



# FOREWORD

We are happy to present you with this student handbook which has been written especially for you and your parents. We believe that it will assist you in becoming better acquainted with Marion Junior High School and prove invaluable to you in your academic and social experiences during your junior high school career.

Marion Junior High School is your school. Everything here has been planned and arranged so that you might have every opportunity to benefit fully from the many advantages afforded you.

Our school is one of which you may well be proud. Support your school with all sincerity and loyalty so that as a team we can work together in continuing to maintain high standards and accomplish our individual goals.

## TO THE STUDENTS:

This document has been prepared for the purpose of outlining for you the expectations of the Marion School District in regard to student conduct.

The District recognizes that students are guaranteed full rights of citizenship in accordance with due process of law. The District further recognizes that with these rights there are responsibilities which are designed to help all participants acquire the full benefits of the educational program, regardless of race, sex, creed or national origin.

It is impossible to list in this Handbook all of the rules and guidelines for student and staff use. Therefore, the contents of this Handbook should neither be construed to limit or deny your rights and responsibilities on your own campus as a member of the student body or as a citizen nor be construed to limit or deny your principal the right and responsibility to develop such necessary rules and regulations as are consistent with federal and state laws and Board of Education policies and regulations.

Each student will receive a copy of the policy handbook and will be required to sign a statement of receipt.

## PROTECTED HEALTH INFORMATION

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

Health history and medical information obtained concerning students or staff will be kept in confidence. For the sake of enduring an optimal learning and safe environment, some information relating to the health and safety of a student may be shared with other faculty members and emergency personnel on a need to know basis as deemed necessary by the Health Services Team and Administration.

Health Service Team Members: Dr. Trent Pierce, Helen Bloodworth, R.N., Leslie Brick, R.N., Jama Davis, R.N., Carmen Davis, L.P.N., Stephanie Gardner, L.P.N., and Janice Wiggins, L.P.N.

As a parent or guardian of the student below, I have the above guidelines of the Protect Health Information. I recognize that health records once received by the school district, may not be protected by the HPAA Privacy Rule, but will become educational records protected by the Family Educational Rights and Privacy Act. If there is any objection with health information being shared, such objection must be put in writing and given to your child's school.

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Parent or Guardian's Signature

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Date

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Student Name ( please print)

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Grade

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# THE PHILOSOPHY OF THE MARION SCHOOL DISTRICT

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

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

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

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

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

## Goal I

To Help Each Learner Master Basic Skills by:

- A. Promoting individual growth through developing basic skills with particular emphasis on all areas of Language Arts.
- B. Preparing students for the technological age by developing basic mathematical skills.
- C. Developing the scientific minds of students through quality instruction and laboratory work.

## Goal II

To Help Learners Achieve Functional Understanding of Economic and Occupational Skills and Options to Include:

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

## Goal III

Help Each Learner Develop To The Full Range of His/Her Potential by:

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

## Goal IV

Help Learners Progress Toward Becoming Healthy, Responsible, and Humane Citizens Through:

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

## Goal V

Help Learners Maintain Healthful Living Through:

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

# PERSONNEL

## 2009-2010 Board of Education

A. Jan Thomas, Jr., President  
Steve A. Sutton, Vice-President  
Rev. Jeffrey Richardson, Secretary

Darrylee Arms  
Phillip A. Brick  
Brian Proffitt  
Phil Phillips

### DISTRICT ADMINISTRATIVE STAFF

Don Johnston.....Superintendent  
Peggy Cozart.....Secretary to Superintendent  
Margie Brinkley.....District Treasurer/Office Manager  
Marian Smith.....Senior Assistant Superintendent  
Jeff Altemus.....Senior Assistant Superintendent  
Dr. Barbara McGrew.....Special Services Director  
Helen Johnson.....Assistant Special Services Director  
Jerri Lynn Watkins.....Secretary for Special Services  
Gail Russell.....Medicaid Billing Clerk  
Homer Peters.....Federal Programs Director  
Dr. Robin Catt.....Director of Human Resources/Gifted & Talented  
Dusty Duncan.....Facilities/Athletics Director  
Janice Cook.....Technology Trainer  
Virginia Young.....Secretary for Federal Programs  
Tim Taylor.....Technology Coordinator  
Doyle Jones.....Transportation Coordinator  
Felica Witt.....Secretary for Transportation  
Chris Shoemake.....Secretary/Receptionist for the District  
Patricia Taylor.....Assistant Bookkeeper  
Ann Smith.....Assistant Bookkeeper  
Susan Madison.....Food Service Director  
Brenda Forbis.....Secretary to the Food Service Director  
Sabrina McDermott.....Records Clerk for Food Services  
Tina Murphy.....SIS Coordinator/Facilities & Athletics Secretary

