

MARLINGTON ELEMENTARY SCHOOLS
STUDENT HANDBOOK



MISSION STATEMENT

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.

EQUAL EDUCATION OPPORTUNITY

The Marlinton Local School District provides an equal educational opportunity for all students.

Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin while at school or a school activity should immediately contact the School District's Compliance Officer is Dennis Miller, Director of Management Services, (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.

INDIVIDUALS WITH DISABILITIES

The American's 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 education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact Dr. Behner at 330-823-7453 to inquire about evaluation procedures and programs.

MARLINGTON TRADITIONS

Unlike most schools, Marlinton does not claim an animal mascot. Those who represent us are known as "Dukes". The school is represented by a High School Student Council adopted emblem or shield. The shield is divided into three fields, each field representing one of the three townships of which our district is composed. Two diagonal stripes represent two qualities that are worthy of Marlinton students: service and integrity. The torch depicts learning, the school's primary responsibility. The cornet signifies the royal aspects of the Dukes. The inscription E Tribus Unum is a Latin phrase meaning "one from three"; our students live within three townships, but as a school, we are one. Marlinton's colors are orange

and black. Following the merger of the three townships which form Marlinton, the student body elected to keep the colors which had been carried by the old Marlboro High School which ceased to exist when our new consolidation went into effect.

ALMA MATER

As a courtesy and a mark of respect it is appropriate 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.

SECTION I - GENERAL INFORMATION

ACCESS TO BOARD OF EDUCATION 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 that 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.

*Revised 2003 MARLINGTON
LOCAL BOARD OF EDUCATION*

LATCHKEY

Marlinton Local seeks to provide quality child care for it's students in the hours immediately before and after school. When sufficient numbers of students participate to permit the program to continue, a latchkey program will be maintained at each elementary school. This program will operate on all

days that school is in session from 6:30 a.m. To 8:15 a.m. And 2:30 p.m. To 5:30 p.m.

Program Summary:

The latchkey program at each building will be designed to engage students in appropriate social, recreational and educational activities. Students who participate will be required to follow all rules and directions of the latchkey supervisors. It will be the responsibility of the Latchkey supervisor to plan and prepare for a variety of activities that meet the needs of the students attending. Among those may be a combination of playground, gym, game, computer, videos, homework, and other age appropriate activities of interest to the students. It will be the responsibility of the Latchkey supervisor to maintain appropriate records. Among these are the following:

Registration information: All latchkey students must have on file a completed registration form before attending. This will include a completed emergency medical authorization that should be immediately available in the event of an accident. All such information shall be maintained in a secure area.

Fees and Charges: An accurate record of hours

attended, charges and fees must be maintained at all times. Parents should be provided with a current bill on a regular basis. The Latchkey supervisor will record all payments made and supply parents with the appropriate receipt. Advance payments will be permitted. The latchkey supervisor will also maintain a record of the total payments made in a calendar year and supply that information to parents to report to the IRS on request.

Occasionally, circumstances may occur which require adjustments to the standard procedures. For example, a registration fee may be waived for a student who only needs to attend because of an unforeseen emergency. The latchkey supervisor should work together with the building principal to determine whether such adjustments should be made.

In the event that a bill has not been paid over an extended time and the latchkey supervisor has made the appropriate contacts, the building principal should be notified. If the bill is still delinquent after notification by the principal, then this should be referred to the Latchkey Director. Unpaid fees will eventually be reported to the district treasurer for final action.

The Latchkey supervisor will provide a list of outstanding charges to the building principal before checking out in the summer.

Snacks: The Latchkey supervisor will plan and arrange for snacks to be available. Generally, these will be ordered from the district's supplier, but provisions can be made with prior arrangements with the building principal for special treats.

Miscellaneous:

Movies: Shall be appropriate for children of this age. Titles should be from a list in which parents have indicated their approval.

Field Trips: Occasionally a field trip or special treat can be instrumental in motivating students. The latchkey supervisor may make arrangements for these activities through the building principal.

