

A
HANDBOOK
FOR

AVONDALE ELEMENTARY SCHOOL

OF THE
MARION SCHOOL DISTRICT

2011-2012

(INSERT GRAPHIC OF PATRIOT)

DON JOHNSTON, Superintendent.....739-5100
GLEND A BRYAN, Principal.....735-4588
KRISTI RICE, Assistant Principal.....735-4588

<http://www.ms d3.org>

Avondale Elementary School
2011-2012

As the parents of _____

(Name of student)

who attends Avondale Elementary School, we testify that we have received the Avondale 2011-2012 Student Handbook.

We also agree that _____

(Name of student)

is under the rules and regulations of this handbook.

CORPORAL PUNISHMENT POLICY

We intend to paddle students only after other negative consequences have been tried unsuccessfully. We will follow these procedures when a student must be paddled:

1. The paddling will be administered by a certified staff member and witnessed by a certified staff member.
2. The paddling will not be administered in the presence of other students, in malice or in anger.
3. Before paddling is administered, the student will be advised of the rule and infraction for which he is being punished. This will be done in the presence of a witness.
4. Refusal to take corporal punishment may result in suspension or other disciplinary measures.
5. A written report will be filed in the principal's office, and parents will be notified of the paddling by phone or by mail.

Before we paddle any student, we prefer to have the parent's permission to do so. Below is a form that gives us permission to paddle your child if s/he gets into a situation where we feel paddling would be appropriate.

Student Name _____

Teacher _____ Grade _____

Yes, _____ may be paddled if s/he earns a paddling by misbehaving.

No, _____ is not to be paddled for any reason. I understand that sometimes the alternative to paddling will mean my child may be suspended from school.

_____ Date _____

(Parent's Signature)

_____ Date _____

(Student's Signature)

--Please sign both sides of this page and return this page to school.

This document is prepared in accordance with Arkansas statute 6-18-50.

Avondale Elementary School School/Parent/Student Compact

Avondale Elementary School parents and teachers share a common interest in giving our children the best possible chance to learn. We would like to reinforce all our efforts with a written agreement between each student, his/her parent/guardian, and the school pledging that we will do our best to make this school year the best learning experience possible.

AVONDALE ELEMENTARY SCHOOL FACULTY AGREEMENT

The administrators and teachers at AES want each student to achieve; therefore, we pledge to:

- Provide an environment that is safe, comfortable, and motivational.
- Provide encouragement and support to help each child to learn each day.
- Communicate regularly with parents by WOW notebooks, Tuesday signed papers, progress reports, report cards, phone calls and conferences.
- Teach each child at his level each day.

The AES faculty pledges to fulfill his agreement to the best of our ability.

PARENT/GUARDIAN AGREEMENT

Any person who is interested in helping this student may sign. I want my child to learn as much as possible every day in school and at home. Therefore, to encourage success, I will do the following:

- Let my child know that I value his education.
- See that my child comes to school regularly and is on time.
- Support the school in its efforts to maintain good discipline.
- Encourage my child and show pride in his/her accomplishments.
- Spend time with my child each day reading, writing, listening, and talking about what he is learning.
- Provide a quiet place for my child to study each night and encouragement to see that the work is well done.
- Help my child to be organized and have the materials that s/he needs at school each day.
- Maintain regular contact with the school through WOW notebooks, Tuesday paper packets, progress reports, report cards, phone calls and conferences.

I will consistently do all I can to encourage my child's achievement in school.

Adult's Signature _____

STUDENT AGREEMENT

It is important that I work to the best of my ability. Therefore, I will give my best effort to do the following:

- Attend school regularly.
- Come to class with homework, books and other materials necessary for learning.
- Show respect to all.
- Follow school rules for a safe school where I can learn.
- Try each day to learn the skills my teachers teach to the best of my ability.

I pledge to follow these steps for improving my school achievement to the best of my ability.

Student's Signature _____

Please sign and return to school

**Marion School District
Teacher Web-page Guidelines for
Publication of Student Work and Photos to the Internet**

Publication of student work:

Representative student work may be published when it fulfills or augments a class project, course or other school-related activity with prior permission of the student's parent/guardian. No personal information, such as phone numbers or addresses, shall be included for any student. Permission forms for the publication of student work will be provided by a designee of the Marion School District Technology Department (see attached *Parent Section* below).

Identification of students:

- Student photographs may be included on a web-page with prior permission on file from the student's parent or guardian. Permission forms for publication of student photographs will be provided by a designee of the Marion School District Technology Department. (See attached *Parent Section* below.)
 - Students in photos may not be identified by last name.
 - Web-pages produced at the teacher or school-site level will provide no means for direct contact between visitors and students. No student phone number, address (e-mail or residential), or name of family or friends will be published on these web-pages.
-

Parent Section

I have read the Marion School District *Web-page Guidelines* related to the publication of student work and photos to the Internet. I agree to release to the district, its personnel, and any institutions with which it is affiliated from any and all claims and damages of any nature arising from such publication.

I agree to allow my child's photo to be published on web-pages in accordance with the guidelines listed above.

I agree to allow my child's representative work to be published on Marion School District web-pages in accordance with the guidelines listed above.

I agree to allow my child's teacher to discuss school related business through email correspondence.

Student Name (please print) _____

Parent Signature _____ Date _____

**Marion School District
Electronic Communication System
Student Internet Acceptable Use and Safety Policy**

Student Section

I have read the Student Acceptable Use Policy. I agree to follow the rules contained in this Policy. I understand that if I violate the rules my access to the System can be restricted or terminated and I may face other disciplinary actions.

Parent or Guardian Section

I have read the Student Acceptable Use Policy. I hereby release the District, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the District system, including, but not limited to claims that may arise from unauthorized use of the system to purchase products or services.

I will instruct my child regarding any restrictions against accessing materials that are in addition to the restrictions set forth in the Student Acceptable Use Policy. I will emphasize to my child the importance of following the rules for personal safety.

Student Signature _____ Grade _____

Parent Signature _____

PROTECTED HEALTH INFORMATION

The Marion School District School Health Program is under the direction of the Health Service Team. The team acts as a liaison between home, school, and the community. The team consists of four registered nurses, two licensed practical nurses, and a physician.

Health history and medical information obtained concerning students or staff will be kept in confidence. For the sake of enduring an optimal learning and safe environment, some information relating to the health and safety of a student may be shared with other faculty members and emergency personnel on a need-to-know basis as deemed necessary by the Health Services Team and Administration. Health Service team Members: Dr. Trent Pierce, Harriet Morrow, R.N., Leslie Brick, R.N., Carmen Davis, L.P.N., Jama Davis, R.N., Kelly Fogleman, R.N., and Janice Wiggins, L.P.N.

As a parent or guardian of the above student, I have read the above guidelines of the Protected Health Information. I recognize that health records once received by the educational records department are protected by the Family Educational Rights and Privacy Act. If there is any objection with health information being shared, such objection must be put in writing and given to your child's school.

Parent or Guardian's Signature

Date

Student Signature

Date

PRINCIPALS' MESSAGE

Dear Parents/Guardians, and Students:

It is with much pleasure that we welcome you to Avondale Elementary School! The faculty and staff join us in saying we're happy to have you as part of the Avondale family. We hope this will be a successful and satisfying school year for you.

The pages of this handbook are filled with important information regarding school policy and procedures. We feel that the handbook will serve as a helpful reference for parents as they seek to provide academic support at home. We suggest that parents and students review the content together. If you have questions that remain unanswered after reading the handbook, please call the school office at 735-4588. We feel that open and clear communication between school and home is important to the success of our educational program. We have an open door policy here and will continue to be here to support learning in every way possible.

We welcome your participation and support during the school year. Working together, we will be able to reach our collective and individual goals. We look forward to celebrating with you the achievements of our students.

Sincerely,
Glenda Bryan, Principal
Kristi Rice, Assistant Principal

AVONDALE ELEMENTARY SCHOOL DAILY SCHEDULE

7:30-8:00	Breakfast
7:45	All teachers sign in
8:00	Tardy Bell Rings
8:00-8:10	Opening Assembly in Atrium
10:45-12:45	Lunch
11:35-12:05	Physical Activity-Group 1
12:10-12:40	Physical Activity-Group 2
12:45-1:15	Physical Activity-Group 3
2:50	Student Dismissal
3:30	Staff Dismissal

WELCOME

Welcome to Avondale Elementary School, where spirit, pride, and tradition are the bywords of a school system in which the entire community takes pride!

Along with increasing your knowledge and developing your skills, your major responsibility while attending Avondale Elementary School will be to respect your fellow students, teachers, and staff members. They, in turn, should respect you. No individual in our school has the right or privilege to infringe upon or deny the rights of another individual.

This handbook has been prepared to help you become acquainted with our tradition and the rules and regulations of the elementary schools of the Marion School District. We hope you will become familiar with the facilities, rules, schedules and organizations. We want you to make an effort to know your teachers and to make new friends.

The purposes and goals of the elementary program are in harmony with democratic concepts emphasizing the unique nature and value of each individual in our society. We believe in the education of the whole child for living in a democratic society.

AVONDALE'S MISSION:

It is the mission of Avondale Elementary School to provide opportunities for success while accepting the differences of others. We will teach for the future as we strive for excellence.

AVONDALE'S VISION:

Success for all...whatever it takes!

MARION SCHOOL DISTRICT MISSION STATEMENT

It is the mission of the Marion School District to provide a challenging curriculum in a safe environment conducive to learning, while meeting the diverse needs and interest of ALL students. We will teach our students the academic, social, technological, and problem-solving skills needed to become productive citizens in the ever-changing world.

THE PHILOSOPHY OF THE MARION SCHOOL DISTRICT

We, the faculty and administration of the Marion School District, believe that education is a continuing process that includes the acquiring, dissemination, evaluation, organization and application of knowledge in a manner which will enable the student to live a happy, useful and successful life.

We recognize individual differences in students and strive to meet their needs and interests by offering a curriculum as balanced as possible in all subject areas.

It is the aim of the Marion School District to assist the church and home in the development of character and personality of each student. We believe that students should be taught to develop self-respect, self-discipline, a regard for the rights of others, a feeling of dignity and respect for study and learning.

Upon completing school, students should be equipped with enough basic knowledge and skills that useful lives can be realized in our social and economic system. Whether they choose vocations or further education, their school experiences should provide a strong foundation for future success.

Marion School District

Board of Education

A. Jan Thomas, Jr.,	President
Steve A. Sutton,	Vice President
Phillip M. Brick	
Rev. Jeffery Richardson	Secretary
Brian Proffitt	
Darrylee Arms	
Phil Phillips	

District Administrative Staff 870-739-5100

Don Johnston	Superintendent
Jeff Altemus	Senior Assistant Superintendent
Alfred Hogan	Assistant Superintendent
Sue McQuay	Special Services Director
Helen Johnson	Assistant Special Services Director
Homer Peters	Federal Programs Director
Dr. Robin Catt	Director of Elementary Education
Hugh Inman	Director of Secondary Education
Dusty Duncan	Facilities/Athletics Director
Doyle Jones	Transportation Coordinator
Janice Cook	Technology Trainer
Susan Madison	Food Service Director
Patricia Taylor	Assistant Bookkeeper
Tim Taylor	Technology Coordinator

Avondale Elementary School Administrative Staff 870-735-4588

Glenda Bryan	Principal
Kristi Rice	Assistant Principal
Rachelle Mize	Counselor/Test Coordinator
Tommie Stockley	Counselor
Donna Bryant	School Secretary
Pam Doherty	Receptionist/APSCN
Kristy Gibbs	Bookkeeper
Pat Wallace	Office Assistant
Denise Letner	School Nurse
Martha Bryan	School Nurse

ELIGIBILITY TO ATTEND

All children who have legal residence within the boundaries of the Marion School District and who are assigned to attend grades Pre-K through grade 1 are eligible to attend.

Any student moving to the district from out of state who has been enrolled for 60 days in a state-accredited or approved kindergarten and who will be five (5) during the enrollment year and who meets the basic residency requirement for attendance may be enrolled upon written request of the school district. A.C.A. 6-18-207(a).

Immunizations

The child shall be age appropriately immunized from poliomyelitis, diphtheria, tetanus, pertussis, red (rubeola) measles, rubella, and other diseases designated by the State Board of Health, or have an exemption issued by the Arkansas Department of Health. Proof of immunization shall be by a certificate of a licensed physician or a public health department acknowledging the immunization. Exemptions are also possible on an annual basis for religious reasons from the Arkansas Department of Health. To continue such exemptions, they must be renewed at the beginning of each school year. A child enrolling in a district school and living in the household of a person on active military duty has 30 days to receive his/her initial required immunizations and 12 months to be up to date on the required immunizations for the student's age.

Grade Level Assignments for New Students

Students who move into the District from an accredited school shall be assigned to the same grade as they were attending in their previous school (mid-year transfers) or as they would have been assigned in their previous school. Home-schooled students shall be evaluated by the District to determine their appropriate grade placement.

Enrolling a Student Under Expulsion

The parent, guardian, or other responsible person shall indicate on school registration forms whether the child has been expelled from school in any other school district or is a party to an expulsion proceeding. The student cannot be enrolled until the board gives the student a hearing to determine whether to enroll the student.

Immigration Status

The district shall make no attempt to ascertain the immigration status, legal or illegal, of any student or his/her parent or legal guardian presenting for enrollment. The U.S. Supreme Court has ruled that public schools may not use immigration status as a criterion for admitting and educating students.

ENROLLMENT

Social Security Numbers at Enrollment

Social Security Numbers are not required to be able to enroll in Marion School District. However, as a part of enrollment procedures, a school shall ask a parent, guardian or other responsible person if they wish to give the child's social security number explaining that the social security number is optional. If the parent or guardian or otherwise responsible person does not wish to do so they may request that the school district assign the child a nine (9) digit number designated by the Department of Education.

Assurance: Neither the school district or any of its schools will use, display, or print a student's social security number on any report, identification card, identification badge or any document that will be made available or released to the public, to a student, or a student's parent or guardian without the express consent of the student written consent of the student's parent, if the student is a minor, or the student, if the student is eighteen (18) years of age or older. Neither shall the student's social security number be made available by reading the magnetic strip or other encoded information on the student's identification card.

The assurance shall not apply to educational records having a student's social security number on his records that are transferred to another school district or to the Department of Education or to other governmental agencies as allowed or required by federal law, state law, or State Board of Education rule.

Proof of Age

Prior to a child's admission to an Arkansas public school, the parent, guardian, or responsible person shall provide the school district with one (1) of the following documents indicating the child's age:

- a. A birth certificate;

- b. A statement by the local registrar or a county recorder certifying the child's date of birth;
- c. An attested baptism certificate;
- d. A passport;
- e. An affidavit of the date and place of birth by the child's parent or guardian;
- f. Previous school records; or
- g. A military identification card

Enrollment in Kindergarten

Students may enter kindergarten if they will attain the age of five (5) on or before August 1st of the year in which they are seeking initial enrollment. Any student who has been enrolled in a state-accredited or state-approved kindergarten program in any another state for at least (60) days, who will become five (5) years old during the year in which he/she is enrolled in kindergarten, and who meets the basic residency requirement for school attendance may be enrolled in kindergarten upon written request to the District.

Enrollment in First Grade

Any child who will be six (6) years of age on or before October 1 of the school year of enrollment and who has not completed a state-accredited kindergarten program shall be evaluated by the district and may be placed in the **first grade** if the results of the evaluation justify placement in the first grade and the child's parent or legal guardian agrees with placement in the first grade; otherwise the child shall be placed in kindergarten.

Any child may enter first grade in a District school if the child will attain the age of six (6) years during the school year in which the child is seeking enrollment and the child has successfully completed a kindergarten program in a public school in Arkansas.

Any child who has been enrolled in the first grade in a state-accredited or state-approved elementary school in another state for a period of at least sixty (60) days, who will become six (6) years during the school year in which he/she is enrolled in grade one (1), and who meets the basic residency requirements for school attendance may be enrolled in first grade

Legal Reference: A.C.A § 6-18-201 (c)
6-18-207

6-18-208
6-18-702
6-15-504 (f)
6-27-102, 105
A.C.A § 9-27-103
Plyer v Doe 457 US 202, 221 (1982)

Adopted July 1999
Revised 2-12-09
Revised 6-11-09

Students registering for Pre-K, kindergarten, pre-first or first grade **must** present an up-to-date immunization record before enrolling. **A 30 day grace period for presenting immunization records is not given to the student who is enrolling in Pre-K, kindergarten, pre-first, or first grade.** This requirement is enforced at Avondale Elementary.

