



ELEMENTARY SCHOOL

**STUDENT
HANDBOOK**

THIS HANDBOOK/ASSIGNMENT BOOK BELONGS TO:



MISSION

In collaboration with staff, community, parents and students, the Marlington Local School District will:

Develop lifelong learners who understand and apply knowledge, and demonstrate excellence in pursuing the highest standards, both personal and academic. To this end, we will consistently engage in the thoughtful assessment of student progress toward meeting high standards with effective intervention to challenge every student.

VISION

A tradition of excellence, a commitment to the future.

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... ELEMENTARY SCHOOLS



TABLE OF CONTENTS

WELCOME	4
SAFETY AND SECURITY	4
FIRE, TORNADO AND LOCKDOWN DRILLS	4
EARLY DISMISSAL	4
EMERGENCY CLOSING AND DELAYS	4
VISITORS	4
ATTENDANCE	4
School Attendance Policy	4
Truancy	5
Excused Absences	5
Notification of Absence	5
Unexcused Absences	6
Tardiness	6
Vacations During the School Year	6
Homebound Instruction	6
Make-up Tests and Other School Work	6
Suspension from School	6
EARLY ARRIVAL	6
LATCHKEY	6
LUNCH PROGRAM	6
PARENT ORGANIZATIONS	7
SELLING PRODUCTS	7
INSURANCE	7
PERSONAL PROPERTY	7
NEWSLETTERS	7
FEES AND FINES	7
CODE OF CONDUCT	7-15
DISCLAIMER	15
STUDENT RIGHTS	15
MODEL NOTICE FOR DIRECTORY INFORMATION	15-16
PPRA	16-17
ANNUAL NOTICE OF NON-DISCRIMINATION	17
Special Services	17
Individuals with Disabilities Act	17
Child Find	17
Gifted Education Program	17
Title IX/Civil Rights Compliance	17-18
Equal Opportunity Notice	18
BUS CONDUCT	18
Prior to Loading	18
During the Trip	18
Exiting the School Vehicle	18-19
Videotapes on School Buses	19
Penalties for Infractions	19
BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR	19-20
Complaints	20-21
Privacy/Confidentiality	21
Reporting Requirement	21
Immunity	21
Notification	21
Education and Training	21
ELEMENTARY STUDENTS AT HIGH SCHOOL ACTIVITIES	22
DRESS CODE	22
USE OF PRESCRIPTION AND NON-PRESCRIPTION MEDICATIONS	22-23
GRADING PERIODS	23
GRADING SCALE	23
Kindergarten-3rd Grade	23
4th-5th Grade	23
Traditional grading Scale	23
Core Classes	24
Supplemental Classes/Skills	24
Home Access Center	24
WIRELESS COMMUNICATION DEVICES	24-25
DUKE PRIDE EXPECTATIONS	26-27



WELCOME

Welcome to our elementary school! This student/parent handbook is designed to explain school procedures in our elementary buildings.

We are proud of our schools. We take pride in our efforts to provide a good education for all children. We also value all parents and strive to work cooperatively with them. Our entire staff looks forward to working together with students and parents. Together we can accomplish great things.

Safety And Security

- A. All visitors must use the buzzer and be admitted to the building. All visitors must report to the office and provide a form of identification.
- B. All visitors are given and required to wear a building pass while they are in the building.
- C. Staff is expected to question people in the building whom they do not recognize and who are not wearing a building pass, and to question people who are “hanging around” the building after hours.
- D. Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.
- E. All outside doors are locked during the school day.
- F. Portions of the building that will not be used after the regular school days are closed off.

Fire, Tornado, And Lockdown Drills

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

Early Dismissal

No student may leave school prior to dismissal time without a parent either submitting a signed written request or coming to the school office to personally request the release. No student will be released to a person other than a custodial parent(s) or guardian without a permission note signed by the custodial parent(s) or guardian. Anyone who picks up a child must be listed on that child’s emergency medical form.

Emergency Closing And Delays

If the school must be closed or the opening delayed because of inclement weather or other conditions, the school will notify the local radio and television stations and an all call will be made to the parents. Information concerning school closings or delays can also be found on the schools web page at www.marlingtonlocal.org. Parents and students are responsible for knowing about emergency closings and delays.

Visitors

For safety reasons, buildings are kept locked at all times. Visitors must use the buzzer system for admittance. Visitors must report to the office upon entering the school to sign in and obtain a pass. Any visitor found in the building without signing in and wearing a pass shall be reported to the principal. If a person wishes to confer with a member of the staff, she/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.

ATTENDANCE

School Attendance Policy

The educational program offered by this District is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session or during the attendance sessions to which s/he has been assigned.



In accordance with statute, the Superintendent shall require, from the parent of each student of compulsory school age or from an adult student who has been absent from school or from class for any reason, a written statement of the cause for such absence. The Board of Education reserves the right to verify such statements and to investigate the cause of each single absence or prolonged absence.

Regular attendance is a significant parent/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.

Truancy

Unexcused absence from school (Habitual Truancy) is not acceptable. Students who are truant will receive no credit for schoolwork that is missed.

Habitual Truancy: As stated in House Bill 410 the definition of being “habitual truant” changed from days to hours.

- a. Absent 30 or more consecutive hours without a legitimate excuse;
- b. Absent 42 or more hours in one month without a legitimate excuse; or
- c. Absent 72 or more hours in one year without a legitimate excuse.

Excessive Absences:

- a. Absent 38 or more hours in one school month with or without a legitimate excuse; or
- b. Absent 65 or more hours in one school year with or without a legitimate excuse.

After any of the above habitual truant absence standards have been met a doctor’s excuse may be required for each additional absence and a meeting may be requested with parents for further explanation. If a student is habitually truant, a complaint can be filed with the Judge of the Juvenile Court in compliance with State law and Board Policy 5200.

