

MARION  
HIGH SCHOOL  
PARENT/STUDENT HANDBOOK  
2011/2012



Marion High School  
1 Patriot Dr  
Marion, Arkansas 72364

Steve Landers    Principal

Clint Williams, James Marotti, Assistant Principals

Phone 870-739-5130    Fax 870-739-5135

<http://www.msd3.org>



**Marion School District  
Electronic Communication System**

**Student Internet and Technology Acceptable  
Use and Safety Policy Use Agreement**

**Student Section**

Student Name \_\_\_\_\_ Grade \_\_\_\_\_  
School \_\_\_\_\_

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 measures.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**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 the unauthorized use of the system to purchase products or services.

I will instruct my child regarding any restrictions against accessing material 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.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

ACT 104 of the 1983 Arkansas Legislature requires that parents and students sign an official receipt indicating they have received a copy of the student handbook and that the receipt be returned to the high school.



Students: Both you and your parents must sign this receipt. Return it to school by the third day of classes.



Your signatures indicate you have received a copy of the Marion High School Handbook.

*Please Check One:*

\_\_\_\_\_ **YES**, I give my permission for corporal punishment to be administered to my child as outlined on page 39, of the student handbook.

\_\_\_\_\_ **NO**, I do not give permission for corporal punishment to be administered to my child.

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PARENT

DATE

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STUDENT

DATE

**Welcome to the home of the Patriots, where spirit, pride and tradition are the bywords of a school in which the entire community takes pride!**

**Along with increasing your knowledge and developing your skills, your major responsibility while at MHS will be to respect your fellow students, teachers, and staff members. They, in turn, should respect you. No individual at MHS 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 the Patriot tradition. We also hope you will get acquainted with the facilities, rules, schedules, teams, and organizations, and that you will make an effort to know your teachers and make new friends. By taking part in all that Marion High School has to offer, you are helping to preserve the tradition and spirit of MHS; your high school years in return will be meaningful ones.**

## **GENERAL INFORMATION**

### **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, the 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 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, a student should be equipped with enough basic knowledge and skills that a useful life can be realized in our social and economic system. Whether he/she chooses a vocation or further education, his/her high school experiences should provide a strong foundation for his/her future success.

The following goals have been established to accomplish the ideals set forth in our philosophy.

### **GOAL I**

#### **To Help Each Learner Master Basic Skills By:**

- A. Promoting individual growth through developing basic skills with particular emphasis on all areas of Language Arts. Emphasis is given to processes of communication both oral and written.
- B. Preparing Students for the technological age by developing basic mathematical skills.
- C. Developing the scientific minds of students through quality instruction and laboratory work.

## **GOAL II**

### **To Help Learners Achieve Functional Understanding of Economic and Occupational Skills and Options to include:**

- A. Offering a wide range of subjects to meet current day and future needs of individuals.
- B. Developing marketable skills in vocational areas for the terminal students.
- C. Providing career and consumer information for all students.

## **GOAL III**

### **To Help Each Learner Develop to the Full Range of His/Her Potential By:**

- A. Stimulating an appreciation of art, music, literature and foreign language as both aesthetic and intellectual experiences.
- B. Challenging students to prepare for education beyond high school.
- C. Developing learning skills including critical thinking, decision making, and the use of the scientific method to facilitate independent lifelong learning.

## **GOAL IV**

### **To Help Learners Toward Becoming Healthy, Responsible, and Humane Citizens Through:**

- A. Preparing students to live in a democracy and to have a good understanding of world cultures and conditions.
- B. Developing well-balanced citizens, mentally, morally and emotionally.
- C. Developing in students a sense of responsibility to the home, school, family and community.
- D. Helping students prepare for the future through an effective guidance and counseling program.
- E. Installing in students that they have a responsibility to future generations.

## **GOAL V**

### **To Help Learners Maintain Healthful Living Through:**

- A. Providing for the physical well-being of students through facilities and a well-organized physical education and health program.
- B. Developing the capacity for creative use of leisure time.
- C. Developing positive and realistic self-concept and family living.

## **BOARD OF EDUCATION**

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

**DISTRICT ADMINISTRATIVE STAFF**  
(739-5100)

Don Johnston .....	Superintendent
Jeff Altemus .....	Senior Assistant Superintendent
Alfred Hogan .....	Assistant Superintendent
Barbara McGrew .....	Special Services Director
Helen Johnson .....	Asst. Director of Special Services
Homer Peters .....	Federal Programs Director
Tim Taylor .....	Technology Coordinator
Dr. Robin Catt .....	Director of Elementary Instruction
Hugh Inman .....	Director of Secondary Instruction
Susan Madison .....	Food Service Director
Doyle Jones .....	Transportation Coordinator
Margie Brinkley .....	District Treasurer/Office Manager
Peggy Cozart .....	Secretary to the Superintendent
Tina Murphy .....	Secretary to the Special Services Director
Virginia Young .....	Secretary to the Federal Programs Director
Chris Shoemake .....	Receptionist/Secretary
Patricia Taylor .....	Bookkeeper
Ann Smith .....	Bookkeeper
Brenda Forbis .....	Secretary to the Food Service Director
Dusty Duncan .....	Facilities/Athletic Director
Gail Russell .....	Medicaid Billing Clerk

**HIGH SCHOOL ADMINISTRATIVE STAFF**  
(739-5130)

Steve Landers .....	Principal
Clint Williams .....	Assistant Principal
Jim Marotti .....	Assistant Principal
Irving Clay .....	Dean of Students
Marcia Sutton .....	Guidance Counselor
Melissa Kohl .....	Guidance Counselor
Laquetta Eidson .....	Guidance Counselor
Anna Rawls .....	Bookkeeper
Linda Robinson .....	Receptionist
Joyce Lowery .....	Secretary to the Counselors
Jama Davis .....	Nurse
Christine House .....	Secretary

**BELL SCHEDULE**

1st Period .....	8:00-8:51
2nd Period .....	8:57-9:48
3rd Period .....	9:54-10:45
4th Period .....	10:51-11:42
5A Period 10th Grade Lunch .....	11:42-12:12
5A Period 11th & 12th Grade Class .....	11:48-12:39
5B Period 11th & 12th Grade Lunch .....	12:39-1:09
5B Period 10th Grade Class .....	12:18-1:09
6th Period .....	1:15-2:11
7th Period .....	2:17-3:12

Students are permitted to enter the building at 7:53 a.m. unless severe cold weather requires earlier admission. Students must leave the building by 3:30 p.m.

## ATTENDANCE AT MARION HIGH SCHOOL

*All children ages five (5) through seventeen (17) on or by September 15 are required to be in school that school year with the exception of five-year old children for whom kindergarten has been waived by the parent, guardian, or person having custody or charge; A kindergarten waiver form is available at the district administrative office. Students who have received a high school diploma or its equivalent; or students who are enrolled in a postsecondary vocational-technical institution, a community college, or a two-year or four-year institution of higher education. Each teacher is to maintain accurate records of the attendance of the pupils.* Every school day is important to the total education of Marion High School students. Attendance is critical to a student's maintenance of their own individual education. It is absolutely essential that the parent and student take individual responsibility for attendance at school. **The parents must be aware of the attendance regulations and bear the responsibility while their child is enrolled at Marion High School.**

### 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

## **HOMEWORK AND INDEPENDENT STUDY POLICY**

Secondary homework and independent study: 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.

Homework is 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 used within the class period. Independent activities are to be used outside the class.

When assigning homework, teachers will consider that the students have several disciplines that stress homework and will be prudent when making independent homework assignments that require excessive time.

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.

## **HOMEBOUND INSTRUCTION**

When a child is out of school, and in the opinion of the principal, will be out for a minimum of two weeks, the principal may recommend to the chief school administrator the need for homebound instruction.

The family doctor will be contacted by the parents. The parents will receive confirmation of the illness, secured in writing before homebound instruction can begin. The doctor may restrict the amount of instruction. The letter submitted by the doctor shall be filed in the building principal's office, and the principal will make arrangements for a homebound instructor, preferably the child's teacher or another teacher in the building on an hourly basis. The district pay will be \$15.00 per hour. Documentation of teaching time will be regularly presented to the principal on copies of an instrument as provided by the school.

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When, in the opinion of the building principal, the homebound pupil is not observing the requirement of actually being restricted to the home, the principal may terminate homebound instruction and require the pupil to return to school.

Homebound instruction will be available to the extent that funds are available.

## **MAKE-UP WORK**

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

## 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 absent when determining the minimum number of days a student must be in attendance.

\*\* Required to be in all Student Handbooks, all grades;

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### A. ENROLLMENT REQUIREMENTS

#### 1. 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 the 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 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 written consent of the student's parent, if the student is a minor, or 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.

This 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 government agencies as allowed or required by federal law, state law, or State Board of Education rule.

#### 2. 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 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;

G. A military identification card

#### 3. Enrollment in Kindergarten

Students may enter Kindergarten if they will attain the age of five (5) on or before September 1 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 another state for at least sixty (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.

A child who was enrolled in and attended a qualified, state-approved prekindergarten program for children four (4) years of age for a minimum of one hundred (100) days during the 2008-2009 school year is eligible to enroll in kindergarten for the 2009-10 school year if the child will be at least 5 years of age no later than September 15 of the 2009-2010 school year. Information on <http://www.arkansas.gov/childcare/act29notice.html>

A child who has enrolled in and attended a state-approved prekindergarten program for children three (3) years of age for a minimum of one hundred (100) days during the 2008-09 school year and also enrolled in and attended a state-approved prekindergarten program for a minimum of one hundred (100) days during the 2009-2010 school year will be eligible to enroll in kindergarten for the 2010-11 school year if the child will be at least 5 years of age no later than September of the 2010-11 school year.

#### 4. Enrollment in First Grade

Any child who will be six (6) years of age on or before October 1 of the school year 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 result 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 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 age 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 the first grade.

### **5. Immunizations**

The child shall be age appropriately immunized from poliomyelitis, diphtheria, tetanus, pertussis, red (rubeola) measles, rubella, and other diseases as 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 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.

### **6. 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.

### **7. 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.

### **8. 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.

Legal References: A.C.A. 6-18-201 (c)  
A.C.A. 6-18-207  
A.C. 6-18-208  
A.C.A. 6-18-702  
A.C.A. 6-15-504 (f)  
A.C.A. 6-27-102,105  
A.C.A. 9-27-103  
Plyler v Doe 457 US 202,221  
(1982) Adopted July 1999  
Revised 2-12-09  
Revised 6-11-09

(Location: Pages 14-15 in board book.)

[Reason for this change: Act 314 of 2009; incorporated the total ASBA model policy 4.1 May 2009]

## **B. 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.

The public schools of any school district in the 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 purpose.

In order for a person under the age of eighteen (18) years to establish a residence for the purpose of attending the District's school 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 address for purpose of public 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 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 off 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 district in which the residence is located.

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

### **C. 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 not 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 St. 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 the district is verified. Finally, a home visit by the attendance officer at the new address 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

## **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. 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.

Adopted 6-28-2007

Act 1368 of 2009

Revised 6-11-09

### **ENROLLMENT OF A NON-RESIDENT UNDER SCHOOL CHOICE**

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 1 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 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.

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.

### **Placement of Multiple Birth Siblings**

The parent, guardian, or other person in 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

### **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 situation:

- In a shelter, motel, vehicle, or campground
- In an abandoned building, trailer, or other inadequate accommodations, or
- Doubled up with friends or relatives because you cannot find or afford housing

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Then, preschool-aged children have certain rights or protections 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.

**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

### **MEDICAL: ILLNESS AT HOME**

Students who are sick with a contagious illness such as pink eye, vomiting, diarrhea, 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 a release back to school from the 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 student's temperature is 100.0 degrees or above a parent/guardian will be called to pick student up. Parents/guardian must make sure the school has current phone numbers where they may be reached and at least two emergency numbers. **WHEN NUMBERS CHANGE, PLEASE NOTIFY THE OFFICE.** In the event of more serious illness or injury and the parent/guardian cannot be reached, 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.

