



HIGH SCHOOL



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.

BOARD OF EDUCATION

Thomas Hippely, President
Mark Ryan, Vice President
James Fisher
Carolyn Gabric
Gary Scott

CENTRAL OFFICE ADMINISTRATION

Joe Knoll, Superintendent
Carole Sutton, Assistant Superintendent
Leslie Pierce, Treasurer

GREETINGS FROM THE PRINCIPAL

Welcome to Marlington High School. We look forward to yet another successful year; and with your help, hard work, and cooperation, we will achieve this goal. Our high school offers outstanding programs in academics, arts, athletics, and extracurricular activities. Become involved in your school, and profit from the opportunities.

MARLINGTON HIGH SCHOOL

Mr. Sam Pepper, Principal
Mr. Yianni Spondyl, Assistant Principal
Mr. Steve Miller, Athletic Director/Career Tech Director
Mrs. Rhonda Wutrick, Secretary
Mrs. Debbie Bogunovich, Attendance Secretary
Mrs. Lorna Cleveland, Guidance Secretary
Mrs. Diane Mitchell, Athletic Secretary

10450 Moulin Ave NE
Alliance, Ohio 44601
Phone: 330-823-1300
www.marlingtonlocal.org



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2017-2018 Test Dates

<u>TEST DATE</u>	<u>REGISTRATION DEADLINE</u>	<u>(LATE FEE REQUIRED)</u>
September 9, 2017	August 4, 2017	August 5-18, 2017
October 28, 2017	September 22, 2017	September 23-October 6, 2017
December 9, 2017	November 3, 2017	November 4-17, 2017
February 10, 2018*	January 12, 2018	January 13-19, 2018
April 14, 2018	March 9, 2018	March 10-23, 2018
June 9, 2018	May 4, 2018	May 5-18, 2018

School Calendar 2017-2018

September 4	Labor Day - No School
September 5	First Student Day
September 13	Picture Day
October 9	Teacher Day - No School
October 20	Picture Make Up Day
November 3	End of 1st 9 weeks (43 days)
November 16	Parent/Teacher Conf. 2:30 – 7:30
November 21	Parent/Teacher Conf. 2:30 – 7:30
November 23-27	Thanksgiving Break- No School
December 22-29	Christmas Break- No School
January 1 & 2	Christmas Break - No School
January 15	Martin Luther King Day- No School
January 19	End of 2nd 9 weeks (48 days)
	End of semester (91days)
February 15	Parent/Teacher Conf. 2:30 – 7:30
February 19	Presidents Day - No School
March 23	End of the 3rd 9 weeks (43 days)
March 30	Spring Break – No School
April 2 & 3	Spring Break - No School
May 28	Memorial Day – No School
June 6	Last Student Day
	End of the semester (87 days)

PSAT - 10/11/17

PACT -10/18/17

ACT Test Dates: www.actstudent.org



Student Guide

IF YOU NEED THESE

Absence Notes
 ACT and SAT Packets
 Activity Cards
 Announcements
 Athletic Concerns
 Attendance Information
 Banquet Information (Sports)
 Bus Notes
 Cap & Gown (Graduation)
 College Day Forms
 College Information
 Dance Guest Forms
 Detention
 Discipline Information
 Early Dismissal
 ILL (pick up)
 Locker Information
 Lost and Found
 Make Up Work (3 days or more)
 Medical Attention
 Parent Viewer Codes
 Parking Permit
 Personal Guidance
 Physical Packets (Sports)
 Prescription (Drs.)
 Report Cards
 Schedule Changes
 Scholarships
 School Fees
 Senior Night (Sports)
 Schedules
 Tardy (pass to class)
 Threats/Sexual Harassment
 Theft or Vandalism
 Transcripts Request
 Vacation Notes
 Withdraw from School
 Work Permit Form

REPORT HERE

Attendance (1st period, planner)
 Guidance Office
 Class Advisors (see first page)
www.marlingtonlocal.org
 Main Office
 Attendance Office
 Main Office
 Main Office (before 1st period)
 Main Office
 Attendance Office
 Guidance Office
 Main Office
 Rm.101, 7:05a.m. (Mon, Wed, Fri)
 Main Office
 Attendance Office (Door 1)
 Attendance Office (Door 1)
 Attendance Office
 Main Office
 Guidance Office
 Main Office
 Guidance or Main Office
 Main Office
 Guidance Office
 Main Office
 Guidance Office
 Guidance Office
 Guidance Office
www.marlingtonlocal.org
 Attendance Office(before 10:30a.m.)
 Main Office
 Guidance Office
 Attendance Office (Door 1)
 Main Office
 Main Office
 Guidance Office
 Main Office (1 week prior to trip)
 Guidance Office
 Main Office



BELL SCHEDULES

You may view all bell schedules online

#1 NORMAL BELL SCHEDULE

ASSIGNMENTS	TIME
Breakfast	7:25-7:40 (15)
Warning Bell	7:35
Announcements	7:40-7:49
Period 1	7:40-8:32 (52)
Period 2	8:36-9:19 (43)
Period 3	9:23-10:06 (43)
Period 4	10:10-10:53 (43)
Lunch Periods (5, 6, 7, 8)	
Period 5	10:57-11:23 (26)
Period 6	11:26-11:52 (26)
Period 7	11:56-12:22 (26)
Period 8	12:25-12:51 (26)
Period 9	12:55-1:38 (43)

#2 AFTERNOON ASSEMBLY II (45)

ASSIGNMENTS	TIME
Breakfast	7:25-7:40 (15)
Warning Bell	7:35
Announcements	7:40-7:49
Period 1	7:40-8:24 (44)
Period 2	8:28-9:03 (35)
Period 3	9:07-9:42 (35)
Period 4	9:46-10:21 (35)
Period 9	10:25-11:00 (35)
Lunch Periods (5, 6, 7, 8)	
Period 5	11:04-11:28 (24)
Period 6	11:31-11:55 (24)
Period 7	11:59-12:23 (24)
Period 8	12:26-12:50 (24)
Period 10	12:54-1:29 (35)
Assembly/Pep Rally	1:40-2:25 (45)

