

# Marion Local High School

**Mr. Tim Goodwin, High School Principal**  
**Mrs. Jenny Dippold, Guidance Counselor**  
**Mrs. Barb Kahlig, High School Secretary**



## 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 or 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.

***This agenda belongs to:***

Name: \_\_\_\_\_

Grade: \_\_\_\_\_ Homeroom: \_\_\_\_\_

Student ID Number: \_\_\_\_\_

## Attendance

Student-athletes absent during any portion of the school day due to a doctor's appointment, funeral, college visitation, job shadow, a school-related function, or other excused absence as determined by the principal will be permitted to participate on the day of the absence. A student-athlete must be in school for half of the periods at Marion Local High School to be deemed eligible to participate in that evening's extra-curricular events. If students are enrolled in off-site CC+ or work-release programs, arrangements can be made with the principal.

### Attendance Policy (refer to Board Policy 5200)

The following are accepted as excused absences:

1. Personal illness. (A written physician's statement verifying the illness may be required.)
2. Illness in the family necessitating the presence of the child.
3. Quarantine of the home.
4. Death in the family
5. Observance of a religious holy day.
6. Performing necessary work directly and exclusively for the pupil's parents or guardians - this applies only to pupils fourteen years of age and older who have complied with the rules and regulations. (5 day limit)
7. Medical and dental appointments - this applies only in emergency situations and under conditions in which suitable appointment cannot be made outside the hours of school.
8. Wedding of a relative.
9. Court appearances and drivers test appointments (but only for the portion of the day required for the appointment) with the expectation of a prompt student return to school.
10. Other absences that are pre-arranged with the principal:
  - a. College visitation/placement testing days (3days)
  - b. Job interviews/shadowing
  - c. Scholarship interviews
  - d. Family vacations
  - e. Seasonal (e.g. deer, rabbit, fowl) Hunting (3 days)
11. Service as a precinct officer at a primary, special or general election in accordance with the program set forth in policy 5725.
12. Out-of-state travel (up to a maximum of four days per school year) to participate in a District approved enrichment or extra-curricular activity.

### The following would be considered Unexcused Absences:

1. Any absence not recognized by state law or Marion Local High School.
2. Failure to turn in absent notes or parent phone call not received at the end of two school days after a student absence.
3. Absence without parental consent.
4. Absence other than those mentioned above as excused, unless approved by the principal.
5. Unexcused absence shall cause students to lose credit for work and tests missed. Students are encouraged to make up work, but work shall not be credited unless the principal in consultation with the teacher determines that the credit should be given for certain major tests or projects. The student may request considerations for credit lost due to unexcused absence.

An unexcused absence may result in the student being

- a. Assigned detention
- b. Assigned a Saturday session
- c. Suspended

### **Excessive Absences**

All medical absences (medical doctor, dentist, orthodontist, 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 can make the final determination on absence verification.

All doctor's notes should be turned into the high school 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 our record keeping.

### **Truancy**

A habitual truant is any child of compulsory school age who is absent without a legitimate excuse for five or more consecutive days, seven or more school days in one month or twelve or more school days in a school year. The parent is required to have the child attend school immediately after notification. If the parent fails to get the child to attend school, the attendance officer or other appropriate officer can send a notice requiring the child's parent to attend a parental ed. program.

### **Tardiness**

Being on time to class enhances the educational process for the students involved as well as for the teacher and the students of a class. The following is to be noted regarding tardiness:

1. A student shall be in the proper classroom before the tone sounds to begin class.
2. Students having proper authorization from a staff person shall not be considered tardy.
3. Students arriving after first period is completed or leaving before 8<sup>th</sup> period has started are considered absent instead of tardy.
4. Students will receive a detention for their third tardy of the year, and then receive a detention for each one thereafter.

### **Tardiness may result in the student being:**

1. Given a warning from an appropriate school authority.
2. Assigned a Detention.
3. Assigned a Saturday School.
4. Subjected to loss of driving privileges or suspension.

### **Work Release**

In the event of a delay, classes at ML take priority. Students must attend all classes at ML. Work schedules may need to be adjusted.

### **College Credit Plus**

In the event of a delay, only a scheduled college class will take priority over students' ML classes.

### **Tri-Star**

In the event of a delay, Seniors will not report to ML and Juniors will not report to Tri-Star. If Tri-Star is cancelled and ML is in session, students are required to attend all ML classes. This could possibly include classes at times in which students are normally not at ML.

### **Student Vacation**

All student vacations must be taken with a parent and a "Vacation with Parent" form must be filled out at least one week in advance. Students are permitted to miss twelve days per semester, and the vacation days taken will count against this total. The principal has the right to refuse any vacation requested.

### **College Visit**

Seniors are permitted to take one college visit per year that will not be counted as an absence. Three visitations are allowed through the year, but the second and third visit will be counted as an excused absence. The college visitation form must be filled out at least a week in advance, and the principal has the right to refuse any college visitation.

**Graduation Requirements (refer to Board Policy 5460)**

Students graduating from Marion Local High School must have a minimum of 21 credits which must include the following: English 4 credits, Math 4 credits (including Alg 2), Science 3 credits (1 biological and 1 physical), Social Studies 3 credits (1 American History and 1 Government), Physical Education ½ Credit (two ¼ credit classes), Health ½ credit, Fine Arts 1 credit, Personal Finance ½ credit, Electives 4½ credits. Students graduating in 2017 must pass the Ohio Graduation Test. Students graduating in 2018 and thereafter must meet one of the three criteria as set by the Ohio Department of Education. All outstanding fees must be paid and discipline served before a student can be awarded a diploma.