Students enrolling in Pre-K or kindergarten must also provide proof of a current physical assessment completed by a health agency. Assessment forms are available in the Avondale Elementary School office.

Residence Requirements

Definitions:

- *“Reside” means to be physically present and maintain a permanent place of abode for an average of not less than four (4) calendar days and nights per week for a primary purpose other than school attendance.*
- *“Resident” means a student whose parents, legal guardians, persons having legal, lawful control of the student under court order, or persons standing in loco parentis reside in the school district.*
- *“Residential address” means the physical location where the student’s parent, legal guardian, person having legal lawful control of the student under order of a court, or person standing in loco parentis resides. A student may use the residential address of a legal guardian, a person having legal, lawful control of the student under order of a court, or person standing loco parentis only if the student resides at the same residential address and if the guardianship or other legal authority is not granted solely for educational needs or school attendance purposes.*

Students must provide proof of residence in the Marion School District. This proof may be a house payment, rent receipt, gas, electricity, water, or cable TV bill that includes the name of parent or guardian, address and current date. Any person who knowingly gives a false residential address for purposes of public school enrollment is guilty of a misdemeanor and subject to a fine not to exceed

\$500. A.C.A. 6-18-202. The Marion School District will prosecute those who present false addresses.

The public schools of any school district in this state shall be open and free through completion of the secondary program to all persons between the ages of five (5) and twenty-one (21) years who are residents in the district and to all persons between those ages who have been legally transferred to the district for educational purposes.

Any person eighteen (18) years or older may establish a residence separate and apart from his or her parents or guardians for school attendance purposes.

In order for a person under the age of eighteen (18) years to establish a residence for the purpose of attending the District's schools separate and apart from his or her parents, guardians, or other persons having lawful control of him or her under an order of a court, the person must actually reside in the district for a primary purpose other than that of school attendance. However, a student previously enrolled in the district who is placed under the legal guardianship of a noncustodial parent living outside the district by a custodial parent on active military leave may continue to attend district schools.

Any person who knowingly gives a false residential address for purposes of school enrollment is guilty of a misdemeanor and subject to a fine not to exceed five hundred dollars (\$500), (A.C.A. 6-18-202). The Marion School District will consider the prosecution of those who present fraudulent addresses.

The school district will give consideration to the enrollment of students when documentation is given supporting compelling domestic reasons related to the child's welfare while living apart from parents or legal guardians. Further, documentation of compelling domestic reasons will be accepted from the Crittenden County Social Services.

When the construction of a new home or real estate closing delays the occupation of residence within the district for not more than three weeks after the opening of school, the school district will enroll the students while they temporarily live out of district. The documentation of the occupation date must be identified by the realty or construction company on a form supplied by the district.

When any person who owns a tract of land on which the person resides and which tract of land is located partially in one school district and partially in another, the school-age children of that person shall attend school in the school district in which the residence is located.

Legal Reference: A.C.A. 6-18-202, 203 Revised 6-23-2005
Approved 7-1-1999 Revised 6-11-2009

D. OTHER EXCEPTIONS TO THE RESIDENCY REQUIREMENT

Exceptions to this policy are:

1. Those previously approved by copy of the superintendent's official school choice notification.
2. Those attending based on a court-approved legal guardianship record in the school's file,
3. Those attending because of a Court Order in providing a foster home,
4. Those attending because of the residency within the Marion School District of one biological parent,
5. Those children attending of employees of the school district or educational cooperative as allowed under law;
6. A student enrolled in kindergarten through grade eight whose qualifying parent or guardian has a change in employment status with the district shall be entitled to continue attending school in the enrolled school district, until the end of the school year if 1) the parent or guardian was employed by the school district for a minimum of one hundred twenty (120) days before leaving employment and 2) the student maintains uninterrupted enrollment in the school district and 3) the student is not expelled after the parent or guardian of the student is no longer employed by the school district.
7. A student enrolled in grade nine through twelve (9-12) whose qualifying parent or guardian has a change in employment status with the district shall be entitled to continue attending school in the enrolled school district, through the completion of the secondary program, if 1) the parent or guardian was employed by the school district for a minimum of three consecutive contract years, with a minimum of one-hundred twenty (120) contract days each year, before leaving employment; and, 2) the student maintains uninterrupted enrollment in the school district and, 3) the student is not expelled after the parent or guardian of the student is no longer employed by the school district.
8. Those homeless children who qualify under the McKinney-Vento law as meeting the homeless criteria. Homeless children may enroll directly at the school as mandated by federal statute and are not subject to any interview/verification process.

Legal References: Adopted 6-28-2007
 Act 1368 of 2009
 Revised 6-11-09

ENROLLMENT WHEN LIVING WITH RELATIVES OR FRIENDS

The Marion School Board and administration does not accept affidavits as a method to assert residency. Affidavits accepted in past years will no longer be valid.

Emergency circumstances in life may make it necessary for one's family to live with others who do reside within the boundaries of Marion School District.

Those living with relatives or friends within our district-but who are unable to document residency-must now begin with the attendance officer's office at Marion Administrative Offices, 200 Manor Street, in August annually. Other times the office will be located in Marion Intermediate School, at 100 L.H. Polk Drive in Marion. Parents/Guardians of potential enrollees must be interviewed by the district's attendance officer PRIOR to attempting to enroll in any district schools.

Still having utilities on in one's name at the former address at the time of interview/verification could stop the placement attempt until this is resolved by the attendance officer.

Further, a written *Notice to Proceed with Enrollment* will **not** be issued by the attendance officer to the school(s) until verification from the former school district that the family is no longer physically present in their district is verified. Finally, a home visit by the attendance officer at the new address given is **REQUIRED** to verify adequate proof of actual residency. Only after these verifications are satisfied, shall the attendance officer personally issue the "*Notice to Proceed with Enrollment*" form to the principal or enrollment designee at the appropriate school(s).

Any enrollment subsequent to this process may be considered temporary. An updated verification call or conference could be expected prior to allowing continued enrollment in an ensuing semester. The school board directs the superintendent to pursue prosecution of adults who in the interview/verification process have provided fraudulent information to the attendance officer.

Adopted 6-26-08

Approved 6-11-09

Exceptions to this policy are those previously approved by copy of the superintendent's official school choice notification, those attending based on a court-approved legal guardianship record in the school's file, those attending because of a Court Order in force for a foster home, attendance because of the residency within the Marion School District of one biological parent, attendance of children of employees of the school district or educational cooperative as allowed under law, or children who qualify under the McKinney-Vento law as meeting the homeless criteria. Homeless children may enroll directly at the school as mandated by federal statute and are not subject to this interview/verification process.

ENROLLMENT OF A NONRESIDENT UNDER SCHOOL CHOICE

It is the policy of the Marion School District to accept students from other school districts in Arkansas under the provisions of Act 1272 of 2003. The board, by resolution, shall indicate its intention to participate in School Choice and shall also indicate specific standards for acceptance and rejection of non-resident student applications.

Before a non-resident student can attend school in the Marion School District, the student's parent or guardian must submit an application to the Marion School Board by July 1st of the year in which the student would begin the fall semester in the Marion School District.

On or before July 30th, the district will notify the parent or guardian and the administration of the resident district as to whether the student's application has been accepted or rejected. If the application is accepted, Marion School District will state in the notification letter an absolute deadline for the student to enroll in the district, or the acceptance is null. If the application is rejected, the notification letter shall contain the reasons for rejection.

Marion School District shall reserve the right to reject or to assign non-resident students to schools and classes in keeping with class size and teacher load standards as set by the directors of the Arkansas State Board of Education. Additionally, Marion School District shall reject the application of a non-resident student who is still under a continuing expulsion in his/her resident district. Further, an application for a transfer by a non-resident student will also be rejected if the transfer by a student would adversely affect the desegregation of either district. When the percentage of enrollment for the applying student's race in Marion School District exceeds that percentage in the student's resident district, the request will be denied.

If the request is approved, the responsibility for transportation of the non-resident student shall be borne by the parent or guardian of the student.

Marion School District will accept all credits toward graduation that were awarded and/or honored by the resident district and shall award a diploma to the non-resident student who meets Marion School District requirements.

Specific standards for acceptance or rejection of a non-resident student's application include:

1. **Class Size and Teacher Load:** The admission of any non-resident shall not be approved if such approval would cause the Marion School District to add teachers or classrooms or to exceed a teacher's daily student load at secondary level.
2. **Expulsion Exception:** The application of a non-resident student who is under a continuing expulsion in his home or resident district will not be approved.

3. Desegregation: The application of a non-resident student of a Crittenden County School District whose race in Marion School District exceeds that of his resident district will not be approved as per Act 1272 of 2003.
4. Future Applications of Siblings or Stepsiblings: Priority will be given to applications from siblings or stepsiblings residing in the same residence or household of students already attending Marion School District under the School Choice provisions.
5. An application may be rejected if false or misleading information is submitted that impacts the placement decision.

Any student admitted to this district under the provisions of this policy who chooses to return to his/her resident district during the school year voids the transfer and must reapply for a school choice admission if desiring to return to this district in the future.

Legal References: A.C.A. § 6-18-206
 A.C.A. § 6-18-510
 Act 552 of 2007

HOMELESS CHILDREN AND YOUTH POLICY

The Marion School district recognizes that students who have been identified as homeless may need to enroll at our campuses. It shall be the policy of this District, therefore, that:

1. Homeless children shall be afforded the same free and appropriate education as all other students.
2. Homeless students will not be subject to enrollment and attendance barriers such as transportation, enrollment delays, health records, residency requirements, birth records, and guardianship documents.
3. Homeless students will be identified at the time of their initial enrollment within the District.
4. disputes arising over the educational placement of homeless students will be resolved at the building level utilizing input from one or more of the following individuals: the student, the parent/guardian, the classroom teacher(s), the counselor(s), the principal or his designee, the special education supervisor, the gifted and talented coordinator, the school nurse, and/or personnel from other governmental agencies. Appeals of placement decisions shall be to the principal, then to the superintendent, then to the Board of Education.
5. District students will be allowed to continue their enrollment in their respective schools if homeless conditions occur during the academic year.

6. Homeless children shall be afforded comparable services that all other District students receive.
7. The building principal shall be responsible for the coordination of educational services to homeless students enrolled in his/her attendance area.

MCKINNEY-VENTO ACT

The McKinney-Vento Act is a federal law, passed in 1987 to help people experiencing homelessness. The law says that a child or youth without a fixed, regular and adequate residence is homeless.

If your family lives in any of the following situations:

- In a shelter, motel, vehicle, or campground
- On the Street
- In an abandoned building, trailer, or other inadequate accommodations or
- Doubled up with friends or relatives because you cannot find or afford housing. Then, preschool-aged and school aged children have certain rights or protection under the McKinney-Vento Homeless Education Assistance Act.

Homeless children have the right to:

- Go to school no matter where they live or how long they have lived there. They must be given access to the same public education, including preschool education provided to other children.
- Continue in the school they attended before they became homeless or the school they last attended, if that is their choice and is feasible. If a school sends the child to a school other than the one they request, the school must provide them with a written explanation and offer them the right to appeal the decision.
- Receive transportation to the school they attended before their family became homeless or the school they last attended, if they or a guardian requests such transportation.
- Attend a school and participate in school programs with children who are not homeless. Children cannot be separated from the regular school program because they are homeless.
- Enroll in school without giving a permanent address. Schools cannot prevent or delay school enrollment.
- Enroll and attend classes while the school arranges for the transfer of school and immunization records or any other documents required for enrollment.
- Enroll and attend classes in the school of your choice even while the school and child seek to resolve a dispute over enrollment.

- Receive the same special programs and services, if needed, as provided to all other children served in these programs.
- Receive transportation to school and to school programs.

If you have questions about homelessness or need assistance enrolling in school contact Marion School District's Homeless liaison at (870) 739-5111.

STUDENT ATTENDANCE

Education is more than the grades students receive in their courses. Important as that is, students' regular attendance at school is essential to their social and cultural development and helps prepare them to accept responsibilities they will face as an adult. Interactions with other students and participation in the instruction within the classroom enrich the learning environment and promote a continuity of instruction which results in higher student achievement. In recognition of the need for students to regularly attend school, the district's policy governing student absences is as follows.

Students shall not be absent, as defined in this policy more than 12 days in a semester. When a student has 6 absences, his/her parent, guardian, or person in loco parentis shall be notified that the student has missed half the allowable days for the semester. Notification shall be by telephone by the end of the school day in which such absence occurred or by regular mail with a return address sent no later than the following school day.

Whenever a student exceeds 12 absences in a semester, the District shall notify the prosecuting authority and the parent, guardian, or person in loco parentis shall be subject to a civil penalty as prescribed by law.

Students with 13 absences in a course in a semester shall not receive credit for that course. If the student fails to receive credit for a sufficient number of courses and at the discretion of the principal after consultation with persons having knowledge of the circumstances of the absences, the student may be denied promotion or graduation. Excessive absences, however, shall not be a reason for expulsion or dismissal of a student.

At any time prior to when a student exceeds the number of allowable absences (unless unable to do so due to unforeseen circumstances), the student, or his/her parent, guardian, or person in loco parentis may petition the school or district's administration for special arrangements to address the student's absences. If formal arrangements are granted, they shall be formalized into a written agreement which will include the conditions of the agreement and the consequences for failing to fulfill the agreement's requirements. The agreement shall be signed by the student,

the student's parent, guardian, or person in loco parentis, and the school or district administrator or designee. Unless a student's excessive absence is due to an unforeseen circumstance, the District will not accept a doctor's note for a student's excessive absence.

Days missed due to in-school or out-of-school suspension shall not count toward the allowable number of days absent.

Additional Absences

Additional absences that are not charged against the allowable number of absences are those where the student was on official school business or when the absence was due to one of the following reasons and the student brings a written statement upon his/her return to school from the parent, guardian, person in loco parentis, or appropriate government agency stating such reason:

1. To participate in an FFA, FHA, or 4-H sanctioned activity;
2. To participate in the election poll workers program for high school students;
3. To serve as a page for a member of the General Assembly;
4. To visit his/her parent or legal guardian who is a member of the military and been called to active duty, is on leave from active duty, or has returned from deployment to a combat zone or combat support posting; and
5. For purposes pre-approved by the school administration such as visiting prospective colleges, to obey a subpoena, or to attend at an appointment with a government agency;

The District shall notify the Department of Finance and Administration whenever a student fourteen (14) years of age or older is no longer in school. The Department of Finance and Administration is required to suspend the former student's operator's license unless he/she meets certain requirements specified in the code.

Applicants for an instruction permit or for a driver's license by persons less than eighteen (18) years old on October 1 of any year are required to provide proof of a high school diploma or enrollment and regular attendance in an adult education program or a public, private, or parochial school prior to receiving an instruction permit. To be issued a driver's license, a student enrolled in school shall present proof of a "C" average for the previous semester or similar equivalent grading period for which grades are reported as part of the student's permanent record.

Board Approved: 7-19-11

EXCUSE NOTES

For each of the first ten days that a student misses, parents should call the office or send a note to the homeroom teacher on the first day the student returns after an absence. The student will be allowed to make up missed work according to the make-up- work policy outlined on the following page.

Beginning at the eleventh day absent, parents must provide proof of a doctor's visit or must speak to the principal regarding a family emergency so that the student's absence may be excused. Written documentation for doctor's and dentist's visits must be presented to the office within one week following the last day of the absence in question in order for the absence to be considered excused.

WITHDRAWAL FROM SCHOOL

When moving out of the district, parents must notify the office and a secretary will assist you in completing a withdrawal form to present to your child's new school when registering. Report cards and records will not be forwarded to the new school until all fines, fees, and lunch money are paid. A student is not considered withdrawn until this process has been completed.

When moving within the district, parents must notify the school office of the new address and phone number to be used in case of emergency.

TRANSFER BETWEEN SCHOOLS

The following guidelines shall be used when students are transferring to Marion School District from accredited, non-accredited, and home schools.

1. Any student transferring from a school accredited by the Department of Education to Marion School District shall be placed into the same grade the student would have been in had the student remained in the former school.
2. Any student transferring from a home school or from a school that is not accredited by the Department of Education shall be evaluated for grade and subject placement by the school's staff and/or building principal.
3. Students transferring from home schools or from non-accredited schools who receive credit will not have letter grades recorded on permanent records. The name of the subject followed by the words "Home School Instruction" or "Non-accredited instruction" followed by CR (credit) will be recorded on the student's permanent record.
4. Grade point average will be computed using only grades earned at an accredited school.