#6 MORNING ASSEMBLY BELL SCHEDULE (45) FROM 1ST PERIOD CLASS

ASSIGNMENTS	TIME
Breakfast	7:25-7:40 (15)
Warning Bell	7:35
Announcements	7:40-7:45
Announced Release	
Assembly	7:56-8:41 (45)
Period 1	8:45-9:20 (35)
Period 2	9:24-9:59 (35)
Period 3	10:03-10:38 (35)
Period 4	10:42-11:17 (35)
Lunch Periods (5, 6, 7, 8)	
Period 5	11:21-11:43 (24)
Period 6	11:46-12:10 (24)
Period 7	12:14-12:38 (24)
Period 8	12:41-1:05 (24)
Period 9	1:09-1:44 (35)
Period 10	1:48-2:25 (37)

#5 HOMEROOM BELL SCHEDULE

ASSIGNMENTS	TIME
Breakfast	7:25-7:40 (15)
Warning Bell	7:35
Announcements	7:40-7:49
HOMEROOM	7:40-7:51 (11)
Period 1	7:55-8:37 (42)
Period 2	8:41-9:23 (42)
Period 3	9:27-10:09 (42)
Period 4	10:13-10:55 (42)
Lunch Periods (5, 6, 7, 8)	
Period 5	10:59-11:25 (26)
Period 6	11:28-11:54 (26)
Period 7	11:58-12:24 (26)
Period 8	12:27-12:53 (26)
Period 9	12:57-1:39 (42)
Period 10	1:43-2:25 (42)



ATTENTION ALL PARENTS: Online forms required for all students.

Online Forms: Emergency Medical, Medication, Media Release, Parking Permits, Sports Physicals and much more must be completed online in your personal "Parent Portal".

All parents/students will need to submit all forms electronically o**. We will no longer be handing out paper copies of these forms. Please follow this link to enroll in our new online form program and fill out all necessary forms. This link may also be found on our high school homepage.

After you have submitted your updated EMA, please click on the EMA link again and you will be able to view your student's 2017-2018 school bus information.

**Except for forms that require a Doctor's signature. Those will be downloaded from the online form program and filled out and returned.

Click here to access the Quick Start Guide

If you need further assistance please call the High School Main Office.

FREE AND REDUCED ONLINE LUNCH APPLICATION=IMMEDIATE RESULTS

(STUDENT ID NUMBERS REQUIRED) Click Here to complete your application for the free and reduced lunch program. Call Rojean Cole - Food Service Director 330.821.4017 for assistance.

Applications may be filled out any time during the school year. Lunch pins and paper applications always available from Head Cook in each cafeteria. Make checks out to Marlinton Food Service or Pay online (Cash is not recommended)



ACADEMICS

Grades and Grading

At Marlinton a five-letter range is used; this system is consistent with the grading systems of most other high schools. It also lends itself well to the efficient processing of records and provides a fairly accurate indication of a student’s academic performance.

Weighted GPA and Ranking Guidelines

The following grading scale will be provided for students who take HONORS OR ADVANCED PLACEMENT, excluding Honors and AP courses through Credit Flex. This scale will be utilized to determine a weighted GPA, which in turn will be used to establish class rank.

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

Honor Roll

An honor roll is published at the end of each grading period. The honor rolls list the names of those who have acquired a grade point average of 3.50 or over. All subjects taken by the student during the period are averaged with each subject weighed in accordance with its credit.

Scheduling Process

Marlinton High School strongly encourages students to carefully choose subjects during the scheduling process in February. Register for the subjects you want and need before the schedule is finalized at the end of the school year. Students are given several weeks to look through the Program of Studies, ask questions and discuss options with parents, teachers and counselors before making their final selections for the coming year.

The following is our normal scheduling process:

January/February

- Counselors meet with groups of students to explain the scheduling process, review the Program of Studies and answer students’ questions.

February

- Students enter course requests.

March/April

- Counselors review student course requests.

May/June

- Counselors will contact students with conflicts, errors or incomplete schedules.
- The Master schedule is built



2017-2018 Class Scheduling & Scheduling Adjustments

Most student schedules have been processed and students have met with his/her counselor. Schedules were set after various communications between parents, students and counselors. Schedules were made based on requests signed by parents and/or guardian. Because student course requests influence allocation decisions (i.e., offered classes) for the following year, students are not permitted to make schedule changes after June 8, 2016. Schedule adjustments will only be made during the first two weeks of each semester if:

1. A student’s schedule does not meet grade level or graduation requirements.
2. A student’s schedule does not reflect requested courses (i.e., computer error).
3. A student did not pass a class that is a prerequisite for another class.
4. A teacher or counselor identifies necessary level changes

Schedule Appeals

If a student does not agree with the decision of a teacher or counselor, the student may appeal to the principal. The principal shall investigate the challenge, consult with the teacher and counselor and make a final decision.

REQUIREMENTS FOR GRADUATION

ENGLISH	4.00 credits
MATHEMATICS	4.00 credits
SCIENCE	3.00 credits
SOCIAL STUDIES	3.00 credits
TECHNOLOGY	.50 credit
HEALTH	.50 credit
PHYSICAL EDUCATION	.50 credit
<u>ELECTIVES (1 must be fine art)</u>	<u>5.50 credits</u>
TOTAL CREDITS *	21.00 CREDITS

One of the elective credits must be Agriculture, Business Computer, Industrial Technology, Foreign Language or Fine Arts. Besides the 21 units, the State of Ohio requires that students must pass all 5 sections of the Ohio Graduation Test (OGT Juniors and Seniors only). Reading, Math, Writing, Science and Citizenship.

At the conclusion of a course, all incompletes are to be made up within two weeks. If an incomplete is not made up within the allotted time then a grade of “F” shall be recorded. This also means that no credit will be given for the course.

If a student has to be removed from a course because of some disciplinary action then there shall be no credit given for the course and a grade of “F” shall be recorded.

