

Marion Intermediate School

Student Handbook

2011 – 2012



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**Marion Intermediate School
Parent/Student Handbook 2011 - 2012**

Statement of Receipt

Please read this handbook carefully with your child. In accordance with Arkansas law (A.C.A. 16-18-501-506), we ask that you sign this sheet, tear it off at the dotted line, and return this sheet to school. We want to make sure all parents and students have the opportunity to understand our rules and routines.

Parent's Signature _____ Date _____

Student's
Signature _____ Grade _____ TR _____

Please sign FIVE pages and return signature pages to school. Thank you!

**Please sign and return pages 2 – 7
to the MIS office.**

PROTECTED HEALTH INFORMATION
Marion Intermediate School
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 registered 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 a student may be shared with other faculty members and emergency personnel on a need-to-know basis as deemed necessary by the Health Services Team and administration.

Health Service Team Members: Dr. Trent Pierce, Leslie Brick, R.N., Director of Nursing, Harriet Morrow, R.N., Carmen Davis, L.P.N., Kelly Fogleman R.N., Jama Davis, R.N., and Janice Wiggins, L.P.N.

As a parent or guardian of the above student, I have read the above guidelines of the Protected Health Information. I recognize that health records once received by the 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.

Parent or Guardian's Signature

Date

Student 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!

Please fill out *both sides* of this form and return it to your child's homeroom teacher.

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

Student Section

Student Name _____ **Grade** _____

School _____

I have read the Student Acceptable Use Policy in Handbook. 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** _____

**Please fill out *both sides* of this form and
return it to your child's homeroom teacher.**

Marion Intermediate School Student/School/Parent Compact

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

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

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

The MIS faculty pledges to fulfill this agreement to the best of our ability.

Marion Intermediate School Faculty

PARENT/GUARDIAN AGREEMENT

Any person who is interested in helping this student may sign.

I want my child to learn as much as possible every day in school and at home.

Therefore, to encourage success, I will do the following:

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

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

Adult's Signature _____

STUDENT AGREEMENT

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

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

To the best of my ability, I will follow these steps for improving my school achievement.

Student's Signature _____

Please sign and return to school.

CORPORAL PUNISHMENT POLICY

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

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

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

Student's Name _____

Teacher _____ Grade _____

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

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

Parent's Signature

Date

TEXTBOOK AGREEMENT

Every year, students are issued a set of grade level textbooks to use. Students are responsible for the care of these books. The costs for each is listed below.

<u>4th Grade</u>		<u>5th Grade</u>	
Saxon Math	\$63.40	Saxon Math	\$60.95
Language Arts	\$41.70	Language Arts	\$44.85
Social Studies	\$51.80	Social Studies	\$57.39
Science	\$50.00	Science	\$50.00
Reading	\$52.50	Reading	\$52.50

I am responsible for any textbooks lost or damaged by my student.

Signature: _____

Date: _____

Student Name: _____

MIS 2011 - 2012 CALENDAR

August 11	Back to School Night at MIS
August 17	First Day for Students
September 5	Labor Day Holiday
September 6	5th Grade Pictures
September 7	4th Grade Pictures
September 20	Progress Reports Go Home
October 14	End of 1st Quarter
October 20	Parent/TR Conf/report cards
October 21	Pro Dev Day/ No Students
November 21	Progress Reports Go Home
November 23 - 25	Thanksgiving Holiday
December 14 - 15	GR 4 Christmas Prog. 10& 2
December 16	Christmas Parties
December 20	End of 2nd Quarter
Dec 21 - Jan 4	Christmas Holiday students
January 4	Pro Development
January 5	First day 2nd Semester
January 10	Report Cards Go Home
January 16	Martin Luther King Holiday
February 25	Progress Reports Go Home
February 20	President's Day Holiday
March 15	Parent/TR Conf/report cards
March 16	End of Third Quarter
March 19 - 23	Spring Break
March 29	4th & 5th Grade Spring Pictures
April 6	Good Friday Holiday
April 9 - 13	Benchmark Exam 4th 5th GR
May 1	Progress Reports Go Home
May 25	Last Day for Students
June 1	Professional Development
May 25 – June 1	Makeup Days for Snow if Necessary

**WELCOME
TO
MARION INTERMEDIATE SCHOOL**

The intermediate school years are a time for learning, growing, and changing. Our goal is to be a school where every student learns, and each person is respected, valued and challenged. We celebrate the diversity that makes each person special.

All students are expected to be responsible for their behavior, to respect each other and the school property, and to be ready to learn each day. Working together for excellence is what makes Marion Intermediate a great school!

WE ARE GLAD YOU ARE HERE!

MARION INTERMEDIATE SCHOOL

MISSION STATEMENT

It is the mission of Marion Intermediate School to provide a challenging curriculum in a safe environment conducive to learning, while meeting the diverse needs and interests of ALL children.

We will teach our children the academic, social, technological and problem solving skills needed to become productive citizens in the ever-changing world.

MARION INTERMEDIATE SCHOOL	
DAILY SCHEDULE	
7:30 - 8:00	Breakfast
8:00	School Day Starts
8:05	Tardy Bell
8:05	Announcements & Pledge
10:50 - 11:50	Fourth Grade Lunch*
12:00 - 1:00	Fifth Grade Lunch**
3:00	Dismiss Walkers
	Bicycle Riders
	Car Riders
3:05	Dismiss Buses

*** 4th GR:**

Lunch 10:50 – 11:30

Burditt, Morris, Walker, Barnes, Malloy, Meyers, Cole

Kim Shirley – 10:40 – 11:30

Lunch 11:20 – 11:50

Todd, Currie, Hanks, Acuff, Baker, Vest

****5th GR:**

Lunch 12:00 – 12:30

Austin, D. Dillahunty, E. Pirani, Watson, L. Dillahunty, Donner, K. Pirani

Lunch 12:30 – 1:00

Hallmark, Miller, Patrick, Bronson, Curry, Gurley, Nassar

ROUTINES

ANNOUNCEMENTS

Students will broadcast announcements each morning at 8:05 on the MIS television network. These announcements will include reminders of coming events, breakfast and lunch menus, birthday congratulations and the Pledge of Allegiance. All students should be in homeroom during the announcements.

ARRIVAL AT SCHOOL

Students should arrive at school between 7:30 and 8:00. **Students should not arrive on campus before 7:30** since no school personnel are on duty until that time. At 7:30, duty teachers will open the doors to admit students. Car riders should enter through the front doors while bus riders should enter in the west end doors. Breakfast is served from 7:30 to 7:55. Students wishing to eat breakfast should go directly to the cafeteria when arriving at school. Other students should go to their homeroom classroom to sit and wait for the school day to begin.

BIKES

A bike rack is provided in front of the building for students who ride bikes to school. Students should lock their bikes onto the rack. Students who ride bikes are cautioned to watch for cars when coming to and leaving school. Bike riders should cross L. H. Polk with the crossing guard.

BOOKSTORE

A school supply store is available for students at the beginning of each school day. Students may purchase pencils, paper, folders, and other necessary supplies.

BUSES

Bus students are assigned to the bus that serves their neighborhood and grade level. All students are expected to ride their assigned bus each day unless parents notify the office of a change.

In the event of an extreme family emergency, the Marion School District will transport a child to a temporary destination or pick up at a temporary stop if:

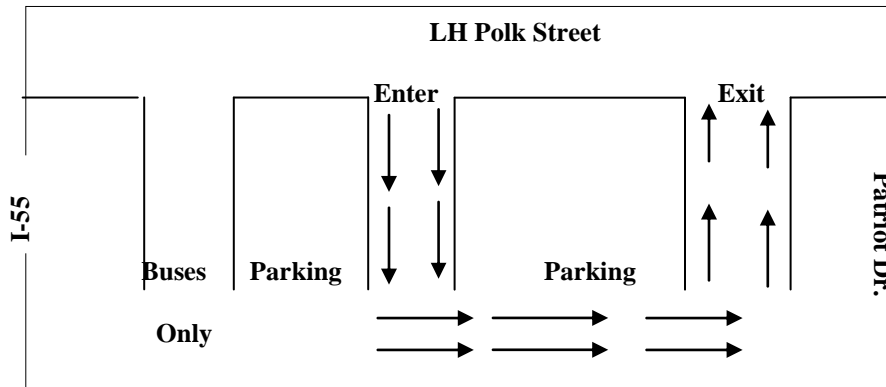
- the student does not overload the bus they are asking to ride.
- the parent contacts the school by phone or note to request the emergency change before 2:00 PM
- the principal approves the request and completes a bus pass for the student.