5. In situations where a student is transferring from a non-accredited school or a home school and where local testing is required, every effort will be made to expedite a student's placement. However, the school reserves the right to withhold final placement until such time as testing and placement recommendations are complete,

MAKE-UP WORK

Each student is responsible for making up class work missed during excused absences. **All make-up work must be turned in by Tuesday for work missed the previous week. The principal may approve additional time for completion of work in special circumstances.**

Students who miss school shall be allowed to make-up the work they missed in accordance with the regulations approved by the building principal.

Board Approved: 7-19-11

LATE ENROLLMENT

The number of days missed by a student who enrolls in or transfers to Marion after the beginning of a semester will be counted as absences when determining the minimum number of days a student must be in attendance.

ATTENDANCE REGULATIONS FOR ATHLETIC EVENTS

The Marion School District is committed to promoting the ideals of sportsmanship, integrity and ethics at all levels of interscholastic competition. We are also committed to providing a safe environment conducive to the expression of these ideals. In keeping with this commitment, the administration has established the following guidelines for attendance at athletic events. Thank you for your cooperation and for supporting your PATRIOTS!

1. Preschool children and students in grades K-3 will not be allowed to attend games without adult (beyond high school age) supervision.
2. Parents are responsible for their children; please keep small children with you.
3. Good sportsmanship should be displayed at all times. "Booing", cursing and/or offensive language or gestures are not allowed.
4. Students choosing to leave the event will not be allowed to re-enter.
5. Students are to be in the bleachers unless in route to the concession stand, the restroom or to the exit. Students are not to loiter in the restrooms, concession area, ramps, etc.

6. Fans/students are to sit on the side they enter. You will not be allowed to “roam” between the visitor and home sections.
7. Fans/students are to adhere to all Marion School District and AAA Guidelines. Those choosing not to do so may be required to leave without refund.

CONTACT WITH STUDENTS WHILE AT SCHOOL

CONTACT BY PARENTS

Parents wishing to speak to their children during the school day shall register first with the office.

CONTACT BY NON-CUSTODIAL PARENTS

If there is any question concerning the legal custody of the student, the custodial parent shall present documentation to the principal or his/her designee establishing the parent’s custody of the student. It shall be the responsibility of the custodial parent to make any court ordered “no contact” or other restrictions regarding the non-custodial parent known to the principal by presenting a copy of a file-marked court order. Without such a court order on file, the school will release the child to either of his/her parents. Non-custodial parents who file with the principal a date-stamped copy of current court orders granting visitation may eat lunch, volunteer in their child’s classroom, or otherwise have contact with their child during school hours and the prior approval of the school’s principal.

Unless prior arrangements have been made with the school’s principal, Arkansas law provides that the transfer of a child between his/her custodial parent and non-custodial parent, when both parents are present, shall not take place on the school’s property on normal school days during normal hours of school operation.

CONTACT BY LAW ENFORCEMENT, SOCIAL SERVICES, OR BY COURT ORDER

State Law requires that Department of Human Services employees, local law enforcement, or agents of the Crimes Against Children Division of the Department of Arkansas State Police, may interview students without a court order for the purpose of investigating suspected child abuse. In instances where the interviewers deem it necessary, they may exercise a “72-hour hold ” without first obtaining a court order. Other questioning of students by non-school personnel shall be granted only with a court order directing such questioning, with permission of the parents

of a student (or the student if above eighteen [18] years of age), or in response to a subpoena or arrest warrant.

If the District makes a report to any law enforcement agency concerning student misconduct or if access to a student is granted to a law enforcement agency due to a court order, the principal or the principal's designee shall make a good faith effort to contact the student's parent, legal guardian, or other person having lawful control by court order, or person acting in loco parentis identified on student enrollment forms. The principal or the principal's designee shall not attempt to make such contact if presented documentation by the investigator that notification is prohibited because a parent, guardian, custodian, or person standing in loco parentis is named as an alleged offender of the suspected child maltreatment. This exception applies only to interview requests made by a law enforcement officer, an investigator of the Crimes Against Children Division of the Department of Arkansas State Police, or an investigator or employee of the Department of Human Services.

In instances other than those related to cases of suspected child abuse, principals must release a student to either a police officer who presents a subpoena for the student, or a warrant for arrest, or to an agent of state social services or an agent of a court with jurisdiction over a child with a court order signed by a judge. Upon release of the student, the principal or designee shall give the student's parent, legal guardian, or other person having lawful control by court order, or person acting in loco parentis notice that the student has been taken into custody by law enforcement personnel or a state's social services agency. If the principal or designee is unable to reach the parent, he or she shall make a reasonable, good faith effort to get a message to the parent to call the principal or designee, and leave both a day and an after-hours telephone number.

Board Approved: 7-19-11

SCHOOL ARRIVAL AND DISMISSAL

Students should not arrive on campus before 7:30 a.m. as school personnel are not on duty until that time. Those arriving between 7:30 and 8:00 should report to the skylight area in the first grade building.

The school day begins at 8:00 a.m. Important instructions are given at the beginning of the day. Students who arrive tardy miss valuable teaching and disrupt the instruction of other students. Tardiness is considered a disruptive behavior and will be treated as a discipline problem. If a student arrives at school after 8:00 he/she **must be signed in at the school office by an adult** and get a tardy slip to take to the classroom.

Students are dismissed at 2:50 p.m. each afternoon. Buses will load at that time and parents who pick up students at Avondale should be there to get them at

that time. **Students who are habitually picked up after 3:00 p.m. will not be allowed to participate in recess activities the following day.**

PERMISSION TO LEAVE SCHOOL

Any time a child is dismissed early from school, attendance is affected. When checking a child out from school, the Student Information Form, which has been completed by parents, will be consulted before dismissal will be allowed. A photo ID will also be required.

Permission to leave school before the end of the day must be granted by the principal or designee. The student's parent(s), legal guardian(s) or persons designated by parent/legal guardian and listed on the form filed in the school office must sign the student out in the office. No one else will be allowed to check the student out of school. **Please do not ask to sign your child out of school between 2:00 and 2:50 p.m. unless you have an emergency or a medical appointment.**

Whenever possible, dental and medical appointments should be made for non-school days or after regular school hours. To repeatedly sign your child out of school early violates the state attendance law. Teachers are not authorized to release students to parents who come to the classroom. We are aware of the traffic congestion around Avondale in the afternoon, but that is not a valid reason to check a child out early.

HOMEWORK POLICY

The Marion School District considers homework to be an essential part of the instructional program. Teachers will assign appropriate and reasonable amounts of homework on a regular basis. Homework assignments will be checked.

The Program for Effective Teaching (PET) supports homework as being an independent activity that reinforces the learning previously taught. Homework is to be a follow-up of the lesson as opposed to an introduction to the lesson. Guided activities are to be utilized within the class period. Independent activities are to be assigned for completion outside the class.

Homework assignments should be restricted to Monday through Thursday whenever possible. Long-range assignments should be made far enough in advance so that students with good work habits can complete the assignments without undue interference with other class work.

GRADING SYSTEM

ACT 576 of 1993 states that the following grading scale shall be used by all public schools in Arkansas:

Advanced	A	90-100
Proficient	B	80-89
Basic	C	70-79
Below Basic	D	60-69
	F	59 and below

Adapted grading scales are provided for special education students on an individual basis. Grades assigned to students for performance in a course shall reflect only the extent to which a student has achieved the expressed academic objectives of the course. Grades earned by students shall be subject to review by the principal upon request.

Student Performance Grading

Parents or guardians shall be kept informed concerning the progress of their student. Parent-teacher conferences are encouraged and may be requested by parents, guardians, or teachers. If the progress of a student is unsatisfactory in a subject, the teacher shall attempt to schedule a parent-teacher conference. In the conference the teacher shall explain the reasons for difficulties and shall develop, cooperatively with the parents, a plan for remediation which may enhance the probability of the student succeeding. The school shall also send timely progress reports and issue grades for each nine-week grading period to keep parents/guardians informed of their student's progress.

The evaluation of each student's performance on a regular basis serves to give the parents/guardians, students, and the school necessary information to help effect academic improvement. Students' grades shall reflect only the extent to which a student has achieved the expressed educational objectives of the course.

The grading scale for all schools in the district shall be as follows:

A =	100-90
B =	89-80
C =	79-70
D =	69-60
F =	59 and below

Legal Reference: A.C.A § 6-15-902
Standards of Accreditation 12.02
Revised: 11/13/08
Board Approval 2/12/09

SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS

Because of recent research on classroom rigor and its relation to life-long earning power, both the Arkansas Department of Education and the Arkansas General Assembly have urged the Smart Core Curriculum for all Arkansas schools. Entering seventh grade students and their parents will be shown the Smart core curriculum and the required courses for graduation as well as the optional Core Curriculum and its course of study for graduation. If the Smart Core is not chosen, parents must complete a Smart Core *Informed Consent Form* at the school.

All students are required to participate in the Smart Core curriculum unless their parents or guardians, or the students if they are 18 years of age or older, sign an *Informed Consent Form* to not participate. Those students not participating in the Smart core curriculum will be required to fulfill the core curriculum or the requirements of their IEP (when applicable) to be eligible for graduation. The signed *Informed Consent Form* shall be attached to the student's permanent transcript. *Informed consent Forms* are required for seventh through twelfth grade classes. Counseling by trained personnel shall be available to students and their parents or legal guardians prior to the time they are required to sign the consent forms.

While there are similarities between the two curriculums, following the Core curriculum may not qualify students for some scholarships and admission to certain colleges could be jeopardized. Students initially choosing the Core curriculum may subsequently change to the Smart Core curriculum provided they would be able to complete the required course of study by the end of their senior year. Students wishing to change their choice of curriculums must consult with their counselor to determine the feasibility of changing.

This policy, the Smart Core curriculum, and the courses necessary for graduation shall be reviewed by staff, students, and parents at least every other year to determine if changes need to be made to better serve the needs of the district's students. The superintendent, or his/her designee, shall select the composition of the review panel.

Sufficient information relating to Smart Core and the district's graduation requirements shall be communicated to parents and students to ensure their informed understanding of each. This may be accomplished through any or all of the following means.

- Inclusion in the student handbook of the Smart Core curriculum and graduation requirements;
- Discussion of the Smart Core curriculum and graduation requirements at the school's annual public meeting, PTA meetings, or a meeting held specifically for the purpose of informing the public on this matter;
- Discussions held by the school's counselors with students and their parents; and/or
- Distribution of a newsletter(s) to parents or guardians of the district's students.

The first year of this policy's implementation all employees required to be certified as a condition of their employment shall receive training regarding this policy so

that they will be able to help successfully implement it. In subsequent years, administrators, or their designees, shall train newly hired employees, required to be certified as a condition of their employment, regarding this policy. The district's annual professional development shall include the training required by this paragraph.

GRADUATION REQUIREMENTS

The number of units students must earn in grades nine through twelve (9-12) to be eligible for high school graduation is to be earned from the following categories. A minimum of 24 units is required for graduation for students participating in either the Smart Core or Core curriculum. There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements.

Unless exempted by a student's IEP, all students must successfully pass all end-of-course (EOC) assessments they are required to take or meet the remediation required for the EOC assessment to receive academic credit for the applicable course and be eligible to graduate from high school.

SMART CORE: Sixteen (16) units

English: four (4) units (years) – 9th, 10th, 11th, and 12th

Oral Communications: one-half (1/2) unit (1/2 year)

Mathematics: four (4) units (years) (all students under Smart Core must take a mathematics course in grade 11 or 12 and complete Algebra II.)

- Algebra I or Algebra A & B* which may be taken in grades 7-8 or 8-9
- Geometry or Investigating Geometry or Geometry A & B* which may be taken in grades 8-9 or 9-10

*A two-year algebra equivalent or a two-year geometry equivalent may each be counted as two units of the four-unit requirement for the purpose of meeting the graduation requirement, but only serve as one unit each toward fulfilling the Smart Core requirement.

- Algebra II
- Choice of: Transitions to College Math, Pre-Calculus, Calculus, Trigonometry, Statistics, Computer Math, Algebra III, or an Advanced Placement math

(Comparable concurrent credit college courses may be substituted where applicable)

Natural Science: three (3) units (years) with lab experience chosen from

- Physical Science
- Biology or Applied Biology/Chemistry
- Chemistry
- Physics or Principles of Technology I & II or PIC Physics

Social Studies: three (3) units (years)

- Civics or Civics/American Government
- World History

- American History

Physical Education: one-half (1/2) unit (1/2 year)

Note: While one-half (1/2) unit is required for graduation, no more than one (1) unit may be applied toward fulfilling the necessary units to graduate.

Health and Safety: one-half (1/2) unit (1/2 year)

Fine Arts: one-half (1/2) unit (1/2 year)

CAREER FOCUS: - Six (6) units

At least two of the Career Focus units must be of the same foreign language. (Technically, foreign language is not required under Smart Core, but it is required for eligibility for the Challenge Scholarship as well as being necessary for admission to many colleges. It is included in this policy under the Career Focus for those reasons.)

All career focus unit requirements shall be established through guidance and counseling based on the student's contemplated work aspirations. Career focus courses shall conform to the curriculum policy of the district and reflect state curriculum frameworks through course sequencing and career course concentrations where appropriate.

The Smart Core and career focus units must total at least twenty-four (24) units to graduate.

CORE: Sixteen (16) units

English: four (4) units (years) – 9, 10, 11, and 12

Oral Communications: one-half (1/2) unit (1/2 year)

Mathematics: four (4) units (years)

- Algebra or its equivalent* - 1 unit
- Geometry or its equivalent* - 1 unit
- All math units must build on the base of algebra and geometry knowledge and skills.
- (Comparable concurrent credit college courses may be substituted where applicable)

*A two-year algebra equivalent or a two-year geometry equivalent may each be counted as two units of the four (4) unit requirement.

Science: three (3) units (years)

- at least one (1) unit of biology or its equivalent
- one (1) unit of a physical science

Social Studies: three (3) units (years)

- Civics or government, one-half (1/2) unit
- World history, one (1) unit
- U.S. history, one (1) unit

Physical Education: one-half (1/2) unit (1/2 year)

Note: While one-half (1/2) unit is required for graduation, no more than one (1) unit may be applied toward fulfilling the necessary units to graduate.

Health and Safety: one-half (1/2) unit (1/2 year)

Fine Arts: one-half (1/2) unit (1/2 year)

CAREER FOCUS: - Six (6) units

All career focus unit requirements shall be established through guidance and counseling based on the student's contemplated work aspirations. Career focus courses shall conform to the curriculum policy of the district and reflect state curriculum frameworks through course sequencing and career course concentrations where appropriate.

The Core and career focus units must total at least twenty-four (24) units to graduate.

Note: *Twenty-four credits must be completed prior to graduation for a student to be eligible to walk in the graduation ceremony. Students who do not complete the required credits prior to graduation will have one year to complete the credits and then they could walk with the next year's class.

Marion High School transcript copies shall bear the required seal before being mailed or given to requesting persons or institutions.

Contingent P.E. Credit: Students can receive one-half unit of physical education credit toward the twenty-four credits required for graduation in Marion School District under the following conditions: (1) the teacher of the sport in question is fully licensed in physical education; (2) a written description of how the sport as a physical activity course that has been aligned to the State's physical education course content standards and curriculum frameworks is on file in the principal's office prior to the start of the school semester of any sport that is being considered for credit; (3) the sport/course must be listed on the school's master schedule--even if occurs after the school day--for the student to receive credit; and, (4) the student must complete the semester and pass the course in order to receive the one-half unit of credit.

Students who have completed and received credit on an Algebra I EOC assessment prior to the 2010-11 school year are not required to take the high stakes Algebra I EOC. Students **not** in grades 10, 11, or 12 in the 2010-2011 school year who have taken Algebra I but not received proper academic credit on their transcript for the course are not required to take the high stakes Algebra I test before they can receive academic credit for the course. Students in grades, 10, 11, or 12 in the 2010-11 school year are exempt from the high stakes Algebra I assessment requirement, but must meet the general EOC assessment requirements to receive credit for the course.