Excused Absences

A student who is absent until 12:00 noon will be considered absent one half day or 3 hours. If the student is absent beyond 12:00 noon, the absence will be considered a full day or 6 hours. Students may be excused from school for one or more of the following reasons and will be provided an opportunity to make-up missed schoolwork and/or tests:

- A. Personal illness (a written physician’s statement verifying the illness may be required)
- B. Quarantine of the home
- C. Death in the family
- D. Necessary work at home due to absence or incapacity of parent(s)/guardian(s)
- E. Observation or celebration of a religious holiday
- F. Such good cause as may be acceptable to the superintendent

Notification of Absence

If a student will be absent, the parents must notify the school and provide an explanation. If prior contact is not possible, the parents are required to provide a written excuse as soon as possible after the student’s absence. When no excuse is provided, the absence will be unexcused and the student will be identified as truant for those school hours. If the offered excuse for a student’s absence is questionable or if the number of student absences is excessive, the school staff will notify the parents of the need for improvement in the student’s attendance.

Students with a health condition that causes repeated absences must provide the administration with an explanation of the condition from a physician.



Unexcused Absences

Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered habitual truant and the student and his/her parents shall be subject to the truancy laws of the State. (Please refer also to Truancy)

Tardiness

A student who is not in his/her assigned location by 8:40 A.M. or until 10:10 A.M. shall be considered tardy. Any student arriving late to school is to report to the school office before going to class.

Vacations during the School Year

It is recommended that parents not take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the principal to make necessary arrangements. It may be possible for the student to receive certain assignments that may be completed during the trip.

Homebound Instruction

The school may arrange for individual instruction at home for students who are unable to attend school because of an accident, illness, or disability. Such instruction may be arranged upon receipt of documentation of the student's condition from a physician. For more information, contact Special Services at 330-823-7453.

Make-up of Tests and Other School Work

Students who are absent from school with an excuse shall be given the opportunity to make-up missed work. The student or parent should contact the classroom teacher (email or call the office for assistance) to obtain assignments if three consecutive days are missed. The number of days for completion of make-up work will be equivalent to the number of excused days of absence.

If a student misses a test due to an excused absence, she/he may make arrangements with the teacher to take the test at another time. If she/he misses an achievement test or other standardized test, the student will be scheduled to make-up that test by the building principal.

Suspension from School

Absence from school due to suspension shall be considered an authorized absence, either excused or unexcused.

A suspended student will be responsible for making up schoolwork missed due to suspension. Assignments may be obtained from the teacher beginning with the first day of suspension. Make up of missed tests may be scheduled when the student returns from school. Credit for work missed is subject to teacher discretion.

EARLY ARRIVAL

It is critical that we know the whereabouts of all pupils at all times. When any child is brought to school before the first bus arrives, he/she should report to the latchkey program until students from the first bus enter the building. Students arriving before 8:25 A.M. will be sent to latchkey and the parents will be charged for this service.

LATCHKEY

Marlington Local seeks to provide quality childcare for its students in the hours immediately before and after school. When sufficient numbers of students participate to permit the program to continue, a latchkey program will be maintained at each elementary school. Information is available at each elementary building.

LUNCH PROGRAM

A cafeteria is maintained as a vital part of the school program. To encourage good nutrition, a well-balanced diet is offered at reasonable prices. To accommodate unforeseen financial circumstances, reduced or free breakfast and lunch are available. Forms can also be requested through the principal's office. Forms are usually sent home the first week of school, but are available throughout the year as financial circumstances may change.



PARENT ORGANIZATIONS

Each elementary school has an active parent organization, which provides valuable service and support to our school. Parents are encouraged to become active members. Many of our parent volunteers in our school to help in many different ways.

SELLING PRODUCTS

Students are not permitted to sell merchandise of any kind among their fellow pupils or teachers. Any exception to this rule must be cleared through the office.

INSURANCE

School insurance is available at the beginning of the school term for a nominal fee. Parents should check the protection features before purchasing. It should be noted that school insurance would not cover any claim that is covered by other insurance, which the family may have.

PERSONAL PROPERTY

Students are discouraged from bringing excess money, radios, iPods, iPads, CDs, CD players, Gameboys, or any other electronic devices to school. We cannot be responsible for lost or broken articles. Also, students should not bring playing or trading cards to school.

NEWSLETTERS

Each school in the Marlinton district publishes a periodic newsletter. The newsletters are intended to inform.

FEES AND FINES

The Board of Education reviews fee structures annually.

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. Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment.

- Fees may be waived in situations where there is financial hardship.
- Students can avoid late fines by promptly returning borrowed materials.
- Failure to pay fines, fees, or charges may result in the withholding of grades and credits and attendance to field trips.

ELEMENTARY CODE OF CONDUCT

Philosophy

Each student has the right to attend school in an environment that is safe, free of disruptive influences, conducive to learning, and which provides ample opportunity to acquire knowledge and skills commensurate with his/her maturity, interests and abilities. Students vary considerably in their maturity, motivation, academic development, social background, values, expectations, interests, intelligence, abilities, experience, and economic status. As a result, it is inevitable that problems will occur as people interact and strive to cope with the complexities of a school environment. Rules and regulations are necessary for the development and maintenance of an orderly and safe environment. Consequently, certain behaviors are recognized as being inappropriate and unacceptable. Emphasis must be placed on attempting to stimulate appropriate behavior and to help the student understand that certain behaviors are unacceptable and cannot be tolerated within the school environment. We feel that a sound discipline policy is necessary for training, which develops self-control, character, orderliness and efficiency. While individuality is encouraged, conformity with the code of conduct is expected. Any school infractions of the conduct code may result in various forms of discipline; lunch detention, suspension, emergency removal and/or expulsion. Basic areas of emphasis are:

Codes of Conduct

This code of conduct is in effect while students are under the authority of school personnel or involved in any school activity. This includes but is not limited to school buses, bus stops, and property under the control of extracurricular events, or other school activities or programs.



In addition, this Code of Conduct includes

1. misconduct by a student that occurs off school district property but is connected to activities or incidents that have occurred on school district property; and
2. misconduct by a student that, regardless of where it occurs, is directed at a district official or employee or the property of an official or employee

Violation of the Code of Conduct may result in verbal or written warning or reprimand, referral to guidance counselor, parental contact or conference, detention, in-school suspension, community service, emergency removal, referral to law enforcement agencies, suspension or expulsion.