### **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. The student shall bring the medication to the nurse if accompanied by an written authorization from the parent and legal guardian. 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 medication, 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 in 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.

### **MEDICAL: HEAD LICE**

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 the 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, 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 and have all nits removed. Before the affected student can return to his 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 they return to school.

At 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 will be notified.

### **MEDICAL: FIELD TRIPS**

Student with chronic illnesses, requiring medications prescribed by their physician, must have them at school to be allowed to go on field trips, such as an inhaler 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.

### **CLASSROOM PARTIES**

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.**

### **CAFETERIA: PEANUT ALLERGY**

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.

### **SCHEDULE CHANGES**

Student schedules are selected in the spring prior to the beginning of the fall

semester and may be changed the first week ONLY with teacher and counselor recommendation and approval of an administrator. The Guidance Department may initiate a schedule change to comply with graduation requirements.

## **ACCREDITATION**

Marion High School is fully accredited by the State Department of Education and is also a member of the North Central Association of Secondary Schools and Colleges, which is the highest rating possible for a high school. Membership in the North Central Association gives our school equal prestige with other NCA schools in the state. Because of the accreditation, MHS high school credits will be accepted anywhere in the United States.

## **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 averages will be computed by using only grades earned at an accredited school.

5. Students in grades 9 - 12 from home schooling or non-accredited schools must provide the school with their most recent standardized achievement test scores. A student's scoring below the 50th percentile in a given achievement area shall be subject to testing by the school's designee. Such a student must score 60% or more on a school-designed test for each subject in which the student wishes to receive academic credit. For performance type courses, the school may designate auditions in lieu of written examinations whenever appropriate. Subject area examinations will be developed from the state approved frameworks.

6. 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.

## **TRANSFERRING FROM NON-ACCREDITED INSTITUTIONS AND APPROVED HOME SCHOOLS**

Students enrolling in Marion from home/non-accredited instructional programs will be admitted subject to the following guidelines:

1. Parents must submit a list of subjects completed and materials used.

2. Any student desiring to re-enter school claiming to have been in home schooling must have proof that application for home schooling has been filed and approved.

3. Students must attend the two consecutive semesters of their senior year to be eligible to graduate from Marion High School.

4. Students receiving credit for home schooling/non-credited instructional programs will not have letter grades entered 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.

5. Grade point average will be computed using only grades earned at an accredited school.

6. A copy of the most recent standardized achievement score must be available for each year of home/non-accredited instruction. If a student scores below 60% in a given subject/grade achievement test or requests credit for a course not examined by the current standardized achievement test, she/he must score 60% or more on a school-designed test for each subject in which the student wishes to receive academic credit. The school may designate auditions in lieu of written examinations whenever applicable. Subject area examinations will be developed from the state approved curriculum guides in the subject area tested.

7. The school reserves the right to suspend enrollment until such time as testing and placement recommendations are complete.

### **NO CHILD LEFT BEHIND HANDBOOK STATEMENT (NCLB) (MARION SCHOOL DISTRICT)**

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 qualifications and licensing criteria to reach the grade level and/or subject area to which he/she is assigned?
- Has the state waived its qualifications 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 qualifications 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 Homer Peters, Director of Federal Programs. Parents requests will be fulfilled in a timely manner.

### **GUIDANCE COUNSELORS**

The basic aim of the counselors is to assist the individual student in achieving the level of his capacity, to meet with students and solve problems, and to plan actions more wisely for full benefit to the individual student. The counselors are available for conferences with pupils, teachers, and parents in situations relative to the problems of adjustment and placement, choice of subjects, and college or vocational education.

### **ASSEMBLIES**

Assemblies are considered a part of the school program. All students are expected to attend a free assembly, but attendance at charge assemblies is not compulsory. Students who choose not to attend charge assemblies will go to assigned areas for supervised study. Proper audience conduct will be expected during each assembly program. Students will sit in a designated section assigned for their grade.

### **PLEDGE OF ALLEGIANCE**

In accordance to Act 1333 of 2003, all public schools in Arkansas are required to recite the Pledge of Allegiance during each school day.

### **LIBRARY**

The library is available to every student. All students are urged to make use of the library to assist them in preparing lessons. All books are checked out by the librarian or student assistants for a period of fourteen days. Books kept longer than this period will be considered overdue and a fine of 5 cents per day will be charged to that student. Further instructions on procedures in locating, using, and checking out books and other materials may be obtained in the library. The library will be open for extended hours to be set by the librarian.

## **LOCKERS**

A student is not to use a locker other than the locker assigned to him. No more than two students may use the same locker, nor shall a student "share" or use a locker unless his use of that locker is officially recorded in the assistant principal's records.

A lock rental of \$5.00 per year will be charged each student who rents a lock. All lockers and storage space are subject to being searched by school administrators.

Lockers should always be locked when not in use. Do not give your combination to anyone else. Do not leave money or valuables in your locker. Lockers are not safes. Students who lose or intentionally destroy their locks will be assessed a \$5 replacement fee. A fee of \$5 will be imposed if there is excessive trash left in a locker at the end of the school year.

## **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, it should be arranged through the principal's office.

## **SCHOOL INSURANCE**

The school does provide insurance coverage for all students involved in an inter-scholastic sports; however, this coverage is written as excess coverage and is secondary to any existing insurance.

## **SCHOOL DISMISSAL**

During the school year, it may be necessary to dismiss school because of the weather or other unforeseen reasons. Do not call the superintendent, principals, or teachers concerning school dismissal. If school is to be dismissed, it will be announced on WMC Channel 5, Channel 3, WPTY Channel 24, WMPS (68) or KSUD (73) radio between 6:30 and 8:00 a.m.

## **FIRE DRILL PROCEDURE**

State law requires each school to conduct regular fire drills. By law, each teacher must give 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 he/she teaches. Since the inhalation of toxic fumes is a potential hazard in any fire, fire drills may occasionally incorporate evacuation procedures which take into consideration areas in the building where toxic fumes would be present in the event of a fire. Specific information:

1. The evacuation route for each room should be posted by the door. At the beginning of the school year, the teacher should give specific instructions of evacuation procedures to each class in that room.
2. The teacher shall be sure that all windows and doors are closed before leaving the room.
3. Students, when leaving the room, should walk rapidly without rushing or shoving.
4. The teacher should follow the students from the building and check the roll to assure complete evacuation.
5. The students should remain out and away from the building under teacher supervision until the "All Clear" signal is given.
6. Never question the fire alarm. This one may be the real one.
7. Persons turning in false alarms are subject to prosecution.

## **CRISIS/DISASTER DRILL**

Crisis/disaster procedures will be given by the school intercom or by word of

mouth. In case of power failure, students will get in the hallways, as close to the wall as possible, sitting on the floor with hands over head, head between knees. Each teacher will have a copy of the crisis/disaster procedures and will instruct students as to proper actions.

### **LOCKDOWN CODE RED**

Explain that a School Official has notified you to initiate the code RED procedure.

1. Lock Doors
2. Remain in the room until notified to do otherwise
3. Secure classroom for maximum safety of students
4. Ignore all bells
5. Check roll and notify office of any missing students (do not send students from the classroom - use intercom or wait for school personnel to make contact with your classroom)

“Always take your record book with you in an emergency.”

### **ASBESTOS POLICY**

The Marion School District has been inspected for the presence of asbestos-containing building materials pursuant to the Environmental Protection Agency's AHERA 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 year.

### **I.D. BADGES**

All MHS students will be issued picture identification badges at the beginning of the school year. These badges will be clearly visible on the front torso anywhere from shoulder to waist. Students will wear I.D. badges while on campus during the school day or on school related trips during the day. Students are encouraged to be in possession of the I.D. badges during school related activities that would include home ball games, concerts, plays, dances, trips, or any other school related functions. Students who can not present the I.D. badge at a function may be denied access.

If a student loses the I.D. Badge, a replacement will be issued at a cost of \$5 to the student. Students who intentionally deface, mutilate or alter their I.D. badge will be charged for a replacement.

Clips, lanyards and pouches can be purchased for \$1.00 each. Temporary I.D.'s are valid on the date of issue only.

Students will be issued three (3) temporary I.D.'s each semester without being charged. For each temporary I.D. issued after the third, a fee of \$1.00 will be charged. If the student reaches \$5.00 in fees for the temporary I.D.'s, this money will then be used to purchase a new I.D. and the fee schedule will then return to \$1.00 for each temporary. The fees will not carry over to the next semester. For students who do not have the \$1.00, this amount will be added to the student's fees and fines list.

Students who must request a temporary ID are to accomplish this task before school starts. Students who check in late and must have a temporary ID must have a note from the office indicating “just signed in” to receive their temporary or will be referred to the office for Saturday school. Those who request a temporary ID after going to class will be referred to the office and will be assigned Saturday school, or if a repeat offender, will be assigned the next level of discipline.

Penalty for falsifying student I.D. will be a penalty of In-School Suspension up to 3 days. The student will receive an out of school suspension if caught again.

## CAFETERIA

Each student will be issued a bar coded card with an I.D. number. These cards will be issued on the first day of school. As a new student is enrolled during the school year, a card will be issued before he/she can eat in the cafeteria.

The I.D. number will be coded in the scanning machine free, reduced, or paid. If the status of a student changes, they will continue to use the same card - only the coding in the machine will change. All students eating in the cafeteria **must** have a card.

Students may pay in advance for their meals or a la carte items. The charging of lunches or a la carte items in the secondary school is prohibited. Students who enter the cafeteria without a card **must** go to the end of the line.

Students should take an orderly place in the lunch line and wait their turn. Students are encouraged to display politeness, agreeable conduct, and table manners in the cafeteria.

The cafeteria management and fellow students appreciate cooperation in:

1. Disposing of all lunch litter in wastebaskets.
2. Returning all trays and utensils to the dishwashing area.
3. Leaving the table and floor in clean condition for other students.

Students who bring their lunch may eat in the cafeteria.

The service line will close at 7:55. No food will be served after that time except for those who arrive to school on a late bus. The office will verify those students who were on the late bus.

## RETURNED CHECKS

If a check is returned to the high school for insufficient funds, the school will adhere to the following procedures to collect the amount owed. The school will call the issuer of the check to bring the amount owed, in cash, to the office. Once the amount has been paid and the debt is clear, the check will be given back to the issuer. No other fees or fines will be charged. If the person does not pick the check up after two days, the check will be sent to the superintendent's office where it will then be turned over to a collection agency.

## STUDENT ORGANIZATIONS

Students have the right to join existing school clubs and shall not be restricted from membership on the basis of race, sex, national origin or any other arbitrary criteria. The administration of each school will register any group organized for a purpose not prohibited by law provided such groups submits a list of members, its constitution and bylaws, and the constitution of any off-campus organization with which it is affiliated. Students must adhere to the constitution and bylaws to be considered a member of that organization.

## UNLAWFUL ORGANIZATIONS

Secret Societies and organizations that foster undemocratic practices and that have selective membership other than free choice by any pupil are considered unlawful. Therefore, it shall be unlawful for members of school fraternities, sororities, and gangs to solicit membership from among the student body or to wear and display any insignia of such groups while in or attending Marion School District. The school district shall suspend or expel any pupil who participates in the purposes of such organizations on school property.

## GANGS AND GANG ACTIVITY

Gangs, secret societies, or other similar groups, whether organized in the community or in other settings, are prohibited on the school grounds and campus and at any school-sponsored activity. Gang-related activity whether genuine or a pretense, —that is identified by school officials will result in a minimum (5) day out-of-school suspension up to a maximum of expulsion for the remainder of the semester. A second offense of gang related activity will result in a recommendation for expulsion for the remainder of the semester, the remainder of the school year, for one calendar year, or permanently.

Students who are arrested for gang-related offenses, regardless of where the offense may have occurred, may be expelled for the remainder of the semester, the remainder of the school year, for one calendar year, or permanently, depending on the circumstances of the arrest. Gang-related activities include but are not limited to such activities as wearing apparel associated with gangs, displaying gang insignia, “throwing signs” or other gestures or language (however expressed) associated with gangs, intimidation, and threats.

