision is reached, the student shall participate in the chosen activity and be excused from the other without penalty.
3. In the event a music or other activity performance conflicts with an athletic contest scheduled at the same time, the student is again permitted a choice without penalty. In conflicts of this nature, the administrator may act as an arbitrator, taking into consideration the impact of the student's participation or nonparticipation in the two conflicting events. When considering the impact of participation, such factors as the level of competition, makeup of the squad or activity, travel arrangements and other factors will be considered. Participation typically ranges from normal practices/rehearsals to state-level competition, and will be prioritized accordingly.

If a student or their p/g's choose to attend a practice or performance contrary to these guidelines, the offended activity advisor/coach may apply an appropriate consequence to the student. Exceptions to the norm may be made by the school's administration.

STUDENT EMPLOYMENT

Employment of Students-High School Only (Full Time Students):

A full time working permit (FTWP) is defined as a permit to a minor (under age of 18) whose intent is to withdraw from school. The student must be employed for a minimum of 30 hours per calendar week. Secure the proper documents from the guidance department at Harding High School.

The School does not encourage students to take jobs outside of school that could interfere with their success in school. If a student believes that they must maintain a job in addition to going to school, they must first contact the Guidance Office to discuss any legal requirements and to obtain any required documents.

STUDENT ATTENDANCE AT SCHOOL EVENTS

Students are encouraged to attend as many after school events as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students participating in the event.

It is strongly advised that students attending evening events as non-participants be accompanied by a parent or adult chaperone. The Board is not responsible for supervising unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

SECTION IV - STUDENT CONDUCT ATTENDANCE

SCHOOL ATTENDANCE POLICY

Regular attendance is a significant student responsibility at all grade levels. Many studies correlate regular attendance with success in school. Regular attendance means that the academic learning process is not interrupted, less time is spent on make-up assignments, and students benefit from participation and interaction with others in class. Many important lessons are learned through active participation in classroom and other school activities that cannot be replaced by individual study (Board Policy 5200).

Establishing a pattern of good attendance will benefit the student in school and in the workplace. Attendance is important in the development of a high quality work ethic, which will be a significant factor in a student's success with future employers (Board Policy 2220). One of the most important work habits that employers look for in hiring and promoting a person is his/her dependability in coming to work every day on time. This is a habit the school wants to help students develop as early as possible.

No student may leave school prior to dismissal time without a p/g either submitting a signed written request or coming to the school office personally to request the release. No student will be released to a person other than a custodial parent(s)/guardian or to a properly-identified person authorized in writing by the parent to act on their behalf. (Board Policy 5230).

Excusable Reasons for Absence

The District accepts only the following as reasonable excuses for time missed at school. Each absence shall be a statement by the student's parent/guardian. The excuse shall be submitted to the Principal and filed as part of the student's school record. The Board of Education reserves the right to verify such statements and to investigate the cause of each single absence or prolonged absence.

A statement for absence from school may be approved for one (1) or more of the following reasons or conditions:

- A. Personal Illness. The principal may require a doctor's confirmation if they deem it advisable.
- B. Illness in the Family Necessitating the Presence of the Child (the principal) may require a doctor's confirmation and an explanation as to why the child's absence was necessary.
- C. Quarantine of the Home
- D. Death in the Family (This is limited to a period of three (3) days unless a reasonable cause may be shown for a longer absence).
- E. Necessary Work at Home Due to Absence or Incapacity of Parent(s)/Guardian(s) Any absence arising because of this condition shall only apply to a child over fourteen (14) years of age and shall not extend for a period longer than five (5) days and can be renewed for five (5) additional days. At no time, shall such excuse permit a student to be absent from school for a period of more than ten (10) consecutive days.

At the discretion of the Superintendent or his/her designee, a student may be excused for a longer period of time than ten (10) days if a child's p/g has recently died or become totally or partially incapacitated and there is no older brother or sister living in the home who is out of school. In such cases, the Superintendent or his/her designee may request a certificate of a physician attesting to the physical condition of the p/g.

- F. Observation or Celebration of a Bona Fide Religious Holiday. Any student shall be excused for the purpose of observing or celebrating a bona fide religious holiday consistent with their creed or belief.
- G. Absence During the School Day for Professional Appointments

Parents are to be encouraged to schedule medical, dental, legal, and other necessary appointments other than during the school day. Since this is not always possible, when a student is to be absent for part of the day:

H. Emergency or Other Set of Circumstances

I. Medically Necessary Leave

J. Service as Precinct Officer at a Primary, Special or General Election

K. Absences that do not accumulate against this guideline include: field trips; college visits, not to exceed two (2) in number.

STUDENT VACATIONS DURING THE SCHOOL YEAR

Students are permitted to go on vacation during the school year without penalty (except the week ending each semester). The purpose of this administrative guideline is to accommodate p/g's who must take their vacations during the school year and the desire to enjoy that time as a family.

Whenever a proposed absence-for-vacation is requested, p/g's must discuss it with the principal. The length of absence should be made clear, and those involved should have an opportunity to express their views on the potential effects of the absence. The district will only approve a student's absence for a vacation when they will be in the company of their own parent, but not other students' p/g's, unless there are extenuating circumstances deemed appropriate by the principal. The student may be given approximate assignments and materials and pages to be completed.

RECORDING ATTENDANCE

The attendance officer shall file a complaint in the juvenile court against a student on the sixty-first (61st) day if the implementation of an absence intervention plan or other intervention strategies has been unsuccessful, provided that all of the following apply: Attendance shall be taken at the beginning of every block/period in buildings with block/period-based scheduling, absences from a class block/period shall be accounted for to the nearest full hour, attendance shall be taken at the commencement of the school day in buildings with non-period-based schedules, and attendance for students arriving late or leaving early must be tracked and recorded to the nearest full hour.

EXCESSIVE ABSENCES

When a student of compulsory school age is absent from school with or without legitimate excuse for thirty-eight (38) or more hours in one (1) school month, or sixty-five (65) or more hours in a school year, a school representative shall notify the child's (p/g) of the child's absences, in writing, within seven (7) school days after the date of the absence that triggered the notice requirement. At the same time written notice is given, any appropriate intervention action listed herein may be taken.

