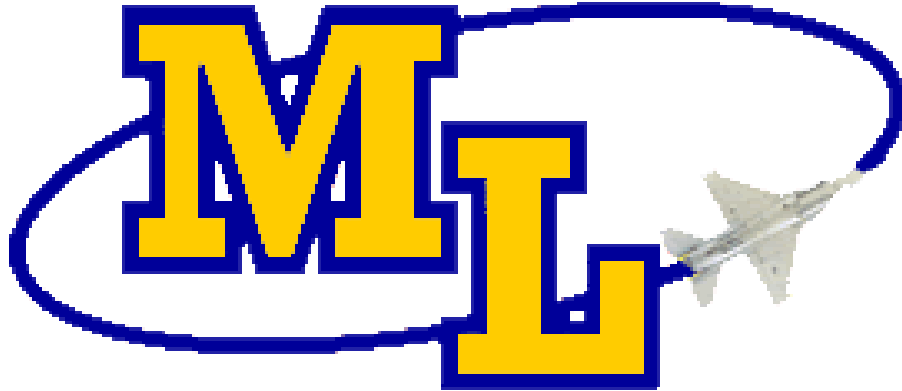


Marion Local Elementary/Middle School  
7956 State Route 119  
Maria Stein, OH 45860  
419-925-4595  
www.marionlocal.org



Student Handbook  
2020-2021 School Year

Principal: Mr. Wilker

Assistant Principal: Mrs. Wendel

School Secretary/Nurse: Mrs. Moeller

This agenda belongs to:

Student Name \_\_\_\_\_

# Password Page

## Network/Moodle/Google docs:

Username: \_\_\_\_\_

Password: \_\_\_\_\_

## Accelerated Reader:

Username: \_\_\_\_\_

Password: \_\_\_\_\_

## ProgressBook:

Username: \_\_\_\_\_

Password: \_\_\_\_\_

## On-line Math resource:

Username: \_\_\_\_\_

Password: \_\_\_\_\_

## Ordering library books from Mercer County Library:

Borrower barcode: \_\_\_\_\_  
(use all numbers, no spaces)

PIN: \_\_\_\_\_  
(last four digits of phone number)

## Marion Elementary library

**Username:** \_\_\_\_\_

**Password:** \_\_\_\_\_

## Other passwords

**Site:** \_\_\_\_\_

**Username:** \_\_\_\_\_

**Password:** \_\_\_\_\_

**Site:** \_\_\_\_\_

**Username:** \_\_\_\_\_

**Password:** \_\_\_\_\_

## Marion Local RESEARCH sites (for home use):

Username: marion

Password: flyers

## Wonders Reading Series:

Username: \_\_\_\_\_

Password: \_\_\_\_\_

## Ohio As America (4<sup>th</sup> grade):

Username: \_\_\_\_\_

Password: \_\_\_\_\_

## Moby Max:

Username: \_\_\_\_\_

Password: \_\_\_\_\_

## Algebra textbook:

Username: \_\_\_\_\_

Password: \_\_\_\_\_

## Science Fusion:

Username: \_\_\_\_\_

Password: \_\_\_\_\_

## Ed Puzzle

Username: \_\_\_\_\_

Password: \_\_\_\_\_

## DISTRICT MISSION STATEMENT

The focus of Marion Local Schools will always be the students who comprise our communities. The district will provide a well-rounded innovative curriculum in a safe and nurturing environment. For each student, our mission is to develop a sense of self-worth that allows the individual to reach his/her highest potential intellectually, socially, emotionally, and physically. Students will approach life's challenges with confidence in their ability to succeed with an appreciation for the importance of on-going learning.

## DISTRICT POLICIES

Our school district operates under the standards established by the Marion Local Board of Education. Our district's statement of philosophy, state performance indicators, and education outcomes, as well as all district policies, can be accessed via the district's website at [www.marionlocal.org](http://www.marionlocal.org) under Online District Bylaws and Policies.

### Student Expectations

At Marion Local Elementary, we foster a safe and proper atmosphere for the pursuit of learning. This can best be achieved through respect and a sense of caring for others. Every student should be afforded the opportunity to develop his or her abilities to the fullest. Student attitudes and behavior will shape the school's environment. The following reminders should serve as a guide.

1. **BE CONSIDERATE** - Students are involved in educational programs and learning activities throughout the building. Help them by keeping your voice down and not shouting or yelling. Walking in the hallways will eliminate accidents. By being considerate, you will help create and maintain the proper atmosphere for learning.
2. **BE SAFE** - Consider your safety and the safety of others when moving around the building. Keeping your hands and legs to yourself is good advice. It will help you and others to have a safe and successful day at school.
3. **BE PROUD** - Be proud of yourself, your work and your school. Keep yourself and your desk/locker neat and clean. Take time to complete all assignments promptly and always do your best. By keeping your school clean and neat, we will all have a good environment in which to work.
4. **BE RESPECTFUL** - Your fellow students and your teachers deserve your respect, just as you deserve respect from them. Do not take, hide, destroy or play with their property. Being respectful also means that foul language is NEVER acceptable.
5. **BE CARING** - Marion Local Elementary is a caring school. You can help by opening doors, offering to help, and being polite to one another. A caring attitude toward others is most important. Being abusive to your friends is

not caring for them.

6. **BE COOPERATIVE** - Obey the rules and follow the directions of students and adults in the building. We are all here to work and learn together. Be orderly when walking to and from special assemblies, the lockers, the high school, the playground, and the lunchroom.
7. **BE PROMPT** - Time at school is very important. Be on time and be prepared for all of your classes, activities, and programs during the school day.
8. **BE ALERT** - When outside playing or moving about inside the building, always be careful not to endanger others or their property. Respect each other's rights, and under no circumstances, engage in rowdiness or fighting. You should always have some constructive activity to do during lunch period and/or before or after school.
9. **BE COURTEOUS** - Your attention at special programs as well as during classroom presentations is expected. The carpeted media center and hallways are extensions of the classrooms. Remember the Golden Rule: Do unto others as you would have them do unto you.
10. **BE RESPONSIBLE** - You are the only one who is responsible for your behavior. No one should make excuses for his or her bad behavior. Do what is right and take credit for it. Accept the consequences when you do something wrong. Always accept responsibility for your behavior.

## ACADEMICS

### A. Athletic Eligibility Criteria

1. A student enrolling in the seventh grade and participating for the first time in athletics or cheerleading will be eligible for the first grading period regardless of previous academic achievement. Thereafter, in order to be eligible, a student in grades 7 or 8 must be currently enrolled and must have been enrolled in school the immediately preceding grading period and received a 1.5 GPA during that grading period. Changes in athletic eligibility will become effective on the start of the fifth school day after the end of the grading period. (OHSAA and Board Policy 2431)
2. A weekly check of eligibility will take place by the building principal. All athletes who are failing more than one class will be automatically considered ineligible for all practices and events until the next eligibility check which takes place on Monday mornings at which time ineligibility will be lifted as long as grades are above failing in all but one subject.
3. A review board, consisting of the building principal, building guidance counselor and athletic director may examine individual cases to declare eligibility, but only in the event of extenuating circumstances. In all cases, OHSAA guidelines and Board Policy will be followed.