- the requested stop is on an established bus route and at an established stop.

Students will not be allowed to ride a different bus to go home with a friend or to visit a relative. Overcrowding on the buses makes this impossible!

CARS

Cars must enter and exit in front of the building according to the signs painted on the drive. Please use extreme caution when dropping off and picking up students. Students should not walk across lanes of traffic when leaving the car. In the morning, the traffic flow will move more efficiently if parents drive to the far end of the driveway to let children out. Cars should not block the handicapped access or parking area. We are very concerned about the safety of our students. Please report incidents of unsafe behavior to the office.



CAR RIDERS - AFTERNOON PICK-UP

All students who ride home in cars are to leave the building from the front doors at 3:00. Students should watch for their car and follow the directions of the duty teacher. Please do not ask your child to meet you at the end of the building near the gym. Duty teachers are in front of the building to supervise students waiting for rides. Students who go to the east end of the building are unsupervised and should not be in this area.

CAFETERIA

Breakfast and lunch are served daily in the Marion Intermediate School cafeteria. Meal prices are \$.75 paid breakfast, \$1.55 paid lunch, \$.30 reduced breakfast, \$.40 reduced lunch, \$.35 milk. All families are asked to complete a free/reduced meal application and return it to school at the beginning of each school year. Parents may write *not interested* on the application if they do not wish to apply for free/reduced meals.

Parents are encouraged to join their students for lunch. The price for an adult meal in the cafeteria is \$3.00.

All students are issued a photo ID lunch card. If the card is lost or destroyed the replacement cost is \$5.00.

Marion Intermediate School cafeteria records are kept in the cafeteria. Students are encouraged to look over the menu for the week and bring money to pay for the meals they plan to eat each week on Monday. **We prefer that no meals be charged. Meals should be paid for before they are served in the cafeteria.** Your check is welcome at all schools in the Marion School District. The Marion School District recognizes that occasionally a parent may inadvertently overdraw a checking account and a check may be returned by your bank. In order to recover these funds in a private and professional manner, the Marion School District has contracted with Nexcheck, LLC for collection of returned checks.

Each person writing a check to a school or the School District should write the check on a commercially printed check with your name, address, and one phone number. Counter or starter checks will not be accepted. When a person writes a check to a school or the School District, the person writing the check agrees, if the check is returned it may be represented electronically on the same account. The fee established by law, now \$25.00, 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, the Nexcheck will contact you by mail and by telephone in order for you to make arrangements to pay. All payments need to be made 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.

CAFETERIA: PEANUT ALLERGIES

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 peanuts/nuts or foods manufactured on equipment that processes peanuts 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 peanuts/nut products in a controlled environment.

DRILLS

Each class will practice safety drills during the school year. Students will be trained in safe procedures for earthquake, fire and tornado emergencies.

Earthquake Drills

Following the teacher's command, students will:

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

Fire Drills

State law requires that each school conduct regular fire drills. By law, each teacher must give such instruction and supervision as is necessary for the safety of the students in case of fire or other crises. The teacher is required to be familiar with the regulations and methods of evacuation for each room in which s/he teaches.

The following are school regulations pertaining to the fire drills:

- 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 for the evacuation procedure. The teacher shall be sure that all windows and doors are closed unless otherwise instructed by the principal.
- When leaving the room, students should walk rapidly without running or shoving.
- The teacher should follow the students from the building and check the roll to assure complete evacuation.

Lock Down Drill

In case of an emergency, teachers will institute lock down procedures. These procedures will begin when an announcement is made to alert students and staff that there has been a "Code Red" emergency. Teachers will immediately lock classroom doors, call roll to determine missing students, and will advise the office of anyone who is absent from the classroom. No one will be allowed to enter the building or leave the building during a Code Red situation. Students and staff will remain safely locked in classrooms until the signal is given that the situation is over.

Tornado Drill

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

EARLY DISMISSAL OF SCHOOL

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

During the school year, the school district may have to cancel classes before the scheduled dismissal time because of weather conditions or other unforeseen reasons. If weather conditions or other factors force the early closing of school, a message will be sent from our phone messenger service to all parents to advise them of the situation. The district website will also carry the latest information. Website address is: www.ms3.org. When possible, the following radio or television stations will carry announcements about school closings.

Radio	Television
WRVR 104.5 FM	WREG 3
KTRQ 102.3	WMC 5

EXTRA-CURRICULAR ACTIVITIES

School activities outside of classroom instruction should serve specific curricular purposes. In grades K-6, there are no grade eligibility requirements to meet in order to benefit from participation in extra-curricular activities such as intramurals, field trips, etc. In an effort to control interruptions and maintain balance, extra-curricular activities will be kept to a minimum. No more than five class periods a week may be used for extra-curricular purposes. All such activities require the approval of the building principal.

FIELD TRIPS

Each classroom will take field trips during the year that will be coordinated with curriculum. Field trips will relate to topics being focused on in individual classrooms. The teachers will ask parents to chaperone as needed. Parents will need to provide their own transportation and leave from school with the bus.

The school district will provide bus transportation for students. All students must ride the bus to the field trip. However, children may ride home with their parents after notifying the teacher. All students must have a permission slip signed by a parent or guardian and on file before they will be allowed to go on a field trip.

Students with chronic illnesses requiring medications prescribed by their physician **must** have them at school to be allowed to go on the field trip, ex. 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.

FLOWERS

To protect the learning climate, MIS does not accept delivery of flowers, balloons, or other remembrances on Valentine's Day. Flowers or balloons delivered for other special occasions may not go home on the bus.

INSURANCE

The Marion School District provides parents the opportunity to purchase low cost accident insurance at the beginning of each school year.

INTERNET / TECHNOLOGY USE BY STUDENTS

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 and parents are asked to read and sign the technology use agreement in the *Marion Intermediate School Student/Parent Handbook*.

All use of computers and the Internet will be related to instructional goals and will be closely supervised by the teacher.

LIBRARY/ MEDIA CENTER

The library is available to every student. All students will visit the library with their homeroom at a scheduled time each week and may make additional visits as books are read. Teachers may schedule additional library visits for special projects. The librarian is there to assist students in any way possible. All books are checked out for one week by the librarian. Students who do not bring library books back to the library on the due date will not be allowed to check out more books until all past-due books are returned. If a library book is lost or damaged, the student is obligated to pay for the book.

MEDICAL: HEAD LICE POLICY

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

At the first finding, a student is confirmed with head lice and sent home to be treated immediately. Nits must be removed before the

student can return to school. Proof of treatment (i.e. the box top of the specialized shampoo) must be shown upon returning to school. If the student returns without being treated or returns with nits still in the hair, he will immediately be sent home. **Nits must be removed before returning to school.** Health authorities recommend a twenty-four hour period after treatment before a student should return to school.

At the second finding, the student will be sent home to be treated once more. Before the affected student can return to his classroom, Marion School District will require two measures:

- The parent or guardian must bring a note to the nurse's office stating that the child was checked at the Crittenden County Health Department or at a physician's office.
- All nits must be removed from the child's hair before they return to school.

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

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 medications while at school. The parent or legal guardian shall bring the student's medication to the nurse, or in the absence of the nurse, to the principal's office.

Medications, including those for self-medication, must be in the original container and be properly labeled with the student's name, the ordering provider's name, the name of the medication, the dosage, frequency, and instructions for the administration of the medication, especially if particular times of the day are specified. Additional information accompanying the medication shall state the purpose for 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 or from school, or at an off-site school sponsored activity. Students are prohibited from sharing, transferring, or in any way diverting his/her medications to any other person. The fact that a student with a completed consent form on file is allowed to carry an asthma inhaler or auto-injectable epinephrine, or both does not require him/her to have such on his/her person. The parent or guardian of a student who chooses to not carry an asthma inhaler or auto-injectable epinephrine, or both on his/her person shall provide the school with the appropriate medication which shall be immediately available to the student in an emergency.

Nonprescription medications from home may be given to students upon the decision of the principal or nurse. If it is to be given every day, we must have a doctor's orders on file. Parents must bring the medications in the original container, clearly labeled, age specific and accompanied by a written authorization form signed by the parents or legal guardians that includes the student's name, the name of the medication, the dosage, and instructions for administration of the medication (including times). 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 parents or legal guardians will be destroyed by the nurse with a witness present.