Habitual Truancy

A student will be considered habitually truant if the student is of compulsory school age and absent without a legitimate excuse for thirty (30) or more consecutive hours, for forty-two (42) or more hours in one (1) school month, or for seventy-two (72) or more hours in one (1) school year.

Legitimate excuses for the absence of a student who is otherwise habitually truant include but are not limited to:

A. The student was enrolled in another school district;

B. The student was excused from attendance in accordance with R.C. 3321.04; or

C. The student has received an age and schooling certificate.

Absence Intervention Team

To the extent required by law as determined on an annual basis, within ten (10) days of a student becoming habitually truant, the principal shall assign the student to an absence intervention team.

Within fourteen (14) school days after the assignment of a student to an absence intervention team, the team shall develop an intervention plan for that student in an effort to reduce or eliminate further absences. Each intervention plan shall vary based on the individual needs of the student. The plan shall state that the attendance officer shall file a complaint not later than sixty-one (61) days after the date the plan was implemented, if the child has refused to participate in, or failed to make satisfactory progress on, the intervention plan. Within seven (7) school days after the development of the plan, reasonable efforts shall be made to provide the student's parent/guardian/custodian with written notice of the plan.

Each absence intervention team may vary based on the needs of each individual student but shall include a representative from the child's building, another representative from the child's building who knows the child, and the child's parent or parent's designee, or the child's guardian, custodian, guardian ad litem, or temporary custodian. The team also may include a school psychologist, counselor, social worker, or representative of a public or nonprofit agency designed to assist students and their families in reducing absences. [NOTE: Schools must obtain written permission to release confidential information about a student to third parties, such as a representative of an outside agency on an intervention team.]

The members of the absence intervention team shall be selected within seven (7) school days of the student meeting the habitually truant threshold. Within the same period of seven (7) school days, the principal shall make at least three meaningful, good faith attempts to secure the participation of the student's parent/guardian/custodian, guardian ad litem, or temporary custodian on that team. A good faith attempt to secure the participation of the parent shall include, but not be limited to, diligent efforts to reach the parent by telephone, email, or regular mail. If the student's parent responds to any of those attempts, but is unable to participate for any reason, the principal shall inform the parent of the parent's right to appear by designee. If seven (7) school days elapse and the student's parent, guardian, custodian, guardian ad litem, or temporary custodian fails to respond to the attempts to secure participation, the attendance officer shall investigate whether the failure to respond triggers mandatory abuse or neglect reporting to the public children services agency. At the same time, the absence intervention team shall continue to develop an intervention plan for the child notwithstanding the absence of the child's parent, guardian, custodian, guardian ad litem, or temporary custodian.

Intervention Strategies

In order to address the attendance practices of a student who is habitually truant, the intervention team may, as part of an intervention plan, take any of the following intervention actions:

- A. Provide counseling to the student
- B. Request or require the student's parent to attend a parental involvement program
- C. Request or require a parent to attend a truancy prevention mediation program
- D. Notify the Registrar of Motor Vehicles of the student's absences
- E. Take appropriate legal action
- F. Assignment to an alternative school (Note: If the District has established an alternative school, it must appear as an alternative intervention strategy.)
- G. Any student who, due to a specifically identifiable physical or mental impairment, exceeds or may exceed the district's limit on excused absence may be referred to the principal or Director of Student Services for evaluation to determine eligibility either under the Individuals with Disabilities Education Improvement Act (IDEIA) or Section 504 of the Rehabilitation Act of 1973, or other appropriate accommodation.

Reporting Requirements

The attendance officer shall file a complaint in the juvenile court against a student on the 61st day after the implementation of an absence intervention plan or other intervention strategies, provided

that all of the following apply:

- A. The student is habitually truant.
- B. The school district or school has made meaningful attempts to re-engage the student through the absence intervention plan, other intervention strategies, and any offered alternatives to adjudication, if applicable.
- C. The student has refused to participate in or failed to make satisfactory progress on the plan, as determined by the absence intervention team, or any offered intervention strategies or alternative to adjudication.

If the student, at any time during the implementation phase of the absence intervention plan or other intervention strategies, is absent without legitimate excuse for thirty (30) or more consecutive hours or forty-two (42) or more hours in one school month, the attendance officer shall file a complaint in juvenile court against that student, unless the absence intervention team has determined that the student has made substantial progress on the absence intervention plan.

In the event that the sixty-first (61st) day after the implementation of the absence intervention plan or other intervention strategies falls on a day during the summer months, the absence intervention team or the attendance officer may extend the implementation of the plan and delay the filing of the complaint for an additional thirty (30) days from the first day of instruction of the next school year.

Whenever any student of compulsory school age has sixty (60) consecutive hours in a single month or a total of ninety (90) hours of unexcused absence from school during the school year, they will be considered habitually absent. The superintendent shall notify the student and their p/g's, or custodian, in writing, that the superintendent will notify the Registrar of Motor Vehicles, if appropriate, and the Judge of the juvenile court of the child's unexcused absences unless the student or their p/g's wish to challenge the record. They are to be notified that the absence information has been provided to the superintendent, that as a result of that information the child's temporary driver instruction permit or driver's license will be suspended or the opportunity to obtain such a permit or license will be denied, and that they may appear in the principal's office to challenge such information at a scheduled date and time which shall be no earlier than three (3) days or later than five (5) days after the date of the notification. The principal may grant an extension, if requested by the child or the child's parent, guardian, or custodian.

Notification will be sent within two (2) weeks after the Superintendent receives the information or the conclusion of the hearing if the determination that the student did not have a legitimate excuse for the absences is upheld. The student's name, address, birth date, school, district, and attendance record shall be sent to the juvenile judge in writing and to the Registrar of Motor Vehicles, if appropriate, in the manner designated by the Registrar.