### MARION JUNIOR HIGH SCHOOL ADMINISTRATION

Elmer West.....Principal  
Natalie Rooney.....Assistant Principal  
Lisa Phillips.....Secretary to Principal/Bookkeeper  
Paige Moore.....Secretary to Principal  
Catherine White.....Guidance Counselor  
Debbie Jackson.....Guidance Counselor  
Patricia Booker.....Secretary to Guidance Counselor  
Melvin Brown.....Dean of Students

# MARION JUNIOR HIGH SCHOOL FACULTY & STAFF

Elizabeth Armstrong.....	Special Ed/Resource
Dana Barlow.....	Math
Mark Barnes.....	Social Studies
Jerrod Barnhill.....	Social Studies/Coach
Kristi Beck.....	Resource/Special Education
Lauren Bradshaw.....	English/Speech
Laura Buralli.....	Paraprofessional
Joan Burch.....	Special Education
Shelly Cherry.....	Psychological Examiner
Robin Coe.....	Speech/Lang
Crystal Collins.....	Math
Sandy Cook.....	Social Studies
John Crossley.....	P.E./Coach
Gena Deese.....	Business Education
Kelly Fogleman.....	Nurse
Billie Ginn.....	Paraprofessional
Charlotte Graham.....	Science
William Gray.....	PE/Coach
Kay Griffin.....	Paraprofessional
Zach Holcomb.....	Science
Rebecca Hopkins.....	Art
Glenn Hudspeth.....	English
Mac Hurley.....	Health/Coach
Kristin Jayroe.....	Spanish
Tammy Jenkins.....	Special Needs
Micki Johnston.....	Librarian
Dana Jones.....	Math
Brandi Koons.....	Science
Sara Lehman.....	Math
Bertha Lewis.....	Paraprofessional
Betsy Long.....	English
Darryle Long.....	Social Studies/Coach
Ann Massey.....	Paraprofessional
Sharon McCree.....	Math
Kim Miller.....	Science
Christopher Murrah.....	English/Social Studies
Blake Owen.....	Band Director
Straley Owen.....	English
Judy Pirani.....	Family Consumer Science
Sharon Perkins.....	Paraprofessional
Cheryl Roberson.....	Special Needs
Felicia Robertson.....	Instructional Aide
John Scaife.....	P.E./Coach
Amy Shumate.....	English
Dawn Smith.....	Science
Rosemary Smith.....	Paraprofessional
Beth Sutton.....	Business Education
Jo Taylor.....	Special Education
Mark Teague.....	Social Studies
Amy Thakkar.....	Math
Shelby Ward.....	Career Orientation
Johnny Washington.....	Social Studies/Coach
Jenny West.....	Business Education

# ATTENDANCE INFORMATION

## A. ENROLLMENT REQUIREMENTS

### 1. Social Security Numbers at enrollment

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

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

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

### 2. Proof of Age

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

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

### 3. Enrollment in Kindergarten

Students may enter kindergarten if they will attain the age of five (5) on or before September 1 of the year in which they are seeking initial enrollment. Any student who has been enrolled in a state-accredited or state-approved kindergarten program in another state for at least sixty (60) days, who will become five (5)

years old during the year in which he/she is enrolled in kindergarten, and who meets the basic residency requirement for school attendance may be enrolled in kindergarten upon written request to the District.

A child who was enrolled in and attended a qualified, state-approved prekindergarten program for children four (4) years of age for a minimum of one hundred (100) days during the 2008-09 school year is eligible to enroll in kindergarten for the 2009-10 school year if the child will be at least 5 years of age no later than September 15 of the 2009-10 school year. Information on qualified, "state approved" programs can be found at <http://www.arkansas.gov/childcare/act29notice.html>.

A child who was enrolled in and attended a state-approved prekindergarten program for children three (3) years of age for a minimum of one hundred (100) days during the 2008-09 school year and also enrolled in and attended a state-approved prekindergarten program for a minimum of one hundred (100) days during the 2009-10 school year will be eligible to enroll in kindergarten for the 2010-11 school year if the child will be at least 5 years of age no later than September 15 of the 2010-11 school year.