## **ELECTIONS**

If a candidate does not have a majority vote, there will be a runoff for the position between the two candidates. All votes are by secret ballot.

Any candidate has the right, at any time before the election, to remove his name from the ballot. The candidate must submit his request to have his name removed from the ballot, in writing, to the principal.

Results of elections will be announced when all votes are tallied.

## **OFF-CAMPUS ACTIVITIES**

All off-campus activities must have the approval of the principal and be chaperoned by faculty members.

## **SMART CORE CURRICULUM & 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 a *Smart Core Waiver 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 to be signed prior to registering for seventh grade classes, or if enrolling in the district 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 student 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 CURRICULUM Class of 2012 and 2013**

#### **English - 4 units**

- English 9th Grade
- English 10th Grade
- English 11th Grade
- English 12th Grade

#### **Mathematics - 4 units**

- Algebra I or Algebra A & B (Grades 7-8 or 8-9)
- Geometry or Investigating Geometry or Geometry A&B (Grades 8-9 or 9-10)
- Algebra II
- Fourth Math - Choice of: Transitions to College Math, Pre-Calculus, Calculus, Trigonometry, Statistics, Computer Math, Algebra III, or an Advanced Placement mathematics

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

#### **Natural Science - 3 units 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 - 3 units**

- Civics or Civics/American Government - 1 unit
- World History - 1 unit
- U.S. History - 1 unit

#### **Oral Communications - 1/2 unit**

#### **Physical Education - 1/2 unit**

#### **Health and Safety - 1/2 unit**

#### **Fine Arts - 1/2 unit**

#### **Career Focus - 6 units**

## **SMART CORE CURRICULUM Class of 2014 and After**

### **English - 4 units**

- English 9th Grade
- English 10th Grade
- English 11th Grade
- English 12th Grade

### **Mathematics - 4 units**

- Algebra I or Algebra A & B (Grades 7-8 or 8-9)
- Geometry or Investigating Geometry or Geometry A&B (Grades 8-9 or 9-10)
- Algebra II
- Fourth Math - Choice of: Transitions to College Math, Pre-Calculus, Calculus, Trigonometry, Statistics, Computer Math, Algebra III, or an Advanced Placement mathematics

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

### **Natural Science - 3 units 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 - 3 units**

- Civics - 1/2 unit
- World History - 1 unit
- U.S. History - 1 unit

### **Oral Communications - 1/2 unit**

### **Physical Education - 1/2 unit**

### **Health and Safety - 1/2 unit**

### **Economics - 1/2 unit** (may be counted toward Social Studies or Career Focus)

### **Fine Arts - 1/2 unit**

### **Career Focus - 6 units**

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 the 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 counselling 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 CURRICULUM Class of 2012 and 2013**

### **English - 4 units**

- English 9th Grade
- English 10th Grade
- English 11th Grade
- English 12th Grade

### **Mathematics - 4 units**

- Algebra I or its equivalent
- Geometry or its equivalent
- All math units must build on the base of algebra and geometry knowledge and skills.

\*\*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 - 3 units**

- At least one unit of Biology
- At least one unit of a physical science

**Social Studies - 3 units**

- Civics - 1/2 unit
- World History - 1 unit
- U.S. History - 1 unit

**Oral Communications - 1/2 unit**

**Physical Education - 1/2 unit**

**Health and Safety - 1/2 unit**

**Fine Arts - 1/2 unit**

**Career Focus - 6 units**

**CORE CURRICULUM Class of 2014 and After**

**English - 4 units**

- English 9th Grade
- English 10th Grade
- English 11th Grade
- English 12th Grade

**Mathematics - 4 units**

- Algebra I or its equivalent
- Geometry or its equivalent
- All math units must build on the base of algebra and geometry knowledge and skills.

\*\*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 - 3 units**

- At least one unit of Biology
- At least one unit of a physical science

**Social Studies - 3 units**

- Civics - 1/2 unit
- World History - 1 unit
- U.S. History - 1 unit

**Oral Communications - 1/2 unit**

**Physical Education - 1/2 unit**

**Economics - 1/2 unit** (may be counted toward Social Studies or Career focus)

**Health and Safety - 1/2 unit**

**Fine Arts - 1/2 unit**

**Career Focus - 6 units**

**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 years 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 it 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.

**Twenty-four credits must be completed prior to graduation for a student to be able to walk in the graduation ceremony. Students not completing the required credits prior to graduation will have one year to complete the credits after which they can participate in the following year's graduation ceremony.**

### **PROMOTION/RETENTION/FOR/GRADES 3-8 AND GRADE 11 LITERACY**

A disservice is done to students through social promotion and is prohibited by state law. The district shall, at a minimum, evaluate each student annually in an effort to help each student who is not performing at grade level. Each school in the Marion School District shall include in the student handbook, the criteria for promotion of students to the next grade level as well as the criteria for being required to retake a course, if applicable. Parents or guardians shall be kept informed concerning the progress of their student(s). Notice of a student's possible retention or required retaking of a course shall be included with the student's grades sent home to each parent/guardian or the student if 18 or older. Parent-teacher conferences are encouraged and may be held as necessary in an effort to improve a student's academic success.

Promotion or retention of students, or their required retaking of a course shall be primarily based on the following criteria. If there is doubt concerning the promotion or retention of a student, or their required retaking of a course, a conference between the parents/guardians, teacher(s), other pertinent personnel, and principal shall be held before a final decision is made. The conference shall be held at a time and place that best accommodates those participating in the conference. The school shall document participation or non-participation in required conferences. If the conference attendees fail to agree concerning the student's placement, the final decision to promote or retain shall rest with the principal or his/her designee.

Students who do not score proficient or above on their grade level Benchmark Exams shall be required to participate in an individualized Academic Improvement Plan (AIP). Each AIP shall be developed by school personnel and the student's parents and shall be designed to assist the student in attaining the expected achievement level.

The AIP shall also state the parent's role as well as the consequences for the student's failure to participate in the plan, which shall include retention in grade.

In addition to the Benchmark Exam requirements for students in grades 3-8, students who do not meet the satisfactory passing level on the End-of-Course tests or on the Grade 11 Literacy test shall successfully participate in the remediation program identified in their AIP before they can receive credit for the course. The lack of credit could jeopardize their grade promotion or classification due to insufficient credits to qualify for the next grade.

Promotion/retention or graduation of students with an Individual Education Plan (IEP) shall be based on their successful attainment of the goals set forth in their IEP.

Legal References: A.C.A. 6-15-402 A.C.A. 6-15-1602  
A.C.A. 6-15-2001 A.C.A. 6-15-2005  
A.C.A. 6-15-2009

Adopted by Board 2-12-09

(Location in Policy Book: 85.)

### **E. 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 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. Student's 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=50 and below

For the purpose of determining grade point averages, the numeric value of each letter grade shall be:

- A=4 points
- B= 3 points
- C= 2 points
- D= 1 point
- F= 0 points

The grade point values for Advanced Placement, International Baccalaureate, and all Arkansas Department of Education-approved honor courses shall be counted as one point greater than for regular courses, with the exception, that an F shall still be worth 0 points. This same basis of credit shall apply to all students transferring into the Marion School District with Advanced Placement, International Baccalaureate or A.D.E. approved honor courses. In order to receive weighted grade students must take appropriate exam.

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

**BEGINNING WITH THE CLASS OF 2010, STUDENTS MUST PASS THE END OF COURSE OR END OF LEVEL ALGEBRA ASSESSMENT TO RECEIVE CREDIT FOR THE COURSE.**

### **STUDENT CLASSIFICATION**

Grade classifications are based on the following requirements.

Sophomores (10 <sup>th</sup> Grade)	5 — 11 Credits
Juniors (11 <sup>th</sup> Grade)	12 — 16 Credits
Seniors (12 <sup>th</sup> Grade)	17 — 24 Credits

### **Honor Roll**

There will be two groupings for Honor Roll. The highest grouping will be designated "Principal's List", and will require all A's for the grading period. The second grouping will be designated "Honor Roll", and will require no grade below B. An unsatisfactory conduct grade in any class will prevent a student from being named to the honor roll.

### **Exemptions for Second Semester Exams**

Comprehensive examinations are to be scheduled at the end of each semester. All students in grades 10 - 12 will take first semester exams.

Exemption possibilities for second semester:

1. Students who scored proficient or advanced in the previous year on a math End of Course Exam or the End of Level Literacy Exam may claim a spring semester exemption from the subsequent math or English class taken on the Marion High School campus. The student who is not enrolled in a math or English class on the Marion High School Campus who is eligible for this exemption may choose another class to claim the exemption. (Not linked to attendance or discipline)
2. Other students may be exempt from second semester exams provided they have no more than four (4) absences or more than three (3) tardies in the class and have maintained at least an 80 percent average in the class during the current semester.
3. Students who exceeded the maximum number of unexcused absences during the first semester (8 or more unexcused absences) will not be eligible for attendance exemption during the second semester.
4. Students who have been suspended for any reason during either first or second semester will not be eligible for semester exam exemptions.
5. Semester exams will count 20% of the semester grade
6. Students are encouraged to review their grades in classes for which an exemption might be used and, along with a parent, determine what is the best course of action for the student — take the exemption or take the exam in order to help one's grade in that class.

### **Early Graduation Policy**

A.C.A. 6-18-224 permits students who have accumulated the requisite number of credits for graduation to graduate, regardless of the grade level attained.

Students taking college courses for concurrent high school credit or approved correspondence courses must get transcripts to Marion High School by the last day of the first semester. Upon certification that all graduation requirements have been met, the early graduate will be dropped from the roll for the second semester. The early graduate shall be allowed to participate in commencement exercises and in limited other school-related activities with approval from the principal.

Any underclassman at Marion High School planning to graduate early who will be in attendance the entire school year must notify the principal of his/her intent by October 1st of the graduating year. Transcripts of concurrent credit or approved correspondence courses must be in the principal's office at Marion High School by May 15th of the graduating year.

### **Athletics / Activities Eligibility:**

Students who participate in interscholastic activities required by the Arkansas Activities Association must meet specific academic requirements to be eligible. Marion school activities that must comply with these requirements are: ATHLETICS, BAND, CHOIR, CHEERLEADING AND ALL INTERSCHOLASTIC COMPETITIVE EVENTS IN VOCATIONAL EDUCATION. To be eligible to participate, a student must have passed all four academic subjects the previous semester and earned a grade point average of 2.0 or better. A student who passes the four academic subjects but does not have a 2.0 GPA may continue to participate provided the student enrolls and is active in an academic improvement program in accordance with the Arkansas Activities Association and Arkansas Department of Education guidelines.

### **Athletic Awards and "Lettering" Policy**

#### **Awards, Letters, Etc.:**

#### **Senior High**

1. Coaches will determine athletic awards based on the following:
  - a. A player must be in good standing relative to the Marion School District Policy and specific Sport Criteria.
  - b. JuniorVarsity/"B" games are not considered when calculating "letterman" awards.
  - c. A player who quits or does not finish the season because of discipline, academics, or failure to adhere to District Policy is not eligible for Athletic Awards.
  - d. A player who, in the Coach's judgment is bound to letter but does not meet the criteria because of injury may receive a letter if he remains in good standing in all other regards.
  - e. Students who transfer into Marion School District having lettered in their previous schools are eligible for Marion Athletic Awards.
  - f. Athletes who do not meet the sports specific criteria for a letter but have met all other requirements may be awarded a participation letter — "M" without bar.

## 2. Patriot Awards

a. 1<sup>st</sup> year award — A Marion “M” letter patch. Students receive one “M” during their high school career. As they letter in additional sports, bars and sports symbols will be provided. Students will be allowed to purchase a jacket selected by the school administration in the school’s colors.

b. 2<sup>nd</sup> year award — plaque.

c. 3<sup>rd</sup> year award — blanket

d. It is possible for 9<sup>th</sup> graders to letter in varsity sports that are not provided at the junior high level, (i.e. baseball, softball, etc.) Should this happen they will receive a 3<sup>rd</sup> year plaque and be eligible for a blanket as a senior.

e. Conference Champion and State Champion will be provided by the District.