MEDICAL: ILLNESS AT HOME

Students who are sick with a contagious illness such as fever, 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 be released back to school by a physician.**

MEDICAL: ILLNESS AND/OR ACCIDENTS AT SCHOOL

Students who become ill or require first aid should report to the office. Only first aid treatment is given and, if necessary, the school nurse will be called. If student's temperature is 100 degrees or above, a parent/ guardian should be called to pick the student up. If a parent cannot be reached and child's temperature is 101 or above, Tylenol will be given. **Parents/guardians 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 parent or guardian can not be reached, the student will be transported to a local hospital by ambulance accompanied by a school staff member. Parents will be held responsible for any cost involved.

MEDICALLY FRAGILE CHILDREN

The Marion School District will make reasonable accommodations for students who have health care needs in order that they may attend school. These accommodations may include:

- The administration of medication during the school day. Designated school personnel may administer medication to students when the parent or guardian furnishes medication (s), completes an authorization form, and provides the student's medication in the current pharmaceutical container that has specific doctor's instructions on how and when the medication is to be administered.
- Specialized medical and technical support required by a student under IDEA or 504 may be administered by designated school personnel as directed by a student's physician. School personnel will be provided with appropriate training and instructions.
- School personnel may provide first aid or other emergency treatment when students are injured or become ill at school.

PHYSICAL EDUCATION

Each grade will have one physical education period each day. Equipment is provided for activities including basketball, volleyball, soccer, kickball, tetherball and other games. Students should come to school prepared to go outside except in instances of very cold or rainy weather.

PARTIES

Two classroom parties are planned during the year. These parties will be at Christmas and at the end of the school year. Students should bring \$4.00 party money at the beginning of the year to help pay the cost of treats for the parties. Students may also be asked to bring an item for the party. No home-prepared foods or drinks will be permitted to be served to the children. Only boxed drinks will be allowed on the carpet in the classrooms. Please do not bring other children to your child's party.

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.**

PATRIOTISM

Students at Marion Intermediate School will pledge allegiance to the flag of the United States of America each morning as we begin our day. Also, classes may sing patriotic songs. If any parent or child objects, he does not have to participate.

PLACEMENT OF MULTIPLE BIRTH SIBLINGS

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

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

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

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

STUDENT CELL PHONE USE

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

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

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

From the time of the first bell until after the last bell, students are forbidden from using cell phones, any paging device, beeper, Bluetooth-type receivers or similar electronic communication devices. 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, I-Pods, 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 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.

TELEPHONES

Students are not to use the office telephones for personal calls. A student will not be called from class to answer the phone unless the call is an emergency. If it is not an emergency, the office secretary will take the message and number, and the student will be informed of the call. **Students should not be dismissed from class to call home for forgotten books, homework, notes, money, etc. Please work with us to teach our children to organize and be prepared for the day.**

TEXTBOOKS

Textbooks are purchased by the school district and furnished free to students. These sets of books are numbered, and a numbered set is assigned to each student upon enrollment. It is the responsibility of each student to keep up with his books and to keep them in good condition. Students must pay for any textbooks lost or damaged while they are issued to them.

VISITORS

Students are not to bring guests to schools. Parents or other persons who have legitimate reasons for being on the school campus must enter through the front doors and report to the office. All visitors will wear a visitor's identification badge while in the building. We appreciate your cooperation as we work to maintain a safe school environment.

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.

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.

HALF DAY ABSENCES

Students who miss 3 hours or less in one day will be charged with a half day's absence.

ENROLLMENT

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 a nine (9) digit number designated by the Department of Education.

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

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 governmental 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 a county recorder certifying the child's date of birth;
- c. an attested baptism certificate;
- d. a passport;
- e. an affidavit of the date and place of birth by the child's parent or guardian;
- f. previous school records; or
- g. a military identification card

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 2008-09 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 2009-10 school year. Information on qualified, “state approved” programs can be found at <http://www.arkansas.gov/childcare/act29notice.html>.

A child who was 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 2009-10 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 15 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 of enrollment and who has not completed a state-accredited kindergarten program shall be evaluated by the district and may be placed in the first grade if the results of the evaluation justify placement in the first grade and the child’s parent or legal guardian agrees with placement in the first grade; otherwise the child shall be placed in kindergarten.

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

Any child who has been enrolled in the first grade in a state-accredited or state-approved elementary school in another state for a period of at least sixty (60) days, who will become 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 a public health department acknowledging the immunization. Exemptions are also possible on an annual basis for religious reasons from the Arkansas Department of Health. To continue such exemptions, they must be renewed at the beginning of each school year. A child enrolling

in a district school and living in the household of a person on active military duty has 30 days to receive his/her initial required immunizations and 12 months to be up to date on the required immunizations for the student's age.

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.

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 this state shall be open and free through completion of the secondary program to all persons between the ages of five (5) and twenty-one (21) years who are

residents in the district and to all persons between those ages who have been legally transferred to the district for educational purposes.

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

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

Any person who knowingly gives a false residential address for purposes of 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 related to the child's welfare while living apart from parents or legal guardians. Further, documentation of compelling domestic reasons will be accepted from the Crittenden County Social Services.

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

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

ENROLLMENT WHEN LIVING WITH RELATIVES OF FRIENDS

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

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

Those living with relatives or friends within our district-but who are unable to document residency-must now begin with the attendance officer's office at Marion Administrative Offices, 200 Manor 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 their district is verified. Finally, a home visit by the attendance officer at the new address given IS REQUIRED to verify adequate proof of actual residency. Only after these verifications are satisfied, shall the attendance officer personally issue the "*Notice to Proceed with enrollment*" form to the principal or enrollment designee at the appropriate school(s).

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

ENROLLMENT OF A NONRESIDENT UNDER SCHOOL CHOICE

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

TRANSFER STUDENTS

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

- Any student transferring from a school accredited by the Department of Education to the Marion School District shall be placed in the same grade the student would have been in had the student remained in the former school.
- 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 the building principal.

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. Grade point averages will be computed using only grades earned at an accredited institution.

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.

MOVING

When moving out of the district, parents must notify the office, and a secretary will assist the student in completing a withdrawal form to present to his/her new school when registering. All textbooks and library books must be returned, and all fines, fees, and meal charges must be paid before the student withdraws.

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

MAKE UP WORK

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

TARDIES

Students should arrive at school before 8:00. If a student arrives at school after 8:05, he must stop in the office for a tardy slip. After a student has been tardy 5 times in nine weeks, the student may be required to stay in for detention each time that he is tardy for the remainder of the nine weeks.

EARLY DISMISSAL

Students who leave during the school day must be checked out at the office by a parent or by a person designated by the parent on the student's early dismissal form. We ask that parents avoid early dismissal when possible since teachers teach until 2:50 and then help students to prepare to go home with homework, Agendas, appropriate materials, etc. If students check out before school is out, attendance will be affected.

PARENT INVOLVEMENT OPPORTUNITIES

PARENT VISITS

Visits by parents are always welcome! Classroom visits are arranged through the office. Upon arrival, the parent must check in at the office and put on a visitor's pass. Parents are also encouraged to join students for breakfast or lunch. Visitors should call the school office for a lunch reservation. A visitor's lunch is \$2.05 and a visitor's breakfast is \$1.00.

CALENDARS/ NOTES

We will send a calendar from the office at the beginning of each month outlining upcoming activities and opportunities to be involved at school. On this calendar, you will also find the next month's breakfast/lunch menu. Additional notes about specific events will be sent home as needed. Please look for these notes in the Tuesday paper packets.

PARENT-TEACHER CONFERENCES

Good communication between school and home is a key to each student's success in school. Please feel free to call or visit the principal's office at any time. Parents who need to have a teacher conference should call the office and arrange an appointment. This allows both parties time so the conference may be productive. Fall and spring conference nights are scheduled for October 20 and March 15 from 4 to 8 PM. We will also schedule individual conferences with parents of students who scored less than proficient in either area of the Benchmark Exam to complete Academic Improvement Plans. Please plan to conference with your child's teachers!

VOLUNTEERS

We encourage parents, grandparents and friends to volunteer at Marion Intermediate School. Volunteer opportunities are available in the classrooms, in the office and in all areas of the school. We also have volunteer jobs available for parents who can not come to school during the day. We believe that children benefit from seeing their parents

involved in school activities. Be sure to let us know ways that you would like to volunteer!