No form of violent, disruptive, or inappropriate behavior, including excessive truancy, will be tolerated. The Student Discipline Code includes the types of misconduct that will subject a student to disciplinary action and is included in the Code of Conduct.

1. Use and/or possession of drugs and/ or alcohol

A student will not possess, use, transmit or conceal, or be under the influence of, any alcoholic beverage, controlled substance including, but not limited to, narcotics, mood altering drugs, counterfeit controlled substances, look-alikes, over the counter stimulants or depressants, anabolic steroids or drug related paraphernalia.

If a building principal has a reasonable individualized suspicion of drug or alcohol use, she/he may request the student in question to submit to any appropriate testing, including but not limited to, a breathalyzer test or urinalysis.

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, she/he will be advised that such denial leaves the observed evidence of alcohol or drug use unrefuted thus leading to possible disciplinary action. The student will then be given a second opportunity to take the test.

2. Use and/or possession of tobacco

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 of tobacco products in school, on school grounds, on school buses, and at any interscholastic competition, extra-curricular event, or other school-sponsored event. Tobacco products include, but are not limited to, cigarettes, cigars, pipe tobacco, chewing tobacco, snuff or any other matter or substance that contains tobacco. Smoking clove cigarettes is also prohibited. Additionally, the use or possession of any type of electronic cigarette, or vapor device is prohibited on school property.

3. Use and/or possession of a firearm

Bringing a firearm (as defined in the Federal Gun-Free Schools Act of 1994) onto school property or to any school sponsored activity, competition, program, or event, regardless of where it occurs, will result in a mandatory one (1) year expulsion under Ohio law. This expulsion may be reduced on a case-by-case basis by the Superintendent using the guideline set forth in Board Policy 5610.

Firearm is defined as any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device (as defined in the Federal Gun-Free Schools Act of 1994). Firearms



include any unloaded firearm and any firearm which is inoperable but which can be readily operated.

Students are prohibited from knowingly possessing an object on school premises, in a school or a school building, at a school activity, or on a school bus that is indistinguishable from a firearm, whether or not the object is capable of being fired, and indicating they are in possession of such an object and that it is a firearm or knowingly displaying or brandishing the object and indicating it is a firearm.

4. Use and/or possession of a weapon

A weapon is any device, which may be used for offensive or defensive purpose, including but not limited to conventional objects such as guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Possession and/or use of a weapon may subject a student to expulsion and possible permanent exclusion.

A knife is defined as any cutting instrument consisting of a sharp blade fastened to a handle, a razor blade or any similar device that is used for, or is readily capable of causing death or serious bodily injury.

5. Use of an object as a weapon

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, and jewelry.

6. Knowledge of dangerous weapons or threats of violence

Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the Principal. Failure to report such knowledge may subject the student to discipline.

7. Purposely setting a fire/Unauthorized use of fire possession of a lighter and/or matches

Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony. Students are not to possess lighters and/or matches

8. Fighting/Physically assaulting a staff member/student/ person associated with the District.

Physical assault of a staff member, student, or other person associated with the District, which may or may not cause injury will not be tolerated. Assault of any other individual may result in criminal charges and may subject the student to expulsion.

9. Verbally threatening a staff member/student/ person associated with the District.

Any statement or noncontact action that a staff member, student, or other person associated with the District feels to be a threat will be considered a verbal assault and is prohibited. Profanity directed toward a staff member in a threatening tone may also be considered a verbal assault, which may subject a student to discipline.

10. Misconduct against a school official or employee or the property of such a person, regardless of where it occurs.

The Board prohibits misconduct committed by a student against a school official or employee including but not limited to harassment (of any type) eg.(Internet, Phone calls), vandalism, assault (verbal and/or physical), and destruction of property.

11. Misconduct off school grounds

Students may be subject to discipline for student misconduct even when such misconduct occurs off school property when the misconduct is connected to activities or incidents that occurred during a school function or activity. Misconduct is defined as any violation of the Student Discipline Code.

12. Extortion

Extortion is the use of threat, intimidation, force, or deception to take, or receive something from someone else. Extortion is against the law and is prohibited by the Student Discipline Code.



13. Gambling

Gambling includes casual betting, betting pools, organized sports betting, and any other form of wagering and is prohibited by the Student Discipline Code. Students who bet on any school activity in which they are involved may also be banned from that school activity.

14. Falsification of schoolwork, identification, forgery

Forgery of hall/bus passes and excuses as well as use of false I.D.'s are forms of lying and are not acceptable. Students found engaging in such practices may be subject to discipline in accordance with the Student Discipline Code. Plagiarism and cheating are also forms of falsification and may subject the student to academic penalties as well as disciplinary action.

15. False alarms and false reports

A false emergency alarm or report endangers the safety forces that are responding to the alarm/report, the citizens of the community, and the persons in the building. What may seem like a prank is a dangerous stunt that is against the law and may subject the student to disciplinary action.

16. Explosives

Explosives, fireworks, and chemical-reaction objects such as smoke bombs, small firecrackers, and poppers are forbidden and dangerous. Use or possession of explosives may subject a student to disciplinary action.

17. Trespassing

Although schools are public facilities, the law does allow the District to restrict access to school property. When a student has been removed, suspended, expelled, or permanently excluded from school, the student must not be present on school property without authorization of the Principal.

18. Theft

Students caught stealing will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value to school without prior authorization from school personnel. The School is not responsible for personal property.

19. Insubordination

Students are expected to comply with the reasonable directions of staff. Failure to comply with directions or acting in defiance of staff members will result in disciplinary action.

20. Damaging property and/or personal property

Vandalism and disregard for school property will not be tolerated. Students engaged in such activity may be subject to disciplinary action.

21. Unauthorized use of school or private property

Students must obtain permission to use any school property or any private property located on school premises. Any unauthorized use of school property shall be subject to disciplinary action.

22. Refusing to accept discipline

Students failing to comply with disciplinary penalties may face enhanced penalties for such action.

23. Aiding or abetting violation of school rules

Students assisting other students in the violation of any school rule will be disciplined. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

24. Displays of affection/sexual activities/Unauthorized touching

Affection between students is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature. Sexual activity of any nature is prohibited and will result in disciplinary action.