## 3. Sports Criteria for letterman awards

a. Volleyball — participate in  $\frac{1}{5}$  total games, not matches

b. Football — participate in  $\frac{1}{2}$  of total in season quarters

c. Golf — qualify for conference tournament

d. Tennis — win three conference matches or qualify for the District tournament

e. Cross Country — place in conference meet

f. Basketball — participate in  $\frac{1}{2}$  of total in season quarters

g. Track — average one point per meet

h. Baseball — participate in  $\frac{1}{5}$  of the total innings played in season

i. Softball — participate in  $\frac{1}{5}$  of the total innings played in season

j. Soccer — participate in  $\frac{1}{2}$  of the in season games

## Junior High

Junior High athletes receive one participation letter. They are allowed to purchase a jacket selected by the school administration.

## Unbecoming Player conduct affecting a team

Athletic participation is not a right; further, athletic participation is not required for graduation. The Board wishes to support its coaches in disciplining players who may become engaged in conduct detrimental to the coach’s goals for his/her team. A coach should describe in written form the types of prescribed conduct that players are not to engage in and the consequences. Such a copy should be given to players and parents before the season begins. A coach may remove a player from a team temporarily or permanently if he/she believes it to be in the best interest of the team.

## Quitting a Team During a Season

Any athlete that quits a sport while that sport is “in season” (season is defined as anytime between the first contest and the last) will be assigned to study hall for the remainder of that season. The athlete will not be allowed to participate in the scheduled practices for the upcoming sport until the current sport that he/she quit is completed.

## Eligibility to Participate in Extracurricular Activities:

School activities outside of classroom instruction should serve specified curricular purposes. In an effort to control interruptions and maintain balance, extracurricular events will be kept to a minimum. No more than 5 class periods per week may be used for extracurricular purposes. All such activities will require the approval of the building principal. In grades 7-12, many extra-curricular activities are also free from academic grade point requirements for participation. However, honor societies and certain academic clubs may require specified published requirements for eligibility. Marion School District is a member of the Arkansas Activities Association and has agreed to adhere to its by-laws that pertain to age, participation, duration of eligibility, residence requirements and scholastic standing.

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!

## Attendance Regulations for Athletic Events

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.

### **Excusing Students to Attend Extracurricular Events**

Students may be excused to attend state level competitive events in support of a Marion High School activity provided the following is satisfactorily met. Parent permission is given before the student is absent. The student is not on any type of probation for discipline or academic reasons. The student must inform teachers of the intent to be gone. All work due during the proposed absence must be turned in before leaving or on the first day in attendance upon return. Tests scheduled during the absence must be taken immediately upon return, according to the teacher’s schedule. While absent, the student must attend all games and activities in which the team(s) participates and sign in with the administrator present at the event (principal or athletic director). If one or more of the above criteria is not met, the student’s absence will be considered unexcused.

### **Grade Point Averages:**

Grade point averages will be computed on grades earned for all work done in grades 9 through 12. GPA’s are computed on a four-point scale, with the exception of weighted courses (AP courses/college placement courses), which are computed on a five-point scale. All grade point averages are carried three places past the decimal and then rounded back to the nearest hundredth of a point.

To compute your grade point use this example:

<b>SUBJECT</b>	<b>GRADE</b>	<b>GRADE POINT</b>
English	B	3.00
Geography	C	2.00
Typing I	A	4.00
Algebra 1	B	3.00
Art	C	2.00

Total Grade Point of 14.00 divided by 5 = 2.80

**Marion High School is on a nine-week grading system. Report cards are issued to students at the end of the second and fourth nine-weeks. Parents must pick up the first and third nine-weeks report cards at school. 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. Progress reports are provided at the midway point of each 9 week grading period.**

### **Valedictorian and Salutatorian:**

The valedictorian will be the student who has completed the requisite honor graduate courses, accumulated the highest number of credits, and has the highest GPA. A mathematical weight of .01 for every credit earned will be added to the GPA of the top students vying for valedictorian and salutatorian honors. The student with the highest resulting GPA will be valedictorian. The student with the second highest resulting GPA will be salutatorian.

### **HONOR GRADUATE DEFINED**

3.5 GPA

3 of 4 English must be Pre-AP or AP English Literature, or AP English Language

2 of 3 Social Studies must be Adv. World History and AP American History

2 Sciences must be AP Environmental Science and Physics

2 of 3 Mathematics must be either Advanced Algebra II, Trigonometry, Calculus, or AP Statistics

2 years of the same Foreign Language

15 Units

1/2 Oral Communication

1/2 PE

1/2 Health/Safety

1/2 Fine Arts

**17 Units**

**7 Elective**

**24 Total Units**

**Minimum and Maximum  
Discipline Penalties  
Grades K - 12**

**\*\*The Marion School District and its individual schools reserve the right to punish behaviors not covered in the chart which follows. This chart is not meant to be a completely exhaustive list. Punishment will range from a minimum of warning to a maximum of expulsion.**

<b>Offense</b>	<b>Grade Level</b>	<b>Minimum Penalty</b>	<b>Maximum Penalty</b>
Dress Code Violation	8 - 12	Warning/on the spot correction	Suspension
Making Threats	8 - 12	Warning	Expulsion
Bomb Threats	8 - 12	10 day suspension	Expulsion
Bullying/Cyberbullying	8 - 12	Warning	Expulsion
Abuse of students Verbal or Physical (See also sexual Harassment.)	8 - 12	Warning	Expulsion
Fireworks	8 - 12	Saturday School or corporal punishment w/confiscation. parent contact	Expulsion
Cheating	8 - 12	Zero on activity	Suspension/Expulsion
Plagiarism	8 - 12	Warning or Zero on activity	Suspension/Expulsion
Disruption or interference w/school	8 - 12	Warning	Expulsion
Pagers, electronic devices, laser pointers,	8 - 12	Confiscation/ parent contact	Expulsion
Cell phones	8 - 12	Confiscation	Possession Banned
Forging a FLAG I.D. (A flag ID is for students with a qualifying GPA to eat off campus.)	10 - 12	3-day suspension	10-day suspension
Refusal to wear I.D. badge	6 - 12	Warning	Ten-day suspension
<b>Offense</b>	<b>Grade Level</b>	<b>Minimum Penalty</b>	<b>Maximum Penalty</b>
Falsifying student I.D. badge	6 - 12	In-school suspension	Out-of-school suspension
Failure to obtain temporary I.D. badge before going to class	10 - 12	Saturday School	In-school suspension
Damage to school property and private property Accidental	8 - 12	Payment for cost of replacement or repair and parent contact	Payment for cost of replacement or repair and parent contact
Vandalism	8 - 12	Repair or replacement, incl. labor and materials, suspension	Police Prosecution/ Expulsion
Theft	8 - 12	Return or replace property and parent contact	Expulsion with police report

<b>Abuse of Staff</b>				
<b>Verbal</b>	8 - 12	Suspension		Expulsion
<b>Physical</b>	8 - 12	Suspension		Expulsion with police report
<b>Possession of Alcohol/Drugs</b>	8 - 12	Suspension (10 day)*		Expulsion

The principal or designee has the authority to defer 5 of the 10 days provided that the student enrolls in, and completes a drug counseling program. This is voluntary. If the student enrolls during the 10 day suspension period, the balance after 5 days will be deferred. If the student stops attending, the balance of the suspension will be automatically served. Once the student completes the program, the 5 days deferred will be waived.

- The second offense will result in an automatic recommendation for expulsion.

<b>Use of Alcohol/Drugs</b>	8 - 12	Suspension (10 day)*		Expulsion
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The principal or designee has the authority to defer 2 of the 10 days provided that the student enrolls in, and completes a drug counseling program. This is voluntary. If the student enrolls during the 10 day suspension period, the balance after 8 days will be deferred. If the student stops attending, the balance of the suspension will be automatically served. Once the student completes the program, the 2 days deferred will be waived.

- The second offense will result in an automatic recommendation for expulsion.

<b>Sale of Alcohol/Drugs</b>	8 - 12	Automatic Recommendation of Expulsion		
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<b>Tobacco</b>	8 - 12	<b>Possession:</b> confiscation, parent contact and Saturday school	Suspension	
		<b>Use:</b> In-School Suspension	Expulsion	

<b>Possession of firearms</b>	8 - 12	Confiscation/Suspension (10 day)/report to police and superintendent (case by case)	A.C.A. 6-18-502 One calendar year expulsion with the Superintendent's direction. Students will be reported to the Arkansas Department of Education registry. Act 1150 of 1999	
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<b>Possession of weapons</b>	8 - 12	Confiscation/Suspension with report to superintendent/ police report	One year Expulsion with superintendent's discretion A.C.A. 6-18-502	
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<b>Acceptable items used as Weapons (pen or pencil)</b>	8 - 12	Suspend pending parent conf with police report	Expulsion	
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<b>Offense</b>	<b>Grade Level</b>	<b>Minimum Penalty</b>	<b>Maximum Penalty</b>	
<b>Disregard of directions/ Insubordination</b>	8 - 12	Warning	Expulsion	
<b>Public Display of Affection</b>	8 - 12	Warning	Expulsion	
<b>Immorality</b>	8 - 12	Warning	Expulsion	
<b>Gambling</b>	8 - 12	Warning	Expulsion	
<b>Rough-housing</b>	8 - 12	Warning	Expulsion	
<b>Fighting</b>	8 - 12	1st offense: Suspension (3 day)	Expulsion	
		2nd offense: Suspension (up to 8-day)	Expulsion	
		3rd offense: Suspension (up to 10-day)	Expulsion	
		4th offense: Expulsion	Expulsion	
<b>Tardiness</b>	8 - 12	Warning	Suspension	

<b>Skipping Class (remaining on campus)</b>	8 - 12	Saturday School	Suspension
<b>Leaving Campus without permission</b>	8 - 12	In-School Suspension	Expulsion
<b>Transportation</b>	8 - 12	- Warning conference	Denial of transportation for balance of year
<b>Sexual Harassment</b>	8 - 12	Warning conference	Expulsion
<b>Gang-Related Activity (genuine or pretense) A.C.A. 6-15-1005</b>	8 - 12	5 day Out-of-School Suspension Expulsion (end of semester)	Expulsion (balance of semester) Expulsion (balance of year or permanent)
<b>Internet and/or Technology Violation A.C.A. 6-21-107</b>	8 - 12	Warning	Expulsion (balance of school year)
<b>Forgery or erasing attendance sheet</b>	8 - 12	ISS up to 3 days	Suspension up to 10 days
<b>Parking/Driving violations including parking space violations Gifted and Talented:</b>	8 - 12	Warning/Saturday school	Loss of parking/driving privileges

### **Talent Enrichment and Accreditation at Marion (TEAM)**

Students who are identified as having above average ability, above average creativity, and average task commitment, are identified for TEAM program services in specific content areas. Students may elect to take a number of AP, Advanced, and/or Pre AP courses as well as other advanced curriculum options. Advanced curriculum options include Trigonometry, Calculus, Chemistry, Human Physiology, Physics, and advanced levels of art and foreign languages. The curriculum is differentiated by the process skills of critical thinking, creative thinking, independent research, and personal growth deemed appropriate for students identified for a gifted/talented program. Students may be referred by any of the following individuals: parents, teachers, administrators, peers, students themselves. ANYONE MAY REFER A STUDENT FOR THE TEAM PROGRAM. Referrals are actively sought regardless of race, sex, economic status, and/or disabling condition. Deadline for referral is March 1 of the school year. Those after March 1 will be processed during the next school year.

### **Secondary Exit Policy:**

If the student receives an F at the end of a 9-week period, a conference will be held with the student, parent, teacher, counselor, and coordinator. At this conference, the student will be officially placed on probation.

If the F continues in that subject for a second 9-week period, the student will be considered for alternate placement or exited from the TEAM Program and placed full time in a regular classroom. However, the parent may exit the student from the TEAM Program provision at any time during the school year. Students who are exited from the TEAM Program will be placed back in the referral pool for possible placement in a different TEAM Program provision.