- Phys. Ed. Credit can be obtained through participating in Marion Local sponsored athletics, band, or cheerleading. Please see guidance office for details.

**Eligibility Requirements for Early Completion (refer to Board Policy 5464)**

1. A minimum of 95% attendance (as an average) for grades 9-11. Exceptions may be granted for an extended illness or injury.
2. All Ohio Graduation Tests passed. Students graduating in 2018 and after must meet one of the three pathways as set by the Ohio Department of Education.
3. A minimum of 20 credits earned by the end of Grade 11 if completing at the end of the first semester of Grade 12. A minimum of 21 credits earned if completing at the end of Grade 11
4. All graduation requirements must be fulfilled at the time of completion.
5. If acceleration is necessary in a particular subject area, it will be at the student's expense.
6. The student should attach a written explanation to this form for their desire to complete early.
7. Students must notify school administrators of their intent to complete their graduation requirements early. This needs to occur no later than the last day of April (if the student wishes to graduate after the first semester of their senior year) or the last day of October (if the student wants to graduate at the end of their junior year). Exceptions may be handled at the discretion of the board.
8. Parent and student signature on early completion contract.

<b>Diploma with Honors Criteria</b>			
<i>Students need to fulfill all but one of the applicable criteria for the Diploma with Honors.</i>			
Subject	International Baccalaureate Diploma with Honors for Classes of 2012 and Beyond	Academic Diploma with Honors for Classes 2011 and Beyond	Career-Technical Diploma with Honors for Classes 2012 and Beyond
English	4 units, plus the two required International Baccalaureate essays	4 units	4 units
Mathematics	4 units, including Algebra I, Geometry, Algebra II or the equivalent and another higher level course or a four-year sequence of courses that contain equivalent content	4 units, including Algebra I, Geometry, Algebra II or the equivalent and another higher level course or a four-year sequence of courses that contain equivalent content	4 units, including Algebra I, Geometry, Algebra II or the equivalent and another higher level course or a four-year sequence of courses that contain equivalent content
Science	4 units including biology, chemistry and at least one additional advanced science	4 units, including physics and chemistry	4 units, including physics and chemistry
Social Studies	4 units	4 units	4 units
Foreign Language	4 units minimum, including at least 2 units in each language studied	3 units (must include no less than 2 units for which credit is sought), i.e., 3 units of one language or 2 units each of two languages	N/A
Fine Arts	1 unit	1 unit	N/A
Electives	N/A	N/A	4 units of Career-Technical minimum. Program must lead to an industry recognized credential, apprenticeship, or be part of an articulated career pathway which can lead to post
Grade Point Average	3.5 on a 4.0 scale	3.5 on a 4.0 scale	3.5 on a 4.0 scale
ACT/SAT Score [excluding scores from the writing sections]*	27 ACT / 1210 SAT	27 ACT / 1210 SAT	27 ACT / 1210 SAT
Additional Assessment	Must complete criterion-referenced assessments in a minimum of six academic disciplines	N/A	Achieve proficiency benchmark established for appropriate Ohio Career-Technical Competency Assessment or equivalent

(refer to Board Policy Guideline 5460 A)

**Credit Flexibility** options are designed for those students who demonstrate the ability, interest, and maturity to accept personal responsibility for their learning in a selected curricular area and have the opportunity to pursue it outside of your local high school with a local Board of Education approved program. If interested, please see either the principal or guidance counselor for an application.

**The President’s Award for Educational Excellence** will be awarded to seniors who have maintained a 3.5 cumulative grade point average and have achieved a score on the ACT/SAT math or reading sections in the 85 percentile or higher.

**Grading Philosophy** (refer to Board Policy 5421)

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. The following percent values and Grade Point Averages are assigned to each letter grade:

- A 95-100 (6) 4.00 From 3.85 to 4.00
- A- 93-94 (2) 3.67 From 3.52 to 3.84

B+	91-92 (2)	3.33	From 3.18 to 3.51
B	87-90 (4)	3.00	From 2.85 to 3.17
B-	85-86 (2)	2.67	From 2.52 to 2.84
C+	83-84 (2)	2.33	From 2.18 to 2.51
C	78-82 (5)	2.00	From 1.85 to 2.17
C-	76-77 (2)	1.67	From 1.52 to 1.84
D+	74-75 (2)	1.33	From 1.18 to 1.51
D	72-73 (2)	1.00	From 0.85 to 1.17
D-	70-71 (2)	0.67	From 0.52 to 0.84
F	0-69 (70)	0.00	From 0.00 to 0.51

Advanced Placement and College Credit Plus courses will be weighted .33 higher for cumulative Grade Point Average calculations (i.e. An “A” grade with a grade point of 4.00 would be calculated as a 4.33).

Final semester grades will be determined by the average of both quarter letter grades (40% each) and the semester exam grade (20%). No student will be awarded a passing semester letter grade if any two of the three grades are failing.

### **Valedictorian and Salutatorian Selection (refer to Board Policy 5430)**

- The selection of valedictorian and salutatorian is determined after the end of the third nine weeks of the student’s senior year.
- Valedictorian is awarded to the senior class member who is ranked first in their class after the third nine weeks, and salutatorian is awarded to the senior class member who is ranked second in their class after the third nine weeks.
- A final class ranking is recorded on the student’s final transcript after the completion of the fourth nine weeks.