- In addition, all students who are on the ineligibility list with one or more failing grades will not be permitted any school day privileges including, but not limited to: serving as an office aid, teacher's aid, leaving Intervention or Flyer Pride times with the exception of receiving help from a teacher.

**B. Band**

Students wishing to drop out of band will only be permitted to do so at the end of a semester.

**C. Cheating**

- At Marion Local we expect each student to do his/her own work.
- Whether looking off another student's paper, plagiarism, allowing another student to copy or reference your own work, or finding answers to questions on a test are all considered cheating. Other incidences may also be considered cheating on an individual basis if deemed so by the building principal and teacher.
- Students found cheating may result in failure for that assignment or test and will be assigned a detention. The second time may result in failure for the course for the grading period. Further violations may result in failure of the course for the school year and/or additional disciplinary action.

**D. Grading Periods**

Grade cards will be sent home following each grading period. The end of grading periods for 2019-2020:

October 23, 2020

January 8, 2021

March 19, 2021

May 27, 2021

**E. Grading Philosophy**

- Grades earned at Marion Local are usually subjective as well as objective in nature, and grades may reflect such factors as student attendance, effort, attitude, and integrity.
- In the absence of malice, arbitrary or unfair treatment or obvious mathematical error, the principal will not change a grade given by a teacher. Should parents believe that any of these conditions exist, immediate contact should be made with the elementary principal.
- Upon successful completion, eighth grade students will earn high school credits for the following classes taken during their eighth grade school year:
  - 1 high school credit for 8<sup>th</sup> grade Physical Science
  - 1 high school credit for 8<sup>th</sup> grade Algebra I
  - ¼ high school credit for 8<sup>th</sup> grade Industrial Arts
 The grades earned in these classes for high school credit will begin the student's high school Grade Point Average (GPA).

**F. Grading Scale**

- Students must satisfy certain academic requirements in order to move from one class to the next higher class. This emphasizes the necessity for system wide uniformity in grading, grade recording and grade interpretation as these factors may apply to class levels and to subject matter fields. Grade cards are presented at the end of each nine weeks. The teachers have the responsibility to assess students and assign grades.

**2. Kindergarten and Grade 1:**

- The sole designations in all areas evaluated will be as follows.

- E – Exceeds grade level expectations
- M – Meets grade level expectations
- P – Progressing toward grade level expectations
- N – Needs improvement to meet expectations
- Blank – Not assessed

**3. Grade 2-8:**

To apply uniformity for all grades recorded, the following grade scale will be used:

A	95-100	C	78-82
A-	93-94	C-	76-77
B+	91-92	D+	74-75
B	87-90	D	72-73
B-	85-86	D-	70-71
C+	83-84	F	0-69

If the above letter grade is not used (for example in specials classes) the EMPN scale will be used.

**G. Parent Conferences**

- Parent conferences are always welcome. Parents should call ahead for an appointment to be sure the teacher will be available and prepared to discuss your concern(s).
- Parent conferences are scheduled in November for all parents of students in Kindergarten through fourth grade. Conferences for parents of students in fifth through eighth grade are held in November at the request of either the parent or the teacher.
- School will not be in session (for grades Kdg. – 6<sup>th</sup>) during parent conferences held during the day. Information regarding parent conferences will be sent home with students prior to the conference dates in November.

**H. Academic and Diagnostic Tests**

Academic and diagnostic tests will be given according to state legislation.

**I. Promotion and Retention Students**

A student will be promoted to the succeeding grade level when he/she has completed the course and state-mandated requirements at the presently assigned grade; achieved the instructional objectives set for the present grade;

demonstrated sufficient proficiency to permit him/her to move ahead in the educational program of the next grade; and 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 he/she has failed to achieve the instructional objectives set forth at the current grade level that are requisite for success. Parents will be informed in advance of the possibility of retention of a student at a specific grade level. (Board Policy 5410)

#### **J. Title I – Reading Intervention**

Reading intervention services are available for identified students in the primary grades. Parental permission and input are required for students to be able to participate in the Title I program. Title I is a federally funded program and will comply with federal requirements especially in regards to parental involvement. (Bd Policy 2261.01/.02).

### **ATTENDANCE AND SUPERVISION**

#### **A. Absences**

1. Parents/guardians must notify the school (925-4595) on the day their child is absent, from 7:30 a.m. to 9:00 a.m., unless previous notification has been given in accordance with school procedures for excused absences. Failure to notify the school by 9:00 a.m. will result in the parents being contacted. This provides a check on your child's whereabouts, illness, and safety. All medical absences (orthodontist, dentist, medical doctor, etc.) must be verified by a doctor's note. After five (5) absences per semester without a doctor's note, all subsequent absences will be recorded as unexcused. The building principal will make the final determination on absence verification. All doctor's notes should be turned into the elementary office the day the student returns to school. When reporting a student absence for an illness or appointment, please state the nature of the absence for proper record keeping. To be considered present for one half (1/2) day of school, students must be present until at least 11:20am or return to school from a morning absence by 12:00 noon.

2. Students may be excused from school for the following reasons:

- a. Personal illness
- b. Illness in the home
- c. Death in the family
- d. Observance of a religious holiday
- e. Performing necessary work at home due to the absence or incapacity of parent(s)/guardians (5 day limit)
- f. Medical and dental appointments
- g. Wedding of a relative
- h. Court appearances
- i. Other reasons as accepted and approved by the

principal in advance.

3. A student shall be given the same number of school days to make up work missed as the student was actually absent from that particular class during his/her illness, injury, or other excused absence unless an extension of days is granted by the teacher and/or the principal. When a prolonged absence is necessary the parent or guardian should, whenever possible, notify the school telling the reason for the student's absence.

4. Homework will not be given to students prior to a vacation. Students will be given all missed work upon their return and will have as many days as they were absent to complete the work for full credit. Work turned in late will have a deduction of 10% per day.

5. A student will be considered habitually truant if the student is absent without a legitimate excuse for five or more consecutive school days, for seven or more school days in one month, or twelve or more school days in one school year. Consequences for students identified as habitually truant will be completed as per board policy 5200.

6. Unexcused absences are those absences other than those enumerated above and include but are not limited to over-sleeping, shopping, missing the bus, car trouble, hair appointments, skipping school, failure to bring a legitimate excuse from home after an absence, or failure to bring in doctor's notes after five days of excused absences.

7. Excuse notes from a third party (such as family physician, orthodontist, etc.) are to be turned in at the school office within two school days following the day(s) of absence.

8. Vacation trips require prior approval and parents are required to complete and submit the Vacation with Parent form (at least a week in advance) when student will be absent due to vacation trips. (Shopping is not an excused absence from school.)

#### **B. Arrival Time / Dismissal Time**

1. Children who do not ride a school bus should arrive at school in the morning no sooner than 8:10 a.m. The school will not be responsible for the supervision of students who arrive before this time. School starts at 8:25 a.m. Arrival after 8:25 a.m. will be considered tardy.
2. School grounds are supervised until the last school bus leaves. Children are expected to have cleared the school grounds by that time.
3. Student dismissal time is 3:13pm for grades K-3 and 3:15pm for grades 4-8.

