

Marion Middle School

Mission Statement

It is the mission of Marion Middle 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 and motivate our students in academic, social, technological, creative, physical fitness, and problem-solving skills needed to become productive, respectful, responsible, and successful citizens in the ever-changing world.

Chapter One

School Enrollment, Attendance, and I.D. Badges

School Enrollment Requirements

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

Also required at time of enrollment is proof of residency, and an immunization record.

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.

State immunization requirements include polio, DTP, measles (rubeola and rubella), and Hepatitis B vaccinations. **All sixth grade students entering school on August 17th must provide proof of a second MMR vaccination. All seventh grade students entering school on August 19th must provide proof of a second MMR and the Hepatitis B series. Students will be required to leave school until such proof is provided.** School officials are required to evaluate the immunization status of all children in their facilities.

Social Security Numbers at Enrollment

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

Assurance: Neither the school district or any of its schools will use, display, or print a student's Social Security number on any report, identification card, identification badge or any document that will be made available or released to the public, to a student, or a student's parent or guardian without 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 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.

School Age Requirements

The age of Enrollment in Kindergarten in Public Schools

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 2010-2011 school year is eligible to enroll in kindergarten for the 2011-12 school year if the child will be at least 5 years of age no later than September 15 of the 2011-12 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 2010-11 school year

and also enrolled in and attended a state-approved prekindergarten program for a minimum of one hundred (100) days during the 2010-11 school year will be eligible to enroll in kindergarten for the 2011-12 school year if the child will be at least 5 years of age no later than September 15 of the 2011-12 school year.

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.

The age for Attending Public School—Between Ages 5 AND 21

The public 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.

All children who are ages five (5) through seventeen (17) on or by September 15 are required to be in school that school year with the exception of five-year-old children for whom kindergarten has been waived by the parent, guardian, or person having custody or charge. A kindergarten waiver form is available in the district administrative office.

Enrollment When Living With Relatives or Friends

The Marion School Board and administration do 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 and 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 should 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 attendance officer.

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

PLACEMENT OF MULTIPLE BIRTH SIBLINGS

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

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

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

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

Board Approved: 7-19-11

Enrollment of a Nonresident under School Choice

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

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

acceptance is null. If the application is rejected, the notification letter shall contain the reasons for rejection.

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

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

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

Transfer Between Schools

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

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

placement. However, the school reserves the right to withhold final placement until such time as testing and placement recommendations are complete.

Enrolling a Student under Expulsion

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

Immigration Status

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

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.

Exceptions to the Residency Requirements

Exceptions to this policy are:

1. Those previously approved by copy of the superintendent's official school choice notification,
2. Those attending based on a court-approved legal guardianship record in the school's file,
3. Those attending because of a Court Order in providing a foster home,

4. Those attending because of the residency within the Marion School District of one biological parent,
5. Those children attending of employees of the school district or educational cooperative as allowed under law;
6. A student enrolled in kindergarten through grade eight whose qualifying parent or guardian has a change in employment status with the district shall be entitled to continue attending school in the enrolled school district, until the end of the school year if 1) the parent or guardian was employed by the school district for a minimum of one hundred twenty (120) days before leaving employment and 2) the student maintains uninterrupted enrollment in the school district and 3) the student is not expelled after the parent or guardian of the student is no longer employed by the school district.
7. A student enrolled in grade nine through twelve (9-12) whose qualifying parent or guardian has a change in employment status with the district shall be entitled to continue attending school in the enrolled school district, through the completion of the secondary program, if 1) the parent or guardian was employed by the school district for a minimum of three consecutive contract years, with a minimum of one-hundred twenty (120) contract days each year, before leaving employment; and, 2) the student maintains uninterrupted enrollment in the school district and, 3) the student is not expelled after the parent or guardian of the student is no longer employed by the school district.

Those homeless children who qualify under the McKinney-Vento law as meeting the homeless criteria. Homeless children may enroll directly at the school as mandated by federal statute and are not subject to any interview/verification process.

School Attendance

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

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

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

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

At any time prior to when a student exceeds the number of allowable absences (unless unable to do so due to unforeseen circumstances), the student, or his/her parent, guardian, or person in loco parentis may petition the school or district's administration for special arrangements to address the student's absences. If formal arrangements are granted, they shall be formalized into a written agreement which will include the conditions of the agreement and the consequences for failing to fulfill the agreement's requirements. The agreement shall be signed by the student, the student's parent, guardian, or person in loco parentis, and the school or district administrator or designee. Unless a student's excessive absence is due to an unforeseen circumstance, the District will not accept a doctor's note for a student's excessive absence.

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

Additional Absences

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

1. To participate in an FFA, FHA, or 4-H sanctioned activity;
2. To participate in the election poll workers program for high school students;
3. To serve as a page for a member of the General Assembly;

4. To visit his/her parent or legal guardian who is a member of the military and been called to active duty, is on leave from active duty, or has returned from deployment to a combat zone or combat support posting; and
5. For purposes pre-approved by the school administration such as visiting prospective colleges, to obey a subpoena, or to attend at an appointment with a government agency;

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

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

Board Approved: 7-19-11

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.

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Each MMS student is responsible for making up class work missed during excused absences. **All make up work must be turned in by Tuesday for work missed the previous week.**

Half Day Absences

Students who miss three hours in one day will be charged with a half day absence. The same excused/unexcused policy will apply for these absences.

Tardy for School/Excessive Tardiness

Students should arrive at school before 7:55 a.m. **If a student arrives at school after 7:55 a.m., he will be considered tardy** and must stop by the office for a tardy slip. After the student has been tardy 5 times in nine weeks, the student may be required to visit the principal and/or counselor's office to discuss and develop a plan of action for arriving at school on time. Marion Middle School reserves the right to discipline

students having excessive tardiness as the principal or assistant principal deems appropriate.

School Arrival/Dismissal

Students should not arrive on campus before 7:30 a.m., as no school personnel are on duty until that time. **The school day begins at 7:30 a.m.** Students who eat breakfast at school should report to the cafeteria and remain there until 7:55 unless dismissed by the duty teacher. Sixth grade students who do not eat breakfast at school should sit in the hallway by their first period classroom. Seventh graders who do not eat breakfast at school should report to the gym and remain there until dismissed by the duty teacher. **Dismissal begins at 3:15 p.m.. Car riders should be picked up promptly at 3:15 daily but no later than 3:30 since teachers' days end at that time. The last bell to ring indicates the end of the school day.**

No student should be on school campus after school hours unless attending a school function intended for them. Students on playground or any school property must be supervised by an adult unless attending one of the functions described above.

Visitors

All visitors to our school, regardless of the reason, must report to the principal's office for a permit. No visitors will be allowed to attend class with students.

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.

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Permission to Leave School

Permission to leave school before the end of the day must be granted by the principal or designee. The student's parent or guardian must sign the student out in the office. In addition, persons designated by the parent/guardian and listed in the student's file may be allowed to check a student out of school.

Withdrawal from School

A written note or telephone call by the parent or guardian, stating the necessary reasons for withdrawal, should be submitted when a student wishes to withdraw from school. A withdrawal form must be obtained from the office and completed by appropriate school personnel. A student is not considered withdrawn until this process has been completed.