Any student identified as gifted but not enrolled in at least one course considered advanced will be removed from the gifted program. On request, counselors and/or the gifted coordinator will help students with choosing appropriate advanced coursework.

Any student exited from the program may be referred or self-referred for future placement at another time.

For more information the school counselors or the G/T coordinator can provide a copy of the G/T handbook.

### **If the F continues in that subject...**

Students in grades 7-9 may apply for advanced courses. Criteria for placement in these courses must be met. Students in grades 10-12 must select at least one class considered advanced for the grade level each year. Failure to enroll in at least one advanced class each year (10-12) will exit a student from the program. Upon request, counselors and/or the gifted coordinator will help students with choosing appropriate advanced coursework. If a student is exited from the TEAM program, she/he may be referred or self-refer for future placement at another time.

### **College Entrance Requirements:**

Students planning to attend college should begin meeting curriculum requirements in grade nine. A counselor will assist students in securing information on entrance requirements for particular colleges and universities. It is the student's responsibility, however, to see that he/she meets these requirements. Do not wait until your junior or senior year to check on college entrance requirements.

**Transcripts:**

As a result of the Freedom of Information Act of 1975A and recent interpretations of that act, students must furnish written authorization before transcripts are sent to potential employers. Transcripts are sent to educational institutions and other outside agencies which request them and verify that the student has enrolled or has sought enrollment. Transcripts will be released to the student, biological parent, or custodial parent only. *Marion High School transcripts copies shall bear the required seal before being mailed or given to requesting persons or institutions. Grades will reflect only educational objectives.*

**JAG (Jobs for Arkansas Graduates)**

Marion High School provides one cooperative education program. (JAG) Jobs for Arkansas Graduates. This program is designed for general employment through a cooperative agreement with a local employer. Admissions into these programs is subject to the approval of the program coordinator, who will review school attendance, academic, and discipline records. Students will receive three credits through enrollment in a cooperative program: 1 credit for the related class and 2 credits for the employment. Employment is considered the equivalent of periods 6 and 7 for cooperative education students. Students enrolled in cooperative education receive academic grades from both the work coordinator and their employer. JAG is a program approved by the Arkansas Department of Workforce Education. Students removed from JAG must be enrolled in classes for periods 6 and 7.

**Correspondence Courses / Summer School:**

Credits may be earned through a correspondence course from an accredited institution. Correspondence courses will be accepted **ONLY** after the student has failed the class at Marion High School. Correspondence courses taken by seniors to meet graduation requirements must be completed within nine months following the final year in high school.

If district or area summer schools are available, Marion students may participate provided they have failed the class at Marion High School. All correspondence courses finals **will** be taken at Marion School.

**Concurrent Credit while in High School:**

*Students in Grades 9 -12* who successfully complete a course(s) offered by publicly supported community college or four-year college or university are entitled to receive both college and high school credits, including credit toward high school graduation, according to the regulations specified in A.C.A. 6-18-223. College credit may be used as high school elective credit and, in some instances, the college course may substitute for a high school requirement. Three semester hours of college credit taken by *students in grades 9-12* shall be the equivalent of one-half unit of high school credit.

Certain classes taken at Marion High School, under certain conditions, can count as college credit at Mid South Community College. Students should see the counselors for details on which classes are approved under the articulation agreement with MSCC and MHS.

**Withdrawing from School:**

Students who are withdrawing from Marion High School should notify the office of this fact a week in advance, if possible. A parent or guardian's signature is required on a form granting the student permission to withdraw from school, unless the student is 18 or married, in which case the student or spouses' signature is sufficient. If sufficient notice of withdrawal is given, students will be given a withdrawal form stating their grades at time of withdrawal, for purposes in enrolling in another school. If sufficient notice is not given, the withdrawal form will be mailed to the new school when completed.

No records will be released for students who do not withdraw through the office, who do not return all textbooks or library books, or owe outstanding fees or fines.

**Math and Science School Seniors:**

Students who attend school at the Marion school district prior to acceptance to the Arkansas School for Mathematics and Sciences may elect to participate in graduation activities the year they graduate, including prom, and all graduation activities.

Students attending the Math and Science school will be sent a questionnaire at the beginning of their senior year of high school in which they are to indicate which activities

## 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 school's 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, tobogans, 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 un-buttoned. 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)

The following consequences are adopted by semester for violations of the Appearance Code policy at Marion High School and Marion Jr. High:

1st Offense - Warning

2nd Offense - Suspension at the end of day; pending a parent conference

3rd Offense - 1 day Saturday School

Marion Middle School does not have Saturday School so the 3rd offense will be 1 day in In-School Suspension.

4th Offense - 2 days In-School Suspension

5th Offense - 5 days In-School Suspension

6th Offense - 3 days Out-of-School Suspension

7th Offense - 5 days Out-of-School Suspension

8th Offense - 10 days Out-of-School Suspension

Next offense - Recommendation to superintendent for Expulsion

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

**Chart of Minimums and Maximums**

Violations of Appearance Code	K-5	Warning/change of garments	Suspension
	6-12	Warning/change of garments	Expulsion

**TELEPHONES**

Office telephones are not to be used by students for personal calls. A student will not be called from class to answer the phone unless the call is an emergency. Office personnel will not take personal messages for students unless it is deemed an emergency. If it becomes necessary for a student to use the telephone during class time, the student must acquire a written pass from a teacher containing student's name, the teacher's name, the date and the time. The student will then come to the office with the pass and office personnel will grant the student permission to use the telephone. Students will be required to log time, date, and teacher's room from which they came. After using the telephone, the student will return to the office and the time will be recorded on the pass and the student will return to class. If a student needs to use the telephone during lunch, the student must acquire a pass from the campus duty teacher and then present the pass to the building duty teacher for permission to use the telephone.

1st Offense -Warning

2nd Offense -Saturday School

3rd Offense - 3 Day In-School Suspension

4th Offense - 3 Day Out-Of-School Suspension

**POSSESSION AND USE OF CELL PHONES, BEEPERS, ETC.**

**USE OF CELL PHONES BY STUDENTS, OTHER DEVICES FOR GRADES 6-12**

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, MP3 players, Ipods, and other portable music devices so that the opportunity for learning in the district's schools may be enhanced.

At the same time, cell phones and other electronic communication devices can, in controlled situations, offer a means to enhance student learning through their ability to access expanded sources of information. Teachers have the authority to permit student use of their cell phones for specific classroom lesson plans or projects. Students must abide by the guidelines the teacher gives for any such authorization. Students who fail to do so will be subject to the provisions of this policy governing misuse of cell phones.

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 possible 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.

Unless otherwise permitted in this policy, 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. When not permitted to be in use such devices may be stored in the student's book bag, locker, or vehicle in an off or silent mode of operation. At prohibited times cell phones, are not to be answered. 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. This means the complete phone including the SIM card. Confiscated cell phones and other electronic communication devices may be picked up at the school's administration office by the student's parents or guardians as set forth below.

These consequences shall apply per semester:

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

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

Third Offense: The complete device will be confiscated for 10 days and parent/guardian must come to the school after the ten (10) day period to retrieve the device. In addition, the student will receive two days of In-school suspension.

Fourth Offense: The complete device will be confiscated for the remainder of the semester. In addition, the school will assign a three (3) day out-of-school suspension.

Additional offenses will be referred to the superintendent for further penalties-even possible expulsion for non-compliance of the Board's policy.

Adopted: 6-26-08

Revised: 6-15-09

Revised: 7-19-11

### **UNAUTHORIZED CELL PHONE USE (minimums and maximums)**

Unauthorized cell phone use during the school day	K-12	Confiscation parent/guardian pickup	Expulsion for repeated noncompliance
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### **VISITORS**

Visiting at school by non-students is not permitted, and visitor's permits are not issued. Persons who have legitimate reasons for being on campus should report to the office so that the receptionist can assist them. Students are not to bring guests to school. All visitors will be issued an I.D. badge.

### **CHEATING**

Cheating is copying or duplicating, in some manner, the answers or responses of another during a test, 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. An accomplice in allowing the specific cheating to occur is also subject to disciplinary action.

### **PLAGIARISM**

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 work.

### **FORGERY POLICY**

Forgery is any incident where a student uses the falsely made or altered signatures of a parent, teacher, professional person and other student for any gain or benefit. This includes doctor's notes, parent notes, progress reports or student passes. Students are not to "sign" their parent's name on a note or discipline referral. Students are also prohibited from erasing Scantron Bubble sheets used for tardies and attendance records.

### **STUDENT PARKING**

Students in 10th, 11th, and 12th grades may drive automobiles to school, provided they have a valid state driver's license and register the vehicles in the office. All vehicles must have a parking tag (available for a \$5 fee) affixed to the rear view mirror of the vehicle. Students must park in assigned lot and must not park in faculty parking spaces. If request exceeds limits of the parking lot, a provisional tag will be issued for parking in the football visitors parking area. All vehicle operators must comply with the following regulations or their privilege of parking a vehicle on the school campus may be suspended.

1. Abide by the posted speed limit.
2. Comply with parking regulations,
3. Avoid overloading vehicles.
4. Speeding and reckless operation of vehicles will not be tolerated.
5. Students may not enter the parking lot during the school day unless they are leaving school or have permission from the office. A student who enters the parking lot under other conditions will be assigned Saturday School or suspended from school.

6. Sitting in the cars on the parking lot before and after school is not permitted.
7. Students will not park in faculty/staff reserved parking spaces. Their parking spaces are designated by red lines.

### **STUDENTS' VEHICLES**

Students who have completed the required office documentation for driving and parking a vehicle on campus, may drive their vehicle(s) to school. Vehicles driven to school shall be parked in the area designated for student parking.

Students are not permitted to loiter in parking areas and are not to return to their vehicles for any reason unless given permission to do by school personnel.

It is understood that there is no expectation of privacy in vehicles in parking areas. Drivers of vehicles parked on a school campus will be held accountable for illegal substances or any other item prohibited by District policy and found in their vehicle. Any student parking a vehicle on campus is granting permission for school or law enforcement authorities to search that vehicle.

### **SOLICITATION OF FUNDS**

Students are not to solicit funds on the school campus or at any school function for any purpose other than the function of school-related activities. Any fund-raising activity undertaken by any class, club, or organization must have prior approval of an administrator. All funds raised by entertainment, solicitation, sale of tickets or of any other manner, by students or faculty in the name of the school or a school organization must be deposited in the activity account and shall be expended only for the betterment of the school program. The principal shall determine whether such funds are being so expended. The financial statements must be filed following all fund drives. All activity funds shall be received and disbursed through the office of the principal. All funds shall be deposited in the bank and all expenditures shall be made by check. An audit will be made of all activity funds.

### **PERSONAL PROPERTY**

Security of personal property is the individual responsibility of each student. Hall lockers and gym lockers should be kept locked at all times. The school cannot and will not accept responsibility for the personal items of the students. Do not, under any circumstances, reveal the combination of your lock to anyone else. Students in gym or activity classes may have their PE teacher or coach secure personal items while engaged in class.

### **ITEMS NOT ALLOWED ON SCHOOL CAMPUS**

Items which students are not allowed to bring onto the school campus include, but are not limited to; playing cards, skateboards, dice, radios, tape players, laser pointers, CD player, pagers, cigarette lighters, and any other items which could be disruptive to the school environment. These items may be confiscated.

### **TOBACCO PRODUCTS**

Student use or possession of tobacco products in any form (including smokeless tobacco) is prohibited at Marion High School. Use of tobacco at school or on a school bus will result in disciplinary action. Possession of tobacco products will result in confiscation of the product. (Pursuant to Act 854, 76th General Assembly, Regular Session, 1987, State of Arkansas.)