25. Possession/use of electronic equipment

The school supplies most electronic equipment necessary for school. Electronic equipment and/or Audio and/or visual recorders not limited to still and/or moving video and any other still or moving pictures, except by academic assignment (eg. photo, yearbook) Policy #7540.03 Student Network and acceptable use and safety.

26. Use of Cell Phones/ECD (Electronic Communication Device)

Students will be permitted to use their phones during class with teacher's permission and in the hallways in between classes

- Students will not be permitted to be in the hallways on their phones during class time.
- Students will be held accountable for inappropriate use of their phones, an example of this would be harassing other students.
- Students will be held accountable for getting to class on time (3 Tardies= 1 Detention, 4 Tardies= 2 Detentions, 5 Tardies= 3 Detentions, 6 or more Tardies= ISS).

Other Key Points:

- Students will not be permitted to call their parents to pick them up from their cell phones. All of those calls should be made through the office.
- Students will be permitted to use their phones in the cafeteria.
- Students will not be permitted to use their phone to make calls during study hall or in the library.
- Students can listen to music, with headphones, or send texts during study hall and in the library as long as they are quiet and not disrupting the learning environment for others.
- The Board is not responsible for lost or stolen cell phones.

Any exception regarding the use of ECDs in an emergency situation will be determined by the building administrator.

27. Violation of individual school/classroom rules

Each learning environment has different rules for students. Individual rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules within each learning environment, all of which will be consistent with the policy of the School.

28. Violation of bus rules

Please refer to Section V on transportation for bus rules.

29. Disruption of the educational process

Any actions or manner of dress that materially and substantially disrupts or interferes with school activities or the educational process or which threaten to do so are unacceptable. Such disruptions include, but are not limited to, delay or prevention of lessons, assemblies, field trips, athletic and performing arts events.

30. Harassment/Bullying

The harassment of other students or members of staff, or any other individuals is not permitted. This includes any speech or action that creates a hostile, intimidating, or offensive learning environment. Individuals engaging in such conduct will be subject to disciplinary action. Any student who believes that s/he 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 Administrators or School Counselors.

The Building Administrators are available during regular school hours to discuss a student's concerns related to harassment, to assist a student who seeks support or advice when informing another individual about "unwelcome" conduct, or to intercede informally on behalf of the student.

The student may report his/her concerns to the Building Administrator either by a written report or by telephone or personal visit.



Additionally, reports may be made by visiting anonymoustips.com. In reporting his/her concerns, the student should provide the name of the person(s) whom she/he believes to be responsible for the harassment and the nature of the harassing incident(s). The Complaint Coordinator will promptly compile a written summary of each such report, which will be forwarded to the Principal.

Each report will be investigated in a timely manner and as confidentially as possible. While a charge is under investigation, no information will be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. All individuals involved in an investigation as either a witness, victim or alleged harasser will be instructed not to discuss the subject outside of the investigation.

If an investigation reveals that a harassment complaint is valid, appropriate remedial and/or disciplinary action will be taken promptly to prevent the continuance of the harassment or its recurrence.

Given the nature of harassing behavior, the School recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges.

Some forms of sexual harassment of a student may reasonably be considered child abuse, which must be reported to the proper authorities. Under no circumstances will the School tolerate threats or retaliation against anyone who makes a harassment complaint or participates in an investigation. Individuals who engage in threats or retaliation will be subject to disciplinary action.

31. Hazing

Hazing by any individual, school group, club, or team is not permitted. This includes any form of initiation that causes or creates a risk of causing mental or physical harm, no matter how willing the participant may be. Hazing activities are prohibited at any time in school facilities, on school property, and/or off school property but connected to activities or incidents that have occurred on school property.

All incidents of hazing must be reported immediately to any of the following individuals: the building principal or other administrator, teacher, coach, student club advisor/supervisor and/or Superintendent. Students who engage in hazing may also be liable for civil and criminal penalties.

32. Violent Conduct

Students may face expulsion for up to one school year for committing an act at school, on other school property, at an interscholastic competition, extracurricular event, or any other school program, or directing an act at a Board official or employee, regardless of where or when that act may occur, or their property that would be a criminal offense if committed by an adult and results in serious physical harm to person(s).

33. Bomb Threats

Making a bomb threat against a school building or any premises at which a school activity is being held at the time the threat is made may result in expulsion for a period of up to one (1) school year and charges may be filed.

34. Contraband

Items that have been brought to school that may lead to disruption or inappropriate behavior will be confiscated. This includes inappropriate pictures, video, print or digital magazines, and any other non-educational items. Student may be subject to disciplinary action.

35. Food & Drink

- Students are not allowed to have food or drink (clear water bottles are permitted) in the hallways/classrooms without permission, neither are they permitted to bring it to school.
- No food or drink is to be outside of the cafeteria.
- There is to be no candy.



- “Outside food” e.g. Wendy’s, Subway, McDonald’s, etc., is not permitted in the cafeteria or classroom at any time or elsewhere at school without staff permission.

36. Sale of Articles

Students will not sell or offer for sales within the school or on school grounds any articles or services to fellow students for employees, or solicit contribution of such persons. This is not to be interpreted as a restriction of approved school fund-raising activities.

37. Obscene Language

The use of improper, indecent or obscene language will not be tolerated. Violators will be subject to an informal and/or formal method of discipline.

38. False Testimony

False testimony to school personnel. Lying may be interpreted as obstruction of school business. Students engaged in such activity may be subject to disciplinary action.

39. Inciting

Inciting others to violence or disruption. Students engaged in such activity may be subject to disciplinary action.

40. Habitual Offender

Students who repeatedly violate school rules are showing a blatant disregard for the right of other students to receive a quality education. This will result in the acceleration of the normal system of enforcement methods or disciplinary consequences. The student could be suspended or expelled.

41. Out of Area

Students are expected to be in the area that they are assigned on their schedule. If a student is found out of their assigned area without a pass from a staff member they will be considered out, and subject to disciplinary action.