The District shall report to the Ohio Department of Education, as soon as practicable, and in a format and manner determined by the department, any of the following occurrences:

- A. When a notice that a student has been absent with or without legitimate excuse for thirty-eight (38) or more hours in one school month, or sixty-five (65) or more hours in a school year is submitted to a parent, guardian, or custodian;
- B. When a child of compulsory school age has been absent without legitimate excuse from the public school the child is supposed to attend for thirty (30) or more consecutive hours, forty-two (42) or more hours in one school month, or seventy-two (72) or more hours in a school year;
- C. When a child of compulsory school age who has been adjudicated an unruly child for being an habitual truant violates the court order regarding that adjudication;
- D. When an absence intervention plan has been implemented for a child under this policy.

Encouraging Attendance

Promoting and fostering desired student attendance habits requires a commitment from the administration, faculty, and p/g's. No single individual or group can - in and of itself - successfully accomplish this task.

A professional staff member's responsibility must include, but not be limited to:

- A. Providing meaningful learning experiences every day; Therefore, a student who is absent from any given class period would be missing a significant component of the course.
- B. Speaking frequently of the importance of students being in class, on time, ready to participate; keeping accurate attendance records tracked to the nearest full hour (excused vs. unexcused);
- C. Requiring an admit slip from a student when they return from an absence and invoking a consequence if s/he does not have one; incorporating defined, daily participation as part of the teaching/learning process and each grading period (See AG 2220);
- D. Requiring students to make up missed quizzes, tests, and other pertinent assignments before or after the regular school day and not permitting students to use instructional time to do make-up work.

Make-Up Opportunities

A student may make-up units of study with a properly licensed teacher if prior approval has been granted by the Principal. Students will be given the opportunity for making up work missed due to approved absences. The length of time for completion of make-up work shall be commensurate with the length of the absence.

Tardiness

Students not in homeroom or in class when the late bell rings are considered tardy, and attendance shall be tracked and recorded to the nearest full hour. All students who are tardy to school must report to the main office to sign in. When a teacher detains a student after class, they shall issue a late pass for the student's next class. Teachers are to refer cases of chronic tardiness to the Principal.

SUSPENSION FROM SCHOOL

Absence from school due to suspension shall be considered an authorized absence.

A suspended student will be responsible for making up school work missed due to suspension. Assignments may be obtained from the school or guidance office beginning with the first day of suspension. Make up of missed tests may be scheduled when the student returns from school.

The student must complete missed assignments during the suspension and turn them in to the teacher. Upon returning from the suspension, students will be given the number of academic days serving the suspension to complete the work.

The student will be given credit for properly-completed assignments and will receive a grade for any made-up tests.

POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS (PBIS) OVERVIEW

Positive behavior support is an application of a behaviorally-based systems approach to enhance the capacity of schools, families, and communities to design effective environments that improve the fit or link between research-validated practices and the environments in which teaching and learning occurs. Attention is focused on creating and sustaining primary (school-wide), secondary (targeted group or simple individual plans), and tertiary (individual) systems of support that improve lifestyle results (personal, health, social, family, work, recreation) for all children and youth by making problem behavior less effective, efficient, and relevant, and desired behavior more functional (Board Policy 5630.01).

CODE OF CONDUCT

The image a school portrays is often determined by the behavior of its students and the physical appearance of the building. We must all, students, teachers, administrators, support staff and community members, show pride by doing our share to make the high school a better place in which to learn and work. One of the main goals of the Marion City Schools is to develop self-discipline in all students and maintain an appropriate educational atmosphere.

The following code of conduct rules apply to all activities in the district, including activities on school property, on a school bus, or while enroute to or from school, and those occurring off school property if the student is at any school sponsored, school-approved, or school-related activity or function, such as field trips or athletic events, or off the school grounds if the situation is initiated at school. Students shall be given due process before a disciplinary action is taken.

Students may be subject to discipline for violation of the Student Code of Conduct/Student Discipline Code even if that conduct occurs on property not owned or controlled by the Board but where such conduct is connected to activities or incidents controlled by the Board. Conduct regardless of where it occurs, under the supervision of a district official/employee or directed at a district official/employee or their property is subject to discipline (Board Policy 5500).

A violation of any rule may result in discipline including, but not limited to:

- Verbal Warning
- Parent Notification
- Detention
- Tuesday, Thursday or Friday School
- Alternative Learning Community (ALC)
- Emergency Removal
- Out-of-School Suspension (OSS)
- Expulsion
- Exclusion
- Court Referral
- Negative Interaction
- Restitution
- Loss of Bus Privileges
- Loss of Credit for Assigned Work or Tests
- Assigned Work Related to the Offense
- Loss of other privileges

Participation in extracurricular activities, including interscholastic sports, is a privilege and not a right. Students may be prohibited from all or part of their participation in such activities by authorized school personnel for offenses or violations of the Student Code of Conduct or Athletic Code of Conduct. Students prohibited from participation in all or part of any extracurricular activity are not entitled to further notice, hearing and/or appeal rights (See Policies 2431 and Interscholastic Athletics 5610.05-Prohibition from Extra-Curricular Activities).

Notice to students: The use of video surveillance equipment may be used in the investigation of violations of the Code of Conduct and may be used by school officials for educational purposes and safety; therefore these records will remain in possession of the school district. Students may receive discipline as a result of what is recorded.

STUDENT DISCIPLINE CODE

1. Insubordination/Disrespect-Students are expected to comply with reasonable directions of staff. This includes teachers, teacher aides, substitute teachers, guidance counselors, administration and any other adult employed by the district. Willful refusal or failure to follow or comply with an appropriate direction given by a staff member, or acting in defiance of staff members. While addressing or interacting with school employees and/or volunteers, a student should exhibit behavior or an attitude that is characterized by being polite, courteous, positive, proactive, and engaged. Some examples of insubordination may include refusal to identify one's self, failure or refusal to serve requested consequence, refusal to complete tasks or follow

directions, rude or disrespectful interactions mockery, back talk, or inappropriate language, gestures, or written word.