VOLUNTEERS FOR PARTIES

Teachers will sponsor two class parties each year, a Christmas party and end of year party. Teachers may ask for parent volunteers to help with the party. Please let your child's teacher know if you would be willing to help plan or provide for a party during the school year.

WEB-SITE

The Marion School District web-site is a great source of information about events. To access the web-site, go to www.msds.org on the Internet. Marion Intermediate School also has a link at this site: www.msds.org/~mis. We will use this site as another means of making sure that we communicate important information with our students and parents.

ACADEMICS

The academic program at Marion Intermediate is designed to meet the needs and challenge the ability of every student enrolled. The curriculum is built around the academic content standards outlined in the Arkansas Curriculum Frameworks. This curriculum seeks to reach proficiency in skills as mandated by the State Department of Education.

PROGRAMMING

Marion Intermediate teachers extend the reach of regular classes to meet the needs of a broad range of ability levels. Support is provided through other classes such as Focus Reading, Focus Math, Gifted and Talented classes, Special Education classes which include Resource, Self-contained, Multi-handicapped and Speech classes. The results of testing and recommendation of the regular teacher determine placement in corrective classes. The decision for placement in Special Education, Resource, or Speech classes is made by a committee of parents and teachers after a complete review of the evaluation data. A committee of educators determines placement in Gifted and Talented classes after a complete review of the evaluation data. Parental agreement with the committee's decision is necessary before any student is placed in a support class.

All students receive instruction in Reading, Language Arts, Math, Science, Social Studies, Physical Education, Library, and Music. All students receive computer-assisted instruction in the computer learning lab.

SPECIAL EDUCATION

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

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

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

Referral of a child with a suspected disabling condition is made to the principal of the school in which the child is enrolled. Written referral may be made by the child's teacher, other school or district educational personnel, the child's parent, or any other person with relevant knowledge about the child. Any information which would assist in determining the nature of the child's learning problems and which is presently available should be included with the Referral Form. Such information in district files may include the screening inventory; home or classroom behavior scales; existing medical, social, educational data; and/or samples of the child's work.

Within seven (7) calendar days of receipt of the referral, the principal or principal's designee sets a date for a referral conference and sends a written notification of referral and referral conference date to the parents. Referral conference must be held within the maximum of twenty-one days from the receipt of referral. At the referral conference, parents must be informed of their rights in

relation to procedural safeguards and will be asked to assist the referral committee in filling out a social history of their child.

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

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

- a. Determine whether the student is disabled according to Program Standards and Eligibility Criteria for Special Education. If the child does not meet the eligibility criteria, the decision of the committee will be that no special education services are needed.
- b. Specify the disabling condition if the student is determined to be disabled.
- c. Design an Individual Education Plan (IEP)
- d. Determine appropriate placement for implementation of the Individual Educational Plan.

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

Except for evaluation and initial placement, consent may not be required as a condition of any benefit to the parent 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 procedures.

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

GIFTED AND TALENTED PROGRAM SERVICES

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

Because the identification process is lengthy, it is strongly urged that referrals for the next school year be turned in to the school counselor no later than the first of March. Referrals received after this date will be processed during the next school year.

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

G. T. Transfer Students

Transfer students who have been identified for G/T services in their previous school will be staffed by a school site staffing committee composed of the following people: G/T coordinator, school counselor, certified G/T teacher, and regular classroom teacher(s). Prior to staffing, identified elementary G/T transfer students will have been placed in the

cluster grouping for a nine week period. Secondary G/T transfer students will have attended classes in the Marion School District for a nine week period. Data to be reviewed will include information from the sending school such as G/T testing, achievement test scores, grades, and samples of the student's class work collected at our school site during the nine week period.

Third-Sixth Grade Multiple Services:

Students who are identified for multiple services are placed in heterogeneously grouped home-based classrooms. For approximately two to three hours during the day, these students leave the home base to receive services through homogeneous grouping in a TEAM classroom.

Third-Sixth Grade Content Area Differentiation:

Students who are identified as having special needs in one or two content areas are placed in heterogeneously grouped home-based classrooms. In the home-based classroom with consultation or in the TEAM classroom with direct services from the TEAM teacher, these students receive at least 150 minutes per week of subject enrichment/acceleration.

For more information see the school counselor for a copy of the GT Handbook.

LIMITED ENGLISH PROFICIENCY (LEP) SERVICES

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.

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

FOCUS READING AND FOCUS MATH – TITLE 1

Students who may need extra help in math or reading as determined from the results of interim assessments, Benchmark results, grades, or teacher recommendation will be served in the Focus Reading and/or Focus Math classes. These programs are intended to strengthen weaknesses and address weaknesses in reading and/or math skills. Flexible scheduling allows different students to benefit from these programs as needed.

504

In order to fulfill its obligations under Section 504 the Marion School 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.

ACCELERATED READER

All fourth and fifth grade students at MIS have the opportunity to improve their reading skills through practice using Accelerated Reader. Students set reading goals, read books they choose on their reading level, take computer tests that check for comprehension, and earn points toward rewards at the end of each nine weeks. Accelerated Reader gives students the reading practice they must have to improve their comprehension not only in reading but also in science, language, social studies and recreational reading.

BENCHMARK BOOSTER CLUB

Fourth and fifth grade students who are academically at-risk according to the previous year's Benchmark results and/or results of interim testing may be invited to participate in the after school Benchmark Booster Club. This program offers additional support in the form of after school tutoring to address the problem of low achievement on state mandated tests. Sessions are held both semesters so that more students can be served. Transportation is provided for those students who qualify. If your child qualifies for this program, you will be sent information detailing the program.

CLASSWORK/HOMEWORK

Class work and homework are considered to be a regular and vital part of the total instructional program. Class work is important as guided practice during the time when a teacher is available to correct and reteach. Homework is a follow-up of the practice needed for complete mastery. Homework assignments should take no more than a total of one

hour each night. If your child is regularly working longer than one hour, please call for a conference. Class work and homework can cause more disruption at home and at school than almost anything else if a child chooses NOT to do his assignments. Teachers monitor this closely and will notify parents regularly when their child fails to work. We will send home a paper packet each Tuesday that will give you information about the work that your child is doing. If you see that incomplete or missing work is a problem, you are encouraged to call immediately for a conference time with the teacher and counselor to find a remedy.

AGENDA PLANNERS

MIS students use Agenda planners to keep up with assignments and encourage better organization and work habits. This planner must be brought to class each day. Teachers will include time for students to record assignments in the planner during the daily routine. It should then be taken home each night and reviewed with the parents. We hope that parents will see the Agenda daily and thus be better informed about daily homework and class work. The Agendas are on sale in the office for \$8.00. The Agenda will provide an excellent means of communication if students, teachers and parents work together to use this planning tool every day.

TESTING

Testing is a regular part of instruction and is designed to determine mastery. Students are told in advance of regular testing and are assigned material to review and study in preparation. Tests missed because of an excused absence may be made up and credit given.

Fourth and fifth grade students will take the Arkansas Benchmark Exam April 9 – 13, 2012. This test rates students as advanced, proficient, basic or below basic in literacy and in math based on criteria taken from the Arkansas Frameworks.

We will provide you with the results of this testing, and we will be available to discuss the results with parents as soon as test scores are returned to school.

BENCHMARK ASSESSMENTS AND ACADEMIC IMPROVEMENT PLANS

Marion School District students in grades 3 through grade 8 are required to complete the State's Benchmark Assessment tests annually. The state shall annually set the satisfactory pass levels for each level of exam.

Each student identified as not meeting the satisfactory pass level in the immediate previously administered benchmark assessment shall have an individualized educational academic improvement plan developed by the school using the Benchmark data provided.

The academic improvement plan (A.I.P.) shall include remediation activities focused on those areas which the student failed to pass. Each student who did not meet the satisfactory pass score shall participate in his or her remediation activities beginning in the school year the assessment results are reported.

School Districts and individual schools shall notify the student's parent, guardian, or caregiver via student handbooks of the parent's role and responsibilities as well as the consequences for the student's failure to on the student's transcript for the course related to the end-of-course assessment. The remediation activities may include a length of up to a semester for the subjects measured by the end-of-course tests for Algebra I, Geometry, 11th Grade Literacy or subsequent tests developed by the Arkansas Department of Education. The remediation activities in the individualized A.I.P. shall focus on those areas which a student failed to pass.