Checkin/Checkout procedures:

Each Latchkey supervisor shall develop procedures that insure a positive check in and check out for students. This will insure accurate records and aid in making sure students are safe. Parents are required to sign students out. Under no circumstances should students be released to

anyone unless authorized in writing by the parent or guardian to do so.

It is recommended that parents bring their children to the latchkey room when reporting in the morning.

Penalties: The latchkey fee schedule has been designed to discourage parents from picking students up late. It is therefore important to follow through with these charges. Parents may find that their need and circumstance may require that they look for other child care options.

ELEMENTARY STUDENTS AT HIGH SCHOOL ACTIVITIES

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

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

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

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

In addition, general regulations involving proper conduct are in effect at these events. Example: smoking on the part of students is prohibited not only on school grounds at Marlinton but also in auditoriums, athletic facilities, etc., where away school events are scheduled.

CAFETERIA USAGE

The School participates in the National School Lunch Program and makes lunches available to students for a fee that is set each year by the Board of Education. 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 is eligible, contact the school office.

When in the cafeteria, students are expected to observe all school rules.

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.

Students who need to leave the cafeteria may receive permission from the supervising staff member.

Students are to return their trays and then remain in their seats until they are dismissed.

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.

ELECTRONIC DEVICES

No radios, tape or CD players, cell phones, or pagers are permitted in the building. Items that have been brought to school that may lead to disruption or inappropriate behavior will be confiscated. Students may be subject to disciplinary action.

FACULTY GIFTS

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

FIRE DRILLS

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.

PRESENCE IN CLASSROOMS

No student is permitted to be inside a teacher's classroom without the permission of the

teacher, that is, no unwelcome visits by students not scheduled into that class.

HONOR ROLL

An honor roll is published at the end of each grading period. The honor roll lists 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.

LOCKERS

In some cases, students will be assigned a locker for the coming school year. If the lock or locker should fail to operate, report this to a secretary in the office and it will be repaired.

Elementary students are not permitted to use 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.

Bookbags are not permitted to be taken to classes; they may

be used to transport books to and from school only.

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

A lost and found area is located in each elementary building. 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.

LOST OR DAMAGED TEXTBOOKS

Our Board of Education provides educational equipment and textbooks. Textbooks and other items 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. *Marlington Board of Education. Policy 6152*

MEDICINE

We are not permitted to administer medicine of any kind. We are required by law to safeguard prescription medicines which must be registered and stored with the building office staff. We can apply bandages and administer first aid in emergency situations.

Any student who must receive medication at school must have the proper permission forms completed and on file at the school. These forms can be obtained from the office secretary. 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 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.

NONDISCRIMINATION ON BASIS OF SEX

No student in the Marlinton Local Schools 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 one at the end of October, before winter break and on Valentine's Day.

SUBSTITUTE TEACHERS

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

Telephones are not to be used during the school day. Cell phones and pagers are not permitted at school. In case of emergency, report to the office. Student use of office telephone must have the approval of a secretary or school official. Permission for use of office telephone is limited to:

1. Calls made at the request of a teacher.
2. Local calls for transportation due to illness or emergency.
3. Business calls for a class or organization as approved by the sponsor.

TORNADO DRILLS

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

WITHDRAWAL 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. A 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.

SECTION II - ACADEMICS

GRADES AND GRADING

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

GRADING SYMBOLS

Point Symbol	Range of Value	Point Average	Range	Meaning
A	4	3.60-4.0	94-100	Outstanding Work
B	3	2.60-3.59	85-93	Highly Commendable Work
C	2	1.60-2.59	75-84	Satisfactory work of limited quality
D	1	.60-1.59	65-74	Poor Work
F	0	0-.59	0-64	Failure

Promotion or Retention Criteria

A student will be promoted to the succeeding grade level when s/he has:

- A. Completed the course and the State mandated requirements at the presently assigned grade;
- B. In the opinion of the professional staff, achieved the instructional objectives set for the present grade;
- C. Demonstrated sufficient proficiency to permit him/her

to move ahead in the educational program of the next grade;

D. Demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade

A student may be retained at his/her current grade level when s/he has:

- A. In the opinion of the professional staff, failed to achieve the instructional objectives set forth at the current grade level that are requisite for success at the succeeding grade level;
- B. Scored at the below basic level on any State mandated proficiency or achievement test. *Marlington Board Of Education Policy 5410*

FIELD TRIPS

To participate in co-curricular and extra-curricular field trips a student must be in good standing. This includes attendance, behavior and over-all conduct in order to participate.