Legal References: Standards of Accreditation 9.03 – 9.03.1.9, 14.03

ADE Guidelines for the Development of Smart Core Curriculum Policy

Smart Core Informed Consent Form

Date Adopted: 2-12-09

STUDENT RECORDS

The Family Education Rights and Privacy Act of 1974 (Public Law 93-380) states in part that “all academic and personal records pertaining to individual students are confidential and can only be inspected by students, parents, and school officials.” That act states that schools must provide parents of students the opportunity to inspect these records and challenge any records that may be misleading, inaccurate or otherwise inappropriate. Any school that wishes to release personally identifiable data from a student’s record must first obtain written permission from the parents of the student before releasing such information. Only in two specific instances is written permission not required:

1. Other school officials within the same school may request and receive a student’s record.
2. Officials of other schools or school systems in which the student has enrolled may request and receive a student’s record

SECTION 504

In order to fulfill its obligations under Section 504, the district has the obligation to identify and evaluate students suspected by the system as being disabled; and if the student is eligible, to afford access and reasonable accommodations to the student in order to provide educational services. If you have questions regarding Section 504, contact our school counselor.

PARENT/TEACHER CONFERENCES

Parents should feel free to telephone or visit the principal’s office. Parents and school personnel should have open communication regarding the education of students. If a parent desires a personal conference with a teacher, counselor, or the principal, it should be arranged by appointment through the office of the school.

The school’s Parent/Teacher conferences will be held on October 21, 2010 and March 17, 2011 from 4:00 - 8:00 p.m.

TELEPHONE USE

Our school phone is a business phone. Please handle all pick-up or other arrangements concerning your child with a note to your child’s teacher. Please do

not call the school office and ask for a message to be relayed to a student unless it is of extreme importance.

SPECIAL EDUCATION

A student is determined eligible for special education services when a disability is present as defined in the Individuals with Disabilities Education Act (IDEA) that results in an adverse affect on educational performance and the corresponding need for special education services. Special education means specially designed instruction at no cost to the parents, to meet the unique needs of a student with a disability, including instruction conducted in the classroom, in the home, in hospitals and institutions, and in other settings.

SPECIAL EDUCATION CURRICULUM

Admissions: Children who qualify for Special Education services are those who experience physical, mental, emotional, or learning disabilities, or combinations of such disabilities to the extent that they cannot adequately grow and develop without special help. Categories of disability contained in the implementing regulations of I.D.E.A. are listed below:

- a. Mentally retarded
- b. Emotional Disturbance
- c. Specific learning disability
- d. Speech/language Impairment
- e. Hearing impairment (Including deafness)
- f. Orthopedic Impairment
- g. Visual Impairment (Including blindness)
- h. Traumatic Brain Injury
- i. Autism
- j. Other Health Impairment
- k. Multiple Disabilities
- l. Deaf-Blindness

Special education is designed to deliver to these children the extra help needed to overcome or alleviate the learning difficulties posed by the presence of such disabilities. Special Education consists of a series of strategies by which individual learning needs are assessed and services planned and carried out to meet these needs: The form that Special Education takes depends on the individual child.

Referral of a child with a suspected disabling condition is made to the principal of the school in which the child is enrolled. Written referral may be made by the child's teacher, other school or district educational personnel, the

child's parent, or any other person with relevant knowledge about the child. Any information which would assist in determining the nature of the child's learning problems and which is presently available should be included with the Referral Form. Such information in district files may include the screening inventory; home or classroom behavior scales; existing medical, social, educational data; and/or samples of the child's work.

Within seven (7) calendar days of receipt of the referral, the principal or principal's designee sets a date for a referral conference and sends a written notification of referral and referral conference date to the parents. Referral conference must be held within the maximum of twenty-one days from the receipt of referral. At the referral conference, parents must be informed of their rights in relation to procedural safeguards and will be asked to assist the referral committee in filling out a social history of their child.

1. Possible outcomes of the referral conference are:
 - a. Evaluation (in accordance with Program Standards and Eligibility Criteria for Special Education)
 - b. Specialized evaluation
 - c. No evaluation (remain in regular classroom with or without other types of program modification)
 - d. Evaluation and temporary placement in special education for no more than sixty (60) calendar days during which the evaluation must be completed.
2. Within thirty (30) calendar days following the completion of all formal evaluation activity, the Evaluation/Programming Conference must be held. Parent notification should precede this conference by a minimum of seven (7) calendar days.

After reviewing all the data, the persons attending the Evaluation/Programming Conference will:

- a. Determine whether the student is disabled according to Program Standards and Eligibility Criteria for Special Education. If the child does not meet the eligibility criteria, the decision of the committee will be that no special education services are needed.
- b. Specify the disabling condition if the student is determined to be disabled.

- c. Design an Individual Education Plan (IEP)
- d. Determine appropriate placement for implementation of the Individual Educational Plan.

All decisions made at the Evaluation/Programming Conference are recorded on the appropriate form and signed by those in attendance. Parents/guardians must be provided a copy of the decision at the conference or within seven (7) calendar days if they are not present. Parental consent must be obtained before initial placement of a disabled student in a program providing special education and related services.

Except for evaluation and initial placement, consent may not be required as a condition of any benefit to the parent of child. Continuation of placement in the same setting does not require an annual consent form. Parental agreement to the annual review and acceptance of the IEP thereafter signifies consent. However, should a change in placement occur, consent must be obtained. The parent/guardian understands that the granting of consent is voluntary on part of the parent/guardian and may be revoked at any time.

Within thirty (30) calendar days following parental notification of the Evaluation/Programming Conference decision, the recommended service shall be provided, unless the parent/guardian objects to the placement. If such an objection is received prior to the expiration of the thirty (30) calendar day period, the student shall remain in the then current educational placement pending the outcome of the appropriate review procedures.

- 3. Curriculum Plan: Students in the Special Education Department will follow a planned instructional program in accordance with school requirements to qualify for the regular diploma or certificate. Service settings will be arranged for disabled students according to individual needs

Revised by School Board: April 22, 2010

DISCIPLINE FOR ELIGIBLE STUDENTS WITH DISABILITIES

Under the Individuals With Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973.

Students with disabilities who engage in misconduct are subject to normal school disciplinary rules and procedures so long as treatment does not abridge the right to a free appropriate public education (FAPE).

1. Where in-school discipline or short-term suspension (10 school days or less) is involved, the school may remove a student with disabilities for a disciplinary infraction without it being considered a change of placement.
2. If the student has been subjected to a series of removals that constitute a pattern because the series totals more than 10 school days in a school year, the school determines on a case-by-case basis whether a pattern of removals constitutes a change of placement. This determination is subject to review through due process and judicial proceedings.
3. After a student with a disability has been removed from his/her current placement for more than 10 school days in the same school year, during any subsequent days of removal, the school must provide services so as to enable the student to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting IEP goals.
4. The Gun-Free School Act (GFSA) applies to students with disabilities. However, this Act must be implemented consistent with (IDEA) Individuals With Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973.
5. For students with disabilities who are not eligible for services under IDEA, but who are covered by Section 504 and are expelled in accordance with the GFSA, educational services may be discontinued during the expulsion period if non-disabled students in similar circumstances do not receive continued educational services.

Revised by School Board: April 22, 2010

GIFTED AND TALENTED PROGRAM SERVICES

The Talent Enrichment and Acceleration-Marion (TEAM) Program provides special services to students who show above-average ability, creativity, and task commitment. Students may be referred at any time by anyone - including themselves. School counselors forward the required information to the **TEAM** Coordinator for evaluation by a staffing committee.

Because the identification process is lengthy, referrals for the next school year must be turned into the school counselors no later than the first of March. Referrals received after March 1 will not be processed until the next school year.

All students receive services in kindergarten, first, and second grades. During the third grade year, all students are screened through a battery of tests to determine identification for special services beginning in the fourth grade.

PRE-FIRST GRADE CLASS DESCRIPTION

Research has shown that children do not grow and mature at the same rate, nor do abilities develop evenly. Every child has a rate and pattern of growth peculiar to him/her. In this way s/he is different from every other child.

Developmental age is an indication of the child's level of functioning; it is a better determinant of placement than chronological age. Children who have a gap between their developmental and chronological age need the gift of time to grow, remedy weaknesses and make the most of their abilities.

For the reasons stated above, we have a transitional grade between kindergarten and first grade to give these children the time they need and a chance to succeed.

Avondale has two pre-first classes with a limit of 15 students per class. Students for these classes are selected by a process of teacher recommendation, testing using the Brigance Readiness Test, and classroom performance.

PLACEMENT OF MULTIPLE BIRTH SIBLINGS

The parent, guardian or other person having charge or custody of multiple birth siblings in grades pre-K through 6 may request that the multiple birth siblings are placed in either the same or separate classrooms. The request shall be in writing not later than the 14th calendar day prior to the first day of classes at the beginning of the academic year. The school shall honor the request unless it would require the school to add an additional class to the sibling's grade level. If one parent of multiple birth siblings requests a placement that differs from that of the other parent of the same multiple birth siblings, the school shall determine the appropriate placement of the siblings.

The school may change the classroom placement of one or more of the multiple birth siblings if:

- There have been a minimum of 30 instructional days since the start of the school year; and
 - After consulting with each classroom teacher in which the siblings were placed, the school determines the parent's classroom placement request is:
 - Detrimental to the educational achievement of one or more of the siblings;
 - Disruptive to the siblings' assigned classroom learning environment; or
 - Disruptive to the school's educational or disciplinary environment.

If a parent believes the school has not followed the requirements of this policy, the parent may appeal the multiple birth siblings' classroom placement to the Superintendent. The Superintendent's decision regarding the appeal shall be final.

Board Approved: 7-19-11

LIMITED ENGLISH PROFICIENCY (LEP) SERVICES

“The terms ‘limited English proficiency’ and ‘limited English proficient,’ when used with reference to an individual, mean an individual—

“(A) who—

“(i) was not born in the United States or whose native language is a language other than English and comes from an environment where a language other than English is dominant; or

“(ii) is a Native American or Alaska Native or who is a native resident of the outlying areas and comes from an environment where a language other than English has had a significant impact on such individual's level of English language proficiency; or

“(iii) is migratory and whose native language is other than English and comes from an environment where a language other than English is dominant; and

“(B) who has sufficient difficulty speaking, reading, writing, or understanding the English language and whose difficulties may deny such individual the opportunity to learn successfully in classrooms where the language of instruction is English or to participate fully in our society.” (Office of Bilingual Education and Minority Language Affairs)

1. Home Language Survey

All enrolling students will answer Home Language Survey questions to establish (1) the language spoken most frequently at home, (2) the language spoken most frequently by the student, and (3) the language spoken most frequently by the parent to the student.

2. Language Minority Students

Language minority students are students whose primary or home language is a language other than English. Many LMS students are proficient in both English language (reading, writing, listening, and speaking) and grade-level academic performance. Language minority students who are not performing on grade level will complete a Language Minority Interview and an English language assessment (either the LAS or the MACII) within their first month of enrollment unless prior assessment information is provided. Counselors will confer with parents in order to gain permission for testing.

3. LEP Identification and Planning

a. Students may present LEP records from another school or institution for the immediate development and implementation of an LEP Plan.

b. Students may also be identified LEP as the result of on-site English language assessment with results that are below proficient.

c. Counselors and teachers of students identified for LEP services will write an educational plan to shelter instruction for the remainder of the school year. Parents and the student will be included in this process. The plan will be updated annually.

d. Exit from LEP Services: All LEP students will take the Arkansas administration of the ELDA each spring. No students will be exited from LEP services in the spring semester prior to ELDA testing.

MINIMUM CRITERIA FOR EXIT AND RECLASSIFICATION OF LEP STUDENTS ENROLLED IN ESL PROGRAMS AND REQUIRED ELEMENTS FOR LANGUAGE PLACEMENT AND ASSESSMENT COMMITTEE (LPAC) AND PARENT NOTIFICATION FORMS

Approved by the Arkansas Board of Education, August 14, 2006

1. Student Information

- School and District
- First Name
- Last Name
- Grade
- Identification Number

2. Spring English Language Proficiency Assessment (ELPA) Scores and Proficiency Levels

- Speaking Raw Score and Level
- Listening Raw Score and Level
- Reading Raw Score and Level
- Writing Raw Score and Level
- Comprehension (Listening and Reading) Raw Score and Level

*Student must score proficient or above in all five sections of the spring English Language Proficiency Assessment (ELPA).

3. Previous Year's Grades for:

- English Language Arts
- Mathematics
- Social Studies
- Science

*Student must earn a grade of "C" or above in all core subject areas.

4. Standardized Achievement Scores

-CRT Literacy and Mathematics or NRT

*Student must score Proficient or Advanced on the CRT (Arkansas Benchmark or End of Course Exams) or score at or above the 40th percentile on the NRT.

5. Recommendations for exit or reclassification from current teachers

*At least two current teachers recommend exit or reclassification based on the criteria above.

6. The decision to exit or reclassify the LEP student from the ESL program must be made on an annual basis by the Language Placement Assessment Committee (LPAC) following a review of spring ELPA results.

NOTE: Documentation is required on all LEP students during enrollment in the ESL program and for two years after exiting the ESL program. Each student's progress should be reviewed and documented on a yearly basis by the school's LPAC.

Districts are required to monitor and to provide assistance to English language learners for two years after exiting the ESL program, according the Federal Law under Title III of NCLB.

Exited students' ELPA test scores may be banked and included in a school's spring ELPA test score report for a maximum of two years.

e. All exemptions, modifications, and accommodations for instruction/testing must be written in the student's LEP plan.

For a complete copy of MSD LEP Guidelines, please consult the MSD Policy Handbook or contact Marian Smith at Marion School District Central Office (739-5100).

APPEARANCE CODE

Marion School District expects its students to dress appropriately while attending school. Students will be asked to use the following principles to guide them in choosing apparel. Student clothing must not disrupt the educational process. One's clothing must not be personally hazardous in activities such as shop, lab work, physical education, art, and on-the-job training. Students must not wear immodest or profane clothing that shocks the conscience or wear clothing in an immodest manner. Students must refrain from wearing clothing that is made of see-through materials. Each school's principal or designee is charged with determining if a student's clothing is provocative in some way this resulting in a

disruption to the educational process. Since clothing styles are ever-changing, each school's administration is charged with providing updated and specific examples of proscribed clothing.

The Marion School District expects more of students with regard to appearance when representing their school or the district in interscholastic competitions, whether during the school day or after school hours. Facial jewelry may not be worn by students during such times. This shall include tongue piercings. Ear wear is excluded from this policy.

The Marion Board of Education expects its faculty members to enforce its schools' appearance code. Because previous definitions of shirt length were repeatedly abused by students and were not enforced by faculty as required, the Board seeks to communicate more clearly its intent. The Board does not want "sagging" by students to be tolerated on any of its campuses.

Regarding head attire, at no time shall doo rags or sweatbands be worn by students during school or school activities. Hats, caps or sunglasses may not be worn inside the building. If worn correctly, hats, caps, ear warmers, toboggans, and sunglasses may be worn outdoors; not indoors unless there is documented medical necessity. Inside our buildings, hoodies that button or have a zippered front must be worn un-zippered or unbuttoned. This is to assure that our expectation that belts are to be worn and that shirts are to be tucked is met. Pullover hoodies do not meet the purposes of our appearance code and are not to be worn at school.

Young men will wear pants or appropriate length shorts that approach the knee, i.e. longer than mid-thigh. Both pants and such shorts must have belt loops. Shirt tails are to be tucked in completely around the waist and a belt must be worn correctly and must be visible. Except in physical education class or athletic practices, belts are to be worn at all times by male students. This means that basketball shorts or other athletic shorts may not be worn outside of P.E. or the athletic period. Additionally, shirts worn by male students must have short sleeves at a minimum.

For female students, Starter© shorts, gym shorts, knit pants or spandex or clingy, immodest spandex-like materials worn as pants are not appropriate as school attire. However, leggings or spandex can be worn under a garment that otherwise meets our appearance code. Shorts and skirts worn must be of a length that approaches the knee, i.e. longer than mid-thigh. Additionally, the guideline of at least a 3 inch one piece shoulder covering is clarified to mean that straps must be three fingers wide. This clarification is to mitigate against any unnecessary showing of cleavage and/or one's undergarments.