I. D. Badges

The wearing of faculty and staff and student I.D. badges is required during the school day at participating schools. Refusal to wear the I.D. badges is insubordination and stated penalties shall apply. The card is district property. Defacing or altering the card is considered damage to school property. The user will be required to replace any damaged card (currently \$5.00). Other penalties may apply for repeated damages.

Chapter Two School Programs

Patriotism

Students at Marion Middle School will pledge allegiance to the Flag of the United States of America each morning following the daily announcements. They may also sing patriotic songs. If any parent or child objects to these activities, he/she does not have to participate.

Benchmark Assessments and Academic Improvement Plans

Marion School District students in grades 3 through 8 are required to complete the State's Benchmark Assessment tests annually. The state shall annually set 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 students' 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 participate in the plan.

Consequences of Failure to Participate in the Subsequent A.I.P.

As required by Act 2243 of 2005 "beginning with the 2005-2006 school year, students in grades 3 through 8 identified as not passing a benchmark assessment and failed to participate in the subsequent A.I.P. SHALL BE RETAINED and shall not be promoted until:

1. The student is deemed to have participated in an A.I.P.; or 2. the student passes the benchmark for the current grade level in which the student is retained."

Course Information

The core curriculum for grade six shall encompass all types of learning experiences and provide for differences in rates of learning among children. It shall emphasize mastery of competencies and skills in the following required areas: reading, language, mathematics, social studies, tools for learning, science, fine arts, practical arts, and physical education. In addition to these requirements, the following elective is offered: beginning band.

The core curriculum for grade seven shall emphasize mastery of competencies and skills in the following subject areas that are required for each student: reading, language, social studies, mathematics, science, physical education, health education, and fine arts (music). In addition to these requirements, the following electives are offered: athletics (basketball, volleyball, football, track), and beginning band for students transferring from another school.

Smart Core Curriculum

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 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 Smart Core or Core curriculum. There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements.

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

Smart Core Curriculum: Sixteen (16) units

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

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

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

- Algebra I or Algebra A & B* which may be taken in grades 7-8 or 8-9
- Geometry or Investigating Geometry or Geometry A & B* which may be taken in grades 8-9 or 9-10
*A two-year algebra equivalent or a two-year geometry equivalent may each be counted as two units of the four-unit requirement for the purpose of meeting the graduation requirement, but only serve as one unit each toward fulfilling the Smart Core requirement.
- Algebra II
- Choice of: Transitions to College Math, Pre-Calculus, 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 for graduation.

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

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

Career Focus: Six (6) units—at least two of the Career Focus units must be of the same foreign language. (Technically, foreign language is not required under Smart Core, but it is required for 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 Marion School 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)—9th, 10th, 11th, and 12th

Oral Communication: 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
- One science elective

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 for graduation.

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 Marion School 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 (24) 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 it occurs after the school day—for the student to receive credit; and, (4) the student must complete the semester and pass the course in order to receive the one-half unit of credit.

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

Special Education

A student is determined eligible for special education services when a disability is present as defined in the Individuals with Disabilities

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

Gifted and Talented Program Services

The Talent Enrichment and Acceleration-Marion (TEAM) Program provides special services to students with 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 as time allows.

--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.

--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 area enrichment/acceleration.

--Seventh-grade students identified for the TEAM program may elect Honors Literature or Pre-Algebra. The curriculum is differentiated by the process skills of critical thinking, independent research, and personal growth deemed appropriate for students identified for the gifted/talented program.

Gifted and Talented 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. Deadline for G/T referrals

is March 1; any referral after that date will be processed the next school year.

Gifted and Talented Exit Policies (6th & 7th)

Refer to the 2011 - 2012 TEAM Program Handbook.

504

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

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 MACII) within their first month of enrollment unless prior assessment information is provided. Counselors will confer with parents in order to gain permission for testing.

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

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 Middle 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.

Textbooks

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

Media Center

The media center is available to every student. All students are urged to make good use of the center. The media specialist is there to assist them in any way possible. All books are checked out of the center for a period of one week. Students who do not return books to the center on the due date will not be allowed to check out more books until all past-due books are returned. If a book is lost, the student is obligated to pay for the book.

Homework Policy

The Marion School District considers homework to be an essential part of the instructional program. Homework is to be a follow-up of the lesson as opposed to an introduction to the lesson. Guided activities are to be utilized within the class. Independent learning activities are to be assigned for completion outside the class. Teachers will assign appropriate and reasonable amounts of homework on a regular basis.

When assigning homework, teachers will consider that students have several disciplines that stress homework and will be prudent when making independent homework assignments that require excessive time. Homework assignments should be coordinated so that the average student will not spend more than an hour on combined assignments. Homework assignments should be restricted to Monday through Thursday whenever possible.

Long-range assignments should be made far enough in advance so that students with good work habits can complete the assignments without undue interference with other class work.

Honor Roll

At the end of each nine-weeks, students who earn all A's and B's and an "S" in citizenship will be recognized as honor roll students. This program is part of Marion Middle School's recognition of honor students. Prizes such as yard signs, membership cards good for restaurant discounts and other coupons are awarded to honor students during an assembly program.

Eligibility Requirements for Extra-curricular Activities

School activities outside of classroom instruction should serve specified curricular purposes. In grades K-6, there are no eligibility requirements to meet in order to benefit from participation in extra-curricular activities such as intramural, field trips, etc. In an effort to control interruptions and maintain balance, extra-curricular events will be kept to a minimum. No more than 5 class periods per week may be used for extra-curricular

purposes. All such activities will require the approval of the building principal.

In grades 7-12, many extra-curricular activities are also free from academic grade point requirements for participation. However, honor societies and certain academic clubs may require specified published requirements for eligibility. Marion School District is a member of the Arkansas Activities Association and has agreed to adhere to its bylaws that pertain to age, participation, duration of eligibility, residence requirements, and scholastic standing. A student promoted from the sixth to the seventh grade automatically meets the academic eligibility (scholarship) requirements.

Quitting a Team during a Season

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

Unbecoming Player Conduct Affecting a Team

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

Attendance Regulations for Athletic Events

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

1. Preschool children and students in grades K-3 will not be allowed to attend games without adult (beyond high school age) supervision.
2. Parents are responsible for their children; please keep small children with you.
3. Good sportsmanship should be displayed at all times. “Booing”, cursing and or offensive language or gestures are not allowed.

4. Students choosing to leave the event will not be allowed to re-enter.
5. Students are to be in the bleachers unless in route to the concession stand, the restroom or to the exit. Students are not to loiter in the restrooms, concession area, ramps, etc.
6. Fans/students are to sit on the side they enter. You will not be allowed to "roam" between the visitor and home sections.
7. Fans/students are to adhere to all Marion School District and AAA Guidelines. Those choosing not to do so may be required to leave without refund.

Student Organizations

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

1. Before it can be recognized as a school group and be given use of school time and facilities, the club must be approved, in accordance with established criteria, by the principal or some other designated school official.
2. The club must have a faculty sponsor or advisor selected and approved according to set procedures, and club activities will not be permitted until a faculty sponsor has been selected.
3. Clearly improper purposes and activities are not permitted and if continued could cause withdrawal of official approval.
4. School groups, either continuing or ad hoc, are not permitted to use the school name in participating in public demonstrations or other activities outside the school unless prior permission has been granted by the designated school official.
5. All club meetings, on campus or off, during school hours or not during school hours, must be scheduled on the school calendar.
6. All club trips must receive prior approval of the school principal, and all participants must be transported in school-provided transportation.
7. The administration reserves the right to withdraw official approval of a club if such club provides no meaningful and/or social activities for its members.
8. Any fees imposed upon students for club membership must be clearly stated in the constitution and such fees must be used to promote the club and Marion Middle School.
9. Students participating in student activities off campus are subject to the same disciplinary standards as students in a normal school day.