#### **C. Field Trips**

1. Parents will be asked to sign permission slips when children take field trips. The parents' signature acknowledges that the parent is aware that their child will be away from school, and is aware of the nature of the trip and its purpose.

2. The parent has the right to deny participation. Only those students who have signed parental permission slips will be permitted to participate in such activities.
3. School rules will apply on all field trips.

**D. Parent Pick-up of Students During School Hours**

1. When an early dismissal is known about in advance, the student must bring a note to the office prior to 8:27 a.m.
2. All students released during the school day must be checked out in the office.
3. Children will be released only to the custodial parent or guardian or to an adult or sibling designated by the custodial parent or guardian.
4. The adult or sibling checking the child out must sign for the child's release.

**E. Perfect Attendance**

To receive a Perfect Attendance Award at the end of the school year, a student must have been in attendance the entire school day, every day that school was in session. Tardies are absences that will reflect in the loss of a perfect attendance record.

**F. Student Dismissal Precautions**

Requests for release during the school day will not be approved without prior notice from the child's parent or guardian. Only in an emergency or in a unique situation may the principal grant an exception to this policy.

**G. Tardiness**

1. Student's arrival to school after 8:25 a.m. and prior to 9:15 a.m. will be counted as tardy.
2. Students arriving late must report to the office for a tardy slip.
3. If a student is detained in the office, or by a teacher, the student should ask for an excuse slip before going to his/her next class.
4. Three unexcused tardy dates will result in an assigned detention. This will occur after each third accumulation. Parents will be notified in writing after the second unexcused tardy date.
5. Students leaving school early, after 2:30 p.m. will be counted as having an Early Exit. Early exits will be included with the tardy count on grade cards.

**H. To and From School**

The school is directly responsible for supervision of students only while they are on school property during regular school hours. Once they leave school property this becomes the responsibility of the parents. The school will cooperate with parents in stressing the rules of safety to and from school and will assist with discipline problems that occur

between home and school.

**I. Truancy**

All requests to leave the school property while school is in session must be cleared through the principal's office. Any instance of a student leaving school grounds without permission is classified as truancy. Any student found truant may be subject to disciplinary action.

**DISCIPLINE**

**SCHOOL RULES**

Students of Marion Local are expected to follow three simple rules. It is the belief of the staff of Marion Local that students who can follow these three rules will grow to be productive citizens.

1. Be responsible.
2. Be respectful.
3. Be ready.

**A. Bullying and Hazing Policy**

- It is the policy of the Marion Local Board of Education and school district that hazing and/or bullying activities of any type are inconsistent with the educational process and shall be prohibited at all times. Hazing means doing any act or coercing another, including the victim, to do any act of intimidation or harassment to any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Bullying is an intentional written, verbal or physical act that a student has exhibited toward another particular student more than once, and the behavior causes both mental or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other students. (Board Policy 5517.01)
- Prohibited activities of any type including those activities engaged in via computer and/or electronic communication devices are inconsistent with the educational process and are prohibited at all times. No administrator, teacher, or other employee of the district shall encourage, permit, condone or tolerate any hazing and/or bullying activities. No student, including leaders of student organizations, may plan, encourage or engage in any hazing and/or bullying.
- Hazing of a sexual nature will not be permitted. This includes: taunting, touching, innuendoes or any sexual acts.
- Administrators, teachers and all other District

employees are particularly alert to possible conditions, circumstances or events that might include hazing and/or bullying. If hazing and/or bullying or planned hazing and/or bullying is discovered, involved students are informed by the discovering District employee of the prohibition contained in this policy and are required to end all hazing and/or bullying activities immediately. All hazing and/or bullying incidents are reported to the building administrator and superintendent, and the appropriate discipline is administered.

- Our students and staff are encouraged to use the Four S.T.A.R. Steps in situations that involve bullying. The four steps are:
  - S - Stick Together
  - T - Tell the bully to stop.
  - A - Alert an adult at school and home.
  - R - Respect others and treat them the way you want to be treated.

**B. Bus Regulations:**

1. Children must observe the following guidelines to insure their safety on the school bus --
  - a. STAY OFF the road, even when you see the bus coming.
  - b. STAND BACK until the bus stops completely and the door opens before you move to get on.
  - c. USE HANDRAILS and take the steps one at a time as you get on.
  - d. SIT DOWN right away and put down your books, etc. before the bus starts.
  - e. ACT the way you would in class: no loud talking, fooling around, throwing things.
  - f. NEVER stick your head, hands, or anything out the window. Don't open any windows without driver's permission.
  - g. SAVE SNACKS food and drinks are not permitted on district busses due to the threat of choking.
  - h. STAY SEATED until the bus stops and the doors open. Let people closest to the front get off first. If your stop is next, move to an open seat at the front of the bus.
  - i. TAKE ALL your books, clothes and bundles. Leave the bus as clean as you found it. . . . . Don't litter.
  - j. GET OFF quickly and quietly, without pushing or running. Use the handrail going down the steps.
  - k. OTHER regulations and rules will be established by the driver.
  - l. EMERGENCIES - wait for driver to give instructions.
2. Any student wishing to walk or ride their bicycle to or from school, before school, and/or after school must have a permission

slip on file in the office. Students who walk or ride bikes home that do not have permission slips in the office will be violating student handbook and will be dealt with accordingly. It is strongly recommended that all students assigned to a bus, ride that bus home.

3. All students are to ride on the bus assigned to them. We ask your cooperation in this matter to eliminate overcrowding on some buses.

4. On the occasion that a student is riding a different bus and/or getting off at a different stop, after school, they must provide a note from their parent(s) stating where they will be getting off at and why. Two copies need to be provided, one to the bus driver and one to the homeroom teacher.

5. Disorderly conduct shall be sufficient reason for refusing transportation service to any pupil.

6. Whenever it becomes necessary to refuse a pupil transportation, the school authorities shall notify the parents in writing or by phone of such refusal with a full explanation. Until such time as the school authorities have received assurance from the parents of future good conduct on the part of the pupil and the bus driver has been so advised, the driver shall not permit the pupil to board the bus. (Board policy 5610.04)

7. Students attending Marion Local Elementary will not be permitted to walk to the high school after school has been dismissed to ride with a brother/sister/friend. Any student who rides home in an automobile should be picked up on the south end of the elementary at the proper dismissal time for the grade level. Please do not request to pick up a student earlier unless permission is granted.

8. Once students depart their assigned stops, they are to report directly to their homes.

**C. Student Code of Conduct (Board Policy 5500)**

1. Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of laws affecting students. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community. The Board of Education has zero tolerance of violent, disruptive, or inappropriate behavior by its students. (Board Policy 5500)

Violation by a student of any one or more of the following rules of conduct may result in disciplinary action, including suspension, removal, and/or expulsion. Parents will be notified when any such action is used.

**Rule 1. Disruption of School:** A student shall not by use of noise, violence, force, coercion, threat, harassment, insubordination, or repeated incorrigibility

cause disruption or obstruction to any curricular activity, extra-curricular activity, or during any school bus ride.

**Rule 2. Damage to Property/Arson:** A student shall not cause or attempt to cause damage, destruction, burning, or defacing to property (public or private) including building, grounds, equipment or materials. A student shall not tamper with school or private property.