#### 4. Enrollment in First Grade

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

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

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

#### 5. Immunizations

The child shall be age appropriately immunized from poliomyelitis, diphtheria, tetanus, pertussis, red (rubeola) measles, rubella, and other diseases as designated by the State Board of Health, or have an exemption issued by the Arkansas Department of Health. Proof of immunization shall be by a certificate of a licensed physician or a public health department acknowledging the immunization.

Exemptions are also possible on an annual basis for religious reasons from the Arkansas Department of Health. To continue such exemptions, they must be renewed at the beginning of each school year. A child enrolling in a district school and living in the household of a person on active military duty has 30 days to receive his/her initial required immunizations and 12 months to be up to date on the required immunizations for the student's age.

#### 6. Grade Level Assignments for new students

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

#### 7. Enrolling a Student under Expulsion

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

#### 8. Immigration Status

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

### **B. STUDENT ATTENDANCE.**

School attendance is the responsibility of the parent and at the same time of much concern to the school administrator and the classroom teacher. The full cooperation of the parent with the school is of primary importance in attaining desirable attendance.

The superintendent shall assume responsibility for keeping attendance at a high percentage. The principals and the district attendance officer shall assist the superintendent toward this goal. Each teacher is to maintain accurate records of the attendance of the pupils. The school administrative staff is authorized to develop attendance policies for each school that will accommodate operational needs of each school and are subject board review and approval.

Schools are urged to include strategies to encourage attendance such as, but not limited to, perfect attendance awards, absentee follow-up, after school and recess detention hall, alternative classrooms and in-school suspension in lieu of suspension from school.

Each school's attendance policy will define excused and unexcused absences. Further, the policy shall describe how parents will be notified of accumulative absences. The terms of allowable makeup work will also be described. At the point of absenteeism where written documentation is required by a given school's policy, we find it is reasonable and necessary to limit the time period for obtaining that written documentation to one week following the last day of absence in question.

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 at the district administrative office.

### **Excused Absences**

"Excused absences" are those where a student is on official school business or when the absence is due to one of the following reasons and the student brings a written statement upon his/her return to school from the parent or legal guardian stating such reason:

1. The student's illness or when attendance could jeopardize the health of other students. A maximum of (10) such days are allowed per semester unless the condition(s) causing such absences is of a chronic or recurring nature, is medically documented, and approved by the principal. Excuses for five (5) days missed due to illness may be by parent note; after five such parent notes, a doctor's note is required which is to include the name of the student, the date and time of visit or the treatment received, and the length of time the student is to be excused. These notes for illness must be presented to the principal's office on the first day the student returns to school.
2. Death or serious illness in their immediate family;
3. Observance of recognized holidays observed by their faith;
4. Attendance at an appointment with a government agency;
5. Attendance at a medical appointment;
6. Exceptional circumstances with prior approval of the principal; or
7. Participation in an FFA, FHA, or 4-H or other Arkansas Activities Association sanctioned activity.
8. Students who serve as pages for a member of the General Assembly shall be considered on instructional assignment and shall not be considered absent from school for the day the student is serving as a page.
9. Additional excused absences shall be granted to allow a student 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. The number of additional excused absences shall be at the discretion of the superintendent or designee.

It is the Arkansas General Assembly's intention that students having excessive excused absences be given assistance in obtaining credit for their courses. Excessive absences may, however, be the basis for the denial of course credit, promotion, or graduation.

## **Unexcused Absences**

1. Absences not defined above or not having an accompanying note from the parent or legal guardian or from a doctor as stated previously shall be considered as "unexcused absences." Students with eight (8) unexcused absences in a course in a semester shall not receive credit for that course. Except in unusual circumstances which the principal accepts, the student may be denied promotion or graduation. However, excessive absences shall not be a reason for expulsion or dismissal of a student.
2. A.C.A. 6-18-222 requires school districts to notify parents or guardians when a student has accumulated excessive unexcused absences equal to one-half (1/2) of the total number of absences permitted by semester under the school district's policy. For students in grades 8-12 the total number of unexcused absences per semester is eight (8). Since grades K-7 do not operate on a semester basis but on an annual basis, the total number of unexcused absences before credit or promotion could be denied is twenty (20).
3. In grades 8-12 under the semester basis, when a student has four (4) unexcused absences or one-half of the number allowed, his/her parents, guardians, or persons in loco parentis shall be notified. 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.
4. In grades 8-12, upon accumulation of 7 days absent (excused or unexcused) in any class, a conference will be held with the parent and an administrator unless there is an unusual circumstance which has been communicated and accepted by the principal.
5. In grades K-7 under the school year basis, parents will be notified by mail after the 8th unexcused absence by mail and must schedule a phone or office conference with the principal. After the 14th unexcused absence, the school will notify the parent by certified mail with return receipt requested. The attendance officer will also notify the Juvenile Department of these excessive unexcused absences.
6. For grades 8-12, whenever a student exceeds eight (8) unexcused absences in a semester, the District shall notify the prosecuting authority and the parent, guardian, or persons in loco parentis could be subject to a civil penalty as prescribed by law.
7. Students who attend in-school suspension shall not be counted absent for those days.
8. Days missed due to expulsion or out-of-school suspension shall be unexcused absences.
9. In compliance with A.C.A. 6-18-222, the building principal, with the assistance of the district attendance officer, shall notify the juvenile court division that the student has accumulated excessive unexcused absences beyond the days allowed by the school's policy. Parents or legal guardians may be subject to