Unlawful Organizations

Secret societies and organizations that foster undemocratic practices and that have selective membership other than free choice by any pupil are considered unlawful. Therefore, it shall be unlawful for members of school fraternities, sororities, secret societies, and gangs to solicit membership from among the student body or to wear and display an 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 and Gang Activity

In accordance with A.C.A. 1108 of 1997, gangs, secret societies, or other similar groups, whether organized in the community or in other settings, are prohibited on the school grounds and campus and at any school-sponsored activity. Gang-related activity--whether genuine or a pretense--that is identified by school officials will result in a minimum (5) day out-of-school suspension up to a maximum of expulsion for the remainder of the semester. A second offense of gang-related activity will result in a recommendation for expulsion 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 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.

Assemblies

Assemblies are considered a part of the school program. All students are expected to attend a free assembly, but attendance at charged assemblies is not compulsory. Students choosing not to attend charged assemblies will go to assigned areas for supervised study. Appropriate student conduct is expected during all assembly programs.

Field Trips

Each classroom will take a field trip during the year that will be coordinated with curriculum taught on that grade level. The teachers will ask parents to chaperone as needed.

The school district provides bus transportation; private vehicles are not used to transport students. All students must ride the bus to the field trip. However, children may ride home with their parents after notifying their teacher, and signing a check-out form. Field trips within walking distance may also be scheduled. All students must have a permission slip signed by a parent or guardian on file in the office before they are allowed to attend field trips.

Students with chronic illnesses, requiring medications prescribed by their physicians, **must** have the medications at school to be allowed to go on field trips, such as an inhaler for asthma. If the medication requires that a licensed nurse or parent administer the medication, then a parent must accompany the child on the field trip to administer the medication if needed, because there will not be a nurse on field trips.

School Parties

Several parties may be scheduled during the school year at Marion Middle School. Individual teachers may schedule parties, with approval of the principal. Parents should contact the homeroom teacher concerning treats for special occasions. Only professionally-prepared food items may be served at school parties. If any parent or student objects to these parties, he/she does not have to participate.

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.**

Money Received by Teacher from Students

1. School activities provide numerous opportunities for students to pay for things or to turn in project sales, etc.
2. Teachers are reminded first that such collected funds are considered "state funds" by state auditors. As such, districts and schools are expected to use proper internal controls over such collections.
3. It is the district's long-standing policy that monies received from students are to be received, receipted and taken to the school's bookkeeper for deposit into the proper accounts. Further, each school's bookkeeper has been instructed to deposit receipts daily, unless the school has an adequate safe which has been approved by the district's business manager.
4. At no time are teachers to leave any money in their desk, or in their room. This invites theft and could cause frustrating accountability issues for the administration and the teacher if questioned by authorities.
5. The district is required by its auditors to report to police any theft of collected monies. If theft occurs and a teacher has not followed this district's policy, the teacher may be held responsible for any money that is stolen.

6. In the event of an after school hours event, and a sponsor/cashier is asked to collect such proceeds, it is advised that the teacher and another individual count the proceeds needing deposit, to avoid discrepancies or accusations. In the case of such events, teachers are advised to check in advance with the principal or designee as to where the money is to be kept prior to turning it over to the school bookkeeper for receipting and depositing.

Distribution of Literature

School newspapers and official district publications shall be sponsored by school personnel. The district may regulate the time, place and manner of distribution of student publications. While students may exercise their right of expression, they are to recognize that truth, fairness, accuracy, and responsibility are essential to the practice of journalism. A.C.A. 6-18-1203-1204 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, as defined by state law; (3) publications that constitute an unwarranted invasion of privacy, as defined by state law; 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."

Chapter Three Home and School Communication

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 parent/guardians, students and the school necessary information to help effect academic improvement. Students' grade shall reflect only the extent to which a student has achieved the expressed educational objectives of the course.

Parent-Teacher Conferences

Marion Middle School has scheduled two evenings during the school year for parent-teacher conferences: October 20st and March 15th. Additional conferences may be scheduled with individual teachers through the school office.

Reports to Parents

Progress reports will be issued on:

September 20
November 21
February 14
May 1

Teachers may request that parents or guardians sign these reports and return them to school.

Report cards will be issued on:

October 20 (Parent/Teacher conferences)
January 10
March 15 (Parent/Teacher conferences)
*May 24

Report cards should be signed by a parent or guardian and returned to school the next school day.

***Report cards will be mailed after the last day of school.**

Grading Scale

The grading scale for all schools in the district shall be a 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 the letter grade shall be:

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

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

Baccalaureate or A.D.E. approved honor courses.

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 parents/guardians, teacher(s), other pertinent personnel, and principal shall be held before a final 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 shall be required to participate in an individualized Academic Improvement Plan (AIP). Each AIP shall be developed by the school personnel and the student's parents and shall be designed to assist the student in attaining the expected achievement level. The AIP shall also state the parent's role as well as the consequences for the student's failure to participate in the plan, which shall include retention in grade.

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

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

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." The act further 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.

Telephones

Students are not to use the school telephones for personal calls. Students will not be called from class to answer the telephone unless the call is an emergency. Office staff members will take appropriate messages, as needed. Please discuss transportation arrangements and other necessary information with your child each night and/or morning to help eliminate having to leave a message for your child in the school office. The office staff will do everything possible to see that your child receives your message, but we cannot guarantee this happening.

Inclement Weather Dismissal

During the school year, it may be necessary to dismiss or cancel classes due to inclement weather or other unforeseen reasons. Announcements concerning dismissal due to inclement weather will be made on radio stations WRVR (104.5FM) and KSUD (7.30AM) and television station WREN (Channel 3, Memphis). Please listen for these announcements and refrain from calling school personnel concerning school closings.

Chapter Four Auxiliary Services

Transportation

Students who live more than 2 miles from the school they attend may be transported by bus to school. **Riding the bus is a privilege!** Students may lose this privilege for misconduct. It becomes the parents' responsibility to transport students who have been suspended from the bus.

In general, the time students spend on the school bus is an extension of the school day and all school rules and regulations which pertain to student conduct are applicable to student conduct on the bus. The following rules are specific guidelines for appropriate behavior on the bus:

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

The bus driver is obligated to report any misconduct to the building principal and/or assistant principal. Consequences for misconduct on the bus are:

1. **First report** - warning conference with student and a letter to parents.
2. **Second report** - probation conference with student and a letter to parents.
3. **Third report** - three (3)-day suspension from the bus and a letter to parents.
4. **Fourth report** - five (5)-day suspension from the bus and a letter to parents.
5. **Fifth report** - ten (10) - day suspension from the bus and a letter to parents.
6. **Sixth report** - nine (9)- weeks suspension from the bus and letter to parents.
7. **Severe Clause** - Severe misconduct, such as acts that may endanger the safety of the occupants, will result in an immediate suspension from the bus, as determined by the principal.