**Rule 3. Assault:** A student shall not cause physical injury or behave in such a way which could threaten to cause physical injury to school employees, other students, or visitors while under the jurisdiction of the school. (Bd Policy 5610)

**Rule 4. Dangerous Weapons and Instruments:** A student shall not possess, use, transmit, conceal or handle any object that might be considered to be a dangerous weapon, or instrument that could cause injury or damage. These include but are not limited to firearms, knives, metal knuckles, straight razors, explosives, noxious irritation or poisonous gases, poisons, drugs, or other items possesses with the intent to use, sell, harm, threaten, or harass students, staff members, parents, or members of the school community. (Board Policy 5772)

**Rule 5. Tobacco, Narcotics, Drugs, and Alcoholic Beverages:** A student shall not possess, use, transmit, conceal, or be under the influence of any alcoholic beverage, dangerous drug, narcotic, pill or capsule, mind-altering substance, tobacco, or tobacco products (including snuff or smokeless tobacco or any vapor producing nicotine products). This prohibition applies at any time the student is under the jurisdiction of the school, and the possession or use of "look-alike" drugs may also be a suspendable offense.

**Rule 6 Repeated Violations:** A student shall not repeatedly fail to comply with rules, directions, or commands of teachers (including student teachers and substitute teachers), principal, bus driver, and any other authorized school personnel during any time when the student is properly under the authority of the school personnel.

**Rule 7 Insubordination:** A student shall not disregard or refuse to obey reasonable directions given by school personnel as long as such requests are in keeping with Board policies and regulations. This shall include refusing to take, skipping detention, or other properly administered discipline measures.

**Rule 8. Violations of the Law:** A student shall not violate any state or federal law when the student is properly under the authority of school personnel.

**Rule 9. Frightening, Degrading, or Disgraceful Acts:** A student shall not engage in any act which frightens, degrades, disgraces, or tends to frighten, degrade, or disgrace anyone by written, verbal, e-mail, other electronic means, or gestural means. Students are not to

display excessive affection or other inappropriate behavior.

**Rule 10 Theft/Plagiarism:** A student shall not cause or attempt to take into his possession public property or equipment of the school district or the personal property of another student, teacher, visitor or employee of the District. This shall include forgery of school-related documents or plagiarizing of material from any source whether written, verbal, or electronic. Plagiarism is using or imitating the language or ideas of another author as one's own original work.

**Rule 11 Profanity and/or Obscene Language:** A student shall not use profanity or obscene language either written or verbal during any curricular or extra-curricular activity. Included in this prohibition are the use of obscene gestures, signs, pictures, publications or gestures, or electronic media.

**Rule 12 Truancy and Tardiness:** Truancy is declared when a student is absent from school or any portion of the regular school day without authorization by the principal and parent consent. Repeated tardiness to school or to class also may result in suspension, removal or expulsion. Once a student arrives at school, they are not to leave the property without permission.

**Rule 13 Terrorist Threat:** Threatening, directly or indirectly, to commit a crime of violence with the purpose to terrorize another or with reckless disregard of the risk of causing terror in another.

**Rule 14 Harassment and/or Aggressive Behavior (including bullying and cyber-bullying)** Board Policy 5517 The board encourages the promotion of positive interpersonal relations between members of the school community. Harassment and or aggressive behavior (including bullying and cyber-bullying) toward a student whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse, and any speech or action that creates a hostile, intimidating, or offensive learning environment. The board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. Individuals engaging in such conduct are subject to disciplinary action.

**Rule 15 Gambling/Loitering:** Gambling (i.e. playing a game of chance for stakes) includes casual betting, and any other form of wagering. Students should not be betting on any school activity in which they are involved. A student may not loiter or willfully be present in restricted ("off-limit") areas. He/she may not enter closets, offices, rooms and other areas that are to be locked or otherwise restricted.

**Rule 16 False Reports/Extortion:** A student may not falsely report incidents, or make false accusations, or give false testimony. Extortion of a student or school personnel is strictly prohibited.



**Rule 17 Bomb Threats** Making a bomb threat against a school building or any premise at which a school activity is being held at the time of the threat is made may result in expulsion for a period of up to one (1) school year. Additionally, intentionally giving a false alarm of a fire, or tampering or interfering with any fire alarm is prohibited.

**Rule 18 Trespassing** Although schools are public facilities, the law allows the Board to restrict access to school property. Being present in any Board-owned facility or portion of a Board-owned facility when it is closed to the public or when the student does not have the authorization to be there, or unauthorized presence in a Board-owned vehicle; or unauthorized access or activity in a Board-owned computer, into district, school or staff computer files, into a school or district file server, or into the Network are all considered as violations. When a student has been removed, suspended, expelled, or permanently excluded from school, the student is prohibited from being present on school property without authorization of the principal.

**Rule 19 Other Conduct** It should be noted that other possible student conduct reaching the gravity of the above examples, in terms of gross misconduct, sexual harassment, persistent disobedience insubordination may also serve as grounds for suspension, removal or expulsion.

**Rule 20 Displays of affection or sexual activity:** Affection between students is personal and not meant for public display. Sexual activity of any nature is prohibited and will result in disciplinary action.

**Rule 21. Aiding or abetting violation of school rules** Assisting other students in the violation of any school rules will result in disciplinary action. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

**Rule 22 Hazing** Performing any act, or coercing another to perform any act of initiation into any class, team, or organizations, that causes or creates a substantial risk of causing mental or physical harm will not be permitted. Students who engage in hazing may also be liable for civil and criminal penalties.

**Rule 23. Sexting** The possessing, taking, disseminating, transferring or sharing of nude, obscene, pornographic, lewd or otherwise illegal images of photographs, whether by electronic data transfers or otherwise (commonly called texting, emailing or sexting, etc.) may constitute a crime under state and federal law. Any person possessing, taking, disseminating or sharing nude, obscene, pornographic, lewd or otherwise illegal images or photographs may be punished under the code of conduct and may be reported to the appropriate law enforcement agencies.

**Rule 24. Suspension/Expulsion:** Students under suspension, expulsion or emergency removed by the principal to return home for the remainder of the school day, shall not attend or participate on the same day the

following activities: a) extracurricular events; b) after school events; c) athletic practices or contests; or return to the school premises while any of the above conditions apply.

**Rule 25. Permanent Exclusion:** In accordance with the law, the Board of Education may seek to permanently exclude a student, sixteen years of age or older, who has been convicted of or adjudicated delinquent for the reason of the following offenses: a. carrying a concealed weapon or conveying or possessing a deadly weapon or dangerous ordnance on property owned or controlled by a board of education or at an activity held under the auspices of this Board.

b. possessing selling, or offering to sell controlled substances on property owned or controlled by a board of education or at an activity under the auspices of this Board.  
c.. rape, gross sexual imposition  
d. murder, manslaughter, felonious or aggravated assault  
e. complicity to commit any of the above offenses, regardless of where the complicity occurred.

In summary, any behavior or action, which infringes on the rights of others to pursue maximum academic achievement, performance, or benefit from their job assignment or purpose cannot and will not be tolerated.