42. Disrespect

Students must be polite, well mannered at all times. Student must not act rudely or disrespectful towards staff or other students

Burden of Proof

Finally, the Board wishes to clarify the question of ***Burden of Proof*** concerning school conduct. This Board has taken the position over the years, as do most school Boards, that we are the parent-away-from-home. As such, when there is sufficient reason to believe that an infraction has occurred, the student must now introduce counterbalancing evidence to the contrary. Such counterbalancing evidence, if introduced, will be considered during the hearing and ensuing decision process. Schools are not courts of law where every single element of a crime must be proven beyond a shadow of a doubt. Our responsibility as a Board is to provide an environment where education can take place and we need certain parental powers to do so.

Discipline of Students with Disabilities

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

Due Process Rights

Before a student may be suspended, expelled, or permanently excluded from school, there are specific procedures that must be followed. As long as the in-school discipline is served entirely in the school setting, it will not require any notice or hearing or be subject to appeal.



Search and Seizure

School authorities are authorized to search a student or his/her property (including vehicles, purses, knapsacks, gym bags, etc.) with or without the student's consent, whenever the School authorities reasonably suspect that a search will lead to the discovery of evidence of a violation of law or of 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 Officials may conduct random searches of the lockers and their contents at any time without announcement. Unannounced and random canine searches may also be conducted.

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 that 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, which have been confiscated.

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, she/he and his/her parents 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 ten (10) days after receipt of the suspension notice, to the appeals officer designated on the suspension notification. The request for an appeal must be in writing. During the appeal process, the student shall not be allowed to remain in school.

If the appeal is heard by the Superintendent or the Board designee, the appeal shall be conducted in a private meeting. If the appeal is heard by the Board of Education, the appeal shall be conducted in executive session unless the student or his/her 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.

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, she/he and his/her parents will be notified, in writing within one (1) day, of the reason for and the length of the suspension.

Suspension of Elementary Latchkey Privileges

When a student is being considered for suspension of Elementary Latchkey 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 elementary Latchkey privileges for all or part of the school year.

If a student's elementary latchkey privileges are suspended, she/he and his/her parents will be notified, in writing



within one (1) day, of the reason for and the length of the suspension.

DISCLAIMER

All references to the Board shall be known officially as the Board of Education.

STUDENT RIGHTS

FERPA (Family Educational Rights and Privacy Act) The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School principal [or appropriate official], clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. [Optional] Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or eligible student of the records re-quest unless it states in its annual notification that it intends to forward records on request.]
4. The right to file a complaint with the U.S. Department of education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

**FAMILY POLICY COMPLIANCE OFFICE U.S. DEPARTMENT OF EDUCATION
400 Maryland Avenue, SW Washington, DC 20202-5901**

Model Notice for Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that [School District], with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, [School District] may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the [School District] to include this type of information from your child's education records in certain school publications. Examples include:



- * A playbill, showing your student's role in a drama production
- * The annual yearbook
- * Honor roll or other recognition lists
- * Graduation programs; and
- * Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. (1)

If you do not want Marlinton Local Schools to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 30th. The Marlinton Local School District has designated the following information as directory information:

- * Student's name
- * Participation in officially recognized activities and sports
- * Weight and height of members of athletic teams
- * Electronic mail address
- * Degrees, honors, and awards received
- * Major field of study
- * The most recent educational agency or institution attended
- * Grade level
- * Address
- * Telephone listing
- * Photograph
- * Date and place of birth
- * Dates of attendance

PPRA (Protection of Pupil Rights Amendment)

The Protection of Pupil Rights Amendment (PPRA) (20 U.S.C. § 1232h; 34 CFR Part 98) applies to programs that receive funding from the U.S. Department of Education (ED). PPRA is intended to protect the rights of parents and students in two ways:

* It seeks to ensure that schools and contractors make instructional materials available for inspection by parents if those materials will be used in connection with an ED-funded survey, analysis, or evaluation in which their children participate;

*It seeks to ensure that schools and contractors obtain written parental consent before minor students are required to participate in any ED-funded survey, analysis, or evaluation that reveals information concerning:

1. Political affiliations
2. Mental and psychological problems potentially embarrassing to the student and his/her family
3. Sex behavior and attitudes
4. Illegal, anti-social, self-incriminating and demeaning behavior
5. Critical appraisals of other individuals with whom respondents have close family relationships
6. Legally recognized privileged or analogous relationships such as those of lawyers, physicians, and ministers; or
7. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Parents or students who believe their rights under PPRA may have been violated may file a complaint with ED by writing the Family Policy Compliance Office. Complaints must contain specific allegations of fact giving reasonable cause to believe that a violation of PPRA occurred.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339. Or you may contact us at the following



address. **Family Policy Compliance Office U.S. Department of Education, 400 Maryland Avenue SW Washington, D.C. 20202-5920**

MARLINGTON LOCAL SCHOOLS ANNUAL NOTICE OF NON-DISCRIMINATION

SPECIAL SERVICES

Individuals with Disabilities Education Act

Under the Individuals with Disabilities Education Act (IDEA), school districts must give parents of a child with disabilities a copy of procedural safeguards once a year. However, a copy of procedural safeguards also must be given to parents upon initial referral or parental request for an evaluation, upon filing a request for a due process hearing and upon request of a parent (20 USC Section 1415 (d) (1)). School districts may post a copy of the procedural safeguards on its website (20 USC Section 1415 (d) (1)). See the Ohio Department of Education's document on procedural safeguards at www.ode.state.oh.us/exceptional_children/children_with_disabilities/default.asp and click on "Whose IDEA is This? A Resource Guide for Parents."

Child Find – A Search for all Children with Disabilities

Child Find is the process of identifying, locating, and evaluating children with disabilities who may be in need of special education and related services. Both state and local education agencies are given the responsibility by federal and state laws to conduct Child Find activities so that children who need special services have the opportunity to receive those services. Child Find's purpose is:

- To promote public awareness of disabilities
- Assist school districts in finding children who may have disabilities and who otherwise may not have come to their attention
- Enable children and families to receive the special education and related services that are needed
- What does a disability mean?
- For age 3 – 5: an established condition known to result in delay, or a documented developmental delay.
- For ages 5 – 21: identification of one or more of the following conditions: autism, deaf-blindness, hearing impairment, other health impairment, emotional disturbance, specific learning disability, speech or language impairment, traumatic brain injury, and/or visual impairment including blindness.