civil penalty. The requirement of notifying the juvenile division is not the option of the school district. It is required by state law.

Copies of A.C.A. 6-18-22 are available in all principals' offices. When the school's written notices to parents concerning the excessive absenteeism of their child have not been successful in improving attendance, the school principal or designee and the attendance officer shall file a request for the development of a diversion agreement with the office of the Crittenden County Juvenile Department.

For students aged ten (10) through grade seven (7), this request shall occur after the thirteenth (13th) accumulated absence. For grades eight (8) through twelve (12), this shall occur after the seventh (7th) accumulated absence. In cases where students under age ten (10) have very excessive absences beyond the thirteen (13) and where a diversion agreement would not be appropriate, a Family in Need of Services (FINS) petition shall be filed by the district attendance officer with the Juvenile Department. This policy shall not apply to students known by the school to have documented, chronic medical conditions that directly affect school attendance and participation in school activities.

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.

## **C. MAKE-UP WORK**

Students are permitted to make up daily class work missed. In order to receive credit for make-up work the student must ask the teacher(s) when and how make-up work must be completed **ON THE FIRST DAY BACK AFTER AN ABSENCE**. Failure to do so will result in the loss of make-up work and the student will receive a zero(0) for that assignment. The student will minimally have the number of days equal to those missed in which to make up any work. (Example: 3 days consecutively missed, 3 days from the date of return to make up work.)

Students absent the day(s) before an assignment (or test) is to be completed will be required to turn in the assignment (or take the test) on the designated day, if they were present when the assignment or test was announced.

## D. READMISSION FOLLOWING ABSENCE: (MJH ONLY)

a. The student will report to the Counselor's office at 7:45 a.m. on the day of return to the school.

b. The student must bring a note explaining the absence from appropriate medical or legal authorities. If a student checks out of school during the day, the early dismissal slip may be used instead of a note from the parent.

c. The Attendance Representative will issue the student an admit slip marked "excused" or "unexcused". This admit slip must be signed by each of the student's teachers during the day. The last teacher to sign will return the slips to the office.

## E. TARDIES

Students detained by a teacher should request a note from that teacher to take to the next class to excuse tardiness. Excused tardies include: a late bus, a conference with another teacher, the principal, or counselor; severe weather conditions; seeing a physician or other medical reasons.

The student must bring a note from his or her parents or physician to the office when securing a tardy slip.

Unexcused tardies include: being on campus, in hall, restroom, gym, or office without trying to get to class on time; getting up late; taking too long in the hall or campus or at lockers. All tardy slips to class or to school will be issued from the principal's office. Excessive unexcused tardies will result in disciplinary action.

### Discipline for Tardies

First Tardy	Warning
Second Tardy	Warning
Third Tardy	Warning A copy of the <b>Tardy Policy</b> will be sent home with the student.
Fourth Tardy	Warning A copy of the <b>Tardy Policy</b> will be sent home with the student.
Fifth Tardy	Suspension at the end of the day. Student may return to school with a parent conference.
Sixth Tardy	Saturday School
Seventh Tardy	Saturday School

Tardiness in excess of seven times each semester will result in a three day suspension from school, with each occurrence.