#### **D. Disciplinary Action**

Our students have the right to the best educational opportunities available without interruptions or disturbances. They also have the right to expect their health, safety, and property shall be protected as well as possible. For the education of any child to be successful, teamwork between the child, parents, and school must take place. The School expects that parents will cooperate with and support the school when their child must be disciplined.

Any pupil in violation of the Code of Student Conduct or other school rules shall be subject to in school restriction, suspension, or expulsion. During the time of suspensions, removal, or expulsions, students may not attend or participate in any school activities or functions.

a. **In School Restriction** is the barring of a student by the principal from the classroom and assigning the student to any area outside of the classroom for a given period of time. The student may be barred from one to ten days.

b. **Suspension** “Suspension” shall be the temporary exclusion of a student by the Superintendent, principal, or any other administrator from the District’s instructional program for a period not to exceed ten school days. Suspension may extend beyond the current school year, if at the time a suspension is imposed, fewer than ten days remain in the school year. The Superintendent may apply any or all of the period of suspension to the following year. The procedures for are set forth in Board Policy 5611. Students will receive 75% credit for all assignments while under suspension.

c. Alternative School: The Mercer County Alternative School is a suspension school operated by the Mercer County Educational Service Center. In lieu of out-of-school suspensions, students may be assigned suspension time at the alternative school at the discretion of the building principal or superintendent. All suspension notification procedures will apply in the assignment of alternative school.

A strict and structured atmosphere is maintained at the alternative school. Each student is assigned to a study carrel to do their work. They cannot leave this work space or talk without permission of the monitoring instructor. Students will be transported to and from this facility by the Tri-Star buses.

d. Expulsion: "Expulsion" shall be the exclusion of a student from the schools of this District for a period not to exceed the greater of eighty (80) school days or the number of school days remaining in a semester or term in which the incident that gives rise to the expulsion takes place or for one year as specifically provided in the policy and the Student Code of Conduct/Student Discipline Code. Only the Superintendent may expel a student. Board Policy 5611

e. Emergency Removal Teachers or administrators may exercise emergency removal of a student from class or school property if the student's presence poses a danger to persons or property or an ongoing threat of disruption. Other procedures followed must be in accordance with the code adopted by the Marion Local Board of Education.

### **Discipline: Policies of School**

Students are expected to respect constituted authority, comply with school regulations, and accept directions from authorized personnel. A student who fails to comply with established school rules or with any reasonable request made by school personnel on school property and/or at school-related events will be dealt with according to approved student discipline regulations.

Since Ohio law allows boards of education to ban the use of corporal punishment and the Marion Local Board does not believe such punishment to be suitable, corporal punishment shall not be used as a form of discipline in the district. The Board expects the administration, faculty, and staff to use every other form of discipline, counseling, and referral, including communication and meetings with the parent(s)/guardian(s), to promote appropriate, positive behavior.

Professional staff as well as classified staff may, within the scope of their employment, use and apply reasonable and necessary force and restraint to quell a disturbance threatening physical injury to others, to obtain possession of weapons or other dangerous objects upon or within the control of the student, in self-defense, or for the protection of persons or property. (Board Policy 5630)

### **Discipline Plan**

Each individual teacher will have a classroom discipline plan which outlines his/her classroom rules and procedures. Students are expected to follow these guidelines, and parents are asked to seek ways to support the teacher in his/her plan. Parents or students may request from any teacher a copy or summarization of his/her classroom discipline plan.

### **Detention Policy - After School Grades K-8**

1. To insure uniformity in disciplinary actions, a system of after-school detentions will be used. Student misbehaviors occurring in any area outside of the classroom (playground, hallways, cafeteria, bus, etc.) or an extreme clause occurring within the classroom (lying to the teacher, cheating, forging, inappropriate language or gestures, etc.) may be subject to immediate assignment of after school detention. Severe student behaviors that violate the Code of Student Conduct will be dealt with directly by the principal.

2. Rules governing the after-school detention system are as follows:

Students receiving a detention will report to the designated room from 3:20 until 4:15 p.m. on Wednesdays.

If for any reason other than that student's excused absence or cancellation of school a student does not serve detention on the Wednesday it is scheduled, that student will serve detention the next Wednesday and an additional Wednesday.

If the student is not picked up by 4:20 p.m., after serving the detention, the student may be assigned an additional detention.

Teachers and/or principal will monitor after school detention.

Students receiving 3 detentions will be assigned a Saturday school. This action will be repeated after each third accumulation.

### **Saturday School Sessions**

Saturday sessions from 8:30 a.m. to 11:30 a.m. may be assigned by the principal as a form of student discipline (grades K-12) in an attempt to improve or curb misconduct considered too serious to warrant a school detention and/or for repeated misbehavior.

Saturday sessions are a viable alternative to suspensions, providing a means of discipline more serious than a mere detention but not serious enough to warrant a suspension.

With Saturday sessions, parents and students should know that: (1) Saturday sessions may at any time be assigned by the principal for a conduct of such a nature that the principal considers a Saturday session appropriate. (2) One or more Saturday sessions may be assigned in place of in-school or out-of-school suspensions. (3) Saturday sessions are not to last beyond 3 hours (8:30 - 11:30 on specified Saturdays).

**The following rules shall govern Saturday Sessions:**

1. All Saturday session servers must report to the designated location no later than 8:30 a.m. No lateness or tardiness will be tolerated.

2. Students must report to Saturday sessions with enough reading material and/or homework to keep them busy for the duration of the time he/she is assigned. A Saturday session is a work session, and anyone not working for the full duration is to be sent home and reassigned to another full session.

3. Students may not talk to other students for any reason while in Saturday session. Students who do shall be sent home and assigned another session of equal length, regardless of time already spent in the session. Repeat offenders shall definitely have this time doubled, tripled, or whatever is deemed appropriate.

4. Students showing up hung-over to a Saturday session are to be sent home within the first half-hour with their Saturday session time doubled. (The Sheriff's Dept. can be called to give breath-a-lizers if necessary). The proctor will be instructed to check for indications of this.

5. Daydreaming or sleeping will not be tolerated. Regardless of time spent up to the point when students begin to doze off or daydream, the student will be sent home and made to repeat the full session if either occurs. Remember: the maximum duration of a Saturday School is 3 hours; students who come prepared should be able to stay busy for this long.

6. From 10:00 to 10:05, a restroom break will be provided. Students arriving late after break time will be dismissed and assigned to another full session.

7. It is entirely up to the Saturday session proctor to reassign or double session time for student nonsense of any kind. Students needing to go to the restroom should arrive early enough to handle such matters.

8. One or more Saturday sessions may be assigned in lieu of a suspension.

9. Any students failing to show for a Saturday session will automatically have their Saturday session time doubled. Full days of in-school suspension will likely be assigned to those students failing to show.

10. Students will be dismissed at 11:30 and the building will be secured at 11:35. Students needing transportation home must arrange for prompt pick-up at 11:30.

*Saturday sessions may only be assigned by the building principal.*

**Other Discipline Rules**

No squirt guns or other such water toy items are permitted in school. Students in grades 6-8 are permitted to chew gum only as directed by their teachers. Students, for their safety, are NEVER permitted to chew gum in gym class. If you are caught chewing gum in gym, you will be issued a detention.

Students will be charged for damages or destruction, accidental or intended, to school property or equipment. For serious vandalism, the cases will be forwarded to the sheriff's department and the courts.