Report Cards/Interim Reports

Report cards are issued every nine weeks. Letter grades are earned in every subject. Report cards are available to the students online in the Home Access Center approximately 1 week following the end of the grading period. Report card copies are only given to students who do not have access to



our online grade book from home and have informed us of this situation. Interim reports are available to the students at the middle of each 9 weeks online. Interim paper reports are only given to students who do not have access to our online grade book from home and have informed us of this situation.

Home Access Center

Home Access Center allows parents of High School students 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. Questions about a student's grade should be directed to the classroom teacher or the technology office.

If you forget your log in information contact the high school Guidance office.

Activity Card

Class dues in the amount of \$5.00 will be collected each year. In order to be considered "in good standing" and receive the privileges of such, class members must have dues paid in full annually. See your class advisors, listed in the front of assignment book to purchase your activity card.

Alma Mater

It is only courtesy and a mark of human decency to stand during the singing of our Alma Mater and the Star Spangled Banner. There should be no distractions during the singing of these songs.

*Loyal and true,
We pledge allegiance to you.
This is our motto;
We are one for all
And all for Alma Mater.
Here's to our school,
And long on high may she rule;
For evermore you will find us
Always loyal and true.*

Announcements

Announcements will be broadcast daily and will be made available on the high school web page. Those desiring to have an announcement read must complete a special announcement form, have it signed by a teacher, and present it to the librarian either in person or through e-mail. Written copies are available upon request.

Assemblies and Rallies

Students may be given the option of attending assemblies, programs and rallies or going to study hall. Proper conduct is to be observed at all events. Misconduct will result in disciplinary action.



Athletics

There are numerous student activities and athletics available to our students. These activities and athletics are listed in our Program of Studies on the high school web site.

Student Athletic Eligibility

In order to be eligible to participate in an Ohio High School Athletic Association sanctioned sporting event, a student-athlete must currently be enrolled in a member school and have received passing grades in a minimum of 5 one-credit courses, or the equivalent, in the immediately preceding grading period. (Note: Students taking post-secondary options must comply with these standards.) See your athletic director if in doubt.

General Attendance

- Attendance is taken every day in first period.
- When a student is absent, parents/guardians must do the following:
 - Call the student off school prior to 9 am, (330) 823-1300 extension 1.
 - Submit a written excuse within 3 days of returning to school. The absence note should include:
 - o Student's first and last names
 - o Date of absence (from ___ to ___)
 - o Reason for absence
 - o Parent or guardian signature
 - o Forgery of absence note: Anyone fraudulently making or altering a document may be subject to school discipline ranging from detention to expulsion.
 - Medical excuses must be signed by the attending physician and be submitted to the office within 3 school days of being treated by the doctor.
 - If arriving late, the student must check into the Attendance Office.

Charged Absence/Tardy

- Students arriving at school, after 7:40 will be marked tardy.
- Half day absences will be defined as missing more than 1 hour and less than 3 hours and 20 minutes accumulated time of a school day. Full day absences will be defined as missing more than 3 hours and 20 minutes of the school day.

District 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.

Repeated infractions of Board policy on attendance may result in truancy charges being filed, in



addition to school discipline.

The Board considers the following factors, which are based on the O.R.C. 3301-69-02/O.R.C. 3321.04, to be **reasonable excuses** for time missed at school:

1. personal illness/professional appointments (a written statement verifying the illness or professional appointment is required)
2. illness in the family necessitating the presence of the child
3. quarantine of the home
4. death of a relative
5. necessary work at home due to absence or incapacity of parent(s)/guardian(s)
6. observation or celebration of a bona fide religious holiday
7. emergency or other set of circumstances
8. driver's license (maximum one-half day)
9. court appearance/legal appointment Students must be subpoenaed or requested by legal system.
10. observation/celebration of immediate family member's achievements
11. service as a precinct officer at a primary, special or general election (Board of Elections only) in accordance with the program set forth in Policy #5725 (seniors only)

Attendance does not always have to be within school facilities, a student will be considered to be in attendance if they are present at any place where school is in session that has been authorized by the Board of Education. The Board shall consider every student assigned to such programs in regular attendance, as long as, the program has proper supervision and s/he demonstrates progress toward the objectives of the course of study.

The Superintendent may excuse a student from attendance at school for a future limited period. Such excuse shall not cause a student to be absent from school for a period of more than ten (10) consecutive days, unless approved at the discretion of the Superintendent or his/her designee.

According to O.R.C. 2151.011, A student will be considered habitually truant if the student is absent without a legitimate excuse for thirty (30) or more consecutive school hours, for forty two (42) or more school hours in one (1) month, or seventy two (72) or more school 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:

1. the student was enrolled in another school district;
2. the student was excused from attendance in accordance with O.R.C. 3301-69-02/O.R.C. 3321.04;
or
3. the student has received an age and schooling certificate.

If a student is habitually truant and the student's parent(s)/guardian has failed to cause the student's attendance, the Board authorizes the Superintendent to file a complaint with the Judge of the Juvenile Court and/or to take any other appropriate intervention actions as set forth in this Board's policy.

In order to address the attendance practices of a student who is habitually truant, the Board authorizes the Superintendent to take any of the following intervention actions:



1. assign the student to a truancy intervention program
2. provide counseling to the student
3. request or require the student's parent to attend a parental involvement program
4. request or require a parent to attend a truancy prevention mediation program
5. notify the Registrar of Motor Vehicles of the student's absences
6. take appropriate legal action
7. assignment to an attendance/alternative recovery program

Definitions and Specifics of the Attendance Policy:

1. Excused Absences are those defined by O.R.C. 3301-69-02. These require parent communication (phone call) and a note with a parent signature within (3 school days) of returning to school. The absence note should include:
 - a. Student's first and last names
 - b. Date of absence (from ___ to ___)
 - c. Reason for absence
 - d. Parent or guardian signature

Forgery of absence note: Anyone fraudulently making or altering a document maybe subject to school discipline ranging from detention to expulsion.