STUDENT ATTENDANCE

Notification of Absence

- A. Absence: If a student is absent, the parents must notify the school office by phone before noon and provide an explanation. If prior contact is not possible, the parents should provide a

written excuse as soon as possible after the student's absence. Immediately upon your return to school, present a written reason for your absence to your homeroom teacher. This must be signed by your parent or guardian and will be kept on file in the high school office. Failure to do this upon your return will result in a 0 being recorded in your daily average for each class missed. To be excused, the written reason must be one listed in the Attendance Policy section of the student handbook.

When no excuse is provided, the absence will be unexcused and the student will be identified as truant for that school day. If the offered excuse for a student's absence is questionable or if the number of student absences is excessive, the school staff will notify the parents of the need for improvement in the student's attendance.

Whenever any student of compulsory school age has ten (10) consecutive days or a total of fifteen (15) days of unexcused absence from school during any semester, s/he will be considered habitually absent. Parents will be informed of the District's intent to notify the Judge of the Juvenile Court of the student's excessive absence.

*Marlington Board Of Education Policy
5200*

Students with a health condition that causes repeated absences must provide the administration with an explanation of the condition from a registered physician. If there is a pattern of frequent absence for "illness", the parents will be required to provide a statement from a physician describing the health condition that is causing the frequent illness and the treatment that is being provided to remedy the condition.

During the next grading period, a "frequently-absent" student will be placed on "attendance watch" to monitor the pattern of absences. If a pattern of absence continues, the student may be denied the opportunity to participate in noncurricular school activities and events. Notice regarding frequent absence from school may also be identified on the student's grading record and/or transcript. A report of frequent absences may be provided to postsecondary institutions and/or possible employers.

B. You are tardy to school: Report directly to the office attendance secretary for a pass to your class or homeroom. If you are tardy due to a late bus, be sure to sign in at the office immediately, and the tardiness will not count

against you. The student must have the tardy recorded in his student planner.

C. You become ill at school: Report to your teacher at once. If this is not immediately convenient, report to the office. In no case should you leave the building without administrative permission. You may be permitted to go home if it can be established that an adult is home to care for you. No internal medicine of any kind is administered by the school. The student must have the early dismissal recorded in his student planner.

D. You return to school from an appointment (example: doctor) Report directly to the office attendance secretary for a pass to your class. Any re-entry to school needs to be recorded in the office and in the student's planner. If an appointment exceeds 1-1/2 hours, a doctor's slip with the date and time on it is required for the absence to be excused.

BASIC RULE: No student may leave their class or the building at any time for any reason without getting permission from a teacher or the office. Any student leaving a class or the building for any reason whatsoever without permission will have his absence marked as unexcused and may also be

considered for disciplinary action.

Daily Attendance Procedures

A. Any student reporting to school between 8:30 and 9:20 A.M. will be considered tardy (either excused or unexcused) and is to report to the office for a pass to class.

B. Any student arriving between 9:21 and 11:30 P.M. will be considered absent a half-day.

C. Any student arriving after 11:30 P.M. will be counted absent for the entire day. Any student excused from school will be counted absent 1/2 day unless leaving before 9:20 A.M.

D. Any student leaving the building because of illness or early dismissal before 9:20 A.M. and not returning that day will be counted absent for the entire day.

E. Any student who is excused from school during the day and does not return within 1 1/2 hours will be counted absent 1/2 day unless he leaves prior to 9:20 and does not return in which case he will be considered absent all day.