Parents have the responsibility of providing student transportation to and from school when suspension of bus privileges is necessary. Students and parents will be held responsible for any damage to buses.

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

In the event of a family emergency the Marion School District will transport a child to a temporary destination and from a temporary pickup point provided the following conditions are met:

- a. The additional student does not overload the bus they request to ride.
- b. A note is received from the parent documenting the emergency and the dates involved.
- c. The student's principal approves the request and completes a bus pass for the student.
- d. The requested destination is on an established route at an established stop.

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

Bus Damage Liability

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

For additional information concerning transportation contact:
Doyle Jones

Marion School District
900 Carter Drive
Marion, AR 72364
(870)739-5190

Cafeteria (Pre K - 7th grade)

The cafeteria will be open on Wednesday, August 17, 2011 to serve lunch and breakfast. Breakfast will be served from 7:30-7:55 a.m. before classes begin. Lunch and breakfast will be served daily.

The Marion School District participates in the free and reduced meal programs. Anyone who is interested in participating in this meal program may complete an application that he/she may obtain from the office at any time during the school year.

Meal prices for the 2010-2011 school year:

Breakfast:	Students \$.75	Adults \$1.80
Lunch:	Students \$1.55	Adults \$3.00

Reduced meals for students are the same- \$.30 for Breakfast and \$.40 for lunch.

The cafeteria records are computerized and are kept in the cafeteria. Meals must be paid before they are served in the cafeteria. We request that you send funds for at least 1 **week** of meals in advance. The funds will be deposited in an account for your child. We ask that you send money or a check in an envelope with your child's name, amount of

money, and date on the outside of the envelope. Make checks **payable to the Marion Cafeteria and write your child's name and lunch card identification number on the front of the check.** This information is REQUIRED! Checks will not be accepted without this information.

Students are not allowed to receive change from a check - it is the law.

We reserve the right to refuse checks from individuals who have previously sent insufficient funds checks.

A printed account balance will be sent home with the student each week. The day of the week will vary by school but will be the same day each week. There will be no charges. Students without enough funds in their account will be sent to the office and effort made to notify the parent to bring money or lunch for their child.

Parents are encouraged to have meals with their children. Therefore, we welcome visitors to our cafeteria. Students will return to their classes immediately after the meal period.

Rules for appropriate behavior in the cafeteria are:

1. Follow the directions of the duty teachers.
2. Use an appropriate tone of voice.
3. Do not throw food or other objects.
4. Leave your area neat - discarding all food, utensils, and trash in the appropriate places.
5. Students are dismissed from the cafeteria directly to the west campus.

Your Check is Welcome

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

Each person writing a check to a school or the School District should write the check on a commercially printed check with 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, plus the amount of any fees charged to the holder of the check by any financial institution as a result of the check not being honored.

If the check and fee are not collected electronically, then Nexcheck will contact you by mail and by telephone in order for you to make

arrangements to pay. All payments need to be made directly through Nexcheck, P.O. Box 19688, Birmingham, AL 35219. For a convenience fee, payments of both check and fee may be made electronically at www.nexcheck.com or over the phone using a credit card, debit card or electronic check.

EZ School Pay

If you find that paying for your child's school meals on line is more convenient , please log onto our school district's website (www.ms3.org) , click on the Parents button and choose EZ School Pay from the drop down menu. Follow the instructions to use this new tool.

Cafeteria: Peanut Allergy

With a variety of children, and multiple classrooms, Marion School District is trying to make a safe school environment for all our students, including those with peanut allergies. There will be no food provided by the cafeteria with peanut/nuts or foods manufactured on equipment that processes peanut and tree nuts.

Children may bring peanut products for themselves for lunch. There will be a peanut-free table in the cafeteria. This will help maintain safety in the school while allowing non-allergic classmates to enjoy peanut/nut products in a controlled environment.

Safety Drills

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

1. Civil Defense or Tornado Drills will be conducted throughout the school year. Students remain in the building hallways in a crouched position facing the wall with their hands covering the back of their heads and necks.
2. Students should follow this procedure during Earthquake Drills:
 - a. Immediately take cover under desks or tables and face away from windows.
 - b. Remain in the sheltered position for at least 60 seconds.
 - c. Exit the building in a quick and orderly manner following the emergency exit plan.
3. The following are school regulations pertaining to Fire Drills:
 - a. An evacuation route for each room should be posted by the door.

- b. The teacher will be responsible for closing all windows and doors unless otherwise instructed by the principal.
- c. Students, when exiting the classroom, should walk rapidly without running or shoving.
- d. The teacher will check the class roster to assure complete evacuation.

Medical: Medication Administration

Prior to the administration of any medication to any student under the age of eighteen(18), written parental consent is required. The consent form shall include authorization to administer the medication and relieve the Board and its employees from civil liability for damages or injuries resulting from the administration of medication to students in accordance with this policy.

Unless authorized to self-administer, students are not allowed to carry any medication while at school. The parent or legal guardian shall bring the student's medication to the nurse, or in the absence of the nurse, to the principal's office. The student shall bring the medication to the nurse if accompanied by an written authorization from the parent or legal guardian. Medication, 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. Medication 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-inject able epinephrine, or both, and who have a current consent form on file shall be allowed to carry and self-administer such medication while in school, at an on-site school sponsored activity, while traveling to and from school, or at an off-site school sponsored activity. Students are prohibited from sharing, transferring, or in any way diverting his/her medications to any other person. The fact that a student with a completed consent form on file is allowed to carry an asthma inhaler or auto-inject able 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-inject able epinephrine, or both on his/her person shall provide the school with the appropriate medication which shall be immediately available to the student in an emergency.

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

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

Medically Fragile Students

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

1. 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.
2. 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.
3. School personnel may provide first aid or other emergency treatment when students are injured or become ill at school.

Marion School District Head Lice Policy

Head lice are 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, he will be immediately sent home.

Nits must be removed before returning to school. Health authorities recommend a twenty-four hour period after treatment before a student should return to school.

At the second finding—the student will be sent home to be treated once more. Before the affected student can return to his classroom, the Marion School District will require two measures: (1) 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, and (2) All nits must be removed from the student's hair before the 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 DHS will be notified.

Medical: Illness/accidents at school

Students who become ill or require first aid should report to the office. Only first aid treatment is given, and if needed, the school nurse will be called. If the student's temperature is 100.0 degrees or above, a parent/guardian will be called to pick up the student. 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 SCHOOL'S OFFICE.** In the event of a more serious illness or injury and the parents/guardians cannot be reached, the child will be transported to a local hospital by ambulance, accompanied by a school staff member. Parents will be responsible for any cost involved.

Medical: Illness at home

Students who are sick with a contagious illness such as pink eye, vomiting, diarrhea, open skin lesions, head lice, or conjunctivitis must not come to school. The students must be free of symptoms for 24 hours before returning to school, and/or a release back to school from the physician.

Solicitation of Funds

Any fund-raising activity must be approved by the principal and meet fund-raising regulations outlined in Act 525 of 1993.

Chapter Five Student Conduct

Assertive Discipline Policy

Marion Middle School has adopted Lee Canter's Assertive Discipline Program in order to provide a unified disciplinary procedure. Its purpose is to insure greater consistency and uniformity among all

teachers and students in disciplinary matter and more equity through the certainty of consequences for conduct in the classroom.