Students are prohibited from wearing, while on the school grounds during the school day and at school-sponsored events, clothing that exposes underwear, buttocks, or the breast of a female. This prohibition does not apply, however to a costume or uniform worn by a student while participating in a school-sponsored activity or event. (Act 835 of 2011)

Students violating the appearance code policy at any extracurricular school activity will be asked to comply immediately with policy or leave the event (no refund for gate admission).

Board Approved: 6-26-08

Revised: 6-11-09

Revised: 7-19-11

PARENTS ARE ASKED TO MONITOR WHAT THEIR CHILDREN WEAR TO SCHOOL:

****Coats, jackets, etc., should be labeled with the owner's name.****

ACCEPTABLE CLOTHING IS:

- *clean
- *comfortable
- *suitable to the activities of a school day
- *modest

The Marion Board of Education expects its faculty members to enforce its school's appearance code. Because of both modesty and safety concerns associated with clothing that sags or is too large, the following addition will be in force beginning in 2006-2007: There is to be no sagging of trousers or pants. Violators of this code are to be sent to the office. A warning and correction shall follow. With regard to the tail of a shirt being outside one's pants, the shirt's length cannot exceed the wrist level of the student when hands are placed at his/her side. Violators are likewise to be sent to the office. Penalties can range from warning/correction up to and including suspension for non-compliance.

UNACCEPTABLE CLOTHING IS (requiring a change before admission to class):

- *baggy clothing
- *tanktops
- *mesh or see-through clothing
- *short shirts, halter tops (bare midriff when walking or playing)
- *short shorts (Shorts must be mid-thigh or longer.)
- *short skirts (unless shorts or tights are worn underneath)

- *gym shorts or spandex shorts
- *any clothing worn to designate membership in secret or forbidden groups
- *hats, caps or sunglasses (medical exceptions allowed)
- *clothing decorated with unacceptable messages, words, pictures, etc., such as those pertaining to drugs, alcohol, obscenities, sex, words with double meanings or profanities. (The school reserves the right to determine the acceptability of the message.)
- *jewelry which may be a safety hazard to the wearer or others
- *shoes with cleats

PARENTS ARE ASKED TO MONITOR WHAT THEIR CHILDREN BRING TO SCHOOL:

These items are not allowed at school:

- *gum
- *hats, caps, or sunglasses (except on special days)
- *more supplies than needed (ex.: too many pencils used for breaking)
- *large amounts of cash
- *notes to or about one's friends or enemies
- *personal grooming items such as perfumes, nail polish, hair spray.
- * video games, baseball cards, current collectibles (Silly Bands or things similar), radios, cameras, battery operated toys, toys or any other items that are valuable to the student and would cause a disruption if lost, stolen, damaged, or destroyed.
- * play guns and knives
- * balls brought from home (We have balls that may be used at recess.)

The school reserves the right to confiscate any item that causes disruption of the school's mission and to hold that item for the parent to reclaim. The school does not accept responsibility for personal items brought to school by students.

USE OF CELL PHONES AND OTHER DEVICES BY STUDENTS

Use and misuse of cell phones have become a serious problem that threatens the ability of the district's schools to properly and efficiently operate its education program. The school board believes it is necessary to restrict student use and possession of cell phones, other electronic communication devices, cameras, MP 3 players, I-pods, and other portable music devices so that the opportunity for learning in the district's schools may be enhanced.

For the purpose of this policy, the use of a cell phone, Bluetooth-type technology or other communication device includes any incoming call, text message, message waiting, or any other audible sound coming from the phone or device.

The student and/or the student's parents or guardians expressly assume any risk associated with students' owning or possessing such technology equipment.

Cell phone use by students while riding Marion School Buses to and from school is forbidden. In addition to the penalties listed below, bus riding privileges could also be removed.

From the time of the first bell until after the last bell, students are forbidden from using cell phones, any paging device, beeper, Bluetooth-type receivers or similar electronic communication devices. Exceptions may only be made by the building principal or his/her designee for health or other compelling reasons.

Before and after normal school hours, possession of cell phones, any paging device, beeper, or similar electronic communication devices, cameras, MP 3 players, Ipods, and other portable music devices is permitted on the school campus. The use of such devices at school-sponsored functions outside the regular school day is permitted to the extent and within the limitations allowed by the event or activity the student is attending.

Students using cell phones or other portable music devices after the first bell and before the last bell shall have them confiscated. Confiscated cell phones and other electronic communication devices may be picked up at the school's administration office or the superintendent's office by the student's parents or guardians as set forth below:

First Offense: Item will be confiscated and parent/guardian must come to school to retrieve the item.

Second Offense: Item will be confiscated for five (5) days and parent/guardian must come to school after the five (5) day period to retrieve the item.

Third Offense: Item will be confiscated and sent to the superintendent at the School Board Office. A parent /guardian must go to the Board Office and meet with the superintendent to retrieve the item. In addition, the student will received two days of in-school suspension.

Fourth Offense: Item will be confiscated and sent to the superintendent at the School Board Office. The school will assign a three (3) day out-of-school suspension at confiscation.

*Additional offenses will be referred to the superintendent for possible expulsion for non-compliance of our policy.

SALE OF ARTICLES

Sale of articles on campus is forbidden without permission from the principal. This includes candy, cookies, chances, tickets, etc., for organizations or individuals.

DEVELOPMENT OF DISCIPLINE POLICIES

A committee composed of parents, students and school personnel to include teachers shall annually assist in the development of the district's discipline policies.

STUDENT CONDUCT BEHAVIOR CODE

All students are expected to conduct themselves at all times in a manner that will contribute to the best interest of the school system and not infringe on the rights of others. The following activities are considered improper conduct and will subject the student to disciplinary action including, but not limited to, suspension or expulsion from school. A violation of the rule will occur whether the conduct takes place on the school grounds, at a school activity, function, or event, or en route to and from schools.

Rule 1: Making Threats/Bullying/Disruption and Interference with School

“Threat” is defined as a serious expression of intent to harm or assault. Since in the school environment anger management is the responsibility of the individual student, threatening other students with intent to extort or make others physically afraid will not be tolerated.

Bullying/Cyber Bullying

Respect for the dignity of others is a cornerstone of civil society. Bullying creates an atmosphere of fear and intimidation, robs a person of his/her dignity, detracts from the safe environment necessary to promote student learning, and will not be tolerated by the Board of Directors. Students who bully another person shall be held accountable for their actions whether they occur on school equipment or property; off school property at a school-sponsored or approved function, activity, or event; going to or from school or a school activity in a school vehicle or school bus; or at designated school bus stops.

Definitions:

Attribute means an actual or perceived personal characteristic including without limitation race, color, religion, ancestry, national origin, socioeconomic status,

academic status, disability, gender, gender identity, physical appearance, health condition, or sexual orientation;

Bullying means the intentional harassment, intimidation, humiliation, ridicule, defamation, or threat or incitement of violence by a student against another student or public school employee by a written, verbal, electronic, or physical act that may address an attribute of the other student, public school employee, or person with whom the other student or public school employee is associated and that causes or creates actual or reasonably foreseeable:

- Physical harm to a public school employee or student or damage to the public school employee's or student's property;
- Substantial interference with a student's education or with a public school employee's role in education;
- A hostile educational environment for one (1) or more students or public school employees due to the severity, persistence, or pervasiveness of the act; or
- Substantial disruption of the orderly operation of the school or educational environment;

Electronic Act means without limitation a communication or image transmitted by means of an electronic device, including without limitation a telephone, wireless phone, or other wireless communication device, computer, or pager that results in the substantial disruption of the orderly operation of the school or educational environment.

Electronic acts of bullying are prohibited whether or not the electronic act originated on school property or with school equipment, if the electronic act is directed specifically at students or school personnel and maliciously intended for the purpose of disrupting school, and has a high likelihood of succeeding in that purpose;

Harassment means a pattern of unwelcome verbal or physical conduct relating to another person's constitutionally or statutorily protected status that causes, or reasonably should be expected to cause, substantial interference with the other's performance in the school environment;

Substantial disruption means without limitation that any one or more of the following occur as a result of the bullying:

- Necessary cessation of instruction or educational activities;

- Inability of students or educational staff to focus on learning or function as an educational unit because of a hostile environment;
- Severe or repetitive disciplinary measures are needed in the classroom or during educational activities; or,
- Exhibition of other behaviors by students or educational staff that substantially interfere with the learning environment.

Students are encouraged to report behavior they consider to be bullying to their teacher or the building principal, including a single action which, if allowed to continue, would constitute bullying. The report may be made anonymously. Teachers and other school employees who have witnessed, or are reliably informed, that a student been a victim of behavior they consider to be bullying, including a single action which if allowed to continue would constitute bullying, shall report the incident(s) to the principal. Parents or legal guardians may submit written reports of incidents they feel constitute bullying, or if allowed to continue would constitute bullying, to the principal. A school principal or his or her designee who receives a credible report or complaint of bullying shall promptly investigate the complaint or report and make a record of the investigation and any action taken as a result of the investigation.

The person or persons reporting behavior they consider to be bullying shall not be subject to retaliation or reprisal in any form.

Students found to be in violation of this policy shall be subject to disciplinary action up to and including expulsion. In determining the appropriate disciplinary action, consideration may be given to other violations of the student behavior code which may have simultaneously occurred. For example: a student might be disciplined both for bullying and fighting; or bullying and sexual harassment; or, bulling and assault.

Notice of what constitutes bullying, the District's prohibition against bullying, and the consequences for student who bully shall be conspicuously posted in every classroom, cafeteria, restroom, gymnasium, and school bus. Parents, students, school volunteers, and employees shall be given copies of the notice.

Copies of this policy shall be available upon request. Adopted 6-28-2007

Board Approved: 6-28-07

Revised: 7-19-11

Legal Reference: A.C.A. § 6-18-514

Disruption and Interference with School

Any student removed from class by the teacher two times in a nine-week period for interference with the ability of the teacher to teach or with the ability of fellow classmates to learn shall be subject to possible placement in another setting by the principal or his/her designee. This second offense shall trigger a conference of required parties as per Act 1281 of 1999.

No student shall:

- A. Occupy any school building or properties with the intent to deprive others of its use or where the effect thereof is to deprive others of its use.
- B. Block the doorway or corridor of any school building or property so as to deprive others of access thereto.
- C. Prevent or attempt to prevent the convening or continued functioning of any school class, activity, or lawful meeting or assembly on the school campus
- D. Prevent students from attending a class or school activity.
- E. Block normal pedestrian or vehicular traffic on the school campus or adjacent grounds unless under the direction of a school administrator.
- F. Continuously and intentionally make noise or act in any other manner so as to interfere seriously with the teacher's ability to conduct the class or any other school activity.
- G. In any manner, by the use of violence, force, noise, coercion, threat, intimidation, harassment, fear, passive resistance, or any other conduct intentionally cause the disruption of any lawful process or function of the school or engage in any such conduct for the purpose of causing the disruption or obstruction of any such lawful process or function.
- H. Refuse to identify himself/herself on request of any teacher, principal, superintendent, school bus driver, school security officer or any other school personnel.
- I. Encourage any other students to violate any rule or school board policy.

Rule 2: Vandalism, Theft, Damage or Destruction of School Property

Willful or malicious destruction, defacement or damage of public school grounds, equipment, vehicles, or buildings will not be tolerated. Students who vandalize school property will be required to bear the cost of repair/or replacement of damaged property, as determined by school authorities, in addition to specified policy punishments. Restitution will include labor and materials.

A student shall not cause or attempt to cause damage to school property or steal or attempt to steal school property. The school district will attempt to recover damages from the student destroying school property. Parents of any minor student under the age of 18 living with the parents may be liable for damages caused by said minor in an amount not to exceed \$2,000.00.

Rule 3: Theft, Damage or Destruction of Private or Public Property

A student shall not cause or attempt to cause damage or steal or attempt to steal private or public property

Rule 4: Physical Abuse or Assault by a Student on a School Employee or a Person Not Employed by the School

A student shall not cause or attempt to cause physical injury or behave in such a way as could reasonably cause physical injury to a school employee, fellow student or any other individual. Violence will not be tolerated under any circumstances and will be reported to the appropriate local law enforcement agency (Act 1520 of 1999).

Insult or abuse of teacher:

- Any person who shall abuse or insult a public school teacher while that teacher is performing normal and regular or assigned school responsibilities shall be guilty of a misdemeanor and upon conviction shall be liable for a fine of not less than one hundred dollars (\$100.00) nor more than one thousand five hundred dollars (\$1500.00).
- Each school district shall report to the Department of Education any prosecutions within the school districts under this section. (A.C.A. 6-17-106)
- Whenever the principal, or other person in charge, of a public school has direct knowledge or has received information leading to a reasonable belief that a student enrolled in the public school has committed a felony on school property, or while under school supervision, or has committed any other violent criminal act against a teacher, school employee or student, the principal, or person in charge, shall immediately report the incident to the appropriate local law enforcement agency for investigation and to the appropriate school district for resolution. (A.C.A. 6-17-113)
- Similarly, a principal or his/her designee shall report all incidents of violence or threats of violence on school property, which is to include school bus stops and school buses, to the superintendent or his designees and to law officials.
- The superintendent shall notify school board members of such threats or actions.

Rule 5: Cheating/Plagiarism

Cheating is copying or duplicating, in some manner, the answers or responses of another during a test or exam or formal exercise designed by a teacher. Cheating does not have to be merely copying or speaking answers but may appear in ever-changing forms, such as texting via cell phones. Those texting during an exam or test, even if accomplished out of sight and through clothing will be considered to be cheating. Others complicit in allowing the specific cheating to occur are also subject to disciplinary action.

Plagiarism is using someone else's work in a written assignment without properly acknowledging the person's efforts. It may take the form of representing as one's own someone else's work.

Rule 6: Narcotics, Beverages Containing Alcohol and Drugs.

A student shall not possess, sell, use, transmit or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or controlled substances defined by Schedules I-IV, by the Arkansas Dept. of Health. A.C.A. 5-64-101. Neither shall a student possess, sell, use, transmit or be under the influence of any beverage containing alcohol or intoxicants. Penalties for violating this policy shall range from a parent conference to possible expulsion.

Additionally, students are not to use or distribute to others prescription medication or non-prescription items that are not in conformity with the district's rules and regulations concerning the dispensing of medicines. Further, the sniffing, injecting, or ingesting of any other items not approved by a doctor shall also be considered a violation of this policy. The penalties for violating this policy can range from a warning to expulsion.

Rule 7: Weapons, Dangerous Instruments, and Contraband

A student shall not possess, handle, or transmit a knife, razor, ice pick, explosive, pistol, rifle, shotgun, pellet gun, or any other object that can reasonably be considered a weapon, or dangerous instrument or any contraband materials. In accordance with A.C.A. 6-18-503, a student in possession of any firearm or other weapon prohibited upon the school campus by law will be expelled from school for a period of not less than one (1) year with the superintendent's discretion to modify such expulsion requirement for a student on a case-by-case basis.

Revised 4-22-2010

Rule 8: Disregard of Directions or Commands

A student shall not fail to comply with reasonable directions or commands of teachers, student teachers, substitute teachers, teacher aides, principals, administrative personnel, superintendent, school bus drivers, school security

officers, or any other authorized school personnel. Such behavior will be considered an act of insubordination and will not be tolerated.

Rule 9: Public Display of Affection/Immorality

Public display of affection includes but is not limited to kissing, hugging, sitting, or standing extremely close to one another, or provocative touching. It is inappropriate for students to sit in one another's lap.

A student shall abstain from indecent and immoral acts on school vehicles, at school activities or on the district's buildings or grounds. Evidence or corroboration of a possible violation of this state's laws on such misbehavior will be turned over to police authorities in addition to the school's stated punishments.

Rule 10: Gambling

A student shall not participate in any activity which may be termed gambling or wagering where the stakes are money or any object or objects of value.

Rule 11: Additional Provisions

Each school has its student discipline policy and/or student handbook available for student/parent information.

Rule 12: Behavior Not Covered Above

The school district reserves the right to punish behavior which is subversive to good order and discipline in the schools, even though such behavior is not specified in the preceding written rules.

NEGATIVE CONSEQUENCES FOR MISBEHAVIOR

Students will earn negative consequences outlined in the teacher's discipline plan for most misbehavior. Severe or constant misbehavior may result in corporal punishment, suspension or expulsion.

Corporal Punishment:

Corporal punishment can be administered as follows:

- *It will be administered by a certified staff member and witnessed by a certified staff member.
- *It will not be administered in the presence of other students, in malice or in anger.
- *Before the paddling is administered, the student will be advised of the rule and infraction for which he is being punished. This will be done in the presence of a witness.