Students are not to bring visitors to school unless they have permission from the principal.

Search & Seizure: Upon authorization of the principal, lockers, desks or students and their possessions may be searched. Authorization will be granted only where there is good reason to believe that the student has illegal material, stolen property, or other items that are detrimental to the health, safety and welfare of Marion Local students and school personnel. Any such material or items would be seized and held by school officials.

**E. Dress and Grooming Code**

1. All dress, including footwear, must comply with health and safety standards. House slippers are not to be worn to school. Heely shoes are not to be worn at school.

2. Skirts, dresses, skorts, and shorts are permitted, but must be of reasonable length and presentable in appearance. Tight-fitting yoga pants (leggings) may be worn, but must be worn either with a long enough shirt or another pair of shorts.

3. Students must recognize that brief and revealing clothing are not appropriate apparel in school. Tank tops, halter tops, garments with spaghetti straps, or strapless garments are not acceptable. Garments that are "see-through," cut low, ride low or expose one's midriff are not acceptable. Sleeveless garments must extend to the end of the shoulder and fit closely under the arms. Undergarments must not be visible.

4. Students shall not wear clothing items that contain messages that are vulgar, offensive, obscene, or libelous; that defame others on the basis of race, color, religion, creed, national origin, gender, sexual orientation, or disability; that promote alcohol or drug use or violence; that disrespect our country or the American flag; or that are otherwise contrary to the school's educational mission.

5. Students are not to wear underwear or pajama pants as outerwear. As a sign of respect, students may not wear hats inside the school building, except on designated spirit days.

6. Wearing, selling or possessing any clothing, jewelry or emblems that show gang affiliation is prohibited. Drawing gang graffiti and encouraging gang membership is also prohibited.

7. Students are expected to keep themselves and their clothing clean and presentable at all times. Articles of clothing should not be tattered or torn.

8. Hoods, hats, etc. may not be worn (unless permission is granted in advance or during designated spirit days) in the school building during the school day for safety reasons.

9. Grooming and dress of students involved in extra curricular activities may be governed by the rules and regulations established by the coach and/or advisor of that activity.

10. Body piercing to visible parts of the body is limited only to pierced ears. Hair color is limited to natural colors.

11. Anyone found in violation of this dress and grooming code will be subject to disciplinary action by the building administrator and/or coach supervisor of the extra curricular event.

#### **F. Drugs, Tobacco and Alcohol**

Student use, possession or sale of alcohol, narcotics, or tobacco is prohibited on school property and at any activity under school supervision by the State of Ohio. This includes smoking of electronic cigarettes, vapor devices, and other substitute forms of cigarettes whether they contain nicotine or not, possession, use or sale of any drugs, pills, or capsules that are not prescribed by a doctor, as well as “look-alike” drugs. Any student found violating this regulation will be penalized by suspension or expulsion.

#### **G. Duplication of Software Policy and Other Copyright Laws**

No students or employee of Marion Local Schools has the right to reproduce software except that which is specifically classified as “public domain.” The building principal must be consulted before reproduction of software of any kind may occur. Any and all other copyright laws should be followed by everyone associated with the schools.

#### **H. Electronic Information Access Policy**

Inappropriate use of the network will result in the denial of computer use privileges and/or other action determined by the Marion Local Elementary School administration. If a user, who violates any of these provisions, is a student enrolled in Marion Local Elementary School, the user will also be appropriately disciplined according to the Student Code of Conduct.

Students and parents are required to sign an Acceptable Use Policy every three years. This policy addresses the rules and regulations for use of computers and/or technology. Students are required to abide by this policy. 5<sup>th</sup>-8<sup>th</sup> grade students are permitted to bring their own tech devices for use at school providing that the appropriate forms are completed giving permission for use.

#### **I. Telephones/Cell Phones/Electronic Devices**

For personal use students are to use the phone located in the hallway by the elementary office. Students will be permitted to use school phones only in extreme emergencies and with the permission of a school authority. Cell phones and other electronic technology may only be used outside of the school day unless permission has been granted by the building principal or the classroom teacher of the current class you are in. You must have an approved technology user form on file in the technology office before you may use any personal devices at school.

First time violators are reported to the principal who will confiscate the device and hold it in his/her office until the

end of the school day. Repeated violations may result in additional consequences and confiscated property will be returned only to the parents. The district assumes no liability if any devices are broken, lost, or stolen.

#### **J. Use of Library**

A learning atmosphere must be maintained in the library at all times. All books and magazines must be checked out by the librarian on duty through the computer. Books and magazines may be checked out for a period of two weeks. Fines may be assessed by the media specialist for all overdue items. Books/magazines being returned should be placed in the return box so that they may be checked back into circulation.

#### **K. Playground**

Elementary students are required to go outside during recess unless it is determined that the weather is too inclement and then all students will remain indoors.

The only exceptions to this rule are:

One day exception based on classroom teacher’s permission following note from parent.

Consecutive days of exceptions may require a written note from family physician.

All students should wear appropriate clothing for outdoor play as well as indoor gym recreation-physical education.

#### **General Playground Rules:**

No food is permitted on the playground.

Use equipment appropriately. (Examples include no hanging on the basketball rims, no walking on the slide, etc.)

Use appropriate language.

Be responsible for your actions.

When the whistle is blown, recess is over! Hold all playground equipment and head straight to your assigned place quickly.

No rough play. (Examples include no Red-Rover, no tackle sports, no throwing hard objects, etc.)

All balls should be returned to the ball rack at the end of recess.

#### **Additional Expectations For The Playground**

No throwing of snowballs, ice balls, rocks, etc.

No skates, no bare feet, no use of balls near windows.

One person in a swing - not to be twisted or used sideways.

Restricted to blacktop areas in wet weather – do not run in water puddles.

No piggy-back riding or excessive roughness.

No gymnastics/stunts.

No sharp objects are to be carried.

“Touch” football only.

No standing on inside of doorways.

Restroom use with permission of playground teacher.

Avoid classroom areas which are in session.

Do not enter private property without permission.

*Rules will need to be adjusted throughout the school year due to the new playground equipment.*

## MEDICAL CONCERNS

### A. Allergies and Bee Stings

1. Parents are responsible for informing the school of the child's allergies, especially allergies to bee stings or food allergies. They are also responsible for informing the school of any conditions, past or recently developed, which might adversely affect the well being of the student.
2. In the case of bee sting/food allergies, the parents are responsible for providing the school with the medication and a doctor's statement about how the medication is to be administered.

### B. Emergency Medical Treatment

Parents are responsible for providing the school with emergency medical treatment, authorization and information. This information includes, but is not limited to, the doctor of preference, his/her address and telephone number, as well as the same information as to the hospital of your choice.

### C. Illness at School

1. Children who become ill at school can be better cared for at home by their parents. Ultimately, the care of the sick child is not the responsibility of the school.
2. The school will release sick children only to the child's custodial parent or a person identified by the custodial parent.
3. Parents are responsible for providing the school with work phone numbers or information about where the parent can be reached during the day.
4. The parents are responsible for providing information about someone who can care for the sick child if the parents are not available.