### **Honor Roll**

The honor roll is based on a 4-point evaluation

- 1st Honors - A student must have a 4 point average or all A's.
- 2nd Honors - A student must have an average between 3.5 and 3.99 inclusive.
- 3rd Honors - A student must have an average between 3.0 and 3.49 inclusive.
- All subjects giving grades are counted. An "F" in any course disqualifies a student for the honor roll for that grading period.
- A student maintaining a B average in most instances is eligible for Good Student Automobile Insurance Discounts. Notify your insurance company to send the high school office a form.

### **Completion of Work Missed for an Excused Absence**

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 principal and/or the teacher. In the event that the spirit of this policy has not been violated, a teacher and/or the principal has every right to establish a deadline for issuing by which a final or 9 weeks grade (including exam grades and averages) is to be issued.

### **Drop/Add Course Policy**

Schedules may be changed within a three day period designated at the beginning of the year for yearly courses and at the beginning of the semester for semester courses. Any classes dropped after this period, will, under normal circumstances, be assigned a failing grade and shall become a part of a student's permanent records. The dropping or adding of classes may be done through the guidance office (counselor) and consultation with the principal. A student dropping a second semester course shall receive reimbursement for a class fee, which has

already paid as long as the fee is greater than \$5. The Band drop date will be the first Monday that school is in session during the month of April. The drop date for an external course (PSEO, online, etc.) will be the drop date for that particular institution. However, ML courses cannot be added after the third day of the semester.

### **Scholarships**

There are many college/university and local community scholarships available to graduating Seniors of Marion Local High School. Scholarship information is distributed to students periodically during the school year. However, students and parents interested in obtaining financial assistance should maintain communication throughout the school year with the Guidance Counselor. An important financial aid meeting for parents and students is scheduled yearly in December or January. An expert in college financial aid will be available to provide valuable information to parents.

### **Cheating**

Students who are found to be cheating will receive no credit on the portion of the assignment in question and may be assigned a detention or Saturday School. Subsequent incidences of cheating may be dealt with more stringently.

### **Marion Local High School Delay Policy**

The schedule for delays will be as follows:

One-hour delay - school begins at 9:25 a.m. with dismissal at 3:12 p.m.

Two-hour delay - school begins at 10:25 a.m. with dismissal at 3:12 p.m.

Three-hour delay - school begins at 11:25 a.m. with dismissal at 4:12 p.m. In the event of a school closing or delay the following media stations will be notified:

Telephone: "One Call Now" messaging system will be utilized.

Television: WLIO Channel 35 – Lima WHIO Channel 7 - Dayton  
WDTN Channel 2 - Dayton

Radio: WCSM 1350 AM or 96.7 FM  
WKKI 94.3 FM WIMA 1150 AM or 102.1 FM

## **Marion Local High School Schedule**

### **Block Schedule**

	A Day	B Day	C Day	D Day
8:30-9:24	2 <sup>nd</sup>	1 <sup>st</sup>	1 <sup>st</sup>	1 <sup>st</sup>
9:27-10:21	3 <sup>rd</sup>	3 <sup>rd</sup>	2 <sup>nd</sup>	2 <sup>nd</sup>
10:24-11:18	4 <sup>th</sup>	4 <sup>th</sup>	4 <sup>th</sup>	3 <sup>rd</sup>
11:21-11:51	Blue Lunch (Gold students report to assigned flex teacher)			
11:54-12:24	Gold Lunch (Blue students report to assigned flex teacher)			
12:27-1:20	6 <sup>th</sup>	5 <sup>th</sup>	5 <sup>th</sup>	5 <sup>th</sup>
1:23-2:16	7 <sup>th</sup>	7 <sup>th</sup>	6 <sup>th</sup>	6 <sup>th</sup>
2:19-3:12	8 <sup>th</sup>	8 <sup>th</sup>	8 <sup>th</sup>	7 <sup>th</sup>
Periods Omitted	1 and 5	2 and 6	3 and 7	4 and 8

### **Two Hour Delay Block Schedule (Consult which day)**

10:30-11:04	Period
11:07-11:41	Period
11:44-12:14	Blue Lunch/Gold Flex
12:17-12:47	Gold Lunch/Blue Flex
12:50-1:23	Period

1:26-1:59      Period  
2:02-2:35      Period  
2:38-3:12      Period

**Three Hour Delay Block Schedule (Consult which day)**

11:30-12:04      Period  
                  12:07-12:37      Blue Lunch  
                  12:40-1:10      Gold Lunch  
1:13-1:47      Period  
1:50-2:23      Period  
2:26-2:59      Period  
3:02-3:35      Period  
3:38-4:12      Period

**Friday**

8:30-9:09      1<sup>st</sup>  
9:12-9:51      2<sup>nd</sup>  
9:54-10:33      3<sup>rd</sup>  
10:36-11:15      4<sup>th</sup>  
11:18-11:48      blue lunch/gold flex  
11:51-12:21      gold lunch/blue flex  
12:24-1:04      5<sup>th</sup>  
1:07-1:47      6<sup>th</sup>  
1:50-2:30      7<sup>th</sup>  
2:33-3:12      8<sup>th</sup>

**Friday Three Hour Delay**

11:30-11:54      1<sup>st</sup>  
11:57-12:27      blue lunch/gold flex  
12:30-1:00      gold lunch/blue flex  
1:03-1:27      2<sup>nd</sup>  
1:30-1:54      3<sup>rd</sup>  
1:57-2:21      4<sup>th</sup>  
2:24-2:49      5<sup>th</sup>  
2:52-3:17      6<sup>th</sup>  
3:20-3:45      7<sup>th</sup>  
3:48-4:12      8<sup>th</sup>