2. Disruption of School-Students shall be supportive and engaged in the academic process and shall not disrupt the school climate. These disruptions may include noise or yelling, threats, intimidation, violence, horseplay, sustained out of seat behavior, intimidation, false alarms, false reports, school pranks, bomb threats, and/or any other type of act which induces panic or disrupts the academic process of any part of a school district's classes and/or programs.
3. Inappropriate Language or Gestures-Students are expected to show respect for all and the school environment through the use of acceptable language, communications, and gestures. Students should not use profanity, abusive or obscene language, either written or verbal, in communicating with any faculty member, any other school employee, visitor, or another student. Included in the prohibition would be the use of obscene gestures, signs, pictures or publications.
4. Restricted Area/Trespassing-For safety purposes, students may be restricted from some areas of the school building or grounds and are only permitted to be on property when directly associated with a school related activity and under adult supervision.
5. Inappropriate Display of Affection-Students are expected to show respect for others in the school building. Students should not be involved in kissing, embracing, or any sexual acts of affection while on school premises or under the control and custody of the school or in the course of a school-related activity.
6. Electronic Device Violation (Personal Communication Device)-Electronic devices are to be used for educational purposes and in designated areas only. Use of these devices in non-educational and/or inappropriate ways or in non-designated areas is considered an electronic violation.
7. Dress Code Violation- Student Dress and Grooming: It is the policy of the Marion City Schools Board of Education to recognize the rights and privileges of each student in the matters of dress and appearance to the extent that the exercise of that right does not interfere with the orderly process of education or presents a safety risk will not be permitted.

The following styles or manners of dress are prohibited:

- The unacceptable shall include but not be limited to: objectionable lettering, symbols, patches, and/or insignia as defined by administrators charged with this responsibility.
- All shorts, skirts and dresses must be at fingertip length when arms are extended down to their sides. Failure to adhere to this dress code may result in the privilege of wearing shorts or skirts, being revoked.
- All shirts must have sleeves and cover the shoulder. Spaghetti straps, tank tops, muscle shirts and off-the-shoulder shirts will not be permitted.
- Undergarments will be worn at all times.
- Blouses or shirts that expose the midsection will not be permitted.
- Open footwear is acceptable, however, bare feet will not be permitted. Open footwear, sandals, or flip flops are NOT permitted for elementary students to ensure safety in all activities during the school day.
- No hats or hoods will be worn by any student during class hours while the student is inside the building
- Pants, skirts and shorts must be worn at the waistline, and should not be sagging below the waistline.
- The wearing of chains sewn into clothing will be allowed; any other form of chain display will not be permitted.
- Attempts by students to call undue attention to themselves and/or disrupt the teaching-learning process shall not be permitted. This would include but not limited to distracting body piercing; or gang related dress (including bandanas); gang related jewelry; or clothing that advertises or displays tobacco, drugs or gang colors and insignias or references. In any form.
- Students will be given the opportunity to change into school-provided clothes if available. If not, parents/guardians will be contacted to help remedy the situation.

Students who are representing Marion City Schools at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands, and other such groups.

8. Truancy-Students should be on time and engaged in the learning environment. Students are considered truant if they are willfully absent or truant from school / class without the knowledge or consent of the parent/guardian and school, or absent from school when there is an attempt to evade the School Attendance Law, or excessive tardiness or absences, leaving the school building, property, or assigned area.
9. Misuse of the MCS Acceptable Use Policy-Students are expected to follow the Marion City School's Responsible Use Policy for technology.
10. Aiding or abetting violation of school rules-If a student assists another student in violating any school rule, they will be disciplined. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.
11. Misconduct off School Grounds-Misconduct by a student that occurs off of school property but is connected to activities, incidents, and or individuals that are employed with the District or serves the district in an official capacity (ex: board of education member)will not be tolerated and disciplinary action may result. Misconduct is defined as any violation of the Student Discipline Code.
12. Reporting False Information-The act of reporting information with knowledge that the information reported, conveyed, or circulated is false.
13. General Misconduct-Students shall refrain from throwing objects, or being abusive or excessively disruptive in their behavior. Respect the rights and feeling of others.
14. Sexting/Possession of Pornography-A student shall not create, receive, exchange, send or possess a photograph, video, or other material showing a minor in the state of nudity i.e displaying areas of the body that would normally be covered when wearing a swimsuit, regardless of whether any child pornography laws are violated in any form including but not limited the use of electronic devices to do so. Furthermore, law enforcement authorities may be contacted and sexting may be reported as suspected child abuse or neglect. Possessing sexually explicit material.
15. Possession/Use of Weapons and/or Dangerous Instruments/Objects-Marion City Schools establishes a safe, respectful, and caring environment and students should support and maintain this environment. A student shall not possess, handle, transmit or conceal any weapon or instrument capable of harming another person, such as guns, knives, ice picks, switchblades, brass knuckles, etc. Included in the prohibitions would be the use of chemicals and gases, look alike items, explosives, incendiary devices, fireworks, smoke bombs, etc. Included would be the plans and/or instructions on how to build or use such items, or making plans to target specific students, teachers, or other school staff. (ex: Making a hit list). In addition, the use of any object that is used to threaten, harm, or harass another may be considered a weapon.
16. Knowledge of Dangerous Weapons or Threats of Violence-Students, staff members, and visitors are entitled to function in a safe school environment. Therefore, students are required to report knowledge of dangerous weapons or threats of violence to a teacher, counselor, and/or building administrator. Examples of this may include making verbal threats, written threats, and/or making threatening gestures or making indirect threats through others.
17. Fighting/Assault/Inappropriate Physical Contact-All students play a role in creating and supporting a positive learning environment. Causing or attempting to cause harm or physical injury or behaving in such a way that could cause physical injury to another person while under the jurisdiction of the school will not be tolerated. Students are expected to refrain of physical touching, fighting, acts of aggression, or physical contact.