Excused Absences
Students may be excused from school for one or more of

the following reasons and will be provided an opportunity to make-up missed school work and/or tests:

A. Personal illness (a written physician's statement verifying the illness may be required)

B. Illness in the family (the absence under this condition shall not apply to children under fourteen (14) years of age)

C. Quarantine of the home

D. Death in the family

E. Necessary work at home due to absence or incapacity of parent(s)/guardian(s)

F. Observation or celebration of a bona fide religious holiday

G. Such good cause as may be acceptable to the Superintendent.

Examples of Excused Absence:

- Emergency at home
- Medical appointments (students will not be excused the whole day unless it can be shown that the appointment necessitates this)
- Court appearance/legal appointment

Attendance need not always be within the school facilities, but a student will be considered to be in

attendance if present at any place where school is in session by authority of the Board.

Vacations During the School Year

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter 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.

NOTE: ALL VACATIONS THAT ARE TO BE TAKEN DURING THE FIRST FULL WEEK OF OCTOBER OR DURING THE MONTH OF MARCH MUST HAVE PRIOR WRITTEN APPROVAL FROM THE DISTRICT SUPERINTENDENT.

TARDINESS

Being punctual to school is of vital importance to both the student and the school. To the student it means that no educational experience will take place in his absence; also it teaches an important value that is necessary for successfully functioning in our society. To the school it means the school day and classes being run smoothly

and without undue disruption caused by students coming to school tardy.

A. Tardy to School

1. Failure to report to first period on time will be considered tardy to school.

B. Students are required to bring a note the day of the tardiness, signed by the parent or guardian. This note must reflect one of the reasons accepted for excused absence by State Law. Failure to bring a note that day will mean the tardy will be unexcused.

C. Unexcused tardies to school will be dealt with in the manner outlined in the school discipline code.

Attendance Related To Course Work/ Course Credit

Classroom participation is an integral part of the educational process and must be reflected in the total evaluation criteria. Tests, projects, homework, etc., do not indicate an evaluation of the breadth of the educational experiences. The human relationships, (teacher to student, student to student) play a vital role in the classroom where these valuable experiences take place. Although it is difficult to place a definite evaluation on these experiences, there must be a point where the lack of such experiences are reflected in the student's

credit. Therefore, to assure that each student be exposed to the complete educational process and not be deprived of any educational opportunities, the following procedures will be in effect.

At the elementary level attendance will be a factor in determining retention or promotion. Excessive absence or tardiness will be considered sufficient grounds for the student to be retained at that grade for the following year.

Exceptions

In rare or extreme hardship cases, credit may be established by tutoring. Such cases must have the approval of the principal. The tutor must hold a valid certificate and be approved by the principal. Tutoring would be for all days missed in excess of twelve (12) days and may be required to be paid by the student. Satisfactory work would be required and meet the approval of the tutor and the principal. Doctors' excuses must verify that the student was unable to attend school.

MAKE-UP TEST AND OTHER SCHOOL WORK

Students who are absent from school with an excuse shall be given the opportunity to make-up missed work. The student or parent should

contact the classroom teacher to obtain assignments if three consecutive days are missed. The number of days for completion of make up work will be equivalent to the number of excused days of absence.

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

HOMEBOUND INSTRUCTION

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

UNEXCUSED ABSENCES

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

part of the school day will be identified as an unexcused absence and students will not be permitted to make-up missed class work. The student will also be subject to disciplinary action.

(Please refer also to "Truancy" below)

No credit shall be given for any school work not completed as a result of truancy.

If a student, under the age of 18, has ten (10) or more consecutive or fifteen (15) total days of unexcused absence during a semester, s/he will be considered habitually absent and will be reported to the Judge of the Juvenile Court.

TRUANCY

Unexcused absence from school (truancy) is not acceptable. Students who are truant will receive no credit for school work that is missed. A student will be considered habitually truant if the student is absent without a legitimate excuse for five (5) or more consecutive school days, for seven (7) or more school days in one (1) month, or twelve (12) or more school days in one (1) school year.