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

All students in the Marion School District are subject to five basic rules:

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

Here are the MMS consequences for inappropriate behavior:

Number of Incidents	Consequence
0-1	Name taken, student conference
2-3	Name, conference, contact parent
4-5	Teacher, parent, student conference
6-7	Office Referral (possible ISS)
8-9	Office Referral (possible suspension)

Student Appearance Code

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

The Marion School District expects more of students with regard to appearance when representing their school or the district in interscholastic competitions, whether during the school day or after school hours. Facial jewelry may not be worn by students during such

times. This shall include tongue piercings. Ear wear is excluded from this policy.

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

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

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

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

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

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

1st Offense—Warning

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

3rd Offense—1 day Saturday School

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

4th Offense—2 days In-School Suspension

5th Offense—5 days In-School Suspension

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

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

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

Next Offense—Recommendation to superintendent for Expulsion

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

Board Approved: 6-26-08

Revised: 6-11-09

Revised: 7-19-11

Student Conduct Code

All students are expected to conduct themselves at all times in a manner that will reflect well on the individual as well as the school and not infringe upon the rights of others. The following activities are considered improper conduct action including, but not limited to, suspension or expulsion from school. A violation of the rule will occur when the conduct takes place on the school grounds, at a school activity, function, event or en route to and from school.

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

Rule 1 Disruption and Interference with School

No student shall:

- a. Occupy any school building or properties with the intent to deprive others of its use or where the effect thereof is to deprive others of its use.
- b. Block the doorway or corridor of any school building or property so as to deprive others of access thereto.
- c. Prevent or attempt to prevent the convening or continued functioning of any school class,

- activity, or lawful meeting or assembly on the school campus.
- d. Prevent students from attending a class or activity.
- e. Block normal pedestrian or vehicular traffic on the school campus or adjacent grounds unless under the direction of a school administrator.
- f. Continuously and intentionally make noise or act in any other manner so as to interfere seriously with the teacher's ability to conduct the class or any other school activity.
- g. In any manner, by the use of violence, force, noise, coercion, threat, intimidation, harassment, fear, passive resistance, or any other conduct intentionally cause the disruption of any lawful process or function of the school or engage in any such conduct for the purpose of causing the disruption or obstruction of any such lawful process or function.
- h. Refuse to identify himself/herself on request of any teacher, principal, superintendent, school bus driver, school security officer or any other school personnel.
- i. Encourage any other students to violate any rule or school board policy.
- j. Cause or attempt to cause physical injury or behave in such a way as could reasonably cause physical injury to another student. Violence will not be tolerated under any circumstances and will be reported to the superintendent and the appropriate law enforcement agency.” Act 1520 of 1999.

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, bullying and assault.

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

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

Board Approved: 6-28-07
Revised: 7-19-11

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

Parents are advised of the Prosecutor's present initiative to have all students who fight locked up in Juvenile Detention for up to 48 hours. Clarifying, this is not the District's policy but that of the Juvenile

Prosecutor's office. After students fight, following discussions with the principal or his/her designee, students in violation of this policy will be hand-cuffed by the School Resource Officer and taken to the Detention Center for processing. Families should expect to pay some court or other costs.

Making Threats

A "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 the 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.

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

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

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

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

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

Unless otherwise permitted in this policy, from the time of the first bell until after the last bell, students are forbidden from using cell phones, any paging device, beeper, Bluetooth-type receivers or similar electronic communication devices. When not permitted to be in use such devices may be stored in the student's book bag, locker or vehicle in an off or silent mode of operation. At prohibited times cell phones are not to be answered. Exceptions may only be made by the building principal or his/her designee for health or other compelling reasons.

Before and after normal school hours, possession of cell phones, any paging device, beeper, or similar electronic communication devices, cameras, MP 3 players, 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.

Adopted 6-26-08
Revised 6-15-09

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

Laser Pointers

Lasers pointers are not allowed on campus or buses at any time.

Rule 2 Theft, Damage or Destruction of School Property

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

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

A student shall not cause or attempt to cause damage or steal or attempt to steal private or public property (A.C.A. 6-21-604).

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

A student shall not cause or attempt to cause physical injury or behave in such a way as could reasonably cause physical injury to a school employee, fellow student, or any other individual. Violence will not be tolerated under any circumstances, and will be reported to the appropriate local law enforcement agency (A.C.A. 6-17-113).

Rule 5 Cheating and/or Plagiarism

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

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

Rule 6 Narcotics, Alcoholic Beverages, and Drugs

A student shall not possess, sell, use, transmit, or be under the influences of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substances defined by Schedules I-IV, as established by the director of the Arkansas Department of Health (A.C.A. 5-63-101). 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 or non-prescription items that are not in conformity with the district's rules and regulations under the dispensing of medicines. Further, the sniffing, injecting, or ingesting of any other items not approved by a doctor shall also be considered a violation of this policy. The penalties for violating this policy can range from a warning to expulsion. (See "Dispensing Medicines")

Random Chemical Screen Test Policy for the Marion School District Grades 7-12

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

Purpose of a Chemical Abuse Policy:

1. To inform the students of the Marion School District that the school is concerned about their total well being.
2. To assist students of Marion schools to resist the peer pressure that directs them toward abuse or misuse of chemical substances.
3. To establish standards of conduct for the students of Marion Schools who are considered leaders among their peers.
4. To emphasize concerns for the health of students in areas of safety while they are participating in activities as well as the long-term physical and emotional effects of chemical use on their health.

5. To work cooperatively with parents by assisting them in keeping their children free from mood-altering chemicals.
6. To assist students who need to be referred for assistance or evaluation regarding their use of illegal drugs.
7. To deter chemical abuse or misuse by all students through random drug testing.

Scope

The provisions of this policy apply to all Marion Students, grades 7 through 12, who participate in extracurricular activities and/or park a vehicle on school campus. For the purpose of this policy, extra-curricular activities are defined as any activity that requires registration with the Arkansas Activities Association and/or involves out of class participation, travel and/or occurs outside the regular curriculum (i.e. band, choir, clubs, student government, athletics, cheer, etc.) **Positive screening results are cumulative and will follow the student for duration of enrollment in the Marion School District.**

Consent Forms

Students desiring to try-out for or participate in any of the activities described above or who wish to receive a parking pass must sign a consent form agreeing to comply with the provisions of the Marion School District's random drug testing program. The consent form must also be signed by the student's parents or legal guardians prior to participation in an activity or prior to receiving a parking pass. Students who fail to submit the required consent form(s) will not be allowed to participate in any extracurricular activity or park a vehicle on campus.

Confidentiality

The Marion School District will make every effort to protect the privacy rights of the students and to insure the confidentiality of the drug test results. All drug screens will be administered on the campus at a controlled site by a contracted drug-testing agent. The results will be conveyed only to the parent/guardian, the activity sponsor and the Superintendent or his designee. In addition, the records will not be maintained in the student's regular file, and only the superintendent or designee will have access to the files. The files on each student will be destroyed upon graduation or two years after termination of enrollment. A student and the student's custodial parent/legal guardian may obtain a copy of his chemical abuse testing record upon written request.