18. Theft-A student shall not cause or attempt to take into possession the public property or equipment of the school district or the personal property of another student, teacher, visitor, or employee of the school district while in the control and custody of the school or in the course of a school-related activity.
19. Gang Activity-The Marion City Schools recognizes that a school must create a safe environment in which learning can take place. The presence of gangs within a school disrupts that environment by threatening the safety of the school building and causing disruption to the academic process.
A gang is any identifiable group or club which exists without the sponsorship of the school or sponsorship of any recognized adult community or civic organization and which has no acceptable social goals.
As a result of these beliefs, the Marion City Schools hereby forbids all gangs and gang activities from school buildings and school property at all times. A student shall not: participate in gang-related activities; appear with or wear gang identifications such as attire, colors or clothing; designate boundary or turf; participate in hazing, initiation, or recruiting activities; or deface property with gang graffiti.
20. Tampering/Damaging Property-Defacing, cutting, or otherwise damaging property that belongs to the school, district, other students, employees or others and disregard for school property. Penalties can range from detention to a referral to court. School may seek financial remediation for damaged property.
21. Misconduct against School Employee-Causing or attempting to cause physical injury or behaving in such a way which may or may not cause injury, to a school employee will not be tolerated. Any statement or non-contact action directed toward a person associated with the District will be considered a threat and possible harassment. Any other misconduct – regardless of where it takes place - such as vandalism, destruction of property, etc will not be tolerated.
22. Tobacco and Related Products- Smoking, tobacco use, and possession of tobacco including vapors and electronic cigarettes are prohibited by the Board of Education policy. The use of tobacco products is a danger to a student's health and to the health of others. The school prohibits the possession, consumption, purchase or attempt to purchase, and/or use tobacco products in school, on school grounds, on school buses, and at any interscholastic competition, extracurricular event, or other school-sponsored event – whether that event is a home or away event. It is a violation of the Ohio Revised Code Section 2927.02 to use, consume, or possess cigarettes, other tobacco products, or papers used to roll cigarettes.
23. Gambling- Gambling (i.e., playing a game of chance for stakes) includes casual betting, betting pools, organized-sports betting, and any other form of wagering. Students who bet on any school activity in which they are involved may also be banned from that school activity.
24. Failure/Refusal to Serve- Students failing to comply with disciplinary penalties may face enhanced penalties for such actions. Penalties may include court filings with the Marion City Police.
25. Alcohol- Possessing, using, transmitting or concealing, or being under the influence of any alcoholic beverage. The school prohibits the possession, consumption, purchase or attempt to purchase, and/or use alcohol in school, on school grounds, on school buses, and at any interscholastic competition, extracurricular event, or other school-sponsored event, whether that event is a home or away event. If a building principal has a reasonable individualized suspicion of alcohol use, they may request the student in question to submit to any appropriate testing, including but not limited to, a breathalyzer test or urinalysis.
26. Leaving the Building without Permission- Students are expected to be in the school building for the entire duration of the school day, leaving the building without following proper protocol (i.e. guardian student sign out) is considered leaving without permission.

27. Drugs and/or Paraphernalia- Possessing, using, transmitting or concealing, or being under the influence of any alcoholic beverage. The school prohibits the possession, consumption, purchase or attempt to purchase, and/or use alcohol in school, on school grounds, on school buses, and at any interscholastic competition, extracurricular event, or other school-sponsored event, whether that event is a home or away event.
- If a building principal has a reasonable individualized suspicion of alcohol use, they may request the student in question to submit to any appropriate testing, including but not limited to, a breathalyzer test or urinalysis. In such circumstances, the student will be taken to a private administrative or instructional area on school property for such testing with at least one other member of the teaching or administrative staff present as a witness to the test. If a student refuses to take the test, they will be advised that such denial leaves the observed evidence of alcohol use unrefuted thus leading to possible disciplinary action. The student will then be given a second opportunity to take the test.
28. Repeated Offenses-Flagrant and/or repeated intentional violations of the code of conduct may result in immediate administrative action that may result in suspension of up to 10 days, parent conference and/or possible recommendation to the superintendent for expulsion.
29. Damage/Destruction of Property-Students should respect the private and public property of others, a student shall not cause or attempt to cause damage to property of the school, another student, visitor or employee of the school. Depending on situation students may have to pay restitution.
30. Violation of Bus Rules -(see Section V – Transportation)
31. Harassment/Bullying/Intimidation/Cyberbullying-Students will treat others kindly and with respect. Negative interactive behavior, such as harassment, intimidation, bullying, or threatening behavior by any student towards any student or staff in the Marion City School District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/ or expulsion from school. “Harassment, intimidation or bullying” means any written, verbal, graphic, or physical act including electronically transmitted acts—i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. This includes violence within a dating relationship as per ORC 3313.666. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation, or at any official school bus stop that:
- A. Causes mental or physical harm to another student/school personnel, including placing an individual in reasonable fear of physical harm and/or in fear of damaging a student’s personal property; and
 - B. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for another student/ school personnel.
 - C. Any activities or events of which affects occur on school grounds.

BULLYING, HARASSMENT, AND INTIMIDATION

Harassment/Bullying/ Intimidation/Cyberbullying. Students will treat others kindly and with respect. Negative interactive behavior – such as harassment, intimidation, bullying, or threatening behavior by any student towards any student or staff in the Marion City School District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/ or expulsion from school. “Harassment, intimidation or bullying” means any written, verbal, graphic, or physical act including electronically transmitted acts—i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students/ school personnel with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. This includes violence within a dating relationship as per ORC 3313.666. Such

behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation, or at any official school bus stop that:

- A. Causes mental or physical harm to another student/ school personnel, including placing an individual in reasonable fear of physical harm and/ or in fear of damaging a student's personal property; and
- B. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for another student/ school personnel.
- C. Any activities or events of which affects occur on school grounds.

Any student who believes that he/she is the victim of any of the above actions or has observed such actions by another student, staff member, or other person associated with the District, or by third parties should contact the Building administrator (Board Policy 5517).

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well being.

A student shall not make a false statement, a false accusation, or provide false information that in anyway defames or damages the reputation of another student or staff member. A student shall not make a false report or issue false accusations that result in the reporting of an incident of child abuse to children's services or law enforcement agencies.

METHODS OF DISCIPLINE

Verbal Warning- A warning to a student that his/her conduct is in violation of school rules. It may be issued by any authorized school official including teaching or non-teaching personnel.