### D. Immunization Law

Students who do not present evidence of proper immunization will be excluded from attendance at school after 14 days. (Ohio Revised Code 3313.671) The only exception to this policy is when parents sign a waiver for their minor child to receive such immunization based upon legitimate reasons. However, in the absence of required vaccination, even those students whose parents have signed the waiver may be denied attendance at school in the event of disease requiring vaccination/ immunization.

### E. Medication at School

1. Many students are able to attend school regularly only through effective use of medication in the treatment of disabilities or illnesses that will not hinder the health or welfare of others. If possible, the parent should give all medication at home. If this is not possible, it will be done in accordance to the following:
  - a. The appropriate person appointed by the building principal will supervise the secure and proper storage and dispensation of medications. The drug must be received in the container in which it was

dispensed by the prescribing physician or licensed pharmacist.

- b. Written permission must be received from the parent or guardian of the student, requesting that the school district comply with the physician's order.
  - c. All guidelines established in Board Policy 5330 will be adhered to for administering medication at school.
  - d. The parent, guardian or other person having care or charge of the student must agree to submit a revised statement signed by the physician who prescribed the drug to the designated individual if any of the information originally provided by the physician changes.
  - e. No employee who is authorized by a board of education to administer a prescribed drug and who has a copy of the most recent physician's statement would be liable in civil damages for administering or failing to administer the drug, unless he/she acted in a manner that would constitute "gross negligence or wanton or reckless misconduct".
  - f. No person employed by the board of education will be required to administer a drug to a student except pursuant to requirements established under this policy. The board of education shall not require an employee to administer a drug to a student if the employee objects, on the basis of religious convictions, to administering the drug. (Board Policy 5330)
2. Non-prescription Medications: The possession and use of non-prescription, over-the-counter medication during school hours is discouraged, but if short-term health conditions require, students may bring to school small amount of non-prescription medication for their own personal use. Written parental permission is required and should be brought with the non-prescription medication to the office by 8:27 a.m.
  3. Children are not allowed to carry prescription medication on their person with the exception of inhalers for asthmatic conditions and/or epi-pens at any time during the school day. These medications can be confused with illegal drugs.
  4. Children are not allowed to self-medicate prescription drugs. The designated school staff member must dispense all prescription medication taken at school.
  5. A copy of the Statement of Physician to Administer Medication is available upon request at the elementary school office.

## RECORDS

### A. Access To Student Records -- Parents

1. Parents requesting access to their child's records must be granted access within 45 days of the request.
2. Parents have the right to receive copies of their child's records. There is a copy charge per page.
3. Parents have the right to a response from school officials to reasonable requests for explanations and interpretations of those records.
4. Parents have the right to an opportunity for a hearing to challenge the contents of those records.

### B. Access to Student Records -- Non-custodial Parents

1. A divorce or change in custody does not change the rights of a natural parent to their child's records.
2. A non-custodial parent may request and receive a copy of the child's report card, the permanent record, and the opportunity to hold a teacher conference. Only the custodial parent has the right to make educational decisions requested by the school.
3. Step-parents have no rights to records, reports, or conferences unless these rights are conferred on them by the custodial parent.

### C. Change of Address or Phone

Any time a student moves or has a change of address or phone number, he or she is to inform the school secretary immediately so that school records can reflect the change(s).

### D. Child Custody

1. Parents have an obligation to inform the school anytime the custody of a child changes.
2. It is the responsibility of the parents to insure that the school officials receive a copy of the court orders pertaining to a child's custody.
3. The school shall not accept out-of-state court orders for a parent to leave with a child. Only in-state court orders which are current shall be honored.

### E. Confidentiality

1. Student records are confidential and are protected by the "privacy act". Only the school staff and the child's natural parents or legal guardians have access to the records.
2. Directory information on the child is not protected by the "privacy act". Directory information includes pupil's name, address, phone number, date of birth, place of birth, major field of study, dates of attendance, date of graduation, sports activities participated in, and in the case of athletic team members, the height and weight of the pupil. Parents may request (in writing) that the school not release this information.

### F. Unpaid Fines or Bills

Parents are notified of student fees at the beginning of

the school year. Fees remaining unpaid will result in the revocation of individual student computer by September 30<sup>th</sup> until fees are paid in full.

## SAFETY

### A. Safety Rules

The safety of children at school is a primary concern of the school staff. State Law requires all visitors to report to the office before visiting classrooms. Parents should instruct their children about the dangers of talking to strangers.

In addition:

1. Each student will be given a form to list any physical problems that might interfere with participation in physical education. Please insure such forms are completed and returned immediately.

2. When students stay at school for an extra-curricular activity, they are not permitted off the school grounds for any reason. Students must stay on school grounds until picked up by parents. Disciplinary actions will be taken against students leaving the school grounds.

3. Students are not permitted in the building after 3:25 p.m. unless they are being supervised by a teacher/coach.

4. Bicycles are to be parked in the bicycle rack on the south side of school. Students are not permitted to be by the bicycles except to park or move his or her own bicycle.

5. Students are not permitted to be in the area where vehicles (cars, trucks, etc.) are parked on the east, west or south side of the school.

6. Pickup: Parents desiring to pick up students here at school when school is being dismissed are asked to pick up students **south of the** school or from the central office parking lot.

7. Students are not permitted to leave the school property during the school day except with the permission of the principal and the student's parents.

### B. Asbestos

Students and parents should note that various asbestos containing building materials, ACBM are located in the school structure. The identification and location of these ACBM is maintained in the asbestos management plan, as required by AHERA, and is located in the school office. The mere presence of ACBM poses no significant health risk. The district is taking appropriate actions, as specified in the management plan, to minimize any risk.

### C. Early Dismissal

During inclement weather or at the time of special emergencies it may be necessary to dismiss school early. This will usually be announced over the local radio and TV channels, as well as through the One

Call Now system.. Parents should have made arrangements with their children about where to go in such an emergency.

**D. Fire Drill**

1. A fire evacuation route is posted in each room. Students should study the plan and become familiar with it.
2. When the fire alarm sounds, students will immediately stand and leave the room single file. No one is to pass another or break the line or march. Running is not permitted. The first students to reach an outside door are to hold it open until all have left the building.
3. Students are not permitted to talk during a fire drill and are to remain at least 50 feet away from the building until the signal to return to the building is given by the principal or his/her authorized representative.
4. Fire drills will be conducted according to the timeline established in O.R.C. 3737.73

**E. Lock Down Drill**

A Code Red Lock Down drill will be announced via the PA system. Students are to be inside a locked classroom in a safe position on the classroom floor and will remain there until the drill is cancelled or the building is evacuated.

**F. School Delay**

1. With any delay in starting time, school will be dismissed at the normal time.
2. The schedule for delays will be as follows –
  - a. ONE HOUR DELAY – school will begin at 9:25 AM with an approximate dismissal at 3:15 PM.
  - b. TWO HOUR DELAY – school will begin at 10:25 AM with an approximate dismissal at 3:15 PM.
  - c. THREE HOUR DELAY/EXTENDED DAY- school will begin at 11:25 a.m. with the school day extended by one hour with dismissal time being 4:15 p.m.
3. School will not be delayed beyond 3 hours; cancellation will occur if school needs to be delayed beyond 3 hours.
4. On delay days, buses may be a few minutes earlier than the exact delay hour in the morning.
5. In the event of a school closing or delay, the One Call Now system will be utilized as well as local radio and television stations.