*Refusal to take corporal punishment may result in suspension or other disciplinary measures.

*A written report will be filed in the principal's office, and the parents will be notified by phone or mail.

Act 904 of 1977 authorizes any teacher or principal to use corporal punishment in a reasonable manner against any pupil for good cause in order to maintain discipline and order within the public schools.

In 1977, the U.S. Supreme Court ruled that spanking children as a means of maintaining school discipline did not constitute cruel and unusual punishment in violation of the Eighth Amendment to the U.S. Constitution.

SUSPENSION

Students absent from school cannot benefit from the educational opportunities the school environment provides. Administrators, therefore, shall strive to find ways to keep students in school as participants in the educational process. There are instances, however, when the needs of the other students or the interests of the orderly learning environment require the removal of a student from school. The Board authorizes school principals or their designees to suspend students for disciplinary reasons for a period of time not to exceed ten (10) school days, including the day upon which the suspension is imposed. The suspension may be in school or out of school. Students are responsible for their conduct that occurs: at any time on the school grounds; off school grounds at a school-sponsored function, activity, or event; going to and from school or a school activity. A student may be suspended for behavior including, but not limited to that which:

1. Is in violation of school policies, rules, or regulations;
2. Substantially interferes with the safe and orderly educational environment;
3. School administrators believe will result in the substantial interference with the safe and orderly educational environment; and/or
4. Is insubordinate, incorrigible, violent, or involves moral turpitude.

The school principal or designee shall proceed as follows in deciding whether or not to suspend a student.

1. The student shall be given written notice or advised orally of the charges against him/her;
2. If the student denies the charges, he/she shall be given an explanation of the evidence against him/her and be allowed to present his/her version of the facts;
3. If the principal finds the student guilty of the misconduct, he/she may be suspended.

When possible, notice of the suspension, its duration, and any stipulations for the student's re-admittance to class will be given to the parent(s), legal guardian(s), or to the student if age 18 or older at the time of the decision of the suspension. Such notice shall be provided to the parent(s), legal guardian(s), or to the student if age 18 or older or mailed to the last address reflected in the records of the school district.

If the student's presence endangers persons or property or threatens disruption of the academic process, thus justifying immediate removal from school, the necessary notice and opportunity to discuss the same with the principal or designee should follow as soon as practicable.

It is the parents' or legal guardians' responsibility to provide current contact information to the district which the school shall use to immediately notify the parent or legal guardian upon the suspension of a student. The notification shall be by one of the following means, listed in order of priority as required by law:

- A primary call number
The contact may be by voice, voice mail, or text message
- An email address
- A regular first class letter to the last known mailing address

The district shall keep a log of contacts attempted and made to the parent or legal guardian.

Out-of-school suspensions shall be treated as unexcused absences and during the period of suspension students shall not be permitted on campus, for any purpose except to attend student/parent/administrator conference.

In-school suspension shall be treated as if the student was present at school.

Suspensions initiated by the principal or his/her designee may be appealed to the Superintendent, but not to the Board.

Suspensions initiated by the Superintendent may be appealed to the Board.

Legal References: A.C.A. § 6-18-507

Goss v Lopez, 419 U.S. 565 (1975)

EMERGENCY SUSPENSIONS

Notwithstanding the policy concerning suspension and expulsion procedure, students may be suspended indefinitely without notice, hearing, and the other rights provided herein being first given where the school is undergoing a violent upheaval or where orderly educational processes have otherwise been substantially disrupted. This would apply only in rare instances, such as when riots are taking place, and where emergency circumstances make it unreasonable for the administration and board to consider the case under its usual time. In all such

cases, notice, hearing and other rights shall be provided in accordance with the normal provisions at the earliest practical date that the restoration of order permits.

EXPULSION

1. Students may be expelled only by an act of the school board.
2. Expulsion will be identified as a dismissal from school for more than (10) days, but not in excess of one semester. However in keeping with ACT 567 of 1995, a student in possession of any firearm or other weapon prohibited upon the school campus by law will be expelled from school for a period of not less than 1 year with the superintendent's discretion to modify such expulsion requirement for a student on a case-by-case basis.
3. Recommendations for expulsion will come to the school superintendent from the principal. Prior to the recommendation to the superintendent, the principal will give the student a complete hearing on the details of the offense, at which time, the student will be given a complete understanding relative to the charges against him.

At the same time, the principal gives to the superintendent a recommendation, the principal will notify the parent or legal guardian by certified mail at the address on file in the principal's office. A copy of that letter will also be made available to the student.

If the superintendent supports the recommendation of the principal, the superintendent will notify the parent or legal guardian by certified mail at the address on file in the principal's office. The superintendent's letter will give reference to the principal's recommendation and announce the date and the time for the school board meeting to be held to consider the expulsion recommendation. The superintendent will then proceed to present to the school board the recommendation, which will be supplemented by supportive data as provided by the school principal.

ASSERTIVE DISCIPLINE POLICY

The following materials represent the policy and structure for a unified disciplinary procedure to be used in the Marion School District. Its purpose is to satisfy need in the following areas:

1. Practical alternative to the use of the paddle and suspensions. The paddle and suspensions will not be eliminated, but it is hoped that other alternatives will be of value.
2. Greater consistency and uniformity among all teachers and students in disciplinary matters.
3. More equity as provided by the certainty of consequences of misconduct in the classroom.

It is emphasized that the disciplinary procedures described are designed for classroom management. Consequences for misconduct in areas such as hallways, cafeteria, school assemblies, and campus and school activities will continue to be subject to responses by school authorities as discretion demands. Classroom teachers will be expected to use classroom times for teaching. Teachers are advised not to penalize the learning activities of the majority with the time spent responding to misconduct within the classroom.

The following is an expression of five basic rules for all students in the Marion School District:

1. Be in assigned seat, ready to work, when the bell rings.
2. Have paper, pencils, books, completed assignments necessary for class activities.
3. Keep hands, feet, books, and other objects to self.
4. Do not talk out of order, tease, swear, make rude gestures, or make other put-downs.
5. Follow directions of the teacher.

When the teacher observes violation of the rules, the student's name will be written on the chalkboard. This is done without verbal interaction with the student.

Name on board – warning

Name & one check – in-room consequences

Name & two checks – in-house detention

Name & three checks – phone call to parents and note sent home to restate consequences for four checks

Name & four checks – paddling or suspension

Severe clause – severe misbehavior (fighting, vandalism, defying a teacher or in some way stopping the entire class from functioning) calls for an immediate consequence that will remove the student from the classroom.

In-room consequences are determined by the classroom teacher and approved by the principal. A copy of each teacher's rules, consequences, and rewards is kept on file in the principal's office.

DISCIPLINE FOR ELIGIBLE STUDENTS WITH DISABILITIES UNDER THE INDIVIDUALS WITH DISABILITIES ACT AND ACT 504

Students with disabilities who engage in misconduct are subject to normal school disciplinary rules and procedures so long as such treatment does not abridge the right to a free appropriate public education (FAPE).

- A. Where in-school discipline or short-term suspension (10 school days or less) is involved, the school may remove a student with disabilities for a disciplinary infraction without it being considered a change in placement. The school may remove the student for up to 10 school days per year and is not required to provide any educational services during this period of time.
- B. A suspension or other disciplinary removal for more than 10 consecutive days may not be considered without the school district first determining whether the student's misconduct was a manifestation of the student's disability or due to an inappropriate placement. This determination must be made by committee and may not be made unilaterally by one individual. In the case of a student with a disability who has been removed from his or her current placement for **more than 10 school days in that school year**, the school, for the remainder of the removals, must provide services.
- C. The Gun-Free School Act (GFSA) applies to students with disabilities. However, this Act must be implemented consistent with (IDEA) Individuals with Disabilities Act and Section 504 of the Rehabilitation Act of 1973.
- D. For students with disabilities who are not eligible for services under IDEA, but who are covered by Section 504 and are expelled in accordance with the GFSA, educational services may be discontinued during the expulsion period if non-disabled students in similar circumstances do not receive continued educational services.

SEARCH AND SEIZURE

A search of a student's person should be limited to a situation in which the administration has a reasonable belief that the student is related to the violation of a school rule.

Dangerous items (such as firearms, weapons, knives), controlled substances as defined by Act 590 of 1971, as amended, and other items which may be used to disrupt substantially the educational process will be removed and will be reported and transmitted to the proper authorities.

The following procedure will apply to personal searches:

1. An adult witness will be present when a personal search is conducted.
2. Students should be asked for their consent prior to a personal search. A search warrant should be obtained if a student objects to a personal search, unless there is reasonable cause to believe that a dangerous weapon such as a gun or knife is being concealed.
3. A pat-down search of a student's person should be done by a school official of the same sex and with an adult witness present.

THE USE OF METAL DETECTORS

Based upon reasonable suspicion that a weapon(s) may be on school property, the principal or his designee(s) may require persons entering/departing school district buildings, room, buses, or extracurricular events to submit to examination by the use of a metal detector scanning device. Refusal to submit to such metal detection scanning by a student shall be grounds for suspension and possible search by school and/or police authorities. Random, rotating schedules of scanning of all persons of a class or activity can occur if safety conditions warrant such use.

All school property shall be subject to search including school lockers and school "cubbies". Personal vehicles on school property may be subject to personal search if there is reasonable suspicion that illegal drugs or contraband could be found. In cooperation with local police authorities, school officials will periodically use sniff dogs to check out school property including lockers. At no time shall the sniff dogs sniff students in these drug surveillance activities.

VIDEO SURVEILLANCE

The board has a responsibility to maintain discipline, protect the safety, security, and welfare of its students, staff, and visitors while at the same time safeguarding district facilities, vehicles, and equipment. As part of fulfilling this responsibility, the board authorizes the use of video/audio surveillance cameras. The placement of video/audio surveillance cameras shall be based on the presumption and belief that students, staff, and visitors have no reasonable expectation of privacy anywhere on or near school property, facilities, vehicles or equipment, with the exception of places such as rest rooms or dressing rooms where an expectation of privacy is reasonable and customary.

Signs shall be posted on campus buildings and in district vehicles to notify students, staff, and visitors that video cameras may be in use. Parents and students shall also be notified through the student handbook that cameras may be in use in school buildings, on school grounds and in school vehicles. Students will be held responsible for any violations of school discipline rules caught by the cameras.

The district shall retain copies of video recordings until they are erased, which may be accomplished by either deletion or copying over with a new recording.

Videos containing evidence of a violation of student conduct rules and/or state or federal law shall be retained until the issue of the misconduct is no longer subject to review or appeal as determined by board policy or student handbook; any release or viewing of such records shall be in accordance with current law. Students who vandalize, damage, disable, or render inoperable surveillance cameras and equipment shall be subject to appropriate disciplinary action and referral to appropriate law enforcement authorities.

Legal References: 20 USC 1232(g)
34 CFR 99.3, 4, 5, 7, 8, 10, 12, 31

CHEWING GUM

There is to be no gum chewing at school.

STUDENT ACCIDENT INSURANCE

The Marion School District does not provide insurance for accidents that occur on school property, excluding transportation and athletic injuries. Parents are provided the opportunity to purchase low cost accident insurance at the beginning of each school year.

CAFETERIA PRE-K THROUGH 7TH GRADE

- * No Charges. Meals must be paid for before they are served in the cafeteria. We request you send funds for at least one week of meals in advance. The funds will be deposited in an account for your child.
- * Send money or a check in an envelope with your child's name, teacher's name, amount of money, what the money is to be used for, and date on the outside of the envelope. Meals may also be paid for through EZ School Pay found under the Parents tab on the school district website: <http://www.ms3.org>

Your check is welcome at all schools in the Marion School District. The Marion School District recognizes that occasionally a parent may inadvertently overdraw a checking account and a check may be returned by your bank. In order to recover these funds in a private and professional manner, the Marion School District has contracted with Nexcheck, LLC. for collection of returned checks.

Each person writing a check to a school or the school district should write the check on a commercially printed check with your name, address, and one phone number. Counter or starter checks will not be accepted. When a person writes a check to a school or the school district, the person writing the check agrees, if the check is returned it may be represented electronically on the same account. Each person writing a check will be responsible for any fee established by law, now \$25, plus the amount of any fees charged to the school district by any financial institution as a result of the check not being honored.

If the check and fee are not collected electronically, then Nexcheck will contact you by mail and by telephone in order for you to make arrangements to pay. All payments need to be made directly through Nexcheck, P.O. Box 19688, Birmingham, AL. 35219. For a convenience fee, payments of both check and fee may be made electronically at www.nexcheck.com or over the phone using a credit card, debit card or electronic check.

Please include the following information on your check:

FULL NAME, STREET ADDRESS, PHONE NUMBERS.

This information is REQUIRED! Checks will not be accepted without this information.

- * Students are not allowed to receive change from a check - it is the law.
- * A printed account balance will be sent home with each student on Tuesday.
- * Students without enough funds in their account will be sent to the office and an effort made to notify the parents to bring money or lunch for their child. If the need to notify a parent becomes habitual, we will no longer make an effort to notify parents when a child does not have enough money in his/her account to cover the cost of a cafeteria meal.
- * **Carbonated drinks are not allowed for lunch in our cafeteria.**
- * Students eating breakfast at school must arrive by 7:45 a.m. Exceptions will be made only for students who ride buses that arrive after that time.
- * With a variety of children and multiple classrooms, Marion School District is trying to make a safe school environment for all of our students, including those with peanut allergies. There will be no food provided by the cafeteria with peanut/nuts or foods manufactured on equipment that processes peanut and tree nuts.
- * Children may bring peanut products for themselves for lunch. There will be a peanut-free table in the cafeteria. This will help maintain safety in the school while allowing non-allergic classmates to enjoy peanut/nut products in a controlled environment.

SALES OF SNACKS AND BEVERAGES IN ELEMENTARY SCHOOLS

In support of A.C.A. 6-17-119 and the nutrition and wellness efforts of Arkansas in combating obesity in young children, Marion School District prohibits

student access to vending machines offering for sale food, candy, snacks, or beverages. Elementary school students are students in grades PK through five (5). Products known to possess high sugar, high fat content may not be sold by school employees from a school bookstore, portable carts or from any room within a school. Alternative products which support state nutrition purposes may be sold pending a final review from the state health committee.

TRANSPORTATION

Students who live more than 2 miles from the school they attend may be transported by bus to school. **RIDING THE BUS IS A PRIVILEGE!** Students may lose this privilege for misconduct. It becomes the parents' responsibility to transport students who have been suspended from the bus. In general, the standards of conduct for the school bus are the same as during the regular hours of the school day. These rules concerning riding the bus are posted on all buses:

1. Observe same conduct as in the classroom.
2. Be courteous, use no profane language.
3. Do not eat or drink on the bus.
4. Keep the bus clean.
5. Cooperate with the driver.
6. Do not smoke.
7. Do not be destructive.
8. Stay in your seat.
9. Keep head, hands and feet inside the bus.
10. The bus driver is authorized to assign seats.

Don't lose your riding privilege, follow these rules!

Due to traffic, construction, and trains, precise bus stop times are not possible. Buses should arrive at bus stops at a given time each day give or take five minutes either way. Early in the school year, bus stop times can vary until the route is established by knowing which students will ride the bus.

Students are to be at the bus stop when the bus arrives. Buses will not stop at bus stops if the student is not present. The only exception would be in situations of inclement weather. Inclement weather is defined as temperatures at freezing (32 degrees or below) or rain (not sprinkles). In situations of inclement weather, the bus will stop at all bus stops and look to see if any student is approaching the bus. If students are not approaching the bus, the bus will continue to the next bus stop.

Students who habitually delay the bus by not being at the bus stop when the bus arrives or shows up late at the bus stop and the bus must wait on the student after loading other students will be reported to their school. This behavior delays the bus and causes the bus to be late at other stops and getting to school.

Parents of Avondale students will need to have someone responsible to receive them at their bus stop in the afternoon. If no one is present at the stop when the bus arrives, the student will remain on the bus and return to the bus shop where the parents may pick them up. If the student returns to the bus shop due to no one present to receive them, documentation will be sent to the school to indicate the failure of the parent being present. If failure to be present by a responsible person becomes habitual, the student can receive a bus suspension and be denied bus riding privileges until the issue is resolved.