Parent Notification- Direct contact by telephone or letter with a parent or legal guardian of a student to inform them that their student's conduct was in direct violation of school rules.

Detention- The assignment of a student to spend time in addition to regular school time for violation of school rules. Failure to serve detention will result in additional consequences.

Tuesday/Thursday/Friday School- The assignment of a student to spend time in addition to regular school day for violation of school rules, attendance concerns, or to make up school assignments. The extended school day will be from 2:30 to 4:30 p.m. on Tuesday or Thursday. Students assigned to extended day are ineligible for extracurricular events scheduled during that time frame. Failure to serve Tuesday/Thursday School will result in additional consequences.

Alternative Learning Center (ALC)- Philosophy: Student discipline should be designed, as much as possible, to create a positive change in the student's behavior. The Alternative Learning Center provides the social separation and intensified academics needed for a positive approach. Students that are serving in ALC are allowed to participate extracurricular activities.

Emergency Removal- If a student's presence and behavior poses a danger to persons or property, or is an ongoing threat of disrupting the academic process, authorized school personnel may remove the student from the school premises for curricular and/or extra-curricular activities.

Out of School Suspension (OSS)- A student may be suspended from one to ten days by an administrator because of a serious offense or repeated misbehavior. The home is to be notified of a student's suspension by telephone immediately if possible, and by mail within 24 to 48 hours. Out of school suspension results in the loss of the privilege to participate in school, extracurricular and co-curricular activities during the time of the suspension. While on suspension the student's daily

work can be made up for credit. Make-up of major projects and tests will be determined at the discretion of the teachers. In summary:

- The principal/assistant principal may suspend. Each suspension will not exceed ten school days.
- Due process shall consist of:
 - The administrator will give written notice of the intention to suspend the student. The notice will have the reason for the action. Parents will be contacted by phone whenever possible.
 - The student will have an opportunity to appear at an informal hearing before the principal/assistant principal to explain the situation. The hearing will take place immediately in most cases. Due process is guaranteed to the student.
 - The student and/or his p/g's may appeal a suspension to the hearing officer of the Marion City Schools. Appeals may be made for failure to comply with due process.

Expulsion-

- The Superintendent of Schools may expel a student for a maximum of 80 days. This may extend into another semester or until the end school year.
- The Superintendent may expel a student for a period of one (1) year for bringing or possessing a firearm or knife to a school building or onto any other property owned, controlled or operated by the Board, to an interscholastic competition, an extracurricular event, or to any other school program or activity that is not located in a school or on property that is owned or controlled by the board. This may extend into another semester or school year.

Court Referral-Referral to the Marion County Juvenile Courts may be used when other disciplinary actions have not been effective. The two most common reasons for referral are truancy and unruliness. The Guardians will receive a notice when such filings occur.

Negative Interaction-A negative interaction is a formal reprimand which warns students not to negatively interact with each other through verbal comments, physical aggression, telecommunications or social media. This reprimand outlines further consequences if student continue these interactions.

Restitution-In the event school property is damaged or destroyed by a students the school may seek financial compensations to replace or repair damaged property.

Loss of Bus Privileges-Students may lose their bus privilege for a specified amount of time. In the event of loss of privileges p/g's are responsible for school transportation.

Loss of Credit for Assigned Work or Tests-Students may lose credit, or be given a zero in certain circumstances such as academic dishonesty or plagiarism.

Assigned Work Related to the Offense-Students may be given an assignment by the administration related to the offense ie. an apology letter, research paper etc. as a means of discipline.

Loss of Other Privileges-Students may lose school privileges ie. recess, lunch with peers, loss of afterschool activities etc. as means of discipline.

Other Methods of discipline may be assigned such as community service or reparations.

DUE PROCESS RIGHTS

Before a student is suspended, expelled, or permanently excluded from school, there are specific procedures that must be followed (Board Policy #5611).

As long as the in-school discipline is served entirely in the school setting, it will not require any notice or meeting, or be subject to appeal.

SUSPENSION FROM SCHOOL

When a student is being considered for a suspension, the administrator in charge will notify the student of the basis for the proposed suspension. The student will be given an opportunity to explain his/her view of the underlying facts. After that informal hearing, the principal [or assistant principal or other administrator] will determine whether or not to suspend the student. If the decision is made to suspend the student, their p/g's will be given written notification of the suspension within one (1) day setting forth the reason for the suspension, the length of the suspension, and the process for appeal. The suspension may be appealed, within three days after receipt of the suspension notice, to superintendent or appointed designee. The request for an appeal must be in writing.

During the appeal process, the student is allowed to remain in school unless safety is a factor.

If the appeal is heard by the Board's designee, the appeal shall be conducted in a private hearing. If the appeal is heard by the Board of Education, the appeal shall be conducted in executive session unless the student or their representative requests otherwise. A verbatim transcript will be made and witnesses will be sworn in prior to giving testimony. If the appeal decision is to uphold the suspension, the next step in the appeal process is to the Court of Common Pleas.

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 in a classroom or elsewhere on the school premises, the superintendent, principal or assistant principal may remove the student from any curricular or extracurricular activity or from the school premises. A teacher may remove the student from any curricular or extracurricular activity under the teacher's supervision, but not from the premises.

Written notice of the hearing and the reasons for removal and any intended disciplinary action will be provided to the student, as soon as practical prior to the hearing. If the student is subject to an out of school suspension, the student will have the opportunity to appear at an informal hearing before the principal, assistant principal, Superintendent or a designee, and may challenge the reasons for the removal or otherwise explain their actions.

Within one (1) school day of the decision to suspend, written notification will be given to the p/g's or custodian(s) of the student. This notice will include the reasons for the suspension, the right of the student or their p/g's or custodian(s) to appeal to the Board or its designee, and the student's right to be represented in all appeal proceedings. If it is likely that the student may be subject to expulsion, the hearing will take place within three (3) school days and will be held in accordance with the procedures outlined in the Student Expulsion Policy. The person who ordered or requested the removal will be present at the hearing. In an emergency removal, a student may be kept from class until the matter of the alleged misconduct is resolved either by reinstatement, suspension or expulsion.