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 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 Educational Plan (IEP) shall be based on their successful attainment of the goals set forth in their IEP.

STUDENT PERFORMANCE GRADING

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

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

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

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

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

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.

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.

WEEKLY PAPER PACKETS

Weekly paper packets are sent home every Tuesday. These packets are intended to give you an idea of the work that your child has done during the last week, any incomplete or missing work, and his behavior for the week. **Review these papers carefully.** Sign and return the packets. If you do not receive these packets regularly, call or e-mail your child's homeroom teacher.

ED-LINE

This program allows you to access your child's grades, assignments, and other school news using the internet. If you have questions about access on Ed-line, please e-mail Heather Sorrells at hsorrells@msd3.org.

We realize that not all families have internet access at home. Here are some alternative locations for community computer use:

1. Woolfolk Library in Marion
Adults may sign in for computer use up to 1 hour at a time. Print outs are 25 cents each.
Hours: MWF 9:00 am – 5:30 pm; Thurs. 9:00 am – 7:00 pm; Sat 9:00 am – 12 noon.
2. West Memphis Public Library
Adults need a photo ID; children need a slip signed by a parent to use computers.
Hours: Mon 10:00 am – 8:00 pm; Tues-Thurs 10:00 am – 7:00 pm; Fri 10:00 am – 5:00 pm; Sat 10:00 am – 3:00 pm.
3. Crawfordsville Public Library
Computers may be used for one hour at a time.
Hours: Mon and Tues 9:00 am – 4:30 pm; Wed 11:30 am – 4:30

4. Mid-South Community College
Community Patrol cards are available for \$10 per year which will give access to their computers.
Hours: Mon-Thurs 7:30 am – 8:30 pm; Fri 7:30 am – 4:30 pm

PROGRESS REPORTS / REPORT CARDS

Four and 1/2 week progress reports will be sent home at the mid-point of each nine week grading period. (See calendar for exact dates.) Each student should receive a one page report for each academic subject and conduct along with a cover letter from the teacher. Please review these reports carefully and call the school if you have questions about this information

Report cards are sent at the end of each nine weeks. The student is responsible for bringing the report card home, having the parent sign it, and returning it to the homeroom teacher as soon as possible. The report card is a one page summary of the student's progress during the nine week grading period. Please review the report card carefully and call or email if you have questions or concerns. The report card should be signed and returned to school.

AWARDS

Good Behavior Party

Students who exhibit good citizenship are rewarded at MIS. We hope to teach students the value of giving their best effort for behavior. To be eligible to attend this party, a student must have Satisfactory Conduct in all classes and no more than 2 discipline referrals to the office per nine weeks.

Birthday Recognition

Each child is honored on the morning announcements on his birthday. He also receives a birthday sticker from the office. Birthday stickers also are awarded for summer birthdays.

Accelerated Reader Awards

Students will be recognized each nine weeks for achievement of reading goals in the Accelerated Reader Program. These students will be rewarded with certificates honoring their Accelerated Reader accomplishments.

Honors Assemblies

The all As and A and B Honor Rolls will be recognized at the Honors Assemblies each nine weeks.
At the final Honors Assembly of the school year, these awards will be given:

- Perfect Attendance Certificates are awarded to all MIS students who have attended MIS the entire year with no absences (at end of year only).
- Honor Roll certificates will be given for All Year All A and A and B Honors for each nine weeks.
- An Academic Achievement Award will be given to the student in each class who has the highest yearly average in each subject area and an E or S in conduct.

Throughout the year, we recognize students for outstanding achievement or good citizenship by announcing their names during the morning announcements recorded by students and televised over our local television channel.

CONDUCT

Rules and routines at Marion Intermediate School are implemented and enforced to establish an atmosphere for learning and cooperation in which all students are safe, respected, respectful and productive.

Good school discipline is built upon the same base as good home discipline: example, consistency and fairness. All students are given a copy of the rules. Teachers teach these rules during the first few days of school. Parents are sent copies of the rules and are encouraged to become familiar with them and discuss them with their children. Parents and students are given notice of the consequences or punishments resulting from the student's refusal to follow these rules. Disciplinary consequences may range from warning to expulsion.

ASSERTIVE DISCIPLINE POLICY

The faculty and staff at Marion Intermediate practice the assertive discipline policy adopted by the Marion School Board. Its purpose is to provide:

- A practical alternative to the use of the paddle and suspensions. The paddle and suspensions will not be eliminated, but other discipline alternatives will be tried first.
- Greater consistency and uniformity among all teachers and students in disciplinary matters.
- More equity as provided by the certainty of consequences of misconduct in the classroom.

It is emphasized that the disciplinary procedures described are designed for classroom management. Consequences for misconduct in areas such as hallways, cafeteria, assemblies, and school activities will continue to be subject to responses by school authorities as discretion

demands. Classroom teachers are expected to use classroom times for teaching. **Teachers are advised not to penalize the learning activities of the majority with the time spent responding to misconduct within the classroom.**

The following are five basic rules for all students:

Be in assigned seat ready to work when the bell rings.

- Have paper, pencils, books, and completed assignments necessary for class activities.
- Keep hands, feet, books, and other objects to self
- Do not talk out of order, tease, swear, make rude gestures, or make other put-downs.
- Follow directions of the teacher.

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

Positive consequences for good behavior and negative consequences for misbehavior are planned by the classroom teacher, approved by the principal, and signed by the parents. Each child will bring home a copy of the discipline plan for his classes within the first days of school. Please review this carefully, make any comments you would like, sign it and return the signature portion to school.

We will report conduct weekly as a part of the paper packets that we will send home on Tuesdays. Conduct grades recorded on the report card are based on the number of times the student's name is recorded for misbehavior in the nine weeks. These misbehaviors are recorded in each class the student attends, and a record is kept by the homeroom teacher. The conduct grading scale for nine weeks is:

Excellent = 0-3 misbehaviors recorded
Satisfactory = 4-11 misbehaviors recorded
Needs Improvement = 12-19 misbehaviors recorded
Unsatisfactory = 20 or more misbehaviors recorded

Out of School Suspension will mean an automatic U in conduct.

Severe misbehavior will be reported by the principal or assistant principal by phone or mail. We need your help as we work on good behavior at school. Please check the behavior report on the Tuesday paper packet each week. Our students behave best when the parents and the school have the same high expectations for good conduct.

All students are to conduct themselves at all times in a manner that will contribute to the best interest of the school system and not infringe on the rights of others.

Activities listed on the fold page of the handbook are considered improper conduct and will subject the student to disciplinary action,

which may include suspension or expulsion from school. A violation may occur on the school campus, at a school activity or enroute to or from school.

ATHLETIC EVENTS

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

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 rest room 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.

RULE 1. DISRUPTION AND INTERFERENCE WITH SCHOOL

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

No student shall:

1. Occupy any school building or properties with the intent to deprive others of its use or where the effect thereof is to deprive others of its use.

2. Block the doorway or corridor of any school building or property so as to deprive others of access there to.
3. Prevent or attempt to prevent the convening or continued functioning of any school class, activity, or lawful meeting or assembly on the school campus.
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 so as to interfere seriously with the teacher's ability to conduct the class or any other school activity.
7. In any manner, by the use of violence, force, noise, coercion, threat, intimidation, harassment, fear, passive resistance, or any other conduct intentionally cause the disruption of any lawful process or function of the school or engage in any such conduct for the purpose of causing the disruption or obstruction of any such lawful process or function.
8. Refuse to identify himself/herself on request of any teacher, principal, superintendent, school bus driver, school security officer or any other school personnel.
9. Encourage any other students to violate any rule or school board policy.
10. Students of the Marion School District may not possess electronic paging devices, beepers, or electronic communications devices on school property. (A.C.A. 6-18-502) An exemption to possess such a device shall be granted only by the Marion School Board. The minimum penalty shall be confiscation of such devices with parental contact; the maximum penalty can be expulsion. Cell phones and pagers will be allowed at extracurricular events (6-18-502 (b)). For indoor performances requiring quiet, patrons will be asked to turn off such devices. Uncooperative patrons will be asked to leave the event.