2. Medical excuses are not included in the 12 unexcused absences or the 72 hours that amount to truancy as defined by the O.R.C. All medical excuses must be signed by the attending physician and be submitted to the individual building office within 3 school days of being treated by the doctor.
3. Funeral Days are excused absences, and are not included in the 12 excused total (up to 2 days). If additional days are required, the student may use Family Leave Days or appeal to the Administration.
4. Unexcused- Defined as an absence that cannot be verified by parent and/or doctor's note within 3 school days (see above). Progressive discipline will be included, and a student will lose credit for schoolwork missed.
5. Half-day absences will be defined as missing more than 1 hour and less than 3 hours and 20 minutes accumulated time of a school day.
6. Full day absences will be defined as missing more than 3 hours and 20 minutes in a school day.
7. Extra-curricular/Co-curricular - Students must be in attendance a minimum of a 1/2 day (3 hours and 30 minutes of the school day). Enforced by supervisor and/or the athletic director to participate in activity.
8. Even though an absence is considered, "excused," the day(s) missed still count against the student's allowed days for absence during the semester.



Procedures for leaving during the day for appointments

- Students must visit the Attendance office during first period and present a note from the parent/guardian stating the reason and time for the dismissal during school hours. A dismissal slip will be issued to the student and his/her name will appear on the attendance and dismissal list.
- When the time arrives to be dismissed, the student should show the dismissal slip to the teacher.
- Student reports to the office at time on the slip.
- Parents/guardians must come into the attendance office and sign the student out.
- The student takes the slip to the dentist, doctor, etc. to be signed.
- Return the slip to the office upon return to school.

If the appointment is finished before school dismissal, the student should return to school

Other attendance procedures:

Unexcused Absences

Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered unexcused and the student and his/her parents may be subject to the attendance laws of the State.

Students with unexcused absences will be permitted to make up work, but credit will be at the discretion of the administration.

A student will be considered absent for the class once they miss more than half of the class.

Attendance Related to Athletics

An athlete must be in attendance at school the day of practice or competition, from the beginning of the school day until 11:00 AM or arrive in by 11:00 AM and stay the remainder of the school day. If a doctor's appointment is scheduled, student athletes must return so that they have been in school for at least 3 hrs. 30 minutes to be able to compete. (Refer to Athletic Policy Manual for additional information.)

Attendance Related To Course Work/ Course Credit

If a high school student misses more than twelve (12) days of a semester for any reason, then he/she will receive no credit for the course for that semester.

Vacation Policy

A student is permitted to go on vacation with his/her parent/guardian during the school year if the student's parent /guardian gives the school a written request, at least 3 days in advance of the vacation. If this procedure is not followed, then this absence may be considered unexcused. It is understood that all required work must be completed. Work not completed will be weighed in determining the course grade.

Approved vacation days DO COUNT toward the total number of allowable days absent in a semester without losing credit (12).



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 should contact the Guidance Secretary to obtain assignments if three (3) 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 teacher's 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 a standardized test, the student should consult with the Guidance Department to arrange for administration of the test at another time.

If you are tardy to school: Report directly to the attendance office for a pass to your class.

If you become ill at school: Report to your teacher at once. For no reason should you leave the building without administrative permission. You will be permitted to go home upon the school receiving parent consent. Students are not to use their cell phone to contact home. All ill students must report to the attendance office and a school representative will call home.

Busing

The school provides transportation for all students who live farther than 2 miles from school. The transportation schedule and routes are available by contacting the Transportation Coordinator at 330-829-1990 ext. 4027.

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 building principal may approve a change in a student's regular assigned bus stop when a special need arises, with a note from a parent stating the reason for the request and the duration of the requested change. Bus passes will not be done over the telephone. If a student **MUST** ride home with another student, a note from the parent must be sent to school with the child and approved by the office. Notes should be turned into the office by first period. Excessive notes will not be permitted.



Bus Conduct

Students who are riding to and from school on transportation provided by the School 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 that transportation safety.

Students must comply with the following basic safety rules. During the trip each student shall:

- all school rules apply to the bus
- remain seated while the school transportation is in motion
- keep head, hands, arms, and legs inside the school transportation at all times
- not litter in the school vehicle or throw anything 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 tamper with the school vehicle or any of its equipment.

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 his/her actions are recorded on 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.

Cafeteria

The school participates in the National School Lunch Program and makes lunches available to students for a fee. Ala carte items are available. Students may also bring their own lunch to school to be eaten in the school's cafeteria. No student may leave school premises during the lunch period without specific written permission from the Principal. Applications for the School's Free and Reduced-Priced Meal program are distributed to all students. If a student does not receive an application form and believes he/she is eligible, contact the Cafeteria Supervisor at 823-1300 ext. 4235. Our cafeteria is used as a dining area during the lunch periods and as a study area during the remaining periods. It is therefore in the interest of everyone that cleanliness and good housekeeping be practiced by all who use the cafeteria. A few general guidelines are in order.

1. Bulletins are posted weekly listing the regular Class A menu for each day.
2. Students are expected to report to the cafeteria for their scheduled lunchtime before the bell rings.
3. Serving lines should form in an orderly manner, single file. In respect to others, "line jumping" is not permitted. Please have your cafeteria account code ready, be aware of your account balance and have funds ready.
4. Students are expected to observe all school rules during their lunch period.
5. No food or beverages may be taken from the cafeteria, as students are not permitted to eat in any



- area of the building except the cafeteria.
6. Students who need to leave the cafeteria may receive permission from the supervising staff member.
 7. Each student is limited to one lunch period.
 8. Students are to return their trays and then remain in their seats until they are dismissed.
 9. Students sitting at a table should take the responsibility of seeing that the table at which they are sitting and the surrounding area is clean at the end of each period. Students' seat selection may be recorded to monitor attendance and cleanliness.

Class Gift

Marlington's graduating classes have favored the school with a carefully chosen "class gift." The announcement of the class gift is traditionally made by the senior class president during the annual spring awards assembly.