Cost

The cost of the initial random drug screen will be the responsibility of the school district. The student and legal guardian are responsible for any additional cost including affirmation test, test to regain eligibility for school activities and parking privileges, professional treatment, counseling, etc.

Prescription Medications / Over-the-Counter Medications

The existence of lawfully prescribed medication in a student's sample is not a violation of this policy. Also, some over-the-counter medications may have similarities to unlawful drugs when tested. Students must disclose this information to the testing agent prior to providing the sample. Students who do not give this information before providing the sample and test positive or fail to provide verification that they are taking physician prescribed medication will be subject to the actions specified in this policy for "positive test."

General Information

- A. Students will be selected at random by an outside drug-testing agency.
- B. There will be a minimum of four random tests during each school year, at various times of the school day and with varying intervals between tests.
- C. Up to 25% of the students included in the testing pool will be selected during each random testing period.
- D. Students selected will be delivered to a site on campus prepared by the contracted drug testing agent. The screen will be administered by the professional who will supervise the collection and assure a legal "chain of custody" of the sample.
- E. If the initial screen is positive, a second test of the original sample may be administered to confirm the results. The legal guardian may request an additional test (at their expense) of the district's approved vendor within 24 hours of notification of positive results.
- F. Students who refuse to participate in the process will be treated as having received a positive drug screen.
- G. Students who are absent when "called" or cannot participate because of state mandated test, etc. will be tested at another time.

District Action for a Positive Drug Screen

- A. First Positive Screen
 - 1. The student will be suspended from participation in school activities and lose parking privileges for minimum of 10 "school" days from the date of notification.
 - 2. A negative confirmation test will immediately return all privileges.

3. Students must re-test (at their own expense) and be “clean” before privileges are returned. The contracted vendor will work with the school to establish a time and place for the re-test. Only the school’s approved vendor may administer the re-test.
4. The school may waive 5 of the suspension days for students who present evidence of attendance and successful completion in a school approved drug abuse-counseling program.

B. Second Positive Screen

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

C. Third Positive Screen

1. The student will be suspended from attending or participating in any school activity or parking on campus for the remainder of the student’s enrollment.
2. The third positive screen could come from random pool selection or be the result of a re-screen following a probationary period.

Rule 7 Weapons, Dangerous Instruments, and Contraband

A student shall not possess, handle, or transmit a knife, razor, ice pick, explosive, pistol, rifle, shotgun, pellet gun, or any other object that can reasonably be considered a weapon, 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 8 Disregard of Directions or Commands

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

Rule 9 Public Display of Affection/Immorality

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

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

Rule 10 Gambling

A student shall not participate in any activity which may be termed gambling or wagering where the stakes are money or any object or objects of value. This prohibition includes card games, dice, pitching coins, or other forms of chance.

Rule 11 Additional Provisions

The student discipline policy of Marion Middle School is available for parent/student information.

Rule 12 Behavior Not Covered Above

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

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 the loss of the right to use the technology (which may involve loss of credit if the technology use was course work.) Students who violate technology user agreements are also subject to the penalties outlined in the agreement.

Students who use technology to violate other policies will be subject to discipline for 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.

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)

Alternative Learning Environment

An "Alternative Learning Environment" (ALE) is a student intervention program developed in compliance with A.C.A. 6-18-508 and 509. The ALE shall not be primarily punitive but seeks to provide the guidance, counseling, and academic support to enable students to continue to make progress toward educational goals. The instructional setting of the ALE will feature highly qualified certified teachers and supervisors for these qualifying students. Computer programs will supplement the teacher's instruction.

Marion School District and West Memphis School District shall form a cooperative arrangement to serve the qualifying students of both districts in grades 7 -12. Students with disabilities will be served by a fully-qualified special education teacher, subject to the individual educational plan's approval of alternative placement. Marion School District will administer the program. For complete program policies and procedures, see Marion School District policy handbook.

Gum

There is to be NO gum at school under any circumstances.

Personal Property

Security of personal property is the individual responsibility of each student. The school cannot and will not accept responsibility for the personal items of students.

Students are not to bring personal items such as portable radios, televisions, tape players, record players, electronic games, etc. to school unless given specific permission from the principal. These items will be collected from students and turned in to the principal's office. Parents may claim these items at a later date.

Skateboards are **NOT** allowed at after school activities, such as ballgames.

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 substantially disrupt the educational

process will be removed and will be reported and transmitted to the proper authorities.

The following procedure will apply to personal searches:

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

The Use of Metal Detectors

Based upon reasonable suspicion that a weapon(s) may be on school property, the principal or his designee(s) may require persons entering/departing school district buildings, 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.

VIDEO SURVEILLANCE

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

Signs shall be posted on campus buildings and in district vehicles to notify students, staff, and visitors that video cameras may be in use. Parents and students shall also be

notified through the student handbook that cameras may be in use in school buildings, on school grounds and in school vehicles. Students will be held responsible for any violations of school discipline rules caught by the cameras.

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

Videos containing evidence of a violation of student conduct rules and/or state or federal law shall be retained until the issue of the misconduct is no longer subject to review or appeal as determined by board policy or student handbook; any release or viewing of such records shall be in accordance with current law.

Students, who vandalize, damage, disable, or render inoperable surveillance cameras and equipment shall be subject to appropriate disciplinary action and referral to appropriate law enforcement authorities.

Corporal Punishment

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

In 1977, the United States 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 Constitution of the United States.

Corporal punishment will be administered according to the following procedures (A.C.A. 6-17-112):

1. It will be administered in the presence of at least one certified employee in addition to the person dispensing it.
2. It will not be administered in the presence of other students, with malice or anger or in excess.
3. Before corporal punishment is administered, the student should be advised of the rule and infraction for which the student is being punished. This should be done in the presence of the witness.
4. Refusal to take corporal punishment may result in suspension or other disciplinary measures.
5. The principal will be notified when corporal punishment is administered, and a written report shall be filed in the office.

If the student's parent or guardian prefers that corporal punishment be eliminated as a negative consequence for their child's conduct, he/she should file such a request, in writing, with the principal.

In-School Suspension

"Student misbehaviors that are neither violent nor illegal in nature may be punished by in-school suspension. During the 2008-2009 school year, his/her intervention shall be specifically applied to excessive tardiness, smoking, leaving campus without permission and skipping class." MMS students may be referred to the in-school suspension sight for chronic, non-violent misbehaviors.

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 to the last address reflected in the records of the school district.

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

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

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

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

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

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

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

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

Expulsion

Students may be expelled only by an act of the school board. Expulsion is defined as a dismissal from school for more than ten (10) days, but not in excess of one semester.

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 of the charges against him.

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

If the superintendent supports the recommendation of the principal, the superintendent will write a letter to the parent or guardian, which will be delivered by certified mail. The superintendent's letter will give reference to the principal's recommendation and announce the date and the time for the school board meeting to be held 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.

Emergency Suspension

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

Student Discipline

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

Discipline of Handicapped Students

Under the Individuals with Disabilities Education Act and Act 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 days or less) is involved, the school may remove a student with disabilities for a disciplinary infraction without it being considered a change in placement.
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 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 504.
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.

Due Process

Every student is entitled to due process in every instance of disciplinary action for which students may be subjected to penalties of suspension or expulsion.