Furthermore, a student will be considered chronically truant if the student is absent without a legitimate excuse for seven (7) or more consecutive school days, for ten (10) or

more school days in one (1) month, or fifteen (15) or more school days in one (1) school year.

If a student is habitually or chronically truant and the student's parent has failed to cause the student's attendance, a complaint will be filed with the Judge of the Juvenile Court in compliance with State law and Board Policy 5200.

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:

- A. Assign the student to a truancy intervention program
- B. Provide counseling to the student
- C. Request or require the student's parent to attend a parental involvement program
- D. Request or require a parent to attend a truancy prevention mediation program
- E. Take appropriate legal action
- F. Assignment to an alternative school (Note: If the District has established an alternative school, it must appear as an alternative intervention strategy.)

Suspension from School

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

A suspended student will not be allowed to make-up school work missed due to suspension and will receive no credit for work assigned on days missed.

Tests may not be made up.

CODE OF CONDUCT STUDENT DISCIPLINE

I. Discipline Policy

Each student has the right to attend school in an environment that is safe, free of disruptive influences, conducive to learning, and which provides ample opportunity to acquire knowledge and skill commensurate with his/her maturity, interests and abilities. Students vary considerably in their maturity, motivation, academic development, social background, values, expectations, interest, intelligence, abilities, experience and economic status. As a result, it is inevitable that problems will occur as people interact and strive to cope with the complexities of a school environment.

A major component of the educational program in the

Marlington Local Schools is to prepare students to become responsible citizens by learning how to conduct themselves properly and in accordance with established standards.

Expected Behaviors

Each student shall be expected to:

- abide by national, state, and local laws as well as the rules of the school;
- respect the rights of others;
- act courteously to adults and fellow students;
- be prompt to school and attentive in class;
- work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background;
- complete assigned tasks on time and as directed;
- help maintain a school environment that is safe, friendly, and productive;
- act at all times in a manner that reflects pride in self, family, and in the school.

Dress and Grooming

Students are expected to dress appropriately at all times. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted.

Students should consider the following questions when dressing for school:

- Does my clothing expose too much? (No)
- Does my clothing advertise something that is prohibited to minors? (No)
- Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing? (No)
- Am I dressed appropriately for the weather? (Yes)
- Do I feel comfortable with my appearance? (Yes)

STUDENT CONDUCT/STUDENT DRESS CODE - ELMENTARY SCHOOLS

It is generally agreed that to be fashionably dressed is not always to be appropriately dressed. While students are in school 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.

Attire must give a neat appearance, be clean, and without holes.

Blouses/Shirts

1. Blouses or shirts which have an uneven hemline are to be worn inside the skirt or slacks unless designed to be worn otherwise.
2. Shirts or blouses of sheer material or of low cut styles, such as tank tops, bare midriff tops, spaghetti string tops, and mesh shirts shall not be worn.
3. Undershirts and T-shirts are not to be worn as an outer garment.
4. No cut sleeves on hemline.

Pants/Slacks/Shorts/Skirts

1. Walking shorts and skirts that are at least 2 inches below mid-thigh will be permitted.
2. Pants worn on the hips are too low. They should be at the natural waist.
3. Sweat pants (elastic closure at ankle, drawstring at waist), lounge pants, sleep pants, and pajamas are not appropriate for school wear.

Shoes

1. Shoes or sandals must be worn.
2. Cleats or footwear which are distracting or damage school property are not permitted.

Hats/Headbands

1. No hats, headbands or bandanas of any type are permitted without prior approval.

Hair

1. Hair should be neat, clean, well-groomed, and of a color found in natural human hair. This includes highlighted hair on both boys and girls.
2. Boys' hair may vary in keeping with prevailing styles and within the following guidelines: hair must be short enough in the back that it reaches no further than the first thoracic vertebrae and worn in such a manner as to reach no further than the eyebrows.