Counselors

The school counselor is available to assist students with scheduling, college and career information, and personal concerns. The relationship the school counselor has with the students at MHS consists of privileged communication unless a "duty to warn" situation arises. A duty to warn situation arises when a student is being harmed or hurting someone else or him/herself. It is understood that any student is permitted to seek out the school counselor as needed to discuss educational and/or personal concerns. An appointment with a school counselor may be arranged by completing an appointment form. These forms may be obtained from the guidance office or from the guidance secretary. Emergency appointments are available. There are occasions when teachers, counselors, parents, or administrators may also request a student/counselor conference.

Detention

Students will attend assigned detentions on the dates and times assigned. Students not attending detentions may be subject to informal discipline. Note: It is the **student's responsibility** to inform the guardian of a detention. Detention times are Monday, Wednesday and Friday in room 101, starting at 7:05a.m. If you arrive late your service will not be accepted.

Disabilities

The Americans with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities.

A student can access special educational services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact our Special Services Department at 330-823-7453 to inquire about evaluation procedures and programs.

Dress Code

It is generally agreed that to be fashionably dressed is not always to be appropriately dressed. While students are in school (including picture day, field trips and school business hours) they should be



properly dressed for the school business day. Certain types of clothing while perfectly appropriate for casual dress have no place in the serious business of the classroom. Radical departure from the conventional is inappropriate for school attire Attention to rules of moderation, good taste, and personal cleanliness will insure appearance that is acceptable anywhere. Listed below are a few guidelines, which will aid students in determining the appropriateness of their grooming.

ALL STUDENTS:

1. **Attire must be appropriate.** Clothes will be clean, and must be the appropriate length for safety purposes. Any cosmetics should be in good taste and will not be distracting to the educational setting. Holes, rips or tears in clothing may not expose under garments or skin. Patches may be used to cover rips, tears or holes from the inside or outside of the garment
2. **Body piercing:** Jewelry may be worn in pierced ears or a small stud in the base of the outer nostril. For safety purposes, bullrings or nose hoops are not permitted. Jewelry may not be worn in any other visible body part. Jewelry must be in good taste and cannot be distracting to the educational process or pose a safety hazard.
3. **Clothing, patches, drawings, or sayings** (stated or implied) which refer to drugs, obscenities, alcohol, tobacco, sex, bondage, evils, suicides, death, anarchy, evil skulls/crossbones, guns, knives, body parts, or blood will not be permitted. This includes pictures, logos, and names of, or reference to entertainment acts.
4. Clothing that is destructive to school property will be prohibited. (eg. rivets, large chains, spiked body jewelry etc.)
5. **No facial painting permitted.** Within special programs and extracurricular activities such as athletics, band, etc., dress and grooming requirements may be established beyond those required for the ordinary school day. Such requirements are in the interest of safety, efficient performance, and a uniform appearance before the public.
6. **Footwear shall be worn.** Slippers shall not be worn.
7. **Gang insignia or clothing**, which serves as gang identification is prohibited.
8. **Hair Codes**
Boys/Girls hairstyles may vary in keeping with prevailing styles and within the following guidelines:
 - Hair must be kept neat, clean, and groomed and worn in such a manner as to reach no further than the eyebrows. Student’s eyes must be visible at all times for safety reasons.
 - Facial hair is permitted but must be neatly groomed.
 - Only **natural hair colors** are allowed. Highlights may be permitted if they are of a natural color and not distracting. (Examples of unnatural hair color include but are not limited to; blue, pink, bright red, orange, yellow, green purple etc.)
 - Distracting hairstyles will not be permitted.
9. Any garment, **hat or hood** covering the head will not be permitted to be worn in the building during school hours. Headbands intended to keep longer hair back must be no more than two inches in width. Building administration has the authority to grant special permission to wear head garments for school functions.
10. Heavy winter type jackets and outerwear (vests) shall not be worn in the building during the school



day without permission.

11. **Pants and skirts/shorts must be worn on/above the hips in a manner that bare skin and/or undergarments can not be seen.** The length of skirts and shorts should be about 2-3 inches below mid thigh (fingertip length). This also applies to any slits in skirts or shorts. Spandex, boxer or flannel shorts are not permitted. Flannel spirit pants may be worn with administrative permission.
12. **Shirts or blouses** should cover from the base of the neck to the top of the shoulder (no cleavage). Undergarments should not be seen. Shirts or blouses of sheer material or of low cut styles (no lower than 3 inches below the neck line for any cuts in the material), such as tank tops, bare midriff tops, mesh shirts and any shirt with the sleeves cut off, shall not be worn. Appropriate undergarments are to be worn. It will be the determination of building administration what is and is not appropriate for school.
13. Clothing that has **undergarment appearance** shall not be worn.

Within special programs and extracurricular activities such as athletics, band, etc., dress and grooming requirements may be established beyond those required for the ordinary school day. Such requirements are in the interest of safety, efficient performance and a uniform appearance before the public.

NOTE: The areas listed under Dress and Conduct are not intended to be all inclusive.

Consequences

If the student must send home for clothing within the dress code, he/she will remain in the office or in in-school suspension until the clothing arrives. Outright refusal to comply with dress code will be deemed insubordination; the student will be subject to discipline code.

T-shirts and sweatpants are available in the office for student use. These are to be returned.

Further violations will be interpreted as insubordination and subject to suspension.

Drills

Fire Drill

Unannounced fire drills are held once a month when possible and are signaled by the intermittent sounding of a buzzer in some areas of the building and by the steady sounding of a bell in others. Rooms are to be evacuated according to directions as posted in each room. All windows and doors should be closed by the last person leaving the room. Students are expected to file from the rooms quickly and in an orderly manner, moving well across the drives and away from the building so that fire fighting apparatus may enter.

Tornado Drill/Evacuation/Lockdown

Drills will be held periodically as prescribed by state law. Students are to follow the prescribed safety evacuation plan posted in each classroom.

Eighteen Years Old & Older

All rules, regulations, and policies apply to students 18 years of age (and older) in the same manner



as they do to all other students. A student may become “emancipated,” that is, an adult responsible for his/her own dismissal notes, notes of excuse, and education in general if she/he can prove his/her age, that he/she is living apart from his parents and receiving no support from them, and supporting himself. A student of 18 years (or older) interested in emancipating himself should contact an assistant principal.