This process is afforded to students in disciplinary cases of some magnitude such as suspension, expulsion, statements removed from the student's records, and clearing one's reputation.

The United States Supreme Court ruled in 1975 that, for every suspension not exceeding ten days, the student has the right to be accorded the minimum requirements of the due process clause of the Fourteenth Amendment of the Constitution of the United States.

Chapter Six **Assurances**

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.”

Suspected Child Abuse and Neglect

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

Sexual Harassment Policy

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.

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 students 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.

Non-Discrimination Policy

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

Title VI

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

Title IX

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

Section 504

"No handicapped person shall, on the basis of the handicap, 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.

Surveys or Questionnaires Administered to Students

Marion School District will not administer or permit to be administered a questionnaire or survey that requests or requires a student to supply any personal identifying information unless written permission is obtained from the student's parent or legal guardian prior to the administration of the questionnaire or survey.

Personal identifying information includes a student's name, the parent's name or any name of a family member, the address, phone number, or e-mail address of the student or his family, a personal identification number such as social security number, driver's license number or student identification number.

Parental Complaints Policy

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

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

1. Teacher
2. Principal
3. Superintendent

4. Board of Education

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 Street
Marion, Arkansas 72364
(870) 739-5100

Parents request will be fulfilled in a timely manner.

Equity complaints: Grievance Procedure

Any individual in the Marion School District wishing to submit a complaint against the MSD 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, the equity coordinator, the superintendent, and/or the school board through the superintendent, following the Marion School District General Grievance Procedure. Equity complaints may begin with the district's equity coordinator:

District Equity Coordinator
Marion School District
200 Manor Street
Marion, AR 72364

**Marion School District
Student Internet Acceptable Use and Safety Policy**

A. Educational Purpose

1. The System (data network, computer workstations and file servers) has been established for 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 will be restricted by the BESS 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 news groups 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 are not "educational use" of the System and are prohibited from use.

7. Content Filtering Software

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

8. Instructional Software

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

9. Productivity Software

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

C. 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 pre-approved 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 be provided to any individual, organization, or company, including web sites that solicit personal information, without the permission of your parent or teacher.
 - b. You will not agree to meet with someone you have met on-line.
 - c. You will promptly disclose to your teacher or other school employee any message you receive 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 a computer hardware or software.

3. System Security

- a. You are responsible for your individual account and must take all reasonable precautions to prevent others from being able to use your account. Under no conditions should you provide your password to another person.
- b. You will immediately notify a teacher or an administrator if you have identified a possible security problem. Do not go looking for security problems, because this may be construed as an illegal attempt to gain access.
- c. You will avoid the inadvertent spread of computer viruses by following the District virus protection procedures if you download files.

4. Inappropriate Language

- a. Restrictions against inappropriate language apply to public messages, private messages, and material posted on Web pages.
- b. You will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- c. You will not post information that could cause damage or a danger of disruption.

- d. You will not engage in personal attacks, including prejudicial or discriminatory attacks.
 - e. You will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If you are told by a person to stop sending them messages, you must stop.
 - f. You will not knowingly or recklessly post false or defamatory information about a person or organization.
5. Respect for Privacy
- a. You will not repost a message that was sent to you privately without permission of the person who sent you the message.
 - b. You will not post private information, including personal contact information, about another person.
6. Respecting Resource 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

- a. You will not use the System to access material that is designated for "adults only" or is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature). A special exception may be made for hate literature if the purpose of your access is to conduct research and both your teacher and parent have approved.
- b. If you mistakenly access inappropriate information, you should immediately tell your teacher. This will protect you against a claim that you have intentionally violated this policy.
- c. Your parents should instruct you if there is additional material they determine to be inappropriate for you to access. The district

fully expects that you 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.
- d. Your parents have the right at any time to request to see the contents of your personal files on the system.

3. Due Process

- a. The District will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the System.
- b. In the event there is a claim that you have violated this Policy or the Student Handbook in your use of the System, you will be provided with notice and opportunity to be heard in the manner set forth in the Student Handbook.

- c. If the violation also involves a violation of other provisions of the Student Handbook, it will be handled in a manner described in the Student Handbook. Additional restrictions may be placed on your use of the System.

F. District Limitation of Liability

1. The District makes no guarantees that the functions or the services provided by or through the District system will be error-free or without defect.
2. The District will not be responsible for any damage users may suffer, including but not limited to, loss of data or interruptions of service.
3. The District is not responsible for the accuracy or quality of the information obtained through or stored on the system.
4. The District will not be responsible for financial obligations arising through the unauthorized use of the system. Your parents can be held financially responsible for any harm to the System as a result of intentional misuse.

G. Your Responsibility

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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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.

MARION MIDDLE SCHOOL
PARENTAL/COMMUNITY INVOLVEMENT

Marion Middle School understands the importance of involving parents and the community as a whole in promoting higher student achievement and general good will between the school and those it serves. Therefore, Marion Middle School shall strive to develop and maintain the capacity for meaningful and productive parental and community involvement that will result in partnerships that are mutually beneficial to the school, students, parents, and the community. To achieve such ends, the school shall work to

1. Involve parents and the community in the development and improvement of Title I programs for the school;
2. Have a coordinated involvement program where the involvement activities of the school enhance the involvement strategies of other programs such as Head Start, HIPPY, Parents as Partners, Parents as Teachers, ABC, ABC for School Success, area Pre-K programs, and Even Start;
3. Explain to parents and the community the State's content and achievement standards, State and local student assessments and how the school's curriculum is aligned with the assessments and how parents can work with the school to improve their child's academic achievement;
4. Provide parents with the materials and training they need to be better able to help their child achieve. The school may use parent resource centers or other community based organizations to foster parental involvement and provide literacy and technology training to parents.
5. Educate school staff, with the assistance of parents, in ways to work and communicate with parents and to know how to implement parent involvement programs that will promote positive partnerships between the school and parents;

6. Keep parents informed about parental involvement programs, meetings, and other activities they could be involved in. Such communication shall be, to the extent practicable, in a language the parents can understand;
7. Find ways to eliminate barriers that work to keep parents from being involved in their child's education. This may include providing transportation and child care to enable parents to participate, arranging meetings at a variety of times, and being creative with parent/teacher conferences;
8. Find and modify other successful parent and community involvement programs to suit the needs of our school;
9. Train parents to enhance and promote the involvement of other parents;
10. Provide reasonable support for other parental involvement activities as parents may reasonably request.

To help promote an understanding of each party's role in improving student learning, Marion Middle School shall develop a compact that outlines the responsibilities of parents, students, and the school staff in raising student academic achievement and in building the partnerships that will enable students to meet the State's academic standards.

Marion Middle School shall convene an annual meeting, or several meetings at varying times if necessary to adequately reach parents of students, to inform parents of its requirements regarding parental involvement, and the parent's right to be involved in the education of their child. Marion Middle will encourage parental involvement by providing opportunities for parents to interact with school programs and events.

The following actions will be used by Marion Middle School to implement the parental engagement policy:

Action 1: Each faculty member, regular classroom and special education, will receive the minimum of 2 hours of professional development as it relates to parental involvement, and each administrator will receive at least the required minimum of 3 hours of professional development as it relates to parental involvement.