### **TARDY POLICY**

The school day begins at 8:00 a.m. Students arriving late to school must report to the office for a late slip. After first period, tardies will be recorded by the teacher and the teacher will notify the student that he/she has been charged a tardy. If a student is absent more than ten (10) minutes of any class they are considered absent and not tardy in that class. Repeated unexcused tardiness, either to school or individual classes, will result in disciplinary action. The principal or his designee will monitor tardies and take appropriate disciplinary action. The consequences are:

First Tardy each nine-weeks  
 Second Tardy  
 Third Tardy

Warning by designee  
 Warning - school messenger note to parent  
 Call to parent by designee

Fourth Tardy  
Fifth Tardy  
Sixth Tardy

Suspended pending parent conference  
Saturday School  
3 days In-School Suspension

Tardies in excess of six times each nine-week period will result in a three day suspension from school, for each occurrence.

### **OFF CAMPUS LUNCH**

Seniors who have maintained a cumulative 3.00 GPA or scored proficient or advanced on the E.O.L. literacy exam will be given the privilege of off campus lunch. This privilege will be determined at the beginning of each semester and can be revoked by the principal or his designee at any time. If during the semester a senior with the privilege of leaving campus accumulates seven unexcused absences in any class period or has a suspension he/she will automatically lose the privilege for the remainder of the semester. Students will be issued an ID that designates the privilege of leaving campus. If the privileged is lost or revoked another ID without the designation will be issued and the student will be charged a \$5 replacement cost. The ID will be worn at all times. Students who do not have properly displayed ID will not be allowed to leave campus and may be subject to disciplinary consequences for not wearing an ID. If a student loses or destroys the off-campus ID, the privilege will be lost for the remainder of the semester and a new one designating off-campus status will not be issued until the next grade reporting period. Forging an off-campus ID will result in a suspension of from 3 up to 10 days. For students who do not qualify for off campus lunch privileges, we have a closed campus. In order for a student to check out for lunch someone on the students check out sheet must be physically present to check the child out of school. Students will not be allowed to check out for lunch via phone request. If a student is checked out via a phone conversation they will not be allowed to return to school that day without some form of official documentation. Documentation could include a doctor's note, court documentation, etc.

### **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 before a report card or transcripts can be issued. Penalties for lost books or books damaged beyond repair are full price for new books and half price for used books. Students who fail to return their books at the end of the school year and are found on campus, a \$3 fee per book will be imposed on the student.

### **STUDENT ORGANIZATION MEMBERSHIP**

Students have the right to join an existing club and shall not be restricted from membership on the basis of race, sex, national origin or other arbitrary criteria. The administration will register any group organized for a purpose not prohibited by law and whose purposes are not inimical to the purposes of Marion High School, provided such group submits a list of members, its constitution and by-laws, and the constitution and by-laws of any off-campus organization with which it is affiliated. Students must adhere to the constitution and by-laws in order to be considered a member.

### **STUDENT RECORDS**

Marion High School maintains all student records in compliance with the Family Education Rights and Privacy Act of 1974. No personally identifiable data from a student's record will be released without written parental permission. Parents or eligible individuals may inspect and challenge any records that may be misleading, inaccurate, or otherwise inappropriate. Records may be released to other schools within the system or to other schools in which the student has enrolled with written permission. (See Board Policy for complete text.)

### **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, email address of the student and his family. A personal identification number such as social security number, driver's license number or student identification number will be acceptable.

## **DISTRIBUTION OF LITERATURE**

School newspapers and official 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."

## **STUDENT CONDUCT BEHAVIOR CODE**

All students are expected to conduct themselves at all times in a manner that will contribute to the best interests of the school system and not infringe upon the rights of others. Activities listed below are considered improper conduct which 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 any time, off the school grounds at a school activity, function, event, enroute to and from school.

### **Disruption and Interference with School:**

A Student shall not:

1. Occupy any school building or properties with intent to deprive others of its use, or where the effect thereof is to deprive others of its use.
2. Block the doorway or corridor of any school building or property so as to deprive others to access thereof.
3. Prevent or attempt to prevent the convening continued functioning of any school activity or lawful meeting.
4. Prevent students from attending a class or school activity.
5. Block normal pedestrian or vehicular traffic on the school campus or adjacent grounds unless under the direction of a school administrator.
6. Continuously and intentionally make noise or act in any other manner as to interfere seriously with the teacher's ability to conduct class or any other activity.
7. In any manner by use of force, violence, noise, coercion, threat, intimidation, harassment, fear, passive resistance, or any other conduct to intentionally cause the disruption of any lawful function.
8. Refuse to identify himself on the request of any teacher, principal, superintendent, school bus driver, school security officer or other school personnel.
9. Encourage any other student to violate any rule or school policy.

### **Internet Policy**

Students may have the opportunity to use a variety of technologies at school, including computers and the Internet. Students are to use this technology as directed by the staff in conformity with school curriculum. Students who may use this technology in an inappropriate manner and/or not as directed by the school are in violation of school policy and subject to discipline, up to and including the loss of the right to use the technology (which may involve loss of credit if the technology use was course work). Students who violate technology user agreements are also subject to the penalties outlined in the agreement.

Students who use technology to violate other policies will be subject to discipline for mis-use of technology as well as the policy violation. Example: A student sends a threatening E-mail message to another student. This student would be disciplined for misusing technology as well as threatening another student.

**Penalties:** **Minimum** - One class suspension from using technology.  
**Maximum** - Expulsion by school board for balance of school year.

### **Fireworks**

A student shall not possess, handle, store firecrackers, smoke bombs, cherry bombs, or any other kind of fireworks that reasonably could be dangerous to himself/herself or other students. Also, that could cause damage to school property or that could be disruptive to the educational process.

### **Beepers and Pagers**

Students of the Marion School District may not possess electronic paging devices or beepers during the school day. An exemption to possess such devices shall be granted by the Principal or designee. The minimum penalty shall be confiscation of such devices with parental contact; the maximum penalty can be expulsion. See note about cell phones on page 25.

### **Immorality**

Students shall abstain from indecent and immoral acts, and any type of sexual harassment.

## **PUBLIC DISPLAY OF AFFECTION**

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 building's 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.

### **Sexual Harassment**

Sexual harassment is unwelcomed sexual behavior that makes a student feel uncomfortable or unsafe. It can be physical, verbal, or non-verbal. The punishment for documented harassment can be suspension or even expulsion. Students are to relate such incidents of harassment to their principal, counselor or teacher. A report will be made to the district equity coordinator who will investigate.

### **Gambling**

A student shall not participate in any activity which may be termed gambling or wagering where the stakes are money or any other object of value. This includes card games, dice, pitching coins or other form of gambling. Items confiscated from gambling incidents will not be returned and individuals will be subject to disciplinary action.

### **Corporal Punishment**

Reasonable discipline may include the administration of corporal punishment to a student in the exercise of a sound discretion by certified employee, provided that the corporal punishment shall not be excessive or unduly severe. It will be used only after other alternatives have failed. It will be administered in the presence of at least one certified employee as witness, and before it is administered, the student shall be advised of the rule and infraction for which he/she is being punished. Refusal to take corporal punishment may result in suspension or other disciplinary measures. (See Board Policy for complete text.)

### **Saturday School**

Saturday School is a program designed to discipline students without causing them to miss classes. It is a four-hour session held each Saturday in the high school from 8:00 a.m. to 12:00 noon. Students will be limited to three assignments to Saturday School per semester. After three assignments to Saturday School, students will be assigned either In-School or Out-of-School Suspensions. Failure to attend Saturday School will result in a 3 day Out-of-School suspension, unless a legitimate, verifiable excuse is presented prior to

the assigned date. Working is not a legitimate excuse.

### **Alternative Learning Environments**

The Marion School District reserves the right to contract services for secondary students who are academically unsuccessful and cannot function in a traditional school setting, as the need arises. Students with need of a full-time alternative learning environment, who have been referred and choose to attend, may currently receive services through the alternative program at the Crawfordsville campus. Additionally, the Marion School District, shall maintain an alternative learning environment for elementary students in grades four through six at Marion Intermediate School for students who have been unsuccessful in the traditional school classroom. This setting will not be recommended for those who violate weapons rules or repeatedly are defiant. Parental permission and student agreement are required for placement. A.C.A.. 6-18-601 to 607. In-School Suspension is available for students in grades 7-12 and will be assigned at the discretion of the principal or designee. A student will be assigned to ISS for a minimum of 3 days and maximum of 5 days. If a student refuses to attend ISS, he/she will be suspended from school equal to the number of days assigned.

### **Personal Searches**

Personal searches may be conducted if the administration has reasonable belief that the student is concealing evidence of an illegal act, contraband, or has violated a school rule. Items inimical to the education process may be removed from the student's possession. Searches will be conducted in the presence of an adult witness. (See Board Policy for complete text.)

### **Locker Searches**

The school's ownership of lockers does not, in and of itself, remove a student's right to privacy. However, the school has equal access to lockers and may make periodic searches if there is reasonable suspicion that a controlled substance, weapon, evidence of an illegal act, or other contraband is present. If practical, the student will be given the opportunity to be present when a search of his/her locker is made. (See Board Policy for complete text.)

### **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, rooms, buses, or extracurricular events to submit to examination by use of a metal detector scanning device. Refusal to submit to such metal detection scanning 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.

### **Drug/or Sniff Dogs**

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 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 in any district building, on district property, and in district buses and vehicles. Video recorder placements shall be based on the presumption and belief that students, staff, and visitors have no reasonable expectation of privacy in areas or at events that occur in plain view of other students, staff, or visitors.

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 enforce authorities.

### **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.

(Same K-12)

Minimum - Warning Conference

Maximum - Denied transportation for balance of school year.

**"DON'T LOSE YOUR RIDING PRIVILEGE  
FOLLOW THESE RULES"**

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 you seat.
9. Keep head, hands, and feet inside the bus.
10. Bus driver is authorized to assign seats.
11. Show Student ID upon request.

Please do not stop the bus while on the route to discuss a problem. If you have a problem with the bus, student conduct, scheduling, etc., please contact the principal of the school your child attends or the Central Office.

Students are only allowed to ride the bus to which they are assigned.

*For Additional Information, Contact:*

**MARION SCHOOL DISTRICT  
200 MANOR**

**MARION, AR 72364**

**Doyle Jones 739-5190**

**Jeff Altemus 739-5100**

### **Fighting**

Given the overcrowded situation of our schools, when two or more students fight, it becomes not only a danger to the students, but also to others. From our earliest grades we insist that a student tell an adult if another is trying to get him or her to fight. A "fight" is defined as when students intentionally throw blows or slaps or kicks at another student. Two students pushing one another but not coming to blows will not be considered a fight for that which follows.

Parents are advised of the Prosecutor's present initiative to have all students who fight

locked up in Juvenile Detention for up to 48 hours. Clarifying, this is not the District's policy, but that of the Juvenile Prosecutor's office. After students fight, following discussions with the principal or his/her designee, students in violation of this policy will be hand-cuffed by the School Resource Officer and taken to the Detention Center for processing. Families should expect to pay some court or other costs.

### **Theft, Damage or Destruction of Private Public Property**

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, and living with parents, may be liable for damages caused by said minor in an amount not to exceed \$2,000. (A.C.A. 6-21-604).

### **Abuse of Students**

A student shall not cause or attempt to cause physical injury or behave in such a way as could reasonably cause physical injury to another student. Violence will not be tolerated under any circumstance and will be reported to the superintendent and appropriate law enforcement agencies. Act 1520 of 1999.

### **Threatening other Students**

"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 other physically afraid will not be tolerated.

### **Threats That Disrupt the School/Bomb Threats**

Threats by telephone, email or in written form that would upset students, parents or employees and put fear in reasonable persons, shall be immediately reported to the police department and shall be prosecuted to the fullest extent allowable by school authorities.

## **RULE 1. 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 measure 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 has 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/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, bullying 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: 6-28-2007

Revised: 7-19-11

## **Physical Abuse or Assault by a Student on a School Employee or Other Person**

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 superintendent and the appropriate local law enforcement agency. (Act 1520 of 1999).