Elections

Class Officers and Student Council Representatives

Our social studies department suggested Marlinton’s election procedures and the plan was adopted by the Student Council. An effort has been made to parallel many of the procedures required in local, state or national elections. A student may only run for one office – either student council or a class officer.

Candidate Qualifications

1. The candidate must be a Marlinton student and a member of his/her class for at least five day prior to the date of the election.
2. The candidate must be free of suspension and/or expulsion during the school year in which he/she runs for office.

Office Limitations

The candidate may run for one office only: President, Vice President, Student Council Representative, Secretary, or Treasurer.

Five Student Council Representatives will be elected from each class. The Senior class president will automatically become a sixth Student Council Representative for the Senior class.

Procedures for Becoming a Candidate

A candidate must secure a petition from their homeroom teacher and secure signatures on the petition from 10 percent of the class. The petition with signatures is returned to the homeroom teacher. The candidate must meet all the announced deadlines.

Reduction of Number of Candidates

If necessary, homeroom primaries will reduce the number of candidates for class officers to three and Student Council representatives to eight.

Voting

Each student must register with the “election clerk” as designated by the homeroom teacher. In order to become a registered voter, a student must be a member in good standing of his/her ward (class) and a member of his precinct (homeroom) for five days. To be a member in good standing, class dues must be paid. A “Board of Election”, as appointed by the Student Council, shall count the ballots and announce the winners.

Other Elections



Class officers and Student Council representatives are elected in the spring of each school year for the following year. It is recommended that election of officers for the various organizations of the school be held in the spring preceding the new school year.

Responsibilities of Officers

In addition to the common responsibilities of the officers, the treasurer of each class shall coordinate the class's financial balance with the school's finance secretary. Both the treasurer and the secretary shall leave their receipt books with the school's finance secretary at the end of the school year. Attendance is mandatory at all meetings for all members of student council.

Homecoming Duke/Duchess; Winter Sports King/Queen

Distribution of instructions and ballots as well as collection of nominees and ballots will be led by the Sophomore Class Advisors for Homecoming and by the Student Council Advisor(s) for the Winter Sports Dance.

A. Qualifications for Duke/Duchess; Winter Sports King/Queen and courts:

1. The Duke/Duchess must be a junior. The King/Queen must be a senior.
2. They must exemplify Marlington ideals of good character, citizenship, and school spirit.
3. They must have at least a 2.5 cumulative grade point average.
4. A court member may not be a former Duke/Duchess/King/Queen on any former court.
5. Past escorts/attendants are eligible to be Duke/Duchess/King/Queen.
6. Past Duke/Duchess are not eligible to be King/Queen.

B. Nomination and selection procedures for escorts, attendants, Duke, Duchess, King, and Queen:

1. Each homeroom teacher will be given a list of student who are not eligible to be nominated due to having been previously selected as a court member or a Duke/Duchess.
2. Each homeroom teacher will accept nominations from the students for representatives from their grade level, then the homeroom will vote on their nominees, the homeroom teacher will tally the votes and the boy and girl with the most votes will become the homerooms nominees. The homeroom teacher will send notice of their homeroom nominees to the principal's secretary.
*Note for Homecoming junior homerooms will have two sets of nominees one set for court and one set for Duke/Duchess. Likewise for the Winter Sports Dance senior homerooms will have two sets of nominees one set for the court and one set for King/Queen.
3. The school counselors and the principal will verify the nominees qualifications and ask each student nominated whether or not they wish to be on the ballot.
4. Next the principal's secretary will create the ballots.
5. Students will vote in homeroom by grade level, the ballots will be returned to the principal's secretary to be counted. The girl and boy with the most votes in each grade level will represent their class on the court.
6. Based upon nominations from the homerooms: Varsity Fall Athletes and Cheerleaders will vote to determine the Duke and Duchess. Varsity Winter Athletes and Cheerleaders will vote to determine the King and Queen. The ballots will be returned to the principal's secretary to be counted. The boy and girl receiving the most votes will be the Duke/Duchess/King/Queen.



Prom King and Prom Queen and Court

Distribution of instructions and ballots as well as collection of nominees and ballots will be led by the Junior Class Advisors.

A. Qualifications for Prom King/Queen/Court:

1. Must be a senior with at least a 2.5 cumulative grade point average.
2. They must exemplify Marlinton ideals of good character, citizenship, and school spirit.
3. May not have been Homecoming Duke or Duchess or Winter Sports King or Queen

B. Selection process for Court, King, and Queen:

1. Each senior homeroom teacher will be given a list of students who are not eligible to be nominated due to having been previously selected as Duke, Duchess, King, or Queen.
2. Each senior homeroom teacher will accept nominations from the students, then the homeroom will vote on their nominees, the homeroom teacher will tally the votes and the boy and girl with the most votes will become the homeroom’s nominees. The homeroom teacher will send notice of their homeroom nominees to the principal’s secretary.
3. The school counselors and the principal will verify the nominees qualifications and ask each student nominated whether or not they wish to be on the ballot.
4. Next the principal’s secretary will create the ballots.
5. Seniors will vote in homeroom, the ballots will be returned to the principal’s secretary to be counted.
6. The 5 highest vote getters for each gender will comprise the Prom Court. The higher vote getter for the boys and girls will become Prom King and Queen, which will be announced at the Prom.

Band King and Queen

Band Queen as well as a Band King reign over the annual Band Booster sponsored band dance, which is held in the spring. Any junior girl or boy who has been a member of a high school band program for three years is automatically a candidate for queen or king respectively. The number of candidates is not reduced by nominations. Each member of the band considers all eligible candidates and names his choice for King & Queen. Each student also chooses one boy and one girl of his class to serve as an attendant/ escort. The King, Queen, attendants and escorts are selected by a plurality vote.