**Friday Two Hour Delay**

10:30-10:54      1<sup>st</sup>  
10:57-11:21      2<sup>nd</sup>  
11:24-11:48      3<sup>rd</sup>  
11:51-12:21      blue lunch/gold flex  
12:24-12:54      gold lunch/blue flex  
12:57-1:21      4<sup>th</sup>  
1:24-1:49      5<sup>th</sup>  
1:52-2:17      6<sup>th</sup>  
2:20-2:45      7<sup>th</sup>  
2:48-3:12      8<sup>th</sup>



## Marion Local High School List of A, B, C, & D Days for the 2017-2018 School Year

- A - Omit Periods 1 & 5  
 B - Omit Periods 2 & 6  
 C - Omit Periods 3 & 7  
 D - Omit Periods 4 & 8

No School

### August

M	T	W	TH	F
		23 A	24 B	25
28 C	29 D	30 A	31 B	

### September

M	T	W	TH	F
				1
4	5 C	6 D	7 A	8
11 B	12 C	13 D	14 A	15
18 B	19 C	20 D	21 A	22
25 B	26 C	27 D	28 A	29

### October

M	T	W	TH	F
2 B	3 C	4 D	5 A	6
9	10 B	11 C	12 D	13
16 A	17 B	18 C	19 D	20
23 A	24 B	25 C	26 D	27
30 A	31 B			

### November

M	T	W	TH	F
		1 C	2 D	3
6 A	7 B	8 C	9 D	10
13 A	14 B	15 C	16 D	17
20 A	21 B	22	23	24
27	28 C	29 D	30 A	

### December

M	T	W	TH	F
				1
4 B	5 C	6 D	7 A	8
11 B	12 C	13 D	14 A	15
18 B	19	20 Exam	21 Exam	22
25	26	27	28	29

### January

M	T	W	TH	F
1	2 C	3 D	4 A	5
8 B	9 C	10 D	11 A	12
15	16 B	17 C	18 D	19
22 A	23 B	24 C	25 D	26
29 A	30 B	31 C		

### February

M	T	W	TH	F
			1 D	2
5 A	6 B	7 C	8 D	9
12 A	13 B	14 C	15 D	16
19	20 A	21 B	22 C	23
26 D	27 A	28 B		

### March

M	T	W	TH	F
			1 C	2
5 D	6 A	7 B	8 C	9
12 D	13 A	14 B	15 C	16
19 D	20 A	21 B	22 C	23
26 D	27 A	28 B	29	30

### April

M	T	W	TH	F
2	3 C	4 D	5 A	6
9 B	10 C	11 D	12 A	13
16 B	17 C	18 D	19 A	20
23 B	24 C	25 D	26 A	27
30 B				

### May

M	T	W	TH	F
	1 C	2 D	3 A	4
7 B	8 C	9 D	10 A	11
14 B	15 C	16 D	17 A	18
21 Exam	22	23 Exam	24	25
28	29	30	31	

Open House - 8/21 - 7:00 p.m.

First Day of School - 8/23

Last Day of School - 5/23

Parent Teacher Conferences -

10/31, 11/02, 11/03 (11/03 - K-5 No School)

End of the Nine Weeks -

10/20, 1/5, 3/16, 5/23

Graduation Day - 5/20

Make-up Days (In order of intended use)

February 16, 19

March 29

April 1

May 23

### Illness at School

- Students are not allowed on school property if they have been diagnosed with a communicable disease.
- Immediately report illness to a teacher or the office.
- Do not remain in the restroom. Go to the office.
- Call home from the office phone, sign out, and inform the secretary or principal before leaving.

### **Medication (refer to Board Policy 5330)**

If possible, all medication should be given at home by the parent. If this is not possible the student is required to bring this medication in its original dispenser to the office with a parent note. **(Form 5330F1)** The student must report to the office to take the medication.

### **Student Automobile Use (refer to Board Policy 5515)**

The use of motor vehicles to and from school is an assumption of responsibility on the part of those students and their parents. In compliance with state law, student drivers under the age of 17 years old are discouraged from transporting other students to and from school, student activities, events and programs.

### **Parking and Driving Regulations**

1. All students must park properly within the lines of the parking lot.
2. No student may park in front of the building, or anywhere except in the back parking lots of the high school, unless given permission by the principal.
3. All students who drive to school must be properly registered within five days from the first day the student drives the vehicle to school. Each motor vehicle driven to school must display a parking decal, which is visible through the windshield. Automobile registration forms may be obtained and returned to the office.
4. Students failing to comply with parking and driving regulations or those who fail to drive responsibly may lose the privilege of parking on school property and driving to school. Students may lose their driving privileges for improper or crooked parking, reckless operation, improper speed, failure to register and/or display the parking decal properly, or any other behavior involving automobiles deemed inappropriate or irresponsible by school personnel. Any time a student has driving privileges removed or any time a student is warned verbally, such violations shall be recorded in the office. Repeat offenders and/or those who fail to heed warnings shall lose driving privileges for an indefinite period of time. Parents shall be notified when driving to school privileges are removed.
5. Repeated tardiness to school may result in a loss of driving privileges.
6. All rules and regulations listed on the automobile registration form shall also apply to student drivers.