## **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 substance as defined by Schedules A.C.A. 5-64-201. Neither shall a student possess, sell, use, transmit or be under the influence of any beverage containing alcohol or intoxicants. 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.**

### **Dispensing of Medicines**

District Schools will assist parents with medication schedules prescribed by doctors for their children. The district asks parents to bring such medications to school with specific directions for dispensing. If this is not possible, the district urges parents to send such medications and instructions in tamper-resistant packaging or containers. Such medications will be stored in a secure location designated by the principal. The dispensing and ingesting of medicines by students shall be under the direct supervision of a the school principal, school nurse, or the principal's designee. A record of the dispensing/ingesting of medicines will be kept on file in the principal's office. Any other dispensing/ingesting of medicines or items purported to be medicines by students is unauthorized and will lead to disciplinary actions.

### **Dangerous Instruments, Weapons, and Contraband**

A student shall not possess, handle or transmit a knife, razor, ice pick, explosive, pistol, rifle, shotgun, or other object that reasonably can be considered a weapon, or dangerous instrument or any contraband materials.

Students who possess legally prohibited weapons on school property, or at a bus stop, shall be subject to expulsion for a maximum of one calendar year. 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.

### **Disregard of Directions or Commands (insubordination)**

A student shall not fail to comply with reasonable directions or commands of teachers, student teachers, substitute teachers, school bus drivers, school security officers, or other authorized school personnel.

Such behavior will be considered an act of insubordination and will not be tolerated.

### **Behavior at School Activities**

Students who attend or participate in extra-curricular or co-curricular activities sanctioned by Marion School District may be disciplined for misconduct while participating in or attending such activities. The school reserves the right to seek civil penalties should the situation merit. Marion students who attend or participate in extra-curricular or co-curricular activities on campus or off-campus, during school hours or after school hours, are under the direct authority of a teacher/sponsor who has the authority to remove any student from attendance or participation at any school-related event. The cost of transportation home will be the responsibility of the parent/guardian.

1. Any student participating in or attending a school activity and who is found to be in possession of, or to have consumed alcoholic beverages is to be removed from the group immediately. The teacher/sponsor should notify the principal who will then notify the student's parents and arrange transportation home for the student. Violation of this rule will result in disciplinary action and/or civil penalties.
2. Any student participating in or attending a school activity and who is found to be in possession of, or to have used illegal drugs, or who is abusing prescription or non-prescription medication, is to be removed from the group immediately. The teacher/sponsor should notify the principal who will then notify the student's parents and arrange transportation home for the student. Violation of this rule will result in disciplinary action and/or civil penalties.
3. Any student participating in or attending a school activity is subject to being disciplined for vandalism, curfew violation, refusing to participate, immoral behavior, theft or other conduct considered inappropriate, and may be removed at the discretion of the teacher/sponsor. Students who incur unauthorized charges at hotels or restaurants will be held directly responsible for those charges.

4. Students who violate accepted rules of behavior as stated above may be removed from the activity for a time to be decided by the sponsor and administrator.
5. Cost of transportation home may be the responsibility of the parent/guardian.

### **Special Education Curriculum Plan**

1. 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 Impairments
  - 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 conferences 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 or 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 procedure.

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 such 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 student in similar circumstances do not receive continued educational services.

Revised by School Board: April 22, 2010

### **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 the school counselor.

#### **Homebound/Hospitalized Students**

The Marion School District will provide students that are homebound or hospitalized with tutorial or other services necessary to ensure a free appropriate public education. The building principal, or designee, will be responsible for making arrangements for the provision of the tutorial services. The tutorial services will be provided before and after school as necessary. The tutorial services will be provided at school. If the student is in the hospital or unable to get to school, the principal, or designee, will make arrangements for the tutorial services to be provided at the hospital or another location.

#### **Discipline for 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 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 are not required to provide any educational services during this period of time.
- B. A suspension of 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 the committee and may not be made unilaterally by one individual.
- C. The Gun-Free School Act (GFSA) applies to students with disabilities. However, this Act must be implemented consistent with Individuals With Disabilities Act (IDEA) 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.

#### **Parents Rights**

Parents of students referred for 504 services or receive such services have the following rights:

- Right for the student to have access to equal academic and non-academic school activities

- Right for the student to have an appropriate education in the least restrictive setting, which include accommodations, modifications, and related services
- Right to notice regarding referral, evaluation and placement
- Right for the student to have a fair evaluation conducted by a knowledgeable person(s)
- Right to be informed by the district of specified due process rights
- Right to an administrative appeals process
- Right to examine and obtain copies of all school records

A copy of these rights will be provided to parents using the Parent/Student Rights Form (Form 2)

Questions about Section 504 should be directed to Homer Peters, the district Section 504 Coordinator at: 200 Manor Street, Marion, AR 72364 or call (870) 739-5111.

### **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 Alaska Native 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 is 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 MAC II) 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 MAC II each spring. No students will be exited from LEP services in the spring semester prior to MAC II testing. If MAC II results show that a student has become proficient in English, the student will be exited from LEP services in the fall of the next school year.
- e. Students who are deemed by the planning committee to be unable to participate in the regular administration of the Benchmark Exam will participate

in the Portfolio Benchmark Assessment. This exception must be written in the student's LEP plan.

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

### **Student Discipline - - General Statement of Jurisdiction**

A student may be suspended or expelled for immorality, refractory conduct, insubordination, infectious disease, habitual uncleanness, or other conduct that would tend to impair the discipline of the school or harm the other pupils, regardless of whether the student's conduct occurs on or off campus and during or between school terms and regardless of whether a specific prohibition of the conduct is contained in this student handbook.

### **Due Process**

In compliance with Ark. Stat. Ann. 80-1516 and the Fourteenth Amendment of the United States Constitution, every student is entitled to due process in instances of disciplinary action for which the student may be subjected to penalties of suspension or expulsion. Due process provides that the student have the opportunity to provide his/her version of the facts pertaining to the incident, that written notice of the suspension with the reasons for the suspension be given to the parents, and that the parents of a suspected student have the right to appeal to the school superintendent.

### **Additional Provision**

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

### **Behavior Not Covered Above**

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

### **Classroom Discipline Policy**

Each teacher at Marion High School will have a set of classroom rules. These rules will be on file in the principal's office, distributed to students, sent home, signed by student's parent/guardian and returned to the teacher. Disciplinary response to the classroom misbehavior is determined by the severity and frequency of the misbehavior. (See the chart of minimum and maximum discipline penalties in the center spread of this handbook.) Disciplinary responses include student conferences, corporal punishment, assignment to Saturday School, In-School Suspension and suspension from school. Teachers may refer students for misbehavior by completing a referral form and submitting it to the office during the school day or at the end of the school day. The assistant principal or principal will respond to these referrals immediately and notify the parents and teacher of the referral and the disciplinary action taken. 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 designee. The second offense shall trigger a conference of all required parties as per Act 1281 of 1999.

### **Bus Regulations**

In general, the standards of conduct for the school bus are the same as during the regular hours of the school day.

1. When loading on a bus, there should be a single file and no crowding.
2. The bus driver is at all times in charge of his/her bus. Pupils are not permitted to get on or off the bus except at the regular stop.
3. When a bus is late arriving at school, students are to go to the office and check in. They will be issued a pass to class and will not be counted tardy.
4. 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.
5. Any student guilty of using offensive language or projecting offensive conduct in any way against a school bus driver may be prohibited the privilege of riding a school bus, with the prohibition being determined by the administrator.

6. Misconduct on the bus will be reported to the administrator by the bus driver and may result in the suspension of bus riding privileges for a specified period of time, or in other disciplinary action.

## **SUSPENSION AND EXPULSION**

### **SUSPENSION**

Students not present at school cannot benefit from the educational opportunities the school environment affords. 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 interest 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 education 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 other 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.

### **In School Suspension**

Marion High School, Junior High, and Middle school will maintain an In-School Suspension program. Students will be assigned up to 5 days. Students who break ISS rules may be assigned additional days. A student must complete all assigned days before readmission to the regular classroom. Assignments will be sent to the ISS director who will facilitate the completion of assigned work. Students will receive credit for work done while "in" ISS. Should a student choose not to follow ISS rules, they will be suspended from school and no work will be made up. Students assigned ISS who are checked out before the end of the day, must complete the time lost upon returning to school.

### **Emergency Suspension**

Notwithstanding the policy concerning suspension and expulsion procedure, students may be suspended indefinitely without notice, hearing, and 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 to 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 their usual time. In all such cases, notice, hearing, and other rights shall be provided in accordance with normal provisions at the earliest practical date that the restoration of order permits.

### **Suspension of Concurrent MHS Students**

Suspension from MHS will not affect attendance at MSCC. Likewise, suspension from MSCC will not affect attendance status at MHS.

### **Expulsion**

Students may be expelled only by an act of the school board. Expulsion is defined as dismissal from school for more than ten days. Recommendations for expulsion will come to the school 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 a recommendation to the superintendent, he will also notify the parent 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 guardian by certified mail.

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 in consideration of the expulsion recommendation. The superintendent will then proceed to the school board the recommendation, which will be supplemented by supportive data as provided by the principal.

## **MARION SCHOOL DISTRICT STUDENT INTERNET ACCEPTABLE USE AND SAFETY POLICY**

### **A. Educational Purpose**

1. The System (data network, computer workstations and file servers) has been established for limited educational purpose. The term "educational purpose" includes classroom activities, career development, and limited high-quality personal research activities.
2. 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.
3. You may not use the System for commercial purposes. This means you may not offer, provide, or purchase products or services through the System.
4. 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 a 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 students.

### **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 system. 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 capacity of engaging in “real-time” discussions over the Internet. The use of instant messaging services are not “educational use” of the System and 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 System’s 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 classwork.

## **C. Student Internet Access**

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 on-line.
  - 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 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 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 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 Limits**
    - a. You will use the system only for educational and career development activities and limited, high-quality 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 a question, 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 determine to be inappropriate for you to access. The district fully expects that you 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 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 rights you have in the privacy of your locker.
- b. Routine maintenance and monitoring of the System may lead to 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, it 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.

**H. Acknowledgment of Copyright**

This document is based on the research of  
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Version 3.1, June 2001

**SEXUAL HARASSMENT POLICY**

1. Purpose  
It is the policy of the Marion School District to maintain a learning and working environment that is free from sexual harassment.
2. Authority  
It shall be a violation of this policy for any member of the District’s staff to harass a student through conduct or communications of a sexual nature as defined below. It shall also be a violation of this policy for students to harass other students or staff members through conduct or communications of a sexual nature as defined.
3. Definitions  
Unwelcome sexual advances, requests for sexual favors, and other inappropriate oral, written or physical contact of a sexual nature when made by a member of the school staff or when made by any student to another student or staff member shall constitute sexual harassment when:
  - a. submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual’s education or employment;
  - b. submission or rejection or such conduct is used as a basis for academic decisions affecting that individual; or
  - c. such conduct has the purpose or effect of substantially interfering with an individual’s academic or professional performance or creating an intimidating, hostile, or offensive academic or work environment.

Sexual harassment, as defined above, may include but is not limited to the following:

- a. verbal harassment or abuse

- b. pressure for sexual activity
  - c. repeated remarks to a person, with sexual or demeaning implications
  - d. unwelcome touching
  - e. suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, etc.
4. Procedures

Any person who alleges sexual harassment by any staff member or student in the District may use the District's Grievance Procedure or may complain directly to the school's principal or the district's equity coordinator.

Proper steps for reporting complaints for sexual harassment are:

- a. Step One — The complainant shall state in writing the basis for the complaint, the names of the persons involved, and the dates of any specific incidents.
- b. Step Two — All complaints are to be investigated immediately and thoroughly. The right to confidentiality, both of the complainant and the accused, will be respected consistent with the district's legal obligations. The equity coordinator or designee will report his findings of his/her investigation and the action taken in writing to the complainant within fourteen (14) calendar days of the receipt of the complaint either hand-delivered or by certified mail. Upon completion of the investigation, the equity coordinator or designee will take any corrective action(s) necessary.
- c. Step Three - Should the complainant feel that the action is insufficient, the initial report shall be sent to the district Superintendent. A summary of any previously proposed resolutions shall be included, along with a statement of the reasons why the proposed resolution is deemed insufficient. The complaint shall be investigated immediately and the conclusion of such investigation and the action taken will be reported in writing to the complainant within fourteen (14) days, either hand-delivered or by certified mail.
- d. **Disciplinary Action**  
A substantiated charge against a student in the school district subject that student to disciplinary action including suspension or expulsion. The Sexual Harassment Complaint Form may be obtained in the principal's office or the district office.