Parents, relatives, public and private agency employees, and concerned citizens are used to help school districts find children who may have a disability and need special education and related services. The school district will contact the parents of the child to find out if the child needs to be evaluated. Free testing is available to families to determine whether or not a special need exists. If a need is identified, the child can begin receiving the appropriate special education related services.

Gifted Education Program

Our gifted/talented program offers a wide range of services to students. The Gifted Coordinator works within the district to identify and service gifted students. Gifted intervention specialists serve students directly through enrichment groups in math and reading, pullout classes, field trips, mentorship programs, and whole class enrichment presentations. In addition, the gifted program offers support to classroom teachers through staff development seminars, teaching materials, and funding to attend conferences that deal with issues in the gifted area. Our goal is to help students become independent, lifelong learners who have all the skills they need to pursue their passion.

If you know of a child who may have special needs, help is available. 504 COORDINATOR, Special Services Director 330-823-7453

Title IX/Civil Rights Compliance

No person in the United States shall, on the basis of sex, be excluded from participation in, or denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal assistance. (Title IX of the Education Amendments of 1972 to the Civil Rights Act of 1964) Title IX prohibits sexual harassment in all school programs and activities in school facilities or in other locations when the school is the sponsor of the activity.



Title IX coordinators as well as all faculty, students, coaches, and community members can file a complaint of Title IX violation with the Office of Civil Rights. Anonymity is maintained and institutions are prohibited from retaliating against any complainant.

Anyone wishing to file a complaint should contact our Title IX Coordinator:

TITLE IX COORDINATOR, Mr. Joe Knoll, Superintendent, Mrs. Carole Sutton, Assistant Superintendent
10450 Moulin Avenue NE, Alliance, Ohio 44601 | 330-823-7458

Further information may be obtained by viewing the following school board policies: -3362/4362

BUS CONDUCT

Students who are riding to and from school on district provided transportation are required to 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:

- Be on time at the designated loading.
- Stay off the road at all times while walking to and waiting for school transportation.
- Line up single file off the roadway to enter.
- Wait until the school transportation is completely stopped before moving forward to enter.
- Refrain from crossing a highway until the driver signals it is safe to cross.
- Properly board and depart the vehicle.
- Go immediately to a seat and be seated.

It is the parents' 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:

- Remain seated while the school transportation is in motion.
- Keep head, hands, arms, and legs inside the school transportation at all times.
- Not push, shove or engage in scuffling.
- Not litter in the school vehicle or throw anything in, into, or from the vehicle.
- Keep books, packages, coats, and all other objects out of the aisle.
- Be courteous to the driver and to other riders.
- Not eat or play games, cards, etc.
- Not use nuisance devices (e.g., laser pointers) on the bus in a way that disrupts the safe transportation of students and/or endangers students or employees.
- Not tamper with the school vehicle or any of its equipment (including, but not limited to emergency and/or safety equipment).

Exiting the school vehicle

Each student shall:

- Remain seated until the vehicle has stopped.
- Cross the road, when necessary, at least ten (10) feet in front of the vehicle, but only after the driver signals that it is safe.
- 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 she/he has 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 her/his actions are recorded on videotape, the tape will be submitted to the principal and may be used as evidence of misbehavior.

Penalties for Infractions - Bus Conduct

- 1st offense: warning
- 2nd offense: 1 day bus suspension
- 3rd offense: 3 day bus suspension
- 4th offense: 5 day bus suspension
- 5th offense: 10 day bus suspension

Any other write up from this point will be a permanent removal from the bus. Depending on the situation, the Principal has the right to jump to any offense level deemed necessary.

BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse, and violence within a dating relationship. The Board will not tolerate any gestures, comments, threats, or actions, which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property or while to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business. This policy has been developed in consultation with parents, District employees, volunteers, students, and community members as prescribed in R.C. 3313.666 and the State Board of Education's Model Policy. Harassment, intimidation, or bullying means:

A. Any intentional written, verbal, graphic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s) or

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional wellbeing. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyber bullying, intimidating, menacing, coercion, name calling, taunting, making threats, and hazing.

B. Harassment, intimidation, or bullying also means electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

Any student or student's parent/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the building principal or assistant principal, or the Superintendent. The student



may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. The building principal or appropriate administrator shall prepare a written report of the investigation upon completion. Such report shall include findings of fact, a determination of whether acts of harassment, intimidation, and/or bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.

If the investigation finds an instance of harassment, intimidation, and/or bullying has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Making intentionally false reports about aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken. If after investigation, acts of bullying against a specific student are verified, the building principal or appropriate administrator shall notify the parent/guardian of the victim of such finding. In providing such notification care shall be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation, and/or bullying.

If after investigation, acts of harassment, intimidation, and/or bullying by a specific student are verified, the building principal or appropriate administrator shall notify in writing the parent/guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in the notification.

Complaints

Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such reports shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the building principal for review, investigation, and action. Forms are available on our website at www.marlingtonlocal.org.



Students, parents/guardians, and school personnel may make informal complaints of conduct that they consider to be harassment, intimidation, and/or bullying by verbal report to a teacher, school administrator, or other school personnel. Such informal complaints shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. A school staff member or administrator who receives an informal complaint shall promptly document the complaint in writing, including the information provided. The written report shall be promptly forwarded by the school staff member or administrator to the building principal for review, investigation, and appropriate action.

As a community service, AnonymousTips.com is providing a completely anonymous way to send leads and tips to out schools about bullying and or harassment. On each building webpage you will find the link for AnonymousTips.com

Privacy/Confidentiality

The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

Reporting Requirement

At least semi-annually, the Superintendent shall provide to the President of the Board a written summary of all reported incidents and post the summary on the District web site (if one exists). The list shall be limited to the number of verified acts of harassment, intimidation, and/or bullying, whether in the classroom, on school property, to and from school, or at school-sponsored events.

Allegations of criminal misconduct and suspected child abuse will be reported to the appropriate law enforcement agency and/or to Child Protective Services in accordance with statute. District personnel shall cooperate with investigations by such agencies.