EXPULSION FROM SCHOOL

When a student is being considered for expulsion, the student and parent will be provided with a formal notice of the proposed expulsion. This written notice will include the reasons for the intended expulsion, notification of the opportunity to appear in person before the Superintendent or the Superintendent's designee to challenge the reasons for the expulsion and/or explain the student's action, and notification of the time and place to appear. Students being considered for expulsion may be removed immediately. A hearing will be scheduled no earlier than three (3), nor no later than five (5) school days after the notice is given. Parents/Guardians may request an extension of time for

the hearing. The student may be represented by their p/g's, legal counsel, and/or by a person of his/her choice at the hearing.

In accordance with Board Policy 5610, the Superintendent shall initiate expulsion proceedings against a student who has committed an act that warrants expulsion under Board policy even if the student withdraws from school prior to the hearing or decision to impose the expulsion. The expulsion will be imposed for the same duration that it would have been had the student remained enrolled.

If a student is expelled, the student and the student's p/g's will be provided with written notice within one (1) school day of the imposed expulsion. The notice will include the reasons for the expulsion, the right of the student, or the student's parent(s)/guardian(s) or custodian(s) to appeal the expulsion to the Board or its designee, the right to be represented in all appeal proceedings, the right to be granted a hearing before the Board or its designee, and the right to request that the hearing be held in executive session.

Within fourteen days after the Superintendent notifies the p/g's of the expulsion, the expulsion may be appealed, in writing, to the Board of Education or its designee. A hearing on the requested appeal will be formal with an opportunity for sworn testimony. If the expulsion is upheld on appeal, a student's p/g's may pursue further appeal to the Court of Common Pleas.

Students serving expulsions will not be awarded grades or credit during the period of expulsion. Expulsion for certain violations including use or possession of alcohol or drugs, may result in revocation of student's driver's license. When a student is expelled, the Superintendent will notify any college in which the expelled student is enrolled under the Postsecondary Enrollment Option at the time the expulsion is imposed.

PERMANENT EXCLUSION

State law provides for the permanent exclusion of a student, 16 years of age or older who engages in certain criminal activity. Permanently excluded students may never be permitted to return to school anywhere in the State of Ohio. A permanent exclusion may be considered if the student is convicted or adjudicated delinquent for committing one or more of the following crimes while on the property of any Ohio school:

- A. Conveying deadly weapons onto school property or to a school function;
- B. Possessing deadly weapons onto school property or at a school function;
- C. Carrying a concealed weapon onto school property or at a school function;
- D. Trafficking in drugs onto school property or at a school function;
- E. Murder, aggravated murder on school property or at a school function;
- F. Voluntary or involuntary manslaughter on school grounds or at a school function;
- G. Assault or aggravated assault on school property or at a school function;
- H. Rape, gross sexual imposition or felonious sexual penetration on school grounds, or at a school function, when the victim is a school employee;
- I. Complicity in any of the above offenses, regardless of the location.

This process is formal and may follow an expulsion with the proper notification to the p/g's.

DISCIPLINE OF STUDENTS WITH DISABILITIES

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Improvement Act (I.D.E.I.A.), and, where applicable, the Americans with Disabilities Act (A.D.A.), and/or Section 504 of the Rehabilitation Act of 1973 (Board Policy 5605).

SUSPENSION OF BUS RIDING/TRANSPORTATION PRIVILEGES

When a student is being considered for suspension of bus riding/transportation privileges, the administrator in charge will notify the student of the reason. The student will be given an opportunity to address the basis for the proposed suspension at an informal hearing. After that informal hearing, the principal or assistant principal or other administrator will decide whether or not to suspend his/her bus riding/transportation privileges for all or part of the school year.

If a student's bus riding/transportation privileges are suspended, they and their (p/g's) will be notified, in writing within one day, of the reason for and the length of the suspension.

SEARCH AND SEIZURE

Administrators may search a student or their property (including vehicles, purses, knapsacks, gym bags, etc.) with or without the student's consent, whenever they reasonably suspect that a search will lead to the discovery of evidence of a violation of law or school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age. General housekeeping inspection of school property may be conducted with reasonable notice. Student lockers are the property of the District and students have no reasonable expectation of privacy in their contents or in the contents of any other District property including desks or other containers. School authorities may conduct random searches of the lockers and their contents at any time without announcement. Unannounced and random canine searches may also be conducted, following Board Policy #5771.

Additionally, students have NO reasonable expectation of privacy in their actions in public areas including but not limited to, common areas, hallways, cafeterias, classrooms and gymnasiums. The District may use video cameras in such areas and on all school vehicles transporting students to and from regular and extracurricular activities.

Anything that is found in the course of a search may be used as evidence of a violation of school rules or the law, and may be taken, held or turned over to the police. The School reserves the right not to return items that have been confiscated.

INTERROGATION OF STUDENTS

The School is committed to protecting students from harm that may be connected with the school environment and also recognizes its responsibility to cooperate with law enforcement and public child welfare agencies. While the School believes these agencies should conduct their investigations off school property if possible, investigations can take place at school in emergency situations or if the violation being investigated occurred on school property (Board Policy 5540).

Before students are questioned as witnesses or suspects in an alleged criminal violation, the building administrator will attempt to contact a parent prior to questioning and shall remain in the room during questioning.

If a student is questioned as the subject of alleged child abuse or neglect, the building administrator will attempt to contact a parent prior to questioning, and he/she (or a designated guidance counselor) will remain in the room during questioning. If the agency investigating the alleged child abuse or neglect suspects the parent is the perpetrator, neither parent will be contacted prior to questioning, but the building administrator (or a designated guidance counselor) will remain in the room during questioning.

If law enforcement or children's services agency removes a student from school, the building administrator will notify a parent.

STUDENT RIGHTS OF EXPRESSION

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do so appropriately (Board Policy 5723). Students may distribute or display, at appropriate times, non-sponsored, non-commercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet school guidelines.