### **Bus Regulations (refer to Board Policy 5610.04)**

All students are to ride on the bus assigned to them. Disorderly conduct shall be sufficient reason for refusing transportation service to any pupil. Whenever it becomes necessary to refuse pupil transportation, the school authorities shall notify the parents in writing or by phone. Until such time as the school authorities have received assurance from the parents and pupil of future good conduct, the pupil shall not be permitted to ride the bus.

### **Computers and Software (refer to Board Policy 2531)**

Unauthorized duplication of software can be subject to civil damages and criminal penalties including fines and imprisonment. It shall be the policy of school personnel to discipline and report students using, making or acquiring unauthorized copies of computer software. No student or employee of Marion Local Schools has the right to reproduce software except that which is specifically classified as "public domain." Any and all other copyright laws should be followed by everyone associated with the schools. Students and staff must sign and abide by all other rules in the board adopted acceptable use policy.

### **Commons (Cafeteria) and Lunchtime Rules:**

1. Students are responsible for keeping the area where they eat neat and clean.
2. No food may be taken from the cafeteria unless granted permission by a school authority. Sack lunches from lockers are permissible, but these lunches must be eaten in the cafeteria.

3. Students are required to be in the commons (cafeteria), gym, courtyard or other officially designated places and to exit these places by the designated hallways.
4. Food may not be ordered or brought into the school from outside sources.

### **Gym and Locker Room Areas:**

1. Only clean, non-marking, soft-soled shoes are to be worn on the floor.
2. Only a staff member is to get equipment out for student use.
3. The designated doors are to be used for access to the courtyard.
4. Loud or excessive noise is prohibited.
5. No food or drink is permitted in the gym.
6. The locker rooms are off-limits during lunchtime.
7. School authorities will inform students when access to the courtyard is permitted.

### **Halls and Rooms:**

1. Running through the halls and shoving in the lunch line are prohibited.
2. The lunch line should form at the west end of the cafeteria and down the North and South hallway.
3. Teachers may lock rooms and prohibit student use of rooms.
4. The classroom hallways are off-limits to students during lunchtime.

### **Parking Lot and Leaving School During Lunch**

1. By Board of Education policy Marion Local operates on a "closed" lunch period. Students may walk home with the consent of both the parents and the principal. No student may drive or ride home for lunch.
2. Students who leave school during the lunchtime or the regular day without permission are considered truant.
3. No students are permitted in the parking lot without permission during school hours or lunchtime. The office parking lot pass should be used.

### **Wireless Communication Devices (refer to Board Policy 5136)**

Students may possess wireless communication devices (WCDs) in school, on school property, during after school activities and at school related functions, provided that during school hours the WCDs are powered completely off and stored out of sight. The use of WCDs that contain built-in cameras (i.e. devices that take still or motion pictures, whether in a digital or other format) is prohibited in locker rooms, classrooms, bathrooms and/or swimming pool.

Technology including, but not limited to, PCDs intended and actually used for instructional purposes (e.g., taking notes, recording classroom lectures, writing papers) will be permitted, as approved by the classroom teacher or the building principal.

### **Electronic Equipment (refer to Board Policy 5136.01)**

While in some instances that possession and use of electronic equipment or devices by a student at school may be appropriate, often the possession and use of such equipment or devices by students at school can have the effect of distracting, disrupting and/or intimidating others in the school environment and leading to opportunities for academic dishonesty and other disruptions of the educational process. Students shall not use or possess any electronic equipment or devices on school property or at any school-sponsored activity without the permission of the principal, classroom teacher, or coach and have a signed BYOD permission slip on file. Examples of prohibited devices include, but are not limited to Cameras, laptops, PDAs, lasers, laser pens or pointers, radios, boom boxes, headphones, portable CD/MP3 players, portable tv's, electronic games/toys, and pagers/beepers, other paging devices.

### **Lost and Found**

All articles found by students should be turned in at the office and all articles lost should be reported at the office. In this way the office will be a clearinghouse for the lost and found.

The school cannot be responsible for lost or misplaced equipment, clothing, or valuables.

### **Copier Machine Rules for Students**

Students are not permitted to use the copier in the office without permission from a school authority. Students will be charged for personal use.

### **Work Permits**

In the event that a work permit is needed, students may secure the necessary forms from the high school office. Further instructions for securing a permit can then be provided.

### **Visitors Policy**

Students may bring visitors to school if they have the prior permission of the principal. Parents are always welcome. All visitors must register in the High School office.

### **Halls and Lockers**

Students are to walk in the halls in an orderly manner when changing classes. Boisterous and unnecessary noises are not permitted. No student is permitted in the halls during class without the hallway passport in the agenda signed by the teacher responsible. Lockers are provided to each student for his or her responsible use during the school year. Lockers are the property of the school and are subject to search at any time. No personal outside writing or decorations are permitted on lockers. Decorations or banners may be placed on lockers using magnets or tack putty for specific events but are to be removed at the conclusion of that event. At the end of each year, students are responsible for the restoration of all lockers to the condition in which they were entrusted to students at the beginning of the school year. Obscene, inappropriate, sexually suggestive or offensive pictures, beer signs, advertisements and the like are not to be posted in high school lockers. Students can rent locker pad locks from the office.

### **Placing Events on Calendar**

Placing events on the school calendar shall be done by office personnel only. Students or teachers are not permitted to place such events on the calendar. In order to avoid conflicts this rule must be followed.

### **Student Signs and Announcements/Distribution of Written Material**

Any student desiring to have signs in school or distribute pamphlets, leaflets, buttons, insignia, etc. must have the prior approval of the principal. Announcements to the student body regarding school activities require the same approval. When announcements or signs are hung in the high school, students are requested to use the tack strips provided.