Immunity

A School District employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy and R.C. 3313.666 if that person reports an incident of harassment, intimidation, and/or bullying promptly, in good faith, and in compliance with the procedures specified in this policy. Such immunity from liability shall not apply to an employee, student, or volunteer determined to have made an intentionally false report about harassment, intimidation, and/or bullying.

Notification

Notice of this policy will be annually circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying and violence within a dating relationship. The Superintendent or designee shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines and aggressive behavior and bullying in general, will be age and content appropriate.

The Superintendent shall develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent shall be followed.

R.C. 3313.666, 3313.667 State Board of Education Model Policy (2007)



ELEMENTARY STUDENTS AT HIGH SCHOOL ACTIVITIES

Athletic contests, non-athletic programs, and other school-sponsored events, whether they are held at Marlinton or elsewhere, are under the responsibility of school officials. Parents are required to supervise their children at all times. Students are expected to conduct themselves in the same manner that other guests do.

Students under twelve will not be admitted unless they are with an adult. For their own safety, these students should be with that adult throughout the game and not be allowed to roam around the stadium grounds or buildings alone.

Items such as balls and skateboards will be prohibited at sporting events. These will be taken at the gate and returned to the students the following week by the principal of the school that the child attends.

We believe that this is necessary to make the game day experience better for all of those who support our teams. Our teams, marching band, cheerleaders, and other participants have worked hard to prepare for these games. Out of respect for their efforts, the parents who come to watch them, and the other patrons, we ask you to support us in this policy.

DRESS CODE

The Board of Education recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The board will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices interfere with the educational program of the schools. The board authorizes the superintendent to establish a reasonable dress code in order to promote a safe and healthy school setting and enhance the educational environment. The dress code shall be incorporated into the Student Code of Conduct.

Accordingly, the superintendent shall establish such grooming guidelines as are necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes. Such guidelines shall prohibit student dress or grooming practices which:

- A. Present a hazard to the health or safety of the student himself/herself or to others in the school. Example; flip flops
- B. Materially interfere with schoolwork, create disorder, or disrupt the educational program.
- C. Cause excessive wear or damage to school property.
- D. Prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement.

USE OF PRESCRIPTION AND NON-PRESCRIPTION MEDICATIONS

Before any prescribed medication (i.e., a drug) or treatment may be administered to any student during school hours, the board shall require a written statement from a licensed health professional authorized to prescribe drugs ("prescriber") accompanied by the written authorization of the parent (see Form 5330 F1). Before any non-prescribed medication or treatment may be administered, the board shall require the prior written consent of the parent along with a waiver of any liability of the district for the administration of the medication (see Form 5330 F1a and Form 5330 F1b). These documents shall be kept in the office of the principal, and made available to the persons designated by this policy as authorized to administer medication or treatment. A copy of the parent's written request and authorization and the prescriber's written statement must be given, by the next school day following the district's receipt of the documents, to the person authorized to administer drugs to the student for whom the authorization and statement have been received. No student is allowed to provide or sell any type of over-the-counter medication to another student. Violations of this rule will be considered violations of Policy 5530 - Drug Prevention and of the Student Code of Conduct/Discipline Code. However, the superintendent has the right to review any such disciplinary action on a case-by-case basis. Only medication in its original container; labeled with the date, if a prescription; the student's name; and exact dosage will be administered. The superintendent shall determine a location in each building where the medications to be administered under this policy shall be stored, which shall be a locked storage place, unless the medications require refrigeration in which case they shall be stored in a refrigerator in a place not



commonly used by students. Parents, or students authorized in writing by physician and parents, may administer medication or treatment.

However, students shall be permitted to carry and use, as necessary, an asthma inhaler, provided the student has prior written permission from his/her parent and physician and has submitted Form 5330 F3, Authorization for the Possession and Use of Asthma Inhalers / Epinephrine Auto-injector (epi-pen) / Other Emergency Medication(s), to the principal and any school nurse assigned to the building.

Students shall also be permitted to carry and use, as necessary, an epinephrine auto-injector (epi-pen) to treat anaphylaxis (allergic reaction). Provided the necessary forms are on file in the principal's office. In addition, the principal's office should receive a backup dose of anaphylaxis medication from the parent/grandparent.

Designated staff is authorized to administer medication and treatment to students after proper authorization and/or training. Substitutes and volunteers are not permitted to administer a drug to a student.

GRADING PERIODS

Students will receive a report card at the end of each 9-week period indicating their grades for each course of study for that portion of the academic term.

When a student appears to be at risk of failure, reasonable efforts will be made to notify the parents so they can talk with the teacher about what actions can be taken to improve poor grades.

GRADING SCALE

Marlington Local School District has a standard-based grading procedure. Grades indicate the extent to which the student has acquired and demonstrated the necessary learning.

Kindergarten-3rd Grade: Core* and Supplemental* classes do not receive an overall course grade, but each individual standard within those courses is scored using the Standards Grading Scale.

Standards Grading Scale

- M or MA= Mastery (90-100%)
- P or PR= Progressing (70-89%)
- N or NY= Not Yet (0-69%)
- Blank = Standard has not been assessed at this time

4th-5th Grade: Core* classes receive an overall course grade based on the Traditional Grading Scale, while the standards within each subject are scored with the Standards Grading Scale listed above. Supplemental classes will not receive an overall course grade, but each individual standard within those courses is scored using the Standards Grading Scale.

Traditional Grading Scale:

Point Symbol	Percent Range	Regular Value	Honors Value	AP Value
A	90-100	4.000	4.500	5.000
B	80-89	3.000	3.500	4.000
C	70-79	2.000	2.500	3.000
D	60-69	1.000	1.000	1.000
F	59 -	0	0	0



*Core Classes

Math
Reading
Written Expression
Science
Social Studies

*Supplemental Classes/Skills

Art
Music
Physical Education
Social Work Skills

Home Access Center

Home Access Center allows parents in grades kindergarten through 5th grade to access their child's grades through the computer. Your access code will be assigned to you through our technology office. Please do not lose this code. A parent may view grades on a daily basis. The following symbols are used in the Home Access Center:

M or MA= Mastery (90-100%)
P or PR= Progressing (70-89%)
N or NY= Not Yet (0-69%)
Blank = Standard has not been assessed at this time

WIRELESS COMMUNICATION DEVICES

Students may possess wireless communication devices (WCDs) in school, on school property, during after school activities (e.g. extra-curricular activities) and at school-related functions, provided that during school hours they are stored out of sight.