- A. Material cannot be displayed if it:
 - 1. Is obscene to minors, libelous, or pervasively indecent or vulgar;
 - 2. Advertises any product or service not permitted to minors by law;
 - 3. Intends to be insulting or harassing;
 - 4. Intends to incite fighting; or
 - 5. Presents a clear and present likelihood that, either because of its content or manner of distribution or display, it will cause or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

- B. Material may not be displayed or distributed during class periods, or between classes. Permission may be granted for display or distribution during lunch periods and/or before or after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

SECTION V - TRANSPORTATION

BUS TRANSPORTATION TO SCHOOL

All School rules apply during transportation to and from school and/or events. Students are expected to follow student code of conduct while riding on the bus.

The School provides transportation for elementary students who live farther than ¼ mile than from the school or bus stop and middle/high school students who live farther than ½ mile from the school or bus stop. The transportation schedule, bus stops and routes are available by contacting the building secretary, Welcome Center at 740-223-3300 or the Transportation Office at 740-223-4398.

All students must complete permission forms that will be distributed by the Welcome Center staff, building secretary, and/or the driver, approved or disapproved by the transportation supervisor. Students may only ride assigned buses and must board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the principal.

The principal may approve a change in a student's regular assigned bus stop to address a special need. Parents should send a note to the principal stating the reason for the request and the duration of the requested change. Changes must be approved by building administrator and Transportation.

Bus routes and transportation eligibility are determined through the established Marion City Schools (Board Policy 8600 and 8640).

BUS CONDUCT

Students who are riding to and from school on District-provided transportation must follow all basic safety rules. This applies to school-owned buses as well as any contracted transportation.

The driver may assign seating or direct students in any reasonable manner to maintain transportation safety.

Students must comply with the following basic safety rules:

Prior to loading (on the road and at school)

Each student shall:

1. Be on time at the designated loading zone (5 minutes prior to scheduled stop);
2. Stay off the road at all times while walking to and waiting for school transportation;
3. Line up single file off the roadway to enter;
4. Wait until the school transportation is completely stopped before moving forward to enter;
5. Refrain from crossing a highway until the driver signals it is safe to cross;
6. Properly board and depart the vehicle;
7. Go immediately to a seat and be seated.

Students are not permitted to bring on the bus items larger than those which can be held on the lap. Animals, glass, or liquids are not permitted. ORC 4511.76

It is the p/g's responsibility to inform the bus driver when their child will not be aboard school transportation. Drivers will not wait for students who are not at their designated stops on time.

During the trip

Each student shall:

1. Remain seated while the school transportation is in motion;
2. Keep head, hands, arms, and legs inside the school transportation at all times;
3. Not push, shove, trip, or engage in scuffling;
4. Not litter in the school vehicle or throw anything in, into, or from the vehicle;
5. Keep books, packages, coats, and all other objects out of the aisle;
6. Not throw objects in or out of the bus;
7. Be courteous to the driver and to other riders;
8. Not eat or play games, cards, etc.;
9. Not use nuisance devices (e.g., cell phones, laser pointers) on the bus in a way that disrupts the safe transportation of students and/or endangers students or employees; if cell phones are used on the bus, earbud devices must be used to prevent the noise nuisance;
10. Not tamper with the school vehicle or any of its equipment (including, but not limited to emergency and/or safety equipment or bus video cameras).
11. Be quiet at all railroad crossings;

Exiting the school vehicle:

Each student shall:

1. Remain seated until the vehicle has come to a complete stop;
2. Cross the road, when necessary, at least 10 big steps in front of the vehicle, but only after the driver signals that it is safe;
3. Be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at school unless they have proper authorization from school officials.

VIDEOTAPES ON SCHOOL BUSES

The Board of Education has installed video cameras on school buses to monitor student behavior.

If a student misbehaves on a bus and their actions are recorded on a videotape, the tape will be submitted to the Principal and may be used as evidence of misbehavior.

PENALTIES FOR INFRACTIONS

A student who misbehaves on the bus shall be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding on the bus.

TRANSPORTATION OF STUDENTS BY PRIVATE VEHICLE

When transportation by District vehicle is either not available or feasible, there may be a need to provide transportation to students by private vehicle. However, no students will be permitted to ride in a private vehicle unless written consent is provided by each student's parent using Form 8660 F2 – Parental Consent for Transportation by Private Vehicle. Upon request, p/g's of participating students will be given the name of the driver, the owner of the vehicle, and the description of the vehicle. (Board Policy 8660).

SELF-TRANSPORTATION TO SCHOOL

Driving to school is a privilege that can be revoked at any time. Students who are provided the opportunity to ride school transportation are encouraged to do so. Students and their p/g's assume full responsibility and liability for any transportation to and from school not officially provided by the School.

The following rules shall apply:

1. Students under age 18 must have written parent permission prior to driving to school.
2. Students and their (p/g's) shall complete the Student Vehicle Form 5515 F1 – Application to Drive Vehicles On School Property and provide evidence of:
 - A. Driver's license;
 - B. Insurance certificate;
 - C. Vehicle registration.
3. Students are required to obey the parking lot speed limit of 5 mph.
4. The student must obtain a permit from the school office and pay a fee of \$5.00 for the entire school year.
5. If a student's parking permit is suspended, no fees will be refunded. Failure to comply with these rules will result in loss of privileges and/or disciplinary actions for a student.
6. When the School provides transportation, students shall not drive to school-sponsored activities.
 - A. Unless the student's p/g's provide written authorization for the student to drive and release the Board from liability using Form 5515 F2 Parental Authorization and Release From Liability Form, which is approved by the principal.
7. An approved student driver may not transport other students to a school sponsored activity unless the p/g's of the approved student driver and the p/g's of the student(s) to be transported in the approved student driver's vehicle provide written authorization for the student to drive or to be transported and release the Board from liability using Form 5515 F2 Parental Authorization and Release From Liability Form - which is approved by the principal.
8. All vehicles entering school property are subject to search and inspection. Drivers are advised that the school accepts no responsibility for property lost from vehicles or theft or damage to vehicles while on school property.