MAKING THREATS

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

THREATS THAT DISRUPT THE SCHOOL/BOMB THREATS

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

BULLYING

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

Definitions:

Attribute means an actual or perceived personal characteristic including without limitation race, color, religion, ancestry, national origin, socioeconomic status, academic status, disability, gender, gender identity, physical appearance, health condition, or sexual orientation;

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

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

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

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

Harassment means a pattern of unwelcome verbal or physical conduct relating to another person's constitutionally or statutorily protected status that causes, or reasonably should be expected to cause,

substantial interference with the other's performance in the school environment;

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

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

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

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

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

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

RULE 2. THEFT, DAMAGE OR DESTRUCTION OF SCHOOL 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 living with the parents may be liable for damages caused by said minor in an amount not to exceed \$2,000.00(A.C.A.6-21-604).

After school hours, children may be on school property only when accompanied by a parent. No motorized vehicles are allowed on the playground.

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.

RULE 3. PHYSICAL ABUSE OR ASSAULT BY A STUDENT ON A SCHOOL EMPLOYEE OR A PERSON NOT EMPLOYED BY THE SCHOOL

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

Insult or abuse of teacher.

- A. It is unlawful, during regular school hours, and in a place where a public school employee is required to be in the course of his or her duties, for a person to address a public school employee using language which, in its common acceptation, is calculated to: (A) Cause a breach of the peace; (B) Materially or substantially interfere with the operation of the school; or (C) Arouse the person to whom it is addressed to anger, to the extent likely to cause immediate retaliation. A person who violates this section shall be guilty of a misdemeanor and upon conviction be liable for a fine of not less than one hundred dollars (\$100.00) nor more than one thousand five hundred dollars (\$1500.00). (A.C.A. 6-17-106)
- B. Each school district shall report to the Department of Education any prosecutions within the school districts under this section. (A.C.A. 6-17-106)
- C. Whenever the principal, or other person in charge, of a public school has direct knowledge or has received information leading to a reasonable belief that a student enrolled in the public school has committed a felony on school property, or while under

school supervision, or has committed any other violent criminal act against a teacher, school employee or student, the principal, or person in charge, shall immediately report the incident to the appropriate local law enforcement agency for investigation and to the appropriate school district for resolution. (A.C.A. 6-17-113)

- D. Similarly, a principal or his/her designee shall report all incidents of violence or threats of violence on school property, which is to include school bus stops and school buses, to the superintendent or his designees and to law officials.
- E. The superintendent shall notify school board members of such threats or actions.

RULE 4. CHEATING

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

RULE 5. 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 other controlled substances defined by Schedules I-IV, by the Arkansas Department of Health ACA 5-64-101. Neither shall a student possess, sell use, transmit or be under the influence of any beverage containing alcohol or intoxicants. Penalties for violating this policy shall range from a parent conference to possible expulsion. Additionally, students are not to use or distribute to others prescription medicine or non-prescription items that are not in conformity with district rules and regulations concerning 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 MEDICINE

District staff will assist parents with medication schedules prescribed by doctors for their children. The district asks parents to bring such medication to school with specific directions for dispensing. All prescription medicines must be in the original container and prescribed for the student. These medications will be stored in a secure location designated by the principal. The dispensing and ingesting of medicines shall be under the direct supervision of the principal, the school nurse or the principal's designee. A record of the dispensing of medication 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 ranging from a warning up to, and including, expulsion.

RULE 6. WEAPONS, DANGEROUS INSTRUMENTS, AND CONTRABAND

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

RULE 7. DISREGARD OF DIRECTIONS OR COMMANDS

A student shall not fail to comply with reasonable directions or commands of a teacher, principal, student teacher, substitute teacher, administrative personnel, superintendent, school bus driver, or any other authorized school personnel. Such behavior will be considered an act of insubordination and will not be tolerated.

RULE 8. IMMORALITY

A student shall abstain from indecent and immoral acts. Public display of affection includes but is not limited to kissing, hugging, sitting, or standing extremely close to one another, or provocative touching. It is inappropriate for students to sit in one another's lap.

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

the school's stated punishments.

RULE 9. GAMBLING

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

RULE 10. ADDITIONAL PROVISIONS

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

RULE 11. BEHAVIOR NOT COVERED ABOVE

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

RULE 12: SEXUAL HARASSMENT

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

RULE 13: MISUSE OF DISTRICT TECHNOLOGY

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 use any 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 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 penalty outlined in the agreement.

Students who use technology to violate other policies will be subject to discipline for misuse 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 will be a minimum of one class suspension from technology use and a maximum of expulsion by the school board for the remainder of the school year.

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 enforcement authorities.

APPEARANCE CODE

Marion School District expects its students to dress appropriately when 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 physical education, active play, and other activities of the school day. Students must not wear immodest or profane clothing that shocks the conscience or wear clothing in an immodest fashion. Students shall be permitted to wear knee length walking shorts. Students should refrain from wearing clothing that is made of see-through materials. Each school's principal/assistant principal is charged with determining if a student's clothing is provocative in some way thus

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. Students who come to school with inappropriate attire will be asked by the principal to make the necessary changes.

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

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

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

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

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

ACCEPTABLE CLOTHING IS:

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

UNACCEPTABLE CLOTHING (requiring a change before admitting to class):

- tank tops; mesh or see-through clothing
- untied shoe laces (safety hazard)
- short shirts, halter tops (bare midriff when walking or playing), see through shirts
- short shorts
- short skirts (unless shorts or tights are worn underneath)
- gym shorts, spandex shorts, cut-off jeans or pajamas

- sagged pants
- any clothing worn to designate membership in secret or forbidden groups
- hats or sunglasses in the building (medical exceptions allowed)
- clothing decorated with unacceptable messages, words, pictures, etc. such as those pertaining to drugs, alcohol, violence, obscenities, sex, words with double meanings or profanities. (The school reserves the right to determine the acceptability of the message.)
- jewelry which may be a safety hazard to the wearer or others
- shoes with cleats or wheels
- Doo-rags and sports bands
- Female students should not wear immodest, spandex-like materials worn as pants. Leggings or spandex can be worn under a garment that otherwise meets the appearance code.

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

These items are not allowed at school:

- chewing gum
- hats, caps or sunglasses worn inside the building
- large amounts of cash
- notes to or about one's friends or enemies
- personal grooming items such as perfumes, nail polish, hair spray, make up
- electronic toys or video games, yo-yos, all trading cards, radios, cameras, battery operated toys, toys or any other items that are valuable to the student and would cause a disruption if lost, stolen or misplaced
- playground balls brought from home (We have equipment that may be used at recess.)

The school reserves the right to confiscate any item that causes disruption of the school's mission and to hold that item for the parent to reclaim. **The school does not accept responsibility for personal items brought to school by students.** SALE OF ARTICLES ON CAMPUS IS FORBIDDEN WITHOUT PERMISSION FROM THE PRINCIPAL. This includes candy, chances, tickets, etc. for organizations or individuals.

NEGATIVE CONSEQUENCES FOR MISBEHAVIOR

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

CORPORAL PUNISHMENT

Corporal punishment can be administered as follows:

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

A.C.A. 6-17-112 authorizes any teacher or principal to use corporal punishment in a reasonable manner against any pupil for good cause in order to maintain discipline and order within the public schools. In 1977, the U.S. Supreme Court held that spanking children as a means of maintaining school discipline did not constitute cruel and unusual punishment in violation of the Eighth Amendment to the U.S. Constitution.

SUSPENSION

Students 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 interests of the orderly learning environment require the removal of a student from school. The Board authorizes school principals or their designees to suspend students for disciplinary reasons for a period of time not to exceed ten (10) school days, including the day upon which the suspension is imposed. The suspension may be in school or out of school. Students are responsible for their conduct that occurs: at any time on the school grounds; off school grounds at a school-sponsored function, activity, or event; going to and from school or a school activity. A student may be suspended for behavior including, but not limited to that which:

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

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

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

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

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.

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.

EMERGENCY SUSPENSIONS

Notwithstanding the policy concerning suspension and expulsion procedures, students may be suspended indefinitely without notice, hearing, and the other rights provided herein being first given where the

school is undergoing a violent upheaval or where orderly educational processes have otherwise been substantially disrupted. This would apply only in rare instances, such as when riots are taking place, and where emergency circumstances make it unreasonable for the administration and board to consider the case under its usual provisions. In all such cases, notice, hearing and other rights shall be provided in accordance with the normal provisions at the earliest practical date that the restoration of order permits.