A "wireless communication device" is a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor. The following devices are examples of WCDs: cellular and wireless telephones, pagers/beepers, personal digital assistants (PDAs), BlackBerries/ Smartphones, WiFi-enabled or broadband access devices, two-way radios or video broadcasting devices, laptops, and other devices that allow a person to record and/or transmit, on either a real time or delayed basis, sound, video or still images, text, or other information. Students may not use WCDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school. "Students may use WCDs while riding to and from school on a school bus or other vehicle provided by the Board or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, and/or sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated."

Also, during after school activities when directed by the administrator or sponsor, WCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight.

The requirement that WCDs must be powered completely off will not apply in the following circumstances when the student obtains prior approval from the building principal:

A. The student has a special health circumstance (e.g. an ill family member, or his/her own special health condition).

B. The student is using the WCD for an educational or instructional purpose (e.g. taking notes, recording a class lecture, writing papers) with the teacher's permission and supervision. However, the use of any communication functionality of the WCD is expressly prohibited. This includes, but is not limited to, wireless Internet access, peer-to-peer (ad-hoc) networking, or any other method of communication with other devices or networks. In no circumstances shall the device be allowed to connect to the District's network. The preceding prohibitions do not apply to Board-owned and issued laptops, PDAs or authorized assistive technology devices.



Students are prohibited from using WCDs to capture, record or transmit the words (i.e. audio) and/or images (i.e., pictures/video) of any student, staff member or other person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture, recording or transmission of such words or images. Using a WCD to take or transmit audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted, unless authorized by the building principal. Students who violate this provision and/or use a WCD to violate the privacy rights of another person may have their WCD confiscated and held until the end of the school year.

WCDs, including but not limited to those with cameras, may not be possessed, 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 locker rooms, shower facilities, restrooms, classrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The building principal has authority to make determinations as to other specific locations and situations where possession of a WCD is absolutely prohibited.

No expectation of confidentiality will exist in the use of WCDs on school premises/property.

Students are prohibited from using a WCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior.

Students are also prohibited from using a WCD to capture and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using their WCDs to receive such information.

Possession of a WCD by a student is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the WCD. The building principal may also refer the matter to law enforcement if the violation involves an illegal activity (e.g. child pornography). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the WCD is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed. Any WCD confiscated by District staff will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent/guardian. WCDs in District custody will not be searched or otherwise tampered with unless school officials reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy 5771 – Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a WCD to school for a designated length of time or on a permanent basis.

A person who discovers a student in possession of or using a WCD in violation of this policy is required to report the violation to the building principal.

Students are personally and solely responsible for the care and security of their WCDs. The Board assumes no responsibility for theft, loss, damage, or vandalism to WCDs brought onto its property, or the unauthorized use of such devices.

Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.

Students may use school phones to contact parents/guardians during the school day.
Adopted 3/20/07 Revised 12/17/09



Duke Pride Expectations

EXPECTATIONS

DO YOUR BEST
USE GOOD MANNERS
KEEP ON TASK
EXPECT TO LEARN
= **S**UCCESS

A violation of a school rule/expectation could result in one of the following consequences:

Minor Consequences – the classroom teacher will carry these out

- Lose recess time
- Lunch detention
- Classroom time-out
- Student letter home
- Lose Weekly Duke Pride Reward
- Other

MAJOR OFFENSES

- Disrespectful
- Fighting/hitting
- Profanity or obscene gestures
- Vandalism of school property
- Weapons or look-a-like weapons
- Frequent classroom disruption
- Threats
- Stealing
- Bullying
- Repeated lying
- Inappropriate use of technology

A violation of a school rule/major offense could result in one of the following consequences:

Major Consequences – the building principal will carry these out

- In-school suspension
- Before school detention
- After school detention
- Out of school suspension
- Lose Weekly Duke Pride Reward
- Lose Monthly Duke Pride Reward
- Other

All major consequences will be assigned at the building principal's discretion in accordance with the severity.

We care and we believe that all students can learn and be successful



Duke Pride Expectations

WHAT DOES GOOD BEHAVIOR LOOK LIKE?

ON THE BUS:

- Keep hands and feet to self
- Keep the bus clean
- Use quiet voice
- Use kind words
- Stay in your seat facing forward
- Keep aisles clear
- Listen to bus driver
- Watch for your stop
- Leave bus with all belongings

IN THE CAFETERIA:

- Keep area clean and throw food/trash away
- Stay in own personal spaces
- Use utensils appropriately
- Use indoor voice
- Use table manners
- Quiet in lunch line
- Stay seated
- Ask to leave

IN THE CLASSROOM:

- Make good choices
- Be positive
- Use "Please," "Thank you," and "Excuse Me"
- Use materials appropriately
- Be respectful
- Pay attention
- Stay in assigned area
- Ask to leave class
- Follow directions
- Be on time
- Have all materials ready
- Participate appropriately
- Turn in homework

IN THE HALLWAY:

- Walk at all times
- Keep hands and feet to self
- Keep hallway organized and neat
- Close lockers
- Stay quiet
- Walk on the right side
- Have permission to be in the hallway
- Stay in your line
- Walk and face forward

IN THE RESTROOM:

- Stay in your area
- Keep bathroom clean
- Talk in quiet voice
- Wash hands
- Throw away trash
- Leave all supplies in hall or classroom
- Leave when finished
- Respect others privacy

ON THE PLAYGROUND:

- Share friends
- Share equipment
- Keep hands and feet to self
- Use kind words
- Wait your turn
- Win and lose with positive attitude
- Get in line quietly and quickly when whistle blows
- Stay in playground area
- Dress appropriately for weather
- Use equipment safely
- Landscaping is to be left alone

LATCHKEY:

- Play safe
- Use kind words
- Keep hands, feet and objects to self
- Stay in latchkey area
- Ask for permission to leave
- Expect to share friends
- Homework can be done
- Share areas and materials

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