Students are not permitted to have multiple bus stops. A student is allowed one bus stop in the morning and one bus stop in the afternoon. These sites may only be changed in cases of **extreme** emergency, if a family moves to a new address, or if a student goes to a different day care facility. Permanent changes may be made by calling the school office or sending a note to the child's teacher. In the case of a true emergency, a bus pass must be issued by the student's school to ride another bus. Notes handed to bus drivers are not acceptable. Parents must provide transportation for students going home with someone else or spending the night with someone else. This policy is in place to try to control loads on buses as to not create an overload.

Parents having a problem with a bus driver should not confront the driver at the bus stop. It is unlawful in the state of Arkansas for any person or persons to threaten, curse, or use abusive language to a school bus driver in the presence of students (Act 247 of 2005). If you have a problem with the bus, student conduct, scheduling, etc., please contact the principal of the school your child attends or the bus shop at 870-739-5190.

Parents, please review the following rules with your child so that s/he may have a safe bus ride to and from school.

- When loading a bus, there should be a single file and no crowding.
- Pupils are not permitted to get on or off the bus except at the regular stop.
- Students are only allowed to ride the bus to which they are assigned.
- No bus student is allowed to leave campus after arriving at school in the morning or prior to boarding the afternoon buses for departure from school.
- Pupils riding the school buses on any trips will be expected to return on the buses unless accompanied by their parents and prior approval has been received from the principal. Only in emergencies will an exception be made and then the person in charge must give consent and assume responsibility.

Misconduct on the bus will be reported to the principal by the bus driver. Such misconduct may result in the suspension of bus riding privileges for a specified period of time. Bus misconduct consequences for students at Avondale are:

- *First report of misconduct--warning, conference with student and letter to parents.
- *Second report of misconduct--probation conference and letter to parents

- *Third report of misconduct--three (3) days bus suspension
- *Fourth report of misconduct--five (5) days bus suspension.
- *Fifth report of misconduct--ten (10) days bus suspension.
- *Sixth report of misconduct--suspension from bus for remainder of semester or nine weeks whichever is greater.
- * Seventh report of misconduct-suspension from bus for remainder of year or eighteen weeks, whichever is greater.

SEVERE CLAUSE

Serious misbehavior that endangers the safety of other riders may result in immediate bus suspension.

BUS DAMAGE LIABILITY

Students and parents will be held responsible for any damage to buses.

For Additional Information Contact:

MARION SCHOOL DISTRICT
200 Manor Street
MARION, AR 72364
Doyle Jones, 739-5190

TEXTBOOKS

Textbooks are furnished by the state and are issued to all students upon enrollment. Students must pay for any textbooks lost or damaged while they are issued to them.

LIBRARY

The library is available to every student. All students are urged to make good use of the library. The librarian is there to assist them in any way possible. All books are checked out by the librarian. Children who do not bring library books back to the library on the due date will not be allowed to check out more books until all past-due books are brought back to the library. If a library book is lost, the student's parent or guardian is obligated to pay for the book.

DUTIES OF ELEMENTARY COUNSELORS

1. Provide developmental guidance activities for all students.
2. Offer small group guidance for individual growth.
3. Serve as a consultant for behavioral, social, and educational concerns.

4. be available for crisis counseling.
5. Accept referrals from parents, educators, and students themselves.
6. Help identify students who need help but do not come forward.
7. Consult with parents individually or in groups.
8. Organize special guidance activities (including orientation of students).
9. Monitor school climate and recommend appropriate action.
10. Work with outside agencies as required and provide follow up of students referred.
11. Assist in gathering and recording data characterizing the school system.
12. Assist with development of Academic Improvement Plans for students who need individualized attention.
13. Assist with class placement.
14. Serve as school-wide test program coordinator.
15. Provide limited testing, screening procedures for educational decision (not special class placement).
16. Serve on the committee for due process for special education students, when asked by the principal.
17. Assist with kindergarten screening (Brigance, QUALLS, and Act 60 students, six-year-olds who have not attended kindergarten).
18. Be committee members on retention conferences, when asked by the principal.
19. Be committee members for educational plans on students who did not pass the state competency tests.
20. Conduct parent orientation.
21. Register new students and withdraw students who are leaving.
22. Develop behavior plans for students with habitual discipline problems.

DISASTER PREPAREDNESS

Earthquake Drill

Following the teacher's command, students will:

1. Immediately take cover under desks or tables and face away from windows.
2. Remain in sheltered position for at least 60 seconds.
3. Exit the building in a quick and orderly manner following the fire drill exit plan.

Fire Drill

State law requires that each school conduct regular fire drills. By law, each teacher must give such instruction and supervision as is necessary for the safety of the students in case of fire or other calamity.

The teacher is required to be familiar with the regulations and methods of evacuation for each room in which s/he teaches.

The following are school regulations pertaining to the fire drills:

1. The evacuation route for each room should be posted by the door.
2. At the beginning of the school year, the teacher should give specific instructions for the evacuation procedure.
3. The teacher shall be sure that all windows and doors are closed unless otherwise instructed by the principal.
4. Students, when leaving the room, should walk rapidly without running or shoving.
5. The teacher should follow her students from the building and check the roll to assure complete evacuation.

Lock-Down Drill

State law requires that each school conduct regular lock down drills. By law, each teacher must give such instruction and supervision as is necessary for the safety of the students.

The following are school regulations pertaining to the lockdown drills:

1. Go inside your classroom and lock the classroom door.
2. Remain in the classroom until further notice.
3. Ignore all bells and alarms.

Tornado Drill

Emergency procedures will be given by the school intercom or by word of mouth. In case of power failure, all students will remain in the buildings' hallways. Students should be in a crouched position facing the wall with their hands on the back of their heads

VISITORS

Visiting at school by non-students is not permitted. Persons who have legitimate reasons for being on the school campus should report to the office so that a visitor's permit can be issued. Students are not allowed to bring guests to schools.

SOLICITATION OF FUNDS

Any fund-raising activity must be approved by the principal.

HOLIDAY TREAT DAYS & SCHOOL YEAR CELEBRATION

Avondale will observe four Holiday Treat Days during the school year: Halloween, Christmas, Valentine's Day, and the end of the school year celebration. In addition to the four holidays, we will also have treats when Santa visits, on the 100th day of school, after we finish achievement tests, and on Field Day. Parents are encouraged to help with these special days. **CHILDREN NOT ENROLLED IN THE CLASSROOM AT AVONDALE ARE NOT ALLOWED TO ATTEND!** **No home prepared foods or drinks will be permitted to be served to the children. No hard candy will be distributed to students. Because of peanut allergies, no food containing peanuts or foods manufactured on equipment that processes peanuts and tree nuts will be served. PLEASE READ ALL FOOD LABELS BEFORE SENDING FOOD FOR PARTIES OR ACTIVITIES.**

BIRTHDAY INVITATIONS

If your child is going to bring invitations to school for a party at home or elsewhere, make sure that all children in the class are invited. Otherwise, make other arrangements to distribute invitations. Please do not ask your child's teacher to allow your child to have a party in class. Because of our limited number of treat days, **individual birthday parties at school are not allowed.**

FIELD TRIPS

Each classroom will go on one field trip during the year that will be coordinated with subject areas taught on that grade level. The school district will provide bus transportation; private vehicles will not be used to transport students. Parent chaperones will be scheduled as needed by the teachers. All students must have a permission slip signed by a parent or guardian on file before they will be allowed to go on a field trip. Walking field trips to nearby places may also be scheduled. Pupils riding the school bus on these trips will be expected to return on the buses. **CHILDREN WHO ARE NOT ENROLLED AT AVONDALE ARE NOT ALLOWED ON SCHOOL FIELD TRIPS.**

MEDICAL: FIELD TRIPS

Students with chronic illnesses, requiring medications prescribed by their physicians, must have these medications at school to be allowed to go on field trips, such as inhalers for asthma. If the medication requires that a licensed nurse or parent administer the medication, then a parent must accompany the child on the

field trip to administer the medication if needed, because there will not be a nurse on field trips.

PATRIOTISM

Children at Avondale Elementary School will pledge allegiance to the Flag of the United States of America, and they may sing patriotic songs. If any parent or child objects, he/she does not have to participate.

MEDICAL: ILLNESS AT HOME

Students who are sick with a contagious illness such as fever, vomiting, open skin lesions, head lice or conjunctivitis (pink eye) **MUST NOT COME TO SCHOOL**. The student must be free of symptoms for 24 hours before returning to school, and /or have a release back to school from a physician..

MEDICAL: ILLNESS/ACCIDENT AT SCHOOL

Students who become ill or require first aid should report to the office. Only first aid treatment is given, and if needed, the school nurse will be called. If the student's temperature is 100.0 degrees or above, a parent/guardian will be called to pick student up. Parents/guardians must make sure the school has current phone numbers where they may be reached and at least two other emergency numbers. These must be on file in the office for just such situations. **WHEN NUMBERS CHANGE, PLEASE NOTIFY THE SCHOOL OFFICE IMMEDIATELY.** In the event of more serious illness or injury and the parent/guardian cannot be reached, the child will be transported to a local hospital by ambulance, accompanied by a school staff member. Parents will be held responsible for any cost involved.

FIRST AID

Students who become ill or require first aid should report to the office. Only first aid treatment is given, and if needed, the school nurse will be called. In the event of more serious illness or injury, the parents are notified. If parents cannot be reached, the family physician is contacted.

MEDICAL: MEDICATION ADMINISTRATION

Prior to the administration of any medication to any student under the age of eighteen (18), written parental consent is required. The consent form shall include authorization to administer the medication and relieve the Board and its employees

from civil liability for damages or injuries resulting from the administration of medication to students in accordance with this policy.

Unless authorized to self-administer, students are not allowed to carry any medication while at school. The parent or legal guardian shall bring the student's medication to the nurse, or in the absence of the nurse, to the principal's office. Medications, including those for self-medication, must be in the original container and be properly labeled with the student's name, the ordering provider's name, the name of the medication, the dosage, frequency, and instructions for the administration of the medication, especially if particular times of the day are specified. Additional information accompanying the medication shall state the purpose of the medications, its possible side effects, and any other pertinent instructions (such as storage requirements) or warnings. Medications given three times a day or less, unless ordered by the provider at specific times will be given at home.

Students who have written permission from their parent or guardian and a licensed health care practitioner to self-administer either an asthma inhaler or auto-injectable epinephrine, or both, and who have a current consent form on file shall be allowed to carry and self-administer such medication while in school, at an on-site school sponsored activity, while traveling to and from school, or at an off-site school sponsored activity. Students are prohibited from sharing, transferring, or in any way diverting his/her medications to any other person. The fact that a student with a completed consent form on file is allowed to carry an asthma inhaler or auto-injectable epinephrine, or both does not require him/her to have such on his/her person. The parent or guardian of a student who chooses to not carry an asthma inhaler or auto-injectable epinephrine, or both on his/her person shall provide the school with the appropriate medication which shall be immediately available to the student in an emergency.

Non-prescription medications from home may be given to students upon the decision of the nurse/principal. If it is to be given every day, we must have a doctor's order on file. Parents must bring the medication in the original container, clearly labeled, age specific and accompanied by a written authorization form signed by the parents or legal guardians that include the student's name, the name of the medication, the dosage, and instructions for administration of the medication. Tylenol **will not** be dispensed for minor complaints such as: headaches, cramps, unless provided by the parent/guardian with a signed medication release.

The school shall not keep outdated medications or any medications past the end of the school year. Out of date medications not picked up by the parent will be disposed of with a witness present.

HEAD LICE POLICY

Head lice is a condition of infestation of lice on the scalp. The presence of lice in the school environment poses a serious concern to fellow students, parents, and to school officials. For the well-being of all concerned, in accordance with school district policy, **students with head lice will be excluded from school until properly treated and all nits have been removed.**

At the first finding -- a student is confirmed with head lice and sent home to be treated immediately. Nits **must** be removed before the student can return to school. Proof of treatment (i.e. the top of the specialized shampoo) must be shown upon returning to school. If the student returns without being treated, s/he will be immediately sent home. **Nits must be removed before returning to school.** Health authorities recommend a twenty four hour period after treatment before a student should return to school.

At the second finding--the student will be sent home to be treated once more. Before the affected student can return to his/her classroom, Marion School District will require two measures: (1) The parent or guardian must bring a note to the principal's office stating that the child was checked at the Crittenden County Health Department or at a physician's office, and, (2) All nits must be removed from the student's hair before s/he returns to school.

At the third finding—if the child returns to school without the required two measures, and if found to still have lice or numerous nits, the child will be sent home and DHS may be notified.

DISTRIBUTION OF LITERATURE

School newspapers and official district publications shall be sponsored by school personnel. The district may regulate the time, place and manner of distribution of student publications. While students may exercise their right of expression, they are to recognize that truth, fairness, accuracy, and responsibility are essential to the practice of journalism. Act 1109 of 1995 describes four types of publications that are unauthorized and, thus, do not qualify for distribution:

1. Publications that are obscene as to minors, as defined by state law;
2. Publications that are libelous or slanderous;
3. Publications that constitute an unwarranted invasion of privacy; or
4. publications that so incite students as to create a clear and present danger of the commission of unlawful acts on school premises or the violations of lawful school regulations or the material and substantial disruption of the orderly operation of the school.

SCHOOL NEWSPAPERS AND UNOFFICIAL PUBLICATIONS

School newspapers and unofficial publications shall originate with and under sponsorship of school activities and/or programs sanctioned by the Marion School District. Students have the right to print such publications; however, restrictions may be placed on both times and places of distribution. School sponsored publications, under the guidance of advisors, shall be free to report the news and also to editorialize, and the publication may be a reflection of the policy and judgment of the student editors. The freedom to editorialize must be kept within the limits of responsible journalism. The Marion School District may prohibit if there is a substantial, factual basis to believe that its distribution or possession will cause, or is causing, a disruption of the acceptable learning environment in school. If publications advocate a disregard for school rules, gross disrespect and contempt for school officials, are vulgar and profane, or cause substantial disruption, school officials may restrain the distribution and possession of these publications. School newspapers are responsible for libelous or inaccurate statements contained in such newspapers.

SURVEYS OR QUESTIONNAIRES ADMINISTERED TO STUDENTS

Marion School District will not administer or permit to be administered a questionnaire or survey that requests or requires a student to supply any personal identifying information unless written permission is obtained from the student's parent or legal guardian prior to the administration of the questionnaire or survey. Personal identifying information includes a student's name, the parent's name or any name of a family member, the address, phone number or email address of the student or his family, a personal identification number such as social security number, driver's license number or student identification number.

STUDENT ORGANIZATIONS

The following information and rulings should be followed to determine policy on student organizations:

1. No state or federal law prohibits student organizations at the elementary level.
2. Students have the right to join an existing club and should not be restricted from membership on the basis of race, sex, national origin or other arbitrary criteria.

STUDENT ACTIVITIES POLICY

Eligibility to participate in Extracurricular Activities: School activities outside of classroom instruction should serve specified curricular purposes. In

grades K-6, there are no eligibility requirements to meet in order to benefit from participation in extra-curricular activities such as intramurals, field trips, etc. In an effort to control interruptions and maintain balance, extracurricular events will be kept to a minimum. All such activities will require the approval of the building principal.

NO CHILD LEFT BEHIND

The federal “No Child left Behind” (NCLB) Act gives parents the right to know the professional qualification of the classroom teacher who instructs their children. Specifically, the parents can request the information listed below:

- Has the teacher met Arkansas qualification and licensing criteria to teach the grade level and/or subject area to which he/she is assigned?
- Has the state waived its qualification and licensing criteria to permit the teacher to teach on an emergency or provisional license?
- The teacher’s college major, graduate certification or degrees, and the field or discipline for those certificates or degrees.
- The qualification of a teacher’s aide or similar paraprofessional providing instructional assistance to your child.

Parents may request the above information by completing in writing a request form that can be obtained from the Director of Federal Programs. Parent requests will be fulfilled in a timely manner.

COMPLAINT POLICY FOR PARENTS

Constructive criticism of the schools is welcomed by the Board of Education whenever it is motivated by a sincere desire to improve the quality of the educational program or to equip the schools to do their tasks more effectively. However, the board has confidence in its professional staff and desires to support their actions in order that they be free from unnecessary, spiteful or negative criticism and complaint. Therefore, any complaint directed to the Board as a whole or to a board member as an individual, whether in verbal or written form, should be referred without judgment to that school’s administration for study and possible solution.