Other

1. Appropriate undergarments are to be worn appropriately, that is, they are not permitted to show or to be worn outside of clothing.
2. Types of clothing that are destructive to school property or potentially dangerous will not be permitted, i. e. chains, rivets, etc.
3. Jewelry and cosmetics are to be in good taste. As is true within all areas of dress and grooming, that which is distracting is not appropriate.
4. Clothing, patches, drawings, or sayings (stated or implied) which refer to drugs, obscenities, alcohol, tobacco, sex, violence, gangs, nudity, bondage, devils,

suicides, anarchy, snakes, blood, body parts, guns, knives, or death will not be permitted. This includes pictures, logos, and names of or reference to entertainment acts.

5. Body piercing: jewelry may be worn in pierced ears. Jewelry may not be worn in any other body part that is pierced.

CONSEQUENCES

1st offense -- Warning and compliance to dress code. If the student must send home for clothing within the dress code, he/she will remain in the office or in-school suspension until the clothing arrives. The time out of class for dress code violations will be unexcused. Outright refusal to comply with dress code will be deemed insubordination; the student will be subject to discipline code.

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

GANGS

Gangs which initiate, advocate or promote activities which threaten the safety or well-being of persons or which are disruptive to the school environment are not tolerated.

Incidents involving initiations, hazing, intimidations or related activities which are likely to cause harm or

personal degradation are prohibited. Students wearing, carrying or displaying gang paraphernalia or exhibiting behaviors or gestures which symbolize gang membership or causing and/or participating in activities which are designed to intimidate another student will be disciplined. Prohibited gang paraphernalia will be specifically identified and posted by the building principal.

CARE OF PROPERTY

Students are responsible for the care of their own personal property. The School is not responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student damages or loses school property, the student or his/her parents will be required to pay for the replacement or repair. If the damage or loss was intentional, the student will be subject to discipline according to the Student Discipline Code.

STUDENT DISCIPLINE CODE

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.

Each of the behaviors described below may subject the student to disciplinary action including, but not limited to, detention, in-school discipline, suspension and/or expulsion from school. Furthermore, any criminal acts committed at or related to the School will be reported to law enforcement officials as well as disciplined at school. Certain criminal acts may result in permanent exclusion from school.

1. Use 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, s/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, s/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 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.

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

Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony.

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), 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 on property owned or controlled by the District.

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 school work, 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 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

Vandalism and disregard for school property will not be tolerated. Students engaged

in such activity may be subject to disciplinary action.

21. Persistent absence or tardiness

Attendance laws require students to be in school all day or to have a legitimate excuse for their absence. Penalties for unexcused absences can range from detention to a referral to court and/or revocation of the student's driver's license.

22. 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.

23. Refusing to accept discipline

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

24. 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.

25. Displays of affection/sexual activities

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.

26. Possession of electronic equipment

The School will supply any electronic equipment necessary for participation in the educational program. Students may not bring radios, "boom-boxes", portable TV's, electronic toys, pagers, cellular telephones, beepers or other paging devices, and the like to school without the permission of the building principal. Unauthorized electronic equipment will be confiscated from the student and disciplinary action will be taken.

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

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.

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. In reporting his/her concerns, the student should provide the name of the person(s) whom s/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.

34. Contraband

Items that have been brought to school that may lead to disruption or inappropriate behavior will be confiscated.

Student may be subject to disciplinary action.

35. Food & Drink

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

36. 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.

37. False Testimony

False testimony to school personnel. Lying may be interpreted as obstruction of school business.

38. Inciting

Inciting others to violence or disruption.

39. 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.

40. Truancy

Truancy is an absence from school, or any part thereof, which has not been authorized by the school or the parents. However, truancy may also occur if the school discovers a willful attempt on the part of the parent and student to evade the school attendance rules which are based on state attendance laws.

Note: A willful attempt NOT to get to class on time is a truancy regardless of the time frame.

Note: Three (3) tardies to a class within the same grading period will count as one day of absence.