### **Vandalism**

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.

## **RANDOM CHEMICAL SCREEN POLICY**

Marion School District recognizes that drug abuse is a significant health problem for students, detrimentally affecting overall health, learning ability, reflexes, and the total development of each individual. The Marion Board of Education is determined to help students by providing another option for them to say "NO". Drug abuse includes but is not limited to, the use of illegal drugs, alcohol, and the misuse of legal drugs and medications.

### **SCHOOL YEAR**

The school year for this policy shall comprise the time from the first day of classes in the fall, unless the activity begins prior to the first day of classes, in which event from the first day of practice through the last day of classes in the spring shall apply.

### **POLICY STATEMENT**

Marion School District ("the District") is conducting a *mandatory* drug-screening

program for specified groups of students. The program's purpose is threefold: (1) to provide for the health and safety of students in all Arkansas Activity Association regulated programs, grades 7-12 and for all student drivers who obtain a parking pass to park on a school campus; (2) to undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs; and, (3) to encourage students who use drugs to participate in drug treatment programs.

## **DRUG**

Any substance considered illegal by Arkansas Statutes or which is controlled by the Food & Drug Administration unless prescribed by a licensed physician.

## **WHO THIS POLICY AFFECTS**

Students in grades 9-12 who park in school district parking are required to be in the random pool for drug screening. Also, students who wish to participate in Arkansas Activities Association regulated programs for grades 7-12 are required to be in the drug screen pool. These activities are listed below: Baseball, Basketball 7-12; Golf 7-12; Track 7-12; Tennis 7-12; Cross Country 7-12; Volleyball 7-12; Softball 7-12; Soccer 7-12; Band 7-12; Choir 7-12; Student Council 7-12; Speech 7-12; DECA 7-12; BFLA 7-12; FCCLA 7-12; National Honor Society 7-12; VICA 7-12; HOSA 7-12; Thespian 7-12; Cheerleading 7-12; Art 7-12; Quiz Bowl; and any other organization formed that is regulated by the Arkansas Activities Association.

## **PROCEDURES FOR STUDENTS:**

**Consent:** Prior to participation in the above activities and prior to being issued a student parking pass both the student and the student's parent or guardian shall consent in writing to the random drug testing District's drug testing program. No student shall be allowed to participate or park without completion of the permission form. In July 2010 early August 2010 students already practicing may continue until the deadline for completing this form as set by the school principal. If a parent desires, students not involved in activities may be allowed to voluntarily participate in the testing pool with a consent form signed by the parent.

## **STUDENT SELECTION:**

Random drug testing will be conducted periodically during the school year. Selection for random testing will be by random numbers representing each participant. The licensed third-party administrator is responsible for maintaining the computer program. All steps will be taken assuring that the person drawing names has no way of knowingly choosing or failing to choose particular students for the testing, assuring that the identity of students drawn for testing is not known to those involved in the selection process and assuming direct observation of the process by the least intrusive means possible while assuring brevity and privacy.

## **SAMPLE COLLECTION:**

Urinalysis will be the method utilized to test for the presence of chemicals in the body. All students selected must report to the designated testing site and must complete the necessary forms. All urine specimens will be taken at a designated restroom. Privacy will be honored. The use of another person's sample to substitute is both detectable and punishable.

## **TESTING AGENCY**

The District will use a qualified and licensed agency that strictly follows the chain of custody requirements for taking samples, labeling samples, testing and retaining samples, and maintaining confidentiality with respect to test results and related matters.

## **PRESCRIPTION MEDICATION**

If a student tests positive and he/she reports that he/she is on prescription medication, documentation will be requested by the principal and the information will be forwarded to the testing lab for verification. Students who refuse to provide documentation and have a positive screen will be subject to the same penalties allowed in policy.

## **LIMITED ACCESS TO RESULTS**

The specific results will be reported only to the superintendent, the school principal, or his/her designee.

### **PROCEDURES IN THE EVENT OF A POSITIVE SCREEN RESULT**

Whenever a student's test result indicates the presence of illegal drugs ("positive screen"), the following will occur: the student and the parent or legal guardian will be notified and will be given a copy of the results. Since approximately half of the sample remains untested and in possession of the testing company, if requested immediately and, upon payment of \$175 fee, the vendor will send the remaining testing student sample to another licensed and approved testing company. The re-test results shall be considered final. Upon a positive initial screen the sponsor or parking pass monitors will simply be instructed that "the student cannot participate or park until further notice."

### **PENALTIES:**

Positive screening results are cumulative and will follow the student for duration of enrollment in the Marion School District.

### **PENALTY: FIRST POSITIVE SCREEN**

For a positive screen, the student will be suspended from participation in school activities and/or will lose parking privileges for a minimum of ten (10) school days from the date of notification to the student, parent, and sponsor. A "negative confirmation test" at the end of 10 days and after the re-test results are known will immediately return all privileges. Students must re-test (at their own expense--at the school's usual rate) and be 'clean' before privileges are returned. The vendor will work with the school to establish a time and place for such re-tests. Only the school's approved vendor may administer the re-test. If the test results are negative, the student will again become eligible for competitions, presentations, and activities relating to Marion Schools. The school may waive five (5) of the suspension days for students who present evidence of attendance in a school-approved drug abuse-counseling program to the principal.

### **PENALTY: SECOND POSITIVE SCREEN**

For a second positive screen, the student will not be allowed to attend or participate in any extracurricular activities or to park on campus for one calendar year from the date of notification. After the calendar year, the student may re-test (at his own expense) at a time and place specified by the school. Should the results be found to be negative, all privileges will resume.

### **PENALTY: THIRD POSITIVE SCREEN**

For a third positive screen, the student will be suspended from both attending and participating in any school activity or parking on campus for the remainder of the student's enrollment in MSD. This third positive screen could come from a random pool selection or be the result of a re-screen following a probationary period.

### **NEXCHECK SUGGESTED HANDBOOK LANGUAGE**

Your Check is Welcome. 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 you 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. The fee established by law, now \$25, plus the amount of any fees charged to the holder of the check 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.

## **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 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

# SMART CORE INFORMED CONSENT FORM

## (GRADUATING CLASS OF 2012, AND 2013)

Name of Student \_\_\_\_\_  
Name of Parent/Guardian \_\_\_\_\_  
School \_\_\_\_\_  
School Address \_\_\_\_\_  
District \_\_\_\_\_

Smart Core is Arkansas's college- and career-ready curriculum for high school students.

College- and career- readiness in Arkansas means that students are prepared for success in entry-level, credit-bearing courses at two-year and four-year colleges and universities, in technical post-secondary training, and in well-paid jobs that support families and have pathways to advancement. To be college- and career ready, students need to be adept problem solvers and critical thinkers who can contribute and apply their knowledge in novel contexts and unforeseen situations. Smart Core is the foundation for college- and career- readiness. All students should supplement with additional rigorous coursework within their career focus.

Successful completion of the Smart Core curriculum is one of the eligibility requirements for the Arkansas Academic Challenge Scholarship. Failure to complete the Smart Core curriculum for graduation may result in negative consequences such as conditional admission to college and ineligibility for scholarship programs.

Parents or guardians may waive the right for a student to participate in Smart Core and to instead participate in the Core curriculum. The parent must sign the separate Smart Core Waiver Form to do so.

## SMART CORE CURRICULUM

### English - 4 units

- English 9th grade
- English 10th grade
- English 11th grade
- English 12th grade

### Mathematics - 4 units

- Algebra 1 or Algebra A & B (Grades 7-8 or 8-9)
- Geometry or Investigating Geometry A & B (Grades 8-9 or 9-10)
- Algebra II
- Fourth Math--Choice of: Transitions to College Math, Pre-Calculus, Calculus, Trigonometry, Statistics, Computer Math, Algebra III or an Advanced Placement mathematics. (Comparable concurrent credit college courses may be substituted where applicable.)

### Natural Science - 3 units 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 - 3 units

- Civics or Civics/American Government - 1 unit
- World History - 1 unit
- U.S. History - 1 unit

### Oral Communications - 1/2 unit

### Physical Education - 1/2 unit

### Health and Safety - 1/2 unit

### Fine Arts - 1/2 unit

### Career Focus - 6 units

By signing this form, I acknowledge that I have been informed of the requirements and implementation of the Smart Core curriculum and am choosing the Smart Core curriculum for my child.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Official Signature

\_\_\_\_\_  
Date

# *Marion Alma Mater*

*Through the times of joy and sadness, and the lessons learned,  
Marion we sing your praises with the pride we've earned.  
From boys and girls to men and women we have all evolved.  
Our pride in you, our alma mater, will not be dissolved.*

## **MARION SCHOOL DISTRICT 2010 - 2011 SCHOOL CALENDAR**

August 8-16	Staff Development (7 Days)
August 17	First Day for Students (1 <sup>st</sup> semester)
September 5	Labor Day Holiday
October 14	End First Quarter (42 days)
October 20	Parent/Teacher Conference
October 21	Staff Development
November 23-25	Thanksgiving Holiday
December 20	End Second Quarter (43 Days)
December 21 - January 3	Christmas Holiday (Faculty & Staff)
January 4	Staff Development (No Students)
December 21 - January 4	Christmas Holiday (Students)
January 5	1st Day for Students (2nd Semester)
January 16	Martin Luther King Holiday
February 20	Presidents' Day Holiday
March 15	Parent/Teacher Conference
March 16	End Third Quarter (50 Days)
March 19-23	Spring Break
April 6	Good Friday
May 24	End Fourth Quarter (43 Days)
*May 25	Staff Development
May 25,29,30,31, June 1	Bad Weather - Make Up Days

\*If any make up days are used, staff development will be the day after last student day.

## **Approved District Student Report Calendar**

September 20	Progress Reports
October 20	Parent/Teacher Conference - Report Cards
November 21	Progress Reports
January 10	Report Cards
February 14	Progress Reports
March 15	Parent/Teacher Conference - Report Cards
May 01	Progress Reports

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**PROTECTED HEALTH INFORMATION**  
**Marion School District**  
**2011-2012 School Year**

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 two register nurses, three 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 ensuring an optimal learning and safe environment, some information relating to the health and safety of students may be shared with other faculty members and emergency personnel on a need-to-know basis as deemed necessary by the Health Service Team and administration.

Health Service Team Members: Dr. Grady Collum; Helen Bloodworth, R.N.; Leslie Brick, R.N.; Carmen Davis L.P.N.; Stephanie Gardner, L.P.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 school district, may not be protected by the HIPAA Privacy Rule, but will become educational records 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.

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Parent or Guardian's Signature

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Date

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Student's Signature

***Be sure to keep your child's emergency contact information up-to-date in the school office. The school must be able to contact you in case of an emergency!***

## **PARENTAL COMPLAINTS POLICY - 13A**

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 efficiently. 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's office located at the district's administrative offices at 200 Manor St. in Marion.

**EQUITY COORDINATOR:**

Hugh Inman  
Marion School District  
200 Manor St.  
Marion, AR 72364  
870-739-5100

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It is the policy of the Marion School District to provide equal opportunities within regard to race, color, national origin, sex, age, disability, or veteran status in its educational programs and activities. This includes, but is not limited to, admissions, educational services, financial aid, and employment. Inquiries concerning application of this policy may be referred to:

Hugh Inman  
Equity Coordinator  
200 Manor St.  
Marion, AR 72364  
739-5100

The Marion School District has complied with the Asbestos Hazard Emergency Response Act and is required to notify all students, parents, and employees of this inspection. A management plan is available for public inspection at the central Administrative office during normal business hours.