Action 2: Each August before the beginning of school, MMS hosts a Welcome Back to School Night for Parents. At this meeting, parents receive kits/packets with information about their child's academic team assignment, policies, procedures, etc.

Action 3: Marion Middle School will provide a school handbook with a receipt page to be signed and returned by parents/guardians. This also includes our Student/Parent/School Compact to be read, signed and returned. This complete handbook is also accessible on the MMS website.

Action 4: The MMS Student Handbook contains the school's process for resolving parental concerns.

Action 5: Our MMS Band Director holds parent meetings to describe the requirements for participation in this program. Parents are encouraged to join the Band Boosters Club.

Action 6: A parent meeting is held during MMS's Welcome Back to School Night for Parents each August to explain our parental involvement plan and to share our latest Benchmark results. This meeting includes an invitation to participate in Edline, parent committee, etc.

Action 7: MMS coaches hold parent meetings for each sport offered. These meetings include explanations of policies, rules, requirements, etc. for the parents/students participating. Parents' signatures are required to prove they have been informed of the policies, etc.

Action 8: Edline participation and feedback will be used as

ongoing evaluations regarding our parental involvement program.

Action 9: Perceptual Surveys will be available to parents throughout the school year to determine the effectiveness of our parental involvement program.

Action 10: MMS will provide at least two opportunities for parent/teacher conferences during each academic year.

Action 11: A survey will be sent home with each student to gather data concerning parental involvement during the school year and to receive input concerning areas of need.

Action 12: Parents will have continual access to updated MMS information through our website and through their child's Edline account which provides up-to-the-moment grades and assignments. Software will be purchased to implement the Edline program. For families with no internet access at home, MMS has given information on community establishments that offer internet use for free or a nominal fee. Also, paper announcements are sent home with each student regarding special functions and other information.

Action 13: MMS will implement Jackson's Edline Notification during the 2011-2012 school year. This software enables parents to receive emails, and/or phone calls with up-to-the-minute school messages and alerts.

Action 14: The MMS Parent Resource Center will be maintained with current information on topical issues dealing with middle school students.

Action 15: Teachers will send progress reports/report cards to all parents/guardians throughout the year.

Action 16: All teachers, regular classroom and special education, have been trained to create web pages with Edline. Assignments and grades may be accessed anytime by students and parents via the internet. School information, calendars, menus, etc. are also accessible on Edline. Appropriate fees, including software fees, materials and supplies will be purchased for the Edline program.

Action 17: Materials will be purchased to aid the students and the parents with topical issues such as, character education, drug intervention, and student motivation. These materials will be kept in the counselors' offices and the Parent Resource Center.

Action 18: MMS classroom teachers will distribute the past week's students' work to go into individual students' paper packets. These packets go home to the students' parents for their edification. The parents sign their students' paper packets which are returned to the teachers the next day. This provides a weekly report to the parents regarding what their students are doing in each class.

Action 19: A Parent/Alumni Advisory Committee is formed each year. This committee meets with our Parent Facilitator to discuss issues/problems/concerns regarding MMS. (Parent Involvement Meetings)

Action 20: Marion Middle School collaborates with local agencies to help students and parents with community activities (ex: East Arkansas Youth Services, YMCA, Counseling Consultants, Day Spring and Marion Youth Sports Association)

Action 21: MMS distributes parent surveys yearly to request volunteers for various roles. These completed surveys (compiled in a Volunteer Resource Book) are kept in a central location for teachers to use throughout the year.

Action 22: MMS has a parent facilitator.

Action 23: Renaissance Learning, Inc. is a part of our Literacy program. Since this program is web-based, the parents have access to their child's Accelerated Reading progress anytime.

Action 24: MMS will notify parents of the School Improvement status by written notice and in the Report to the Public.

Action 25: The MMS Library has added the web-based program Destiny which allows parents to access information regarding books, materials, etc. available for their child's use. This program gives details about each

book located in the MMS Library including AR points/levels and summaries of the content.

Action 26: MMS parents have the opportunity to develop a PTA/PTO group.

Action 27: The MMS Counselor conferences with all 6th graders each Spring regarding 7th grade registration, requirements, classes and choices.

Action 28: MMS Counselors meet with sixth graders' parents each Spring during the night of our regular Parent/Teacher Conferences. During this meeting, the parents receive information regarding 7th grade registration and Smart Core verses Common Core curricula. Parents complete a Smart Core Informed Consent Form and a 7th grade Pre-Registration Request Form. These forms are mandatory for students who are entering the 7th grade that fall.

Action 29: After the last day of school each year a notice is placed in the local newspaper thanking parents for their support and cooperation during the year.

This policy shall be distributed to parents of the district's students and provided, to the extent practicable, in a language the parents can understand.

Parental Information and Resource Centers

The Center for Effective Parenting serves as the Arkansas State Parent Information & Resource Center (PIRC).

Information for the Arkansas State PIRC can be found at <http://www.parenting-ed.org>.

Date Adopted: September 22, 2009 District ACSIP Team

Last Revised: October 26, 2009

**Marion Middle School
10 Patriot Drive
Marion, AR 72364
(870) 739-5173**

Grades 6th and 7th

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MMS FAX #: 870-739-5176

2011 – 2012 School Calendar

Aug. 8-16	Staff Development
Aug. 17	First Day for Students (1 st semester)
Sep. 5	Labor Day Holiday
Oct. 14	End First Quarter
Oct. 20	Parent/Teacher Conference
Oct. 21	Staff Development
Nov. 23 – 25	Thanksgiving Holiday
Dec. 20	End Second Quarter
Dec. 21-Jan. 3	Christmas Holiday (Faculty & Staff)
Jan. 4	Staff Development
Dec. 21-Jan. 4	Christmas Holiday (Students)
Jan. 5	1 st Day for Students
Jan. 16	Martin Luther King Holiday
Feb. 20	Presidents' Day Holiday
Mar. 15	Parent/Teacher Conference
Mar. 16	End Third Quarter
Mar. 19 – 23	Spring Break
Apr. 6	Good Friday
May 24	End Fourth Quarter
*May 25	Staff Development
May 25, 29, 30, 31, June 1	Bad Weather - Make Up Days

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

**Marion Middle School
2011-2012
6th Grade
DAILY SCHEDULE**

7:30 – 7:55	Breakfast
7:55	Opening Bell
8:00 - 8:55	First Period
9:00 - 9:50	Second Period
9:55 - 10:45	Third Period
10:50 - 11:40	Fourth Period
11:40-12:10	First Lunch/Homeroom
12:10-12:40	Second Lunch/Homerm
12:45 - 1:27	Fifth Period
1:30-2:20	Sixth Period
2:23-3:15	Seventh Period

**7th Grade
DAILY SCHEDULE**

7:30 – 7:55	Breakfast
7:55	Opening Bell
8:00 – 8:50	First Period
8:55 -- 9:45	Second Period
9:50 -- 10:40	Third Period
10:40 --11:10	First Lunch/Hmrm
11:10 – 11:40	Second Lunch/Hmrm
11:43--12:30	Fourth Period
12:33--1:23	Fifth Period
1:26-2:16	Sixth Period
2:19-3:10	Seventh Period

NOTICE:

All bus riders will exit through assigned doors – TBA.

Sixth-grade walkers will exit through the NORTH doors.

Seventh-grade walkers will exit through the FRONT doors.