Equal Education Opportunity

The Marlinton Local School District provides an equal educational opportunity for all students. Any person who believes that she/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 Superintendent’s Office at (330) 823-7458. Complaints will be investigated in accordance with the procedure as described in this Handbook. Any student making a complaint or participating in a school investigation will be protected from any threat or retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunity.

Faculty Gifts



It is general school policy that students do not give material gifts to teachers.

Field Trips

To participate in a co-curricular or extra-curricular field trip a student must be in good standing. It should be noted that a student might be denied the privilege of participating in any of these programs or tournaments with any in-school or out of school suspension or other disciplinary action. The terms of the denial will be determined by the principal, coach and/or advisor. The student's discipline record may be considered in the length of the denial of participation. This includes attendance, behavior and over-all conduct in order to participate.

Hall Traffic

During classes, no one is to be in the halls without a pass from a teacher. Between classes, students are to move to their next class within the allotted time.

Insurance

At the beginning of each school year, everyone receives information about school accident insurance. All athletes are required to purchase a policy unless the parent or guardian already owns a satisfactory policy and signs a request to be excused from this requirement (the exception to this is football which requires a specialized insurance policy). Students who take courses in industrial arts, agriculture, chemistry, or in any other area where hazards may exist are urged to secure insurance coverage.

Internet/Computer Network Procedures

We request that students and parents read and digitally sign our online forms before the students are given access to the Internet. Students are responsible for good behavior on the computer network. Access is a privilege not a right. ***Copying material from the Internet and using it for classes without reference to the author is not okay.***

Library/Media Center/DLZ

Students are welcome in the library/DLZ throughout the school day, during study hall & academic assist periods, unless otherwise notified.

- **To work on schoolwork:** All teachers have library passes. Students should ask for a library pass from their classroom teacher if they want to work in the library during a study hall or academic assist. With their library pass, students first report to study hall or academic assist to have their attendance taken and then report to the library.
- **To check out books:** Students ask for a library pass from their study hall or academic assist teacher.
- **To be assigned to the library** (as an alternative to study hall): At the beginning of each semester, students in study hall may express their interest in being transferred to the library for the semester. Approved students will have their schedule changed for the entire semester and will report directly to the library. Approval is based on library availability and student grades.



All students must show their pass to the library aide(s) and sign-in at the circulation desk.

Lockers

Each student is assigned a locker for the coming school year. If the lock or locker should fail to operate, report this to the Main Office.

The lockers have built-in combination locks. In the interest of security, students are to keep their combinations a secret and are not to “share” lockers with other students. Students should not “pre-set” their locks. Students are responsible for any items stored in their lockers. Students are encouraged not to 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 School will not be liable for any loss or damage to personal valuables.

Students are urged to take their books to their locker before reporting to lunch in order to insure more room at the tables. Those who place books on the shelving outside the cafeteria do so at their own risk. Bags and purses are permitted as long as they are of a reasonable size. **WARNING: LOCKERS SUBJECT TO SEARCH: Any locker is subject to search by school authorities and law enforcement personnel working with them. Such searches may be conducted without warrant for any reasonable purpose. Search of the locker includes all compartments and components thereof.**

Lost and Found

The lost and found area is in the main office. 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.

Medicine

We are not permitted to administer medicine of any kind unless the proper permission forms are completed by parent/guardian, or in some cases a physician and on file at the school. We are required by law to safeguard prescription medicines, which must be registered and stored with the guidance secretary. We can apply bandages and administer first aid in emergency situations.

These forms can be obtained from the Guidance office or online. ALL prescription medications must have a form completed by the doctor. This includes INHALERS. If, for any reason, your child may need an over-the-counter medication, there is a parent permission form on your “Parent Portal” online under “Other Forms”, which must be filled out. ALL medications, including over-the counter medications (e. g. Tylenol) must be provided by and brought to school by the parent. It is against school policy for any student to have medicine in their possession. The only exception is inhalers, which students may carry IF the proper paperwork is on file at the school.

All medicine should be in the original, labeled container. No medicine that is brought to school in an envelope or “baggie” will be given. Once again, parents must bring the medication to and from school. Any child found in possession of medication (other than the aforementioned inhalers) is subject to



disciplinary action.

Parking

Self-Transportation to School

Driving to school is a privilege, which can be revoked at any time. Students who are provided the opportunity to ride school transportation are encouraged to do so. Students and their parents assume full responsibility for any transportation to and from school not officially provided by the School.

The following rules shall apply:

1. Students under age eighteen (18) must have written parent permission prior to driving to school.
2. Students shall complete the “Parking Permit Form” online under “other forms” and provide evidence of:
 - driver’s license;
 - insurance certificate;
 - vehicle registration.
3. Parking lot speed limit is 10 mph.
4. The student must obtain a permit from main office secretary and pay the set fee.
5. If a student’s parking permit is suspended, no fees will be refunded.
6. Failure to comply with these rules will result in loss of privileges and/or disciplinary actions for a student.
7. When the School provides transportation, students shall not drive to school-sponsored activities unless written permission is granted by their parents and approved by the Principal/Designee.
8. Approved student drivers may not transport other students to a school-sponsored activity without written permission from the parents of the passenger students and approval by the Principal/Designee.
9. Parking for student drivers is limited to the main parking lot south of the building (all other areas are off limits). The parking lot is off limits to students during school hours – including lunch periods. A student in the parking lot during school hours without staff permission will be considered truant. Special attention to safety is extremely important. Cars must not pass school buses, which are loading, or unloading students. When the buses begin to move, however, all cars must wait. School officials are obligated to remove driving privileges from students who violate driving regulations and if a violation of rules of safe driving occurs, student drivers may be subject to suspension and/or expulsion from school.
10. **The first five spaces at each end of the first two row of parking nearest the school is reserved for faculty parking.**
11. **Vehicles Without Permits Or Those Illegally Parked May Be Towed At The Owner’s Expense.**
12. No smoking or other acts that are in violation of school policy are permitted in the vehicle while on the school grounds at any time, i.e. From the time you enter until the time you leave.

The school is not responsible for damage to vehicles or theft of valuables; park at your own risk.