DISCIPLINE

It is important to remember that the School's rules apply going to and from school, at school, on school property, at school-sponsored events, on school transportation, and on property not owned or controlled by the Board but that is connected to activities or incidents that have occurred on property owned or controlled by the Board. Furthermore, students may be disciplined for conduct that, regardless of where or when it occurs, is directed at a Board official or employee, or the property of such official or employee. In some cases, a student can be suspended

from school transportation for infractions of school bus rules. The School will comply with its obligation to promptly provide reasonable discipline consistent with the severity of the incident.

Two (2) types of discipline are possible, informal and formal. **Informal Discipline**
Informal discipline takes place within the School. It includes: writing assignments; change of seating or location; lunch-time, after-school detention; in-school discipline.

Detentions

A student may be detained after school or asked to come to school early by a teacher, after giving the student and his/her parents one day's notice. The student or his/her parents are responsible for transportation.

Transportation to and from Detention shall be the responsibility of the student/parent.

Formal Discipline

Formal discipline removes the student from school. It includes emergency removal for up to seventy-two (72) hours, suspension for up to ten (10) school days, expulsion for up to eighty (80) school days, and permanent exclusion. Suspensions and expulsions may carry over into the next school year. Any student who is expelled from school for

more than twenty (20) days into the following semester or school year will be provided with information about services or programs offered by public and private agencies that work toward improving those aspects of the student's attitude and behavior that contributed to the incident that gave rise to the student's expulsion. The Superintendent at his/her discretion may require/allow a student to perform community service in conjunction with or in place of an expulsion. The Superintendent may impose a community service requirement beyond the end of the school year in lieu of applying the expulsion to the following school year. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspension, expulsion, and permanent exclusion may be appealed.

Students being considered for suspension or expulsion are entitled to an informal hearing with the building administrator prior to removal at which time the student will be notified of the charges and given the opportunity to respond.

Students involved in co-curricular and extra-curricular activities such as band and athletics can lose their eligibility for violation of the School rules.

If a student commits a crime while under the School's jurisdiction, s/he may be subject to school disciplinary action as well as to action through local law enforcement.

ATTENDANCE REGULATIONS FOR DETENTIONS

Students will attend assigned detentions. Detention notification is given through homeroom. No reminders are given. Students not reporting to detentions without prior contact by a parent may result in the student receiving informal discipline. Students not attending detentions may be subject to information discipline have detentions doubled or be suspended. Note: It is the student's responsibility to inform the guardian of a detention. If a student cannot attend the detention, then the administration must be notified by the guardian prior to the serving date.

DUE PROCESS RIGHTS

Before a student may be suspended, expelled, or permanently excluded from school, there are specific procedures that must be followed.

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, s/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.

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.

Suspension of Bus Riding Transportation Privileges

Students on a bus or other authorized Board of Education transportation vehicles are under the authority of and directly responsible to the bus/vehicle driver. The driver has the authority to enforce the established regulations for bus/vehicle conduct.

Disorderly conduct or refusal to submit to the authority of the driver will be sufficient reason for refusing transportation service to any student.

A student may be suspended from school bus/ vehicle riding privileges for all or part of a school year for any violation of established regulations for bus conduct and/or for conduct occurring on the bus/vehicle in violation of the Student Code of Conduct. Before a suspension from bus/vehicle riding privileges is imposed, the Superintendent or other designated District

personnel will provide a student with a notice of intended suspension and an opportunity to appear before the Superintendent or other designated District personnel. Disciplinary suspension periods will be commensurate with the infraction(s) committed as determined by the Superintendent or designated District personnel.

*Marlington Board Of Education Policy
5610.04*

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.

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.

SECTION V

TRANSPORTATION BUS TRANSPORTATION TO SCHOOL

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. 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 to address a special need, upon the principal's approval of 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

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:

- 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 a videotape, the tape will be submitted to the Principal and may be used as evidence of misbehavior.

Penalties for Infractions

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