The Board advises the public that the proper channeling of complaints involving instruction, discipline, or learning materials is as follows:

1. Teacher
2. Principal
3. Superintendent

Equity complaints may begin with the district's equity coordinator at:
Marion School District • 200 Manor Street • Marion, Arkansas 72364
870-739-5100

PARENT, EMPLOYEE, AND STUDENT NOTIFICATION OF THE ASBESTOS HAZARD EMERGENCY ACT

The Marion School District has been inspected for the presence of asbestos-containing building materials pursuant to the Environmental Protection Agency's AHEAR regulations (40 CFR 763). The District maintains an Asbestos Management Plan for identified asbestos materials. This Plan is available for review at the Administration Office during normal business hours. This year, the District will perform semi-annual surveillance of identified asbestos materials. No other asbestos-related activities are scheduled for the upcoming school year.

SUSPECTED CHILD ABUSE OR NEGLECT

When any school employee has reasonable cause to suspect that a child has been subjected to abuse, sexual abuse or neglect, s/he shall immediately report his/her suspicions to the building principal and/or counselor. Immediate notification to the Department of Human Services for further investigation will be made.

SEXUAL HARASSMENT

Sexual harassment is unwelcome sexual behavior that makes a student feel uncomfortable or unsafe. It can be physical, verbal, or non-verbal. The principal or principal's designee will follow procedures and complete forms contained in the school district handbook. Individuals accused of sexual harassment will be advised that anyone reporting an incident of sexual harassment is protected from retribution. Minimum and maximum student penalties are outlined in the district student discipline chart. Disciplinary actions for school district employees are stated in the district handbook.

PLAYGROUND USE AFTER SCHOOL HOURS

No motorized vehicles or animals are allowed on the playground after school hours. Children may use the playground after school hours only when accompanied by a parent.

EARLY DISMISSAL FROM SCHOOL

Any time a child is dismissed early from school, attendance is affected. When checking a child out from school, the Student Information Form, which has been completed by parents, will be consulted before dismissal will be allowed. A photo ID will also be required.

During the school year, the school district may have to cancel classes before the scheduled dismissal time because of weather conditions or other unforeseen reasons. If weather conditions or other factors force the early closing of school, a message will be sent from our phone messenger service to all parents to advise them of the situation. The district website will also carry the latest information. Website address is: www.msdsd.org. When possible, the following radio or television stations will carry announcements about school closings.

WRVR 104.5

KTRQ 102.3

Channel 3 – WREG

Channel 5 – WMC

NON-DISCRIMINATION POLICY

The Marion School District agrees to abide by the provisions of Title VI Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, which say respectively:

Title VI

“No person in the United States shall; on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving Federal financial assistance.”

Title IX

“No person in the United States shall on the basis of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance.”

Section 504

“No qualified disabled person shall, on the basis of disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity which receives or benefits from Federal financial assistance.

MARION SCHOOL DISTRICT STUDENT INTERNET ACCEPTABLE USE AND SAFETY POLICY

A. Educational Purpose

The System (data network, computer workstations and file servers) has been established for a limited educational purpose. The term “educational purpose” includes classroom activities, career development, and limited high-quality personal research activities.

The System has not been established as a public access service or a public forum.

Marion School District has the right to place reasonable restrictions on the material you access or post through the System. You are also expected to follow the rules set forth in this policy, the Student Handbook, and local, state, and federal laws.

You may not use the System for commercial purposes. This means you may not offer, provide, or purchase products or services through the System.

You may not use the System for political lobbying. But you may use the system to communicate with elected representatives and to express your opinion on political issues.

B. Services Provided through District System

1. Electronic Mail (E-Mail)

The District does not provide “general use” e-mail accounts to students. With parental permission, e-mail accounts may be provided on a limited basis to students enrolled in a class that requires the use of e-mail. Access to e-mail accounts not provided by the District may be restricted by the BESS or other filtering system.

2. World Wide Web

The Web provides access to a wide range of information in the form of text, graphics, photographs, video, and sound, from throughout the world. The Web is a valuable research tool for student

3. Telnet

Telnet allows you to log in to remote computers.

4. File Transfer Protocol (FTP)

FTP allows you to download large files and computer software.

5. Newsgroups

Newsgroups are discussion groups that are similar to mail lists. The District will not provide access to newsgroups on its systems. However, some newsgroups are available through World Wide Web access.

6. Instant Messaging/Chat Services

Instant messaging and other “chat” type services, such as AOL Instant Messenger, provide the capability of engaging in “real-time” discussions over the Internet. The use of instant messaging services that are not for “educational use” are prohibited from use.

7. Content Filtering Software

The District has not acquired software designed to block access to certain sites. However, the State of Arkansas Department of Information Systems, the District’s Internet Service Provider, has implemented the N2H2, Inc. BESS content filtering system. All computers on the System are filtered by the Department of Information Systems’ content filtering system.

8. Instructional Software

The District has purchased a variety of quality software for use in its instructional activities. You will have access to this software as needed to complete class assignments.

9. Productivity Software

The District has purchased a variety of general productivity software for you to use in the course of your study and class work.

C. Access to the Internet

1. You will have access to Internet World Wide Web information resources through computers in your classroom, library, or school computer lab.
2. If you are an elementary student, you may have e-mail access only under your teacher’s direct supervision using a classroom account.
3. If you are a secondary student, you may obtain an individual e-mail account if enrolled in a course that requires the use of e-mail upon completion of a request form and with the approval of your parent. Your parents can withdraw their approval at any time.
4. If enrolled in a course that requires the creation of web pages, you may create a personal web page hosted on the System. All material placed on your web page must be preapproved in a manner specified by your principal. Material placed on your web page must relate to your school and career preparation activities.

D. Guidelines for Usage

1. Personal Safety
 - a. You will not post personal contact information about yourself or other people. Personal contact information includes your address, telephone, school address, work address, student identification number, social security number, etc. This information may not be provided to any individual, organization, or company, including web sites that solicit personal information, without the permission of your parent or teacher.
 - b. You will not agree to meet with someone you have met online.

- c. You will promptly disclose to your teacher or other school employee any message or content on the Internet you receive or encounter that is inappropriate or that makes you feel uncomfortable.
2. Illegal Activities
- a. You will not attempt to gain unauthorized access to the System or to any other computer system through the System or go beyond your authorized access. This includes attempting to log in through another person's account or access another person's files.
 - b. You will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means.
 - c. You will not use the System to engage in any illegal act.
 - d. You will not change, or in any way alter, the configuration of a computer on the System. This includes the installation or removal of a computer hardware or software.
3. System Security
- a. You are responsible for your individual account and must take all reasonable precautions to prevent others from being able to use your account. Under no conditions should you provide your password to another person.
 - b. You will immediately notify a teacher or an administrator if you have identified a possible security problem. Do not go looking for security problems, because this may be construed as an illegal attempt to gain access.
 - c. You will avoid the inadvertent spread of computer viruses by following the District virus protection procedures if you download files.
4. Inappropriate Language
- a. Restrictions against inappropriate language apply to public messages, private messages, and material posted on Web pages.
 - b. You will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
 - c. You will not post information that could cause damage or a danger of disruption.
 - d. You will not engage in personal attacks, including prejudicial or discriminatory attacks.
 - e. You will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If you are told by a person to stop sending them messages, you must stop.
 - f. You will not knowingly or recklessly post false or defamatory information about a person or organization.
5. Respect for Privacy
- a. You will not repost a message that was sent to you privately without permission of the person who sent you the message.

- b. You will not post private information, including personal contact information, about another person.
6. Respecting Resource Limit
- a. You will use the system only for educational and career development activities and limited, high-quality, personal research activities. There is no limit on use for education and career development activities. You will limit your use of the system for personal research activities to when the system is not needed for classroom research activities.
 - b. You will not download large files unless absolutely necessary. You will respect your storage system quota established by the Technology Coordinator.
 - c. You will not post chain letters or engage in “spamming”. Spamming is sending an annoying or unnecessary message to a large number of people.
 - d. If you have an individual e-mail account, you will check your e-mail frequently, delete unwanted messages promptly, and stay within your storage system quota.
 - e. You will subscribe only to high quality discussion group mail lists with the approval of your teacher. The mail lists should be relevant to your education or career development.
7. Plagiarism and Copyright Infringement
- a. You will not plagiarize works that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.
 - b. You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner. Copyright law can be very confusing. If you have questions ask a teacher.
8. Inappropriate Access to Material
- a. You will not use the System to access material that is designated for “adults only” or is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature). A special exception may be made for hate literature if the purpose of your access is to conduct research and both your teacher and parent have approved.
 - b. If you mistakenly access inappropriate information, you should immediately tell your teacher. This will protect you against a claim that you have intentionally violated this policy.

- c. Your parents should instruct you if there is additional material they deem inappropriate for you to access. The district fully expects that you will follow your parent's instructions in this matter.

E. Your Rights

1. Free Speech

Your right to free speech, as set forth in the Student Handbook, applies also to your communication on the Internet. The System is considered a limited forum, similar to the school newspaper, and therefore the District may restrict your speech for valid educational reasons. The District will not restrict your speech on the basis of a disagreement with the opinions you are expressing.

2. Search and Seizure

- a. You should expect only limited privacy in the contents of your personal files on the District system. The situation is similar to the right you have in the privacy of your locker.
- b. Routine maintenance and monitoring of the System may lead to the discovery that you have violated this Policy, the Student Handbook, or the law.
- c. An individual search will be conducted if there is reasonable suspicion that you have violated this Policy, the Student Handbook, or the law. The investigation will be reasonable and related to the suspected violation.
- d. Your parents have the right at any time to request to see the contents of your personal files on the system.

3. Due Process

- a. The District will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the System.
- b. In the event there is a claim that you have violated this Policy or the Student Handbook in your use of the System, you will be provided with notice and opportunity to be heard in the manner set forth in the Student Handbook.
- c. If the violation also involves a violation of other provisions of the Student Handbook, it will be handled in a manner described in the Student Handbook. Additional restrictions may be placed on your use of the System.

F. District Limitation of Liability

1. The District makes no guarantees that the functions or the services provided by or through the District system will be error-free or without defect.
2. The District will not be responsible for any damage users may suffer, including but not limited to, loss of data or interruptions of service.

3. The District is not responsible for the accuracy or quality of the information obtained through or stored on the system.
4. The District will not be responsible for financial obligations arising through the unauthorized use of the system. Your parents can be held financially responsible for any harm to the System as a result of intentional misuse.

G. Your Responsibility

When you are using the System, you may feel like you can more easily break a rule and not get caught. This is not really true because whenever you do something on a computer network you leave “electronic fingerprints,” so the odds of getting caught are really about the same.

SELECTION OF LIBRARY/MEDIA CENTER MATERIALS

The ultimate authority for the selection and retention of materials for the schools’ media centers rests with the Board of Education which shall serve as a final arbiter in resolving a challenge to any media center materials. Licensed media center personnel shall make the initial selections in consultation with school and district licensed staff. Materials selected shall be in accordance with the guidelines of this policy.

The purpose of the schools’ libraries/media centers is to supplement and enrich the curriculum and instruction offered by the District. Promoting the dialogue characteristic of a healthy democracy necessitates the maintenance of a broad range of materials and information representing varied points of view on current and historical issues. In the selection of the materials and resources to be available in each library/media center consideration will be given to their age appropriateness. Materials should be available to challenge the different interests, learning styles, and reading levels of the school’s students and that will help them attain the District’s educational goals.

Selection Criteria

The criteria used in the selection of media center materials shall be that the materials:

1. Support and enhance the curricular and educational goals of the district;
2. Are appropriate for the ages, learning styles, interests, and maturity of the schools’ students, or parents in the case of parenting literature;
3. Contribute to the examination of issues from varying points of view and help to broaden students understanding of their rights and responsibilities in our society;
4. Help develop critical thinking skills;
5. Are factually and/or historically accurate, in the case of non-fiction works and/or serve a pedagogical purpose;
6. Have literary merit as perceived by the educational community; and

7. Are technically well produced, physically sound (to the extent appropriate), and represent a reasonably sound economic value.

Retention and Continuous Evaluation

Media center materials shall be reviewed regularly to ensure the continued appropriateness of the center's collection to the school's curriculum and to maintain the collection in good repair. Those materials no longer meeting the selection criteria, have not been used for a long period of time, or are too worn to be economically repaired shall be withdrawn from the collection and disposed of.

Gifts

Gifts to the media centers shall be evaluated to determine their appropriateness before they are placed in any media center. The evaluation shall use the same criteria as for all other materials considered for inclusion in the media centers. Any items determined to be unacceptable shall be returned to the donor or disposed of at the discretion of the media specialist. The media centers shall have a list of desired items to give to prospective donors to aid them in their selection of materials to donate.

Challenges:

The parent of a student affected by a media selection, or a District employee may formally challenge the appropriateness of a media center selection by following the procedure outlined in this policy. The challenged material shall remain available throughout the challenge process.

Before any formal challenge can be filed, the individual contesting (hereinafter complainant) the appropriateness of the specified item shall request a conference through the principal's office with a licensed media center employee. The complainant shall be given a copy of this policy and the *Request for Formal Reconsideration Form* prior to the conference. The meeting shall take place at the earliest possible time of mutual convenience, but in no case later than five (5) working days from the date of the request unless it is by the choice of the complainant.

In the meeting, the media specialist shall explain the selection criteria and how the challenged material fits the criteria. The complainant shall explain his/her reasons for objecting to the selected material. If, at the completion of the meeting, the complainant wishes to make a formal challenge to the selected material, he/she may do so by completing the *Request for Formal Reconsideration Form* and submitting it to the principal's office.

To review the contested media, the principal shall select a committee of five (5) or seven (7) licensed personnel consisting of the principal as chair and at least one media specialist. The remaining committee members shall be personnel with curriculum knowledge appropriate for the material being contested and representative of diverse viewpoints. The task of the committee shall be to determine if the challenged material meets the criteria of selection. No material

shall be withdrawn solely for the viewpoints expressed within it and shall be reviewed in its entirety and not selected portions taken out of context.

The principal shall convene a meeting after a reasonable time for the committee members to adequately review the contested material and the *Request for Formal Reconsideration Form* submitted by the complainant. The complainant shall be allowed to present the complaint to the committee after which time the committee shall meet privately to discuss the material. The committee shall vote by secret ballot to determine whether the contested material shall be removed from the media center's collection. A member from the voting majority shall write a summary of the reasons for their decision. A notice of the committee's decision and the summary shall be given (by hand or certified mail) to the complainant. If the decision is to not remove the material, the complainant may appeal the committee's decision to the district Board of Directors by filing a written appeal to the Superintendent within 5 working days of the committee's decision or of written receipt of the decision. The Superintendent shall present the original complaint and the committee's decision along with the summary of its reasons for its position plus a recommendation of the administration, if so desired, to the Board within 15 days of the committee's decision. The Board shall review the material submitted to them by the Superintendent and make a decision within thirty (30) days of receipt of the information. The Board's decision is final.

Legal Reference: A.C.A. § 6-25-101 et seq.

Approved by School Board: April 28, 2011

REQUEST FOR RECONSIDERATION OF LIBRARY/MEDIA CENTER MATERIALS

Name: _____

Address: _____

Telephone: _____

Date submitted: _____

Media Center material being contested:

Reasons for contesting the material (Be specific about why you believe the material does not meet the selection criteria listed in policy —*Selection of Library/Media Center Materials*):

What is your proposed resolution?

Signature of person submitting reconsideration request

Date

Signature of principal

Date

Signature of superintendent (if appealed)

Date

Acknowledgment of Copyright

This document is based on the research of:

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Of Crittenden County, Arkansas

Version 3.1, June 2001

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Calendar

August 15	Open House
August 17	First Day of School
September 5	Labor Day Holiday
October 14	End of First Quarter
October 20	Parent/Teacher Conference
October 21	Staff Development (no students)
November 23-25	Thanksgiving Holiday
December 20	End of Second Quarter
December 21-January 4	Christmas Holiday (students)
January 4	Staff Development
January 5	Students return from holiday
January 16	Martin Luther King Holiday
February 20	Presidents' Day Holiday
March 15	Parent/Teacher Conference
March 16	End of Third Quarter
March 19-23	Spring Break
April 6	Good Friday Holiday
May 24	Last Day of School
May 25	Staff Development
May 25, 29, 30, 31, June 1	Bad Weather – Make Up Days

The Marion School District does not discriminate on the basis of race, color, national origin, sex, age, disability, or veteran status.