Motorcycles

Riding a motorcycle to school is probably a greater responsibility than that of driving a car. Only those



students may drive to school who find it absolutely necessary to do so because of work or other after school activities. Riding to school just for fun is not a legitimate reason. Bus transportation is still being provided for all students. Application forms are available in the office. Motorcycles are to be parked in the northeast section (ticket booths) of the parking lot.

Warning: Vehicles Subject to Search

Any vehicle parked on school grounds is subject to search by school authorities and law enforcement personnel working with them. Such searches may be conducted without warrant for any reasonable purpose. Search of the vehicle includes all compartments and components thereof. Once search begins, the person in control of the vehicle will not be permitted to remove it from the premises during the reasonable duration of the search

Nondiscrimination on Basis of Sex

No student at Marlinton High School shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any course that is offered. This simply means that all courses are open to both boys and girls on an equal basis.

Parties

In-class parties are limited to specific subject related parties, which contribute to the subject matter of the class. Such parties are to be cleared in advance with administration.

Public Records

The public records of the Office of the Superintendent as defined under the Freedom of Information Law are available for public inspection and/or copying in accordance with the district's administrative guidelines. Copies of the policy, guidelines, and forms are available in each building office.

School Property

The Marlinton Local Board of Education holds title to and is vested with the responsibility and authority to make judgment as to use and management of all school property. In order to realize the fulfillment of this charge commensurate with the best interest of the constituents of the school district, the Board believes in the principle of "Common Access" to all facilities, buildings, grounds, furniture and all other Board owned property. Under the principle of Common Access, the Board hereby retains the right to inspect or search any and all property, which may be used by students, staff or community. Such property is intended to include such items as desks, lockers, rooms, storage facilities, etc. Further, the Board hereby delegates authority to inspect and search any Board of Education property, to the Superintendent, his designee, building administrators, and such outside agencies as law enforcement, health department, and fire departments as per legal requirement or as requested by the Superintendent.

Study Hall Procedures

1. No talking will be permitted at any time without permission.
2. Seats are assigned. Attendance will be taken daily.
3. Each student must bring "work" to study hall.
4. Passes out of study hall will be accepted only after attendance is taken and the room is in proper order.



5. Use of a pencil sharpener, wastebasket, dictionaries, etc. will be at the teacher's discretion. Please raise your hand.
6. Students will remain in their seats until the dismissal bell rings.
7. Card playing is not permitted in study hall; you're there to study.

Substitute Teacher

When our regular teachers are absent, we call upon substitutes. They are to be treated with the same respect as a regular classroom teacher. Often a school's reputation is made or destroyed by the way it treats its substitutes. Substitutes are our guests and must be treated as such.

Telephones

Student use of office telephone must have the approval of a secretary or school official. If calling home due to illness please do so in the Attendance office.

Textbook

Our Board of Education provides educational equipment and textbooks. Textbooks and other items such as gym locks on loan to the students must be returned in good condition. A charge will be made to those responsible for stolen, lost or damaged school property. Book covers are available to students in the main office. Students are urged to refrain from placing objects such as pencils inside a book; this practice is very damaging to the binding.

Vacations

When a family vacation must be scheduled during the school year, the parents should discuss the matter at least 5 days in advance with the Principal to make necessary arrangements. It may be possible for the student to receive certain assignments that are to be completed during the trip. This request should be in writing prior to leaving and given to the principal. Vacations that are taken that are not with a custodial parent may be counted as an unexcused absence.

Visitation Policy

Student guests must meet the following criteria to be granted a guest pass:

1. Reside outside a 50-mile radius from Marlinton High School.
2. Register the name of their school and principal who will be contacted for student verification. Prior arrangement needs to be made with an MHS Asst. Principal.
3. Have prior permission of Marlinton High School teachers to visit the classrooms.
4. Have written approval of a Marlinton principal to carry for the day.

Student visitation is limited to one class day per school year. Other visitor (non-student/student) contacts with specific students are restricted to those, which have been approved, by the parent or guardian. All visitors must report to the office before entering other areas of the building.

Withdrawing from School

Any student who withdraws from school, regardless of reason, should see the guidance secretary prior to the withdrawal date to return all textbooks and pay all fines and fees due the school. An official transcript of grades will not be sent until all of these obligations are met. The parent or guardian must accompany the student and must sign the necessary withdrawal forms.



Work Permits

Applications for Work Permits are available in the flier showcase outside the main office. Please return completed (front and back) Work Permit to the main office.

Code 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.

Enforcement of the Code of Conduct

We employ a variety of techniques and methods to enforce our Code of Conduct. It is easy to punish but more difficult to change behavior. Our efforts are designed to change the behavior seen, and to enable our students to learn respect, responsibility, self-discipline and a positive attitude for learning.

This task is difficult and impossible without the support of parents. When all efforts fail to change behavior, a suspension from the classroom will be used as a means of limiting the disruption of school for other students. In some cases, behavior may be so severe and intolerable that suspension or expulsion may be the first method used.

Some disciplinary consequences which may be used are:

1. Parent meeting and conferences
2. Lunch or Afternoon detentions
3. Reduced schedule (shortened school days)
4. Behavior contracts/Bullying Contracts
5. Denial of participation from school programs, special events and extracurricular activities - School or District Wide
6. Special programs (before, during and after school).
7. In-school and out-of-school suspensions, expulsions, emergency removal from class, and police referral may be consequences for more serious infractions.
8. After-School Tutoring—Homework Violations

We expect Marlinton Middle School students to follow this Code of Conduct whenever they are on Marlinton Local School property, on a school bus or at a bus stop, or in transit to and from school, and off school grounds at any school sponsored activity, event or function.

It is the student's responsibility to deliver all communications concerning discipline and other school business to the parent and return them to school.



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.

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

Notice for Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Marlinton Local Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, Marlinton Local Schools 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 Marlinton Local Schools 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

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: **Phone: 330-823-7458. TITLE IX COORDINATOR, Mr. Joe Knoll, Superintendent, Mrs. Carole Sutton, Assistant Superintendent**

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