### **Study Hall Procedures**

- All students not scheduled in a class during a period are assigned to study hall.
- Students will be assigned to a specific seat in each study hall.
- Attendance will be checked each period. Cutting a study hall is treated the same as cutting a class. Alternative school or detention may be used to enable the student to make up the time missed.
- A quiet atmosphere conducive to study must prevail at all times.
- Student agendas and the study hall sign-out sheets must be signed with a full name before a student is excused from a study hall. Students must be where they have indicated on the sign-out sheet.
- Students are required to bring work, including paper and pencils, and to engage in worthwhile study activity. Card playing is prohibited.
- Conferences are permitted, if permission from the teacher/monitor is granted
- Each study hall teacher/monitor and substitute will have their own rules and procedures concerning study hall conduct, use of restrooms, etc. The rules and consequences will be announced and violations of the rules will be handled by the

teacher/monitor.

- Any student whose name appears on the D and F list will not be permitted to leave study hall unless a pre-signed pass is granted by a teacher.

### **Dress and Grooming: (refer to Board Policy 5511)**

**These rules extend to all school sponsored or related activities regardless of location.**

1. All clothing, patches, decals, belt buckles, buttons, or accessories must be in good taste, modest, and modestly worn.
2. Any insignia or clothing depicting alcohol, drugs, foul language, or other offensive symbols is prohibited.
3. Any pictures, photographs, or writing on clothing, which is offensive, or demeaning to another person, will not be allowed.
4. The American Flag may not be worn inappropriately.
5. Clothing or jewelry that may cause injury to the wearer or others, in class, shops, or labs, or that may cause damage to the building or equipment is not permitted.
6. Students may not wear inappropriate chains to school, including choker chains.
7. Shorts, skirts, or dresses must be of an acceptable length (not above the end of the extended fingertips). If tights or leggings are worn, another layer must be worn that fits the fingertip rule.
8. Students may not wear “Spaghetti strap” shirts, clothing which reveals undergarments, or clothing that is excessively revealing.
9. Mesh Shirts, biker shorts, boxer shorts, swimwear and midriff shirts are not acceptable.
10. Students may not wear caps, hoods, bandanas, hats, coats, jackets, gloves, or sunglasses at school.
11. Apparel worn to school is to be clean, in a good state of repair, and not excessively torn or tattered.
12. All dress, including footwear, must comply with health and safety standards. Slippers are not to be worn to school.
13. Students are not to wear underwear or pajamas as outerwear.
14. Body piercing to visible parts of the body is limited only to pierced ears. In addition, piercings which become a distraction or a disruption will not be allowed.
15. Hair color is limited to natural colors.
16. Any clothing or appearance that causes a disruption in the orderly function of the school is not permitted.

If a student violates the dress code, the student may be asked to turn an objectionable shirt inside out (if applicable), or remove the objectionable item (if applicable). If a change of clothing is required, a parent or guardian will be called to bring in proper clothing. Students who are not willing or able to correct the dress code violation will not be allowed to return to class (unexcused) until the violation has been corrected. It is the student’s responsibility to come dressed appropriately for school, and he or she will be expected to make the effort to follow the dress code at school. The administration reserves the right to change the dress code to reflect the changes in style.

### **Search and Seizure (refer to Board Policy 5771)**

In the event that school personnel have reason to believe that anything dangerous, illegal to possess, or against school rules is brought onto school premises (including cars, other vehicles, and personal property), such possessions and/or personal property items may be subjected to search by school officials. School officials at their discretion may hold materials confiscated.

### **CODE OF STUDENT CONDUCT**

Students are expected to behave in an appropriate and safe manner at all times. Violation by a student, or willfully aiding another person to violate, one or more of the following rules of conduct may result in disciplinary action, including but not limited to detention, suspension, removal, and/or expulsion. Parents will be notified when any such action is used. If a student

has information about plans or actions, which are a violation of this code of conduct, they are expected to report them to the proper school personnel. All consequences for violations of school rules and regulations are at the discretion of the principal or other designated school officials.

**Rule 1. Disruption of School: (refer to Board Policy 5600)** A student shall not by use of noise, violence, force, coercion, threat, harassment, insubordination, or repeated incorrigibility cause disruption or obstruction to the curricular and/or extra-curricular activities of the school.

**Rule 2. Damage to Property/Arson: (refer to Board Policy 5513)**  
A student shall not cause or attempt to cause damage, destruction, burning, or defacing of property (public or private) including buildings, grounds, equipment, or materials. A student shall not tamper with school or private property.

Note: A student damaging the property of school personnel may be expelled - not simply suspended - from school.

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

**Rule 4. Weapons: (refer to Board Policy 5772)**  
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, matches, lighters, noxious irritation or poisonous gases, poisons, drugs, or other items possessed with the intent to use, sell, harm, threaten, or harass students, staff members, parents, or members of the school community. (Legal REF: Gun Free Schools Act, 20&SC2701 et seq. - Title IX 9001-9005 18 USC 921)

**Rule 5. Tobacco, Narcotics, Drugs, and Alcoholic Beverages: (refer to Board Policy 5512 and 5530)**

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, smokeless tobacco, or alternative nicotine products). This prohibition applies at any time the student is under the jurisdiction of the school. The possession or use of "look-alike" drugs may also result in suspension. Students shall not be permitted to show evidence of having consumed alcoholic beverages, the Marion Local Board of Education has approved the following administrative guidelines in relation to the detection and consequences for students found in violation of this policy.