**1 Hour Delay Schedule**

Block 1	9-25-10:39	74 min
Block 2	10:39-11:53	74 min
Lunch 6/8	11:53-12:34	41 min
Block 3	12:34-1:48	74 min
Block 4	1:48-3:02	74 min
Flyer Pride	3:02-015	13 min

**2 Hour Delay Schedule**

Block 1	10:25-11:27	62 min
Block 2	11:27-12:29	62 min
Lunch 6/8	12:29-1:10	41 min
Block 3	1:10-2:12	62 min
Block 4	2:12-3:15	62 min

**3 Hour Delay Schedule**

Block 1	11:25-12:27	62 min
Lunch 6/8	12:27-1:09	41 min
Block 2	1:09-2:10	62 min
Block 3	2:10-3:12	62 min
Block 4	3:12-4:15	62 min

**G. Stay Put Drill**

A Code Yellow Stay Put drill will be announced via the PA system. Students and staff are to clear the hallways by returning quickly to classrooms. Classroom doors are to be closed and all activity remains inside the classroom until the drill is cancelled.

**H. Tornado Drill**

1. Definitions –
  - Tornado Watch is an alert issued when atmospheric conditions are favorable for the development of severe weather or tornadoes.
  - Tornado Warning is a warning of danger issued when a tornado has been sighted.
2. Warning System – Notification on PA system. In case of a power outage, 2 blasts on an air horn will be used as a warning.
3. Instructions for Students –
  - a. Upon hearing the warning, keep calm and quiet while going with your teacher to the shelter area and while in the shelter area.
  - b. Assume the protective position of stooping with hands on a book over your head.
  - c. If injured, inform your teacher or person in charge of the group.
  - d. If there is not sufficient time to follow the regular tornado shelter plan, go to an inside wall of the room and seek cover on the floor under a desk or heavy piece of furniture.
  - e. When the “all clear” signal is given, quietly return to class.

## SERVICES AVAILABLE

### A. Bulletins, Announcements and Signs

Any student wishing to make an announcement regarding school activities must have the announcement approved and initialed by a teacher and by the principal. Signs hung in the hallways must have the same approval.

### B. Cafeteria

1. The school cafeteria is maintained as a vital part of the health program of the school. A well balanced meal is offered at a reasonable price. Students are asked to maintain rules of common courtesy while eating. Students are expected to keep the cafeteria tables clean. Milk cartons, napkins, food, etc. are to be removed from the tables and placed in the proper receptacle.
2. The elementary cafeteria uses a debit card system. Students have a "lunch account" into which parents can deposit funds weekly, monthly, or quarterly. Lunch and extra purchases will be debited as the student goes through the cafeteria line. Students will be informed when their account approaches zero.
3. Those students who bring their lunches are to eat in the cafeteria. Any student who does not eat a noon meal, must have a note signed by their parents.
4. Student salads are available daily for grades 4-8.
5. Students may never take food out of the cafeteria.

### C. Guidance

1. The goal of the Marion Local Elementary Guidance Program is to aid each student to take full advantage of his or her educational opportunities. In addition, it is the goal of the elementary guidance program to support the development of each child's abilities and to reduce any barriers to maximizing the child's educational opportunities.
2. Group Guidance activities led by the building guidance counselor provides for an effective way of reaching the students with topics about self awareness, understanding self and others, peer pressure, responsibility, feelings, bullying, resolving conflicts, goals, and behavior. Group guidance is used to help students understand their own and other people's behavior, so that what is learned can be "preventive" in nature to help students in the future.
3. Individual Counseling Services: Students should feel free to access the services of the Elementary Guidance Counselor in any of the following domains. Parents that have concerns and/or questions about their children in any of these areas are encouraged to contact the Elementary Guidance Counselor.

### D. Lockers

1. Lockers will be provided for students in grades 5-8.

2. Students are responsible for securing their own lockers. The school is not responsible for items kept in a student locker.
3. Students may only use the locker that is assigned to them.
4. Students may only use their locker before school, at noon, between class periods and after school. In addition they may use their locker to get an outside garment when they need to travel to or return from a scheduled class at the high school.
5. Lockers remain school property and may be searched when deemed necessary.
6. Improper use and/or destruction of a locker may result in the loss of the privilege of using the locker by the student as well as making restitution for damages.

### E. Lost and Found

Unclaimed items are placed in the Lost and Found box. Students should check this box periodically. Items not claimed will be disposed of periodically throughout the school year.

### F. Seventh and Eighth Grade Activities:

The following descriptions are being provided to help make you better informed of the various opportunities available to the students of Marion Local Junior High.

#### 1. Top Flyer Academic Awards

The Top Flyer Academic Awards Presentation is an opportunity to recognize and reward students for academic achievement. The program began in the spring of 1989. Presentations are made by the teaching staff to students to recognize excellence in the classroom. Many awards are presented with the highlight being the Top Flyer Award. It is presented to an outstanding boy and girl in the eighth grade. The middle school staff determines the recipients based on the following criteria.

1. Must be an eighth grade student
2. Successful academic achievement
3. Leadership among peers
4. Friendliness
5. Effort
6. Attitude while at school

Other awards presented include: Geography Bowl Spelling Bee finalists, Presidential Academic Awards\*, Archie Griffin Sportsmanship Awards\*, and Top in Subject Area Awards.

\*Awards and Criteria set by outside Organizations and are subject to change and/or recall.

### G. Textbooks

All basic texts are loaned to students for their use during the school year. Workbooks, and other supplies, are paid for by the student. Textbooks are to be kept clean and handled carefully. PLEASE be sure your name, grade, and school are written in the books in case



they are misplaced. Students will be charged a fine based on the principal's or teacher's judgment for abuse, misuse, or lost books.

**H. Student Athletes and Cheerleaders**

Students participating in any or all of the junior high sports programs (football, volleyball, cross country, track, cheerleading, and basketball) will be responsible to adhere to the policies and standards set for each program including academic eligibility requirements. Students will be issued an Athletics Handbook and will be responsible to adhere to the policies and procedures published within it. Students will also be required to sign an athletic pledge and to participate in the drug-testing program as required by the Marion Local Board of Education.

**I. Marion Local School Website**

The Marion Local School website provides a multitude of information about the daily/yearly happenings here at school. The address for the Marion Local School website is: [www.marionlocal.org](http://www.marionlocal.org)

**J. Student Agendas**

The students in grades 2 – 8 will receive a student agenda. The students are highly encouraged to use this agenda daily, especially with the listing of daily assignments and homework. Parents are encouraged to review their child's agenda routinely. Students are asked to not tear pages out of their agendas, nor deface them in any way.

**K. Pets In School**

Students and/or parents may not bring personal pets to school without the permission of the building principal.

**L. Discrimination**

Any person/student who believes that he/she has been discriminated against or denied equal opportunity or access to programs or service may file a complaint, which may be referred to as a grievance, with the District's Civil Rights Coordinator/Director of Special Education. The individual may also contact the U.S. Department of Education, Office for Civil Rights at <http://www.ed.gov/ocr>