EXPULSION

- Students may be expelled only by an act of the school board.
- Expulsion will be identified as a dismissal from school for more than ten days, but not in excess of one year.
- Recommendations for expulsion will come to the school superintendent from the principal. Prior to the recommendation to the superintendent, the principal will give the student a complete hearing on the details of the offense, at which time, the student will be given a complete understanding relative to the charges against him.

At the same time the principal gives the superintendent a recommendation for expulsion, he/she will write a letter to notify the parent by 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 write a letter to the parent or legal guardian to notify them by mail at the address on file in the principal's office. The superintendent's letter will give reference to the principal's recommendation and announce the date and the time for the school board meeting to be held to consider the expulsion recommendation. The superintendent will then proceed to present to the school board the recommendation, which will be supplemented by supportive data as provided by the school principal.

A student may be suspended or expelled for immorality, refractory conduct, insubordination, infectious disease, habitual uncleanliness, 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.

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 students in similar circumstances do not receive continued educational services.

SEARCH AND SEIZURE

A search of a student's person should be limited to a situation in which the administration has a reasonable belief that the student is concealing evidence of an illegal act, contraband, or substance that is related to the violation of a school rule.

Dangerous items (such as firearms, weapons, knives, controlled substances as defined by A.C.A. 5-64-201 to 608, as amended, and other items) which may be used to disrupt substantially the educational process will be removed and will be reported and transmitted to the proper authorities. The following procedure will apply to personal searches:

- An adult witness will be present when a personal search is conducted.
- Students should be asked for their consent prior to a personal search. A search warrant should be obtained if a student objects to a personal search, unless there is reasonable cause to believe that a dangerous weapon such as a gun or knife is being concealed.

- A pat-down search of a student's person should be done by a school official of the same sex and with an adult witness present.

THE USE OF METAL DETECTORS

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

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

BUS CONDUCT REGULATIONS

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

- When loading a bus, there should be a single file line and no crowding.
- The bus driver is at all times in charge of his/her bus. Students are not permitted to get on or off the bus except at the regular stop.
- When a bus is late arriving at school, students are to check in at the office.
- 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.

RIDING THE BUS IS A PRIVILEGE. Students may lose the privilege for misconduct. **It then becomes the parents’ responsibility to transport students who have been suspended from the bus.** Misconduct on the bus will be reported to the principal/assistant principal by the bus driver. Such misconduct may result in the suspension of bus riding privileges for a specified period of time.

Bus misconduct consequences at all Marion Elementary Schools are:

- First report of misconduct - warning conference with student/ letter to parents.

- Second report of misconduct - probation conference/ letter to parents.
- Third report of misconduct - three (3) day bus suspension.
- Fourth report of misconduct - five (5) day bus suspension.
- Fifth report of misconduct - ten (10) day bus suspension.
- Sixth report of misconduct - suspension from bus for nine (9) weeks.

SEVERE CLAUSE

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

BUS DAMAGE LIABILITY

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

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

Students are only allowed to ride the bus to which they are assigned. (See Bus Pass Policy)

For additional information contact:

Doyle Jones
 Marion School District
 900 Carter Drive
 Marion, AR. 72364
 739-5190



GENERAL POLICIES

ACCESS TO STUDENTS BY POLICE AUTHORITIES - PARENTAL NOTIFICATION

The principal or designee shall make a reasonable, good faith effort to get a message to the parent at a daytime telephone number or after hours number on file under these circumstances: (1) When the school calls the police because of a student's misconduct; (2) When the school has granted access to a student by law enforcement personnel at the school; or (3) When a student has been taken into custody by law enforcement personnel during the school day or while under school supervision. Act 1217 of 2001

COMPLAINTS

Constructive criticism of the schools is welcomed by the Board of Education whenever it is motivated by a sincere desire to improve the quality of the educational program or to equip the schools to do their tasks more effectively. However, the board has confidence in its professional staff and desires to support their actions in order that they are 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 Street in Marion.

The Board will consider hearing a patron's complaints when they cannot be resolved by the administration. Matters referred to the Board must be in writing and must be specific in terms of the action desired. The board will not consider or act on complaints that have not been explored at the appropriate administrative level.

EQUITY COMPLAINTS: GRIEVANCE PROCEDURE

Any individual in the Marion School District wishing to submit a complaint against the District based on discrimination in regard to race, color, national origin, sex, age, handicap, or veteran status in its educational programs and activities should direct that complaint to the teacher and/or principal (Step 1), the Equity Coordinator (Step 2), the Superintendent (Step 3), and the School Board through the Superintendent (Step 4), following the Marion School District General Grievance Procedure.

Equity Coordinator:

Marian T. Smith
Marion School District
200 Manor
Marion, Arkansas 72364 870-739-5100

NO CHILD LEFT BEHIND POLICY

The federal “No Child Left Behind” Act gives parents the right to know the professional qualifications of the classroom teachers who instruct their children. Specifically, parents may request the information listed below:

- Has the teacher met Arkansas qualifications and licensing criteria to teach 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 certificate?
- 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 a child

Parents may request the above information by completing in writing a request form that may be obtained from:

Federal Programs Coordinator
Marion School District
200 Manor
Marion, Arkansas 72364 870-739-5100

Parent requests will be fulfilled in a timely manner.

NON-DISCRIMINATION POLICY

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

TITLE VI

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

TITLE IX

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

SECTION 504

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

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

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

SPONSORS OF NON-SANCTIONED TRIPS/TOURS

A Marion School District faculty or staff member organizing a tour or trip, inside Arkansas or outside the state that involves any of the district's student and/or parents or other adults must assume all legal responsibility and applicable liability. The district assumes no such responsibility. Trips or tours that have not been sanctioned by the Arkansas Activities Association or approved by the school board shall not be covered by the district's liability insurance policy. No teacher or staff member shall use the school or district name for the event or in its billing.

SCHOOL NEWSPAPER

School newspapers shall originate with and under sponsorship of school activities and/or programs sanctioned by the Marion School District. Students have the right to print such publications; however, restrictions may be placed on both times and places of distribution. School sponsored publications, under the guidance of advisors, shall be free to report the news and also to editorialize, and the publication may

be a reflection of the policy and judgment of the student editors. The freedom to editorialize must be kept within the limits of responsible journalism. The Marion School District may prohibit if there is a substantial, factual basis to believe that its distribution or possession will cause, or is causing, a disruption of the acceptable learning environment in school. If publications advocate a disregard for school rules, gross disrespect and contempt for school officials, are vulgar and profane, or cause substantial disruption, school officials may restrain the distribution and possession of these publications. School newspapers are responsible for libelous or inaccurate statements contained in such newspapers.

STUDENT DISTRIBUTION OF LITERATURE

School newspapers and official district publications shall be sponsored by school personnel. The district may regulate the time, place and manner of distribution of student publications. While students may exercise the right of expression, they are to recognize that truth, fairness, accuracy, and responsibility are essential to the practice of journalism. A.C.A. 6-18-1203 to 1204 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.” Advertisements, announcements, and other literature not published by the school district must be approved by the principal and distributed from the office.

MCKINNEY-VENTO ACT

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

If your family lives in any of the following situations:

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

Then, preschool-aged and school aged children have certain rights or 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.

If you have questions about homelessness or need assistance enrolling in school contact Marion School District's Homeless Liaison at 870-739-5100.

SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS

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

All students are required to participate in the Smart Core curriculum unless their parents or guardians, or the students if they are 18 years of age or

older, sign an *Informed Consent Form* to not participate. Those students not participating in the Smart Core curriculum will be required to fulfill the Core curriculum or the requirements of their IEP (when applicable) to be eligible for graduation. The signed *Informed Consent Form* shall be attached to the student's permanent transcript. *Informed Consent Forms* are required 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 students must earn in grades nine through twelve (9-12) to be eligible for high school graduation is to be earned from the following categories. A minimum of 24 units is required for graduation for students participating in either the Smart Core or Core curriculum. There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements.

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

SMART CORE: Sixteen (16) units

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

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

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

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

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

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

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

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

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

Social Studies: three (3) units (years)

- Civics or Civics/American Government
- World History
- American History

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

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

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

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

CAREER FOCUS: - Six (6) units – at least two of the Career Focus units must be of the same foreign language. (Technically, foreign language is not required under Smart Core, but it is required for eligibility for the Challenge Scholarship as well as being necessary for admission to many colleges. It is included in this policy under the Career Focus for those reasons.)