1. The student agrees to an interview with a school administrator, if requested, while at any school function (This interview will be requested of any student who shows evidence of having consumed, possessed, transmitted, concealed, used, or offered for sale any alcoholic beverage).
2. The student understands that if they refuse to have this interview they will be insubordinate and will be removed from the activity and receive 5 days suspension from school.
3. The student will be subject to all suspensions, both academic and athletic, as described in the school handbook if the interview process determines the student is under the influence of alcohol.
4. The school district will not have available any alcohol detection instruments therefore the assessment of the administrator will be the determining factor.

Also, Marion Local Board of Education has established the following penalties for students, who have shown evidence of having consumed, possessed, transmitted, concealed, used, or offered for sale any alcoholic beverage:

**First Offense:** The student may be suspended from school, for a determined number of school days. If student chooses to receive professional assistance related to this problem the suspension may be reduced.

**Additional Offenses:** Students shall be suspended from school for a determined number of days and be required to receive professional assistance. A formal complaint may be filed with appropriate legal authorities.

Also in keeping with ORC Sections 3313.751, Marion Local Board of Education has established the following penalties for possession of tobacco products:

**First offense:** Student may be suspended from school, for a determined number of school days.

**Second offense:** Students shall be suspended from school, and may be required to receive professional assistance.

**Third and subsequent offenses:** Out-of-school suspension or expulsion.

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, or 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 or skipping detention or refusing other properly administered discipline.

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 gestured means. Students are not to display excessive affection or other inappropriate behavior with a person of the same or opposite sex.

Rule 10. **Theft/Plagiarism:** Unauthorized taking of property of another person or receiving or possessing such property. Students caught stealing will be disciplined and may be reported to law enforcement officials. Students should not bring anything of value to school without prior authorization of the classroom teacher or principal. The school is not responsible for personal property. This shall include forgery of school-related documents or plagiarizing of material from any source. 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 or by means of electronic media during any curricular or extra-curricular activity. Included in this prohibition are the use of obscene gestures, signs, pictures, publications and electronic media.

Rule 12. **Truancy and Tardiness:** Truancy is declared when a student is absent from school for 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 disciplinary action including but not limited to suspension, removal, or expulsion. Once a student arrives at school they are not to leave school property without permission.

Rule 13. **Terroristic 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)**: (refer to Board Policy 5517.01)

The board encourages the promotion of positive interpersonal relations between members of the school community. Harassment and or aggressive behavior (including dating violence, 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 (ie., playing a game of chance for stakes) includes casual betting, and any other form of wagering. Students betting on any school activity in which they are involved may also be banned from that activity. A student may not loiter or willfully be present in restricted ("off-limit") areas. Students 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 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. Students under suspension, expulsion or permitted by the principal to return home for the remainder of the school day, shall not attend or participate in the following activities on or during those days: (a) extracurricular events; (b) after school events; (c) athletic practices or contests; or (d) return to the school premises while any of the above conditions apply.

Rule 19. **Permanent Exclusion**: Permanent exclusion and/or expulsion from school are now permissible under state law for certain crimes and offenses provided that District personnel follow proper procedures. Crimes and/or serious offenses for which permanent exclusion can be sought include:

1. conveying, transporting or selling deadly weapons or dangerous ordnance onto school property or to a school function.
2. possessing deadly weapons or dangerous ordnance on school property or at a school function;
3. carrying a concealed weapon on school property or at a school function;
4. selling, possessing or trafficking in drugs on school property or at a school function;
5. murder or aggravated murder on school property or at a school function;
6. voluntary or involuntary manslaughter on school property or at a school function;
7. assault or aggravated assault on school grounds or at a school function;
8. rape, gross sexual imposition, or felonious sexual penetration on school grounds or at a school function;
9. complicity in any of the above offenses, regardless of location.

Rule 20. **Misconduct**: Misconduct against school official or employee, or the property of such



a person regardless of where it occurs may result in disciplinary action. Students may be subject to discipline for their misconduct even when it 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.

Rule 22. **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. 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 23. **Displays of affection or sexual activity:** 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.

Rule 24. **Aiding or abetting violation of school rules:** Assisting other students in the violation of any school rule. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

Rule 25. **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, or private property located on school premises shall be subject to disciplinary action.

Rule 26. **Hazing:** Performing any act, or coercing another, including the victim, to perform any act of initiation into any class, team, or organization, that causes or creates a substantial risk of causing mental or physical harm. Permission, consent, or assumption or risk by an individual subjected to hazing shall not lessen the prohibitions in this rule. Students who engage in hazing may also be liable for civil and criminal penalties.

Rule 27. **Violent Conduct:** Students may be expelled for up to one school year for committing an act at school, on other school property, at an interscholastic competition, extra-curricular 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 persons or property.

Rule 28. **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 this code of conduct and may be reported to the appropriate law enforcement agencies.

## **Disciplinary Actions**

**Detention:** Students will serve detention at a designated time and day of the week determined by the principal. Students are required to bring homework or have something educational to work on or read. A student not showing up for detention may be assigned another detention or given a Saturday school. Students are expected to remain quiet and follow all instructions given by the detention monitor.

Once a student has received more than three detentions in a semester, the student may receive either Saturday school sessions or an Alternative school assignment.

**Saturday School:** A student assigned to Saturday school will be required to report to school on a Saturday for a designated period of time. Length of time will be based upon the misbehavior involved.

Students are required to bring homework or other educational materials to work on or read. Time will be spent on school subjects, or work around the building assigned by the monitor.