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

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

CORE: Sixteen (16) units

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

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

Mathematics: four (4) units (years)

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

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

Science: three (3) units (years)

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

Social Studies: three (3) units (years)

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

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

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

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

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

CAREER FOCUS: - Six (6) units

All career focus unit requirements shall be established through guidance and counseling based on the student's contemplated work aspirations. Career focus courses shall conform to the curriculum policy of the district and

reflect state curriculum frameworks through course sequencing and career course concentrations where appropriate.

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

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

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

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

STUDENT RECORDS

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

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

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 the other arbitrary criteria. The administration of each school will register any group organized for a purpose not prohibited by law provided such group submits a list of its members, its constitution and by-laws, and the constitution and by-laws of any off campus group with which it is affiliated.

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. There fore, it shall be unlawful for members of school fraternities, sororities, secret societies 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 board shall suspend or expel any pupil who participates in the purposes of such organizations on school property.

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 of 5 days 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 school year.

Students who are arrested for gang-related offenses, regardless of where the offense may have occurred, may be expelled for the remainder of the school year, 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.

SURVEYS OR QUESTIONNAIRES ADMINISTERED TO STUDENTS

Marion School District will not administer or permit to be administered a questionnaire 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.

SUSPECTED CHILD ABUSE AND NEGLECT

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

SELECTION OF LIBRARY/MEDIA CENTER MATERIALS

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

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

Selection Criteria

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

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

Retention and Continuous Evaluation

Media center materials shall be reviewed regularly to ensure the continued appropriateness of the center's collection to the school's curriculum and to maintain the collection in good repair. Those materials no longer meeting the selection criteria, have not been used for a long

period of time, or are too worn to be economically repaired shall be withdrawn from the collection and disposed of.

Gifts

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

Challenges:

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

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

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

To review the contested media, the principal shall select a committee of five (5) or seven (7) licensed personnel consisting of the principal as chair and at least one media specialist. The remaining committee members shall be personnel with curriculum knowledge appropriate for the material being contested and representative of diverse viewpoints. The task of the committee shall be to determine if the challenged material meets the criteria of selection. No material shall be withdrawn solely for the viewpoints expressed within it and shall be reviewed in its entirety and not selected portions taken out of context.

The principal shall convene a meeting after a reasonable time for the committee members to adequately review the contested material and the *Request for Formal Reconsideration Form* submitted by the complainant. The complainant shall be allowed to present the complaint

to the committee after which time the committee shall meet privately to discuss the material. The committee shall vote by secret ballot to determine whether the contested material shall be removed from the media center's collection. A member from the voting majority shall write a summary of the reasons for their decision. A notice of the committee's decision and the summary shall be given (by hand or certified mail) to the complainant.

If the decision is to not remove the material, the complainant may appeal the committee's decision to the district Board of Directors by filing a written appeal to the Superintendent within 5 working days of the committee's decision or of written receipt of the decision. The Superintendent shall present the original complaint and the committee's decision along with the summary of its reasons for its position plus a recommendation of the administration, if so desired, to the Board within 15 days of the committee's decision. The Board shall review the material submitted to them by the Superintendent and make a decision within thirty (30) days of receipt of the information. The Board's decision is final.

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

Approved by School Board: April 28, 2011

MSD Electronic Communication System Student Internet Acceptable Use and Safety Policy

A. Educational Purpose

1. The System (data network, computer workstations and file servers) has been established for a limited educational purpose. The term "educational purpose" includes classroom activities, career development, and limited high-quality personal research activities.
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 the BESS or other filtering system.

2. World Wide Web

The Web provides access to a wide range of information in the form of text, graphics, photographs, video, and sound, from throughout the world. The Web is a valuable research tool for 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 capability of engaging in “real-time” discussions over the Internet. The use of instant messaging services is not “educational use” of the System and is prohibited from use.

7. Content Filtering Software

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

8. Instructional Software

9. 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.

10. Productivity Software

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

C. 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 online.
- c. You will promptly disclose to your teacher or other school employee any message or content on the Internet you receive or encounter that is inappropriate or 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 or defamatory information about a person or organization
5. Respect for Privacy
- a. You will not repost a message that was sent to you privately without permission of the person who sent you the message.
 - b. You will not post private information, including personal contact information, about another person.
6. Respecting Resource Limits
- a. You will use the system only for educational and career development activities and limited, high-quality, personal research activities. There is no limit on use for education and career development activities. You will limit your use of the system for personal research activities to when the system is not needed for classroom research activities.
 - b. You will not download large files unless absolutely necessary. You will respect your storage system quota established by the Technology Coordinator.
 - c. You will not post chain letters or engage in “spamming”
Spamming is sending an annoying or unnecessary message to a large number of people.
 - d. If you have an individual e-mail account, you will check your e-mail frequently, delete unwanted messages promptly, and stay within your storage system quota.
 - e. You will subscribe only to high quality discussion group mail lists with the approval of your teacher. The mail lists should be relevant to your education or career development.
7. Plagiarism and Copyright Infringement
- a. You will not plagiarize works that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.
 - b. You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. If a

work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner. Copyright law can be very confusing. If you have questions ask a teacher.

8. Inappropriate Access to Material

- c. 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.
- d. 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.

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 will follow your parent’s instructions in this matter.

E. Your Rights

1. Free Speech

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

2. Search and Seizure

- a. You should expect only limited privacy in the contents of your personal files on the District system. The situation is similar to the 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 your 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

1. 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.

Acknowledgment of Copyright

**This document is based on the research of
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Index

504, 38
 Absences 25
 Academic Program, 33
 Academic Improvement Plan 39
 Accelerated Reader, 38
 Access to Students, 63
 Agenda Planners, 39
 Announcements, 11
 Appearance Code, 54
 Arrival at School, 11
 Asbestos Policy, 65
 Assertive Discipline Policy, 44
 Athletic Events, 46
 Attendance Eligibility, 24
 Awards, 43
 Benchmark Booster Club, 38
 Bikes, 11
 Bookstore, 11
 Bullying, 48
 Bus Conduct Regulations, 61
 Bus Routines, 11
 Cafeteria, 12
 Calendars/notes, 8, 32
 Cars, 12
 Car Riders - Afternoon Pick-up, 12
 Cell Phones, 20
 Class Work/Homework, 38
 Conduct Rules, 44
 Contact with Students at School, 22
 Corporal Punishment, 6, 57
 Daily Schedule, 10
 Discipline of Students Disabilities, 59
 Drills - Earthquake, Fire, Lock
 Down, Tornado, 13
 Early Dismissal, 15,32
 Ed-Line, 42
 Emergency Suspensions, 58
 Enrollment, 25
 Equity Complaints, 64
 Expulsion, 59
 Extra-Curricular Activities, 15
 Field trips, 15
 Flowers, 16
 Focus Reading/Math, 38
 Gifted/ Talented Programs, 36
 Grading, 41
 Half Day Absences, 25
 Head Lice Policy, 16
 HIPPA Permission, 3
 Homework, 35
 Illness at Home, at School, 18
 Insurance, 16
 Internet/Technology, 4, 75
 Limited English Proficiency, 37
 Library, 16
 Library/Media Center Materials 73
 Make-up Work, 31
 Medically Fragile Children, 19
 Medication Administration, 17, 52
 McKinney-Vento Act, 66
 Metal Detectors - Use of, 66
 MIS Calendar, 8
 Mission Statement, 9
 Moving, 31
 Multiple Births, 20
 Negative Consequences for
 Misbehavior, 56
 No Child Left Behind, 64
 Non-Discrimination Policy, 64
 Non-Sanctioned Trips, 65
 Parent Visits, 32
 Parental Complaints Policy, 63
 Parent-Teacher Conferences, 32
 Parent/Signatures, 27
 Parties, 19
 Patriotism, 19
 Peanut Allergies, 13
 Physical Education, 19
 Progress Reports, 43
 Report Cards, 43
 School Newspaper, 65
 Search and Seizure, 60
 Smart Core, 67
 Special Education, 34
 Student Distribute of Literature, 66
 Student Organizations, 71
 Student-Parent Compact, 5
 Student Records, 71
 Surveys of Students, 72
 Suspected Child Abuse, 72
 Suspension, 57
 Tardies, 31
 Telephones, 22
 Testing, 39
 Textbooks, 20
 Textbook Agreement, 7
 Title 1, 37
 Transfer Students, 30
 Unlawful Organizations, 72
 Video Surveillance, 54
 Visitors, 22
 Volunteers, 32
 Web-Site, 33
 Weekly Paper Packets, 42