**Alternative School:** Students assigned to Alternative School will be transported to the designated location through school transportation, which departs from the Marion Local High School front entrance. Students will need to bring their homework, which will need to be collected from the teaching staff. Students will receive credit for the work that is completed during the assigned days. In case of a school delay or cancellation the student will need to follow the Marion Local schedule or the Celina schedule in which the Alternative School is located. Refusal to attend Alternative school will result in an out of school suspension.

**Out-of-school Suspension:** A student receiving an out of school suspension will be prohibited from being on school premises and from all related school activities for a period of time of at least 24 hours but no more than 10 days. The student is the responsibility of the parents or guardian. Students will not receive credit during the out-of-school suspension.

**Emergency Removal:** A student may be removed from school or an extra curricular activity if their presence poses a continuous danger to persons or property, or any ongoing threat of disrupting the academic process.

**Expulsion:** Expulsion is the removal 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 the semester or term in which the incident that gave rise to the expulsion takes place. Specific offenses involving firearms and knives shall result in the student's expulsion for one (1) year. The term of that expulsion may be reduced to less than one (1) year by the Superintendent for the reasons listed in Policy [5610](#) so long as the modification is made in writing. Specific offenses involving violent conduct may result in the student's expulsion for a period of up to one (1) year at the discretion of the Superintendent. Bomb threats may result in the student's expulsion for a period of up to one (1) year at the discretion of the Superintendent. If at the time of the expulsion, there are fewer school days than the number of days of expulsion, the Superintendent has the option to apply the remaining period of expulsion to the following school year.

## **ATHLETICS**

Participation in the athletic program at Marion Local High School requires self-discipline and sacrifice. An athlete is an example for peers and the young people in the community. A student must be in attendance at school the day of an athletic event to be eligible to participate. Partial day excused absences will be allowed. Beginning in 2005-2006, random drug testing will occur as per adopted Board of Education Policy.

### **Athletic Eligibility Criteria: Scholarship and Grades**

To be eligible for an interscholastic contest at Marion Local High School a student must meet the following criteria:

1. A student must have passed at least 5 credits, which count toward graduation the immediately preceding nine weeks' grading period. Example: For a student to be eligible for fall sports at the beginning of a school year (first nine weeks), he/she must have passed at least 5 credits, which count toward graduation during the 4th nine-week's period of the immediately preceding school year (first-time entering freshman excepted).

2. Effective September 1, 2003: "Changes in nine-weeks athletic eligibility will become effective on the start of the fifth school day after the end of the grading period." In addition, all athletes grades 7-12 must have obtained a current GPA of 1.5 to be eligible.
3. A student must also pass weekly eligibility requirements in which student currently participating in sports must pass at least 5 units which count toward graduation. Therefore, a Marion Local student-athlete must not only meet the 5-unit OHSAA criterion with grades the immediately preceding nine weeks but also must maintain the 5-unit standard for grades through the weekly eligibility process. For purposes of weekly eligibility and state-determined athletic eligibility, nine weeks grades shall be used; yearly grades shall not be used in making such determinations. (For more details concerning the weekly eligibility process, see Weekly Eligibility Requirements below.)
4. Summer School grades earned may not be used to substitute for failing grades from the last grading period of the regular school year (OHSAA By-Law 4-4-6).
5. Weekly Eligibility Requirements:  
Weekly Eligibility will be determined using a grade quick or progress book report. Coaches will be given a report on each of the athletes in their program.
6. While ineligible, the athlete can participate in practice sessions but cannot dress for contest(s) the week or weeks (as appropriate) immediately after the deficient grades were noted.
7. 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.

### **Athletic Eligibility: Denial of Participation**

Participation in athletics is a privilege. Students suspended from school shall not be on school grounds, shall not attend school events (home and away), shall not practice with their team and shall not participate in scheduled contests. **The following denial of participation conditions for first and second offenses may be in addition to disciplinary actions taken as a result of infractions to the code of conduct.**

Individual coaches shall retain the option to establish specific guidelines regarding curfews, etc. to their respective sports: however, all sports and coaches will adhere to the below described procedure(s) in cases of athletic substance abuse:

#### **1. First Offense**

The Athlete will be denied 20% of the Total Scheduled Games and/or Tournament Games. The first offense will remain on the athlete's record for 1 calendar year, and any violations within the calendar year will be treated as a second or third violation and be enforced as follows:

#### **2. Second Offense**

The Athlete will be denied 40% of the Total Scheduled Games and/or Tournament Games. In addition, the athlete, with at least one parent, will have a counseling session with a drug/alcohol counselor. It will be the responsibility of the family to select the counselor, set up an appointment, provide documentation of the counseling session and pay counseling fees. The athlete is also not eligible for his/her athletic awards at the season's end.

#### **3. Third Offense**

The Athlete will be denied participation in athletics at Marion Local for a period of one calendar year. After this time the counselor must determine that the student-athlete shows strong signs of being rehabilitated. Parents must be a part of this counseling for as long as determined by the counselor.

### **NHS**

The object of this chapter shall be to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character in students of Marion Local High School.

The four tenets of the National Honor Society are equally important. They are scholarship, leadership, service, and character. Scholarship minimum is a 3.5 g.p.a. on a 4.0 scale to be eligible for induction. Please refer to the bylaws of the Marion Local Chapter of the National

Honor Society for a complete copy of articles 1-10.

### **Behavioral 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.

For concerns or questions contact the High School Office.

Marion Local High School ([www.marionlocal.org](http://www.marionlocal.org))

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