## ACCREDITATION

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

## **F. TRANSFER BETWEEN SCHOOLS**

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

1. Any Student transferring from a school accredited by the Department of Education to Marion School District shall be placed into the same grade the student would have been in had the student remained in the former school.
2. Any student transferring from a home school or from a school that is not accredited by the Department of Education shall be evaluated for grade and subject placement by the school's staff and/or building principal.
3. Students transferring from home schools or from non-accredited schools who receive credit will not have letter grades recorded on permanent records. The name of the subject followed by the words "Home School Instruction" or "Non-accredited instruction" followed by CR (credit) will be recorded on the student's permanent record.
4. Grade point averages will be computed by using only grades earned at an accredited school.
5. Students must attend the two consecutive semesters of their senior year to be eligible to graduate from Marion High School.
6. Students in grade 9-12 from home schooling or non-accredited schools must provide the school with their most recent standardized achievement test scores. A student scoring below the 50th percentile in A given achievement area shall be subject to testing by the school's designee. Such a student must score 60% or more on a school-designed test for each subject in which the student wishes to receive academic credit. For performance type courses, the school may designate auditions in lieu of written examinations whenever appropriate. Subject area examinations will be developed from the state approved frameworks.
7. In situations where a student is transferring from a non-accredited school or a home school and where local testing is required, every effort will be made to expedite a student's placement. However, the school reserves the right to withhold final placement until such time as testing and placement recommendations are complete

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

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

1. Parents must submit a list of subjects completed and materials used.
2. Any student desiring to re-enter school claiming to have been in home schooling must have proof that application for home schooling has been filed and approved.
3. Students must attend the two consecutive semesters of their senior year to be eligible to graduate from Marion High School.
4. Students receiving credit for home schooling/non-credited instructional

programs will not have letter grades entered on permanent records. The name of the subject followed by the words “Home School Instruction” or “Non-accredited instruction” followed by CR (credit) will be recorded.

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

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

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

## **G. 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 non-custodial 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.

## **H. ENROLLMENT WHEN LIVING WITH RELATIVES OR FRIENDS**

The Marion School Board and administration does not accept affidavits as a method to assert residency. Affidavits accepted in past years will no longer be valid. Emergency circumstances in life may make it necessary for one's family to live with others who do reside within the boundaries of Marion School District.

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

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

Further, a written Notice to Proceed with Enrollment will not be issued by the attendance officer to the school(s) until verification from the former school district that the family is no longer physically present in their district is verified. Finally,

a home visit by the attendance officer at the new address given IS REQUIRED to verify adequate proof of actual residency. Only after these verifications are satisfied, shall the attendance officer personally issue the "Notice to Proceed with enrollment" form to the principal or enrollment designee at the appropriate school(s).

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

## **I. 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 1st of the year in which the student would begin the fall semester in the Marion School District.

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

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

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

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.

## **J. IMMUNIZATIONS**

Students will not be permitted to enroll at Marion Junior High School unless they can provide written evidence of compliance with state immunization requirements. These requirements pertain to polio, DPT, Hep B, and measles (rubeola and rubella) vaccines. Students are allowed 30 days to provide proof of immunizations or proof that they have begun the immunization process. If no proof is presented, students will be required to leave school until such proof is provided. The 30 days are provided for the transfer of immunization records from the student's previous school.

## **K. STUDENT IDENTIFICATION CARD**

All MJHS students will be issued picture identification cards at the beginning of the school year. Students identification cards are the property of the Marion School District who reserves the right to specify how the cards will be used. These cards will be worn on the exterior of the body in an easily visible place. MJHS students will be given a cover & clip to be used to wear the card. These cards will be worn at all times while on the school campus. Students are encouraged to wear these at all school functions and events including home ballgames, concerts, plays, and trips. They will be used for admission to classes, cafeteria and library privileges. No one will be permitted access to school without a card. Any student without a card will be referred to the office.

If a student leaves his/her card at home, he/she will go to the office.

The office will keep a list of students and the number of times this has occurred. After the second occurrence, the student will be charged \$5.00 for a new replacement card. If a student identification card is lost or stolen the individual student will be responsible for a new card replacement. Cost of new card replacement will be \$5.00

Students who transfer to another school district will be required to turn in their identification card with their books. The card will be placed in the student's drop folder. There will be no marking or mutilation of cards.

## **L. LIMITED ENGLISH PROFICIENCY (LEP) SERVICES**

### **1. Home Language Survey**

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

### **2. Language Minority Students**

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

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

## **STUDENT CONDUCT INFORMATION**

### **A. CLASSROOM CONDUCT**

#### **1. ASSERTIVE DISCIPLINE POLICY**

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

1. Practical alternatives to the use of the paddle and suspensions. (The paddle

and suspensions will not be eliminated, but it is hoped that other alternatives will be of value).

2. Greater consistency and uniformity among all teachers and students in disciplinary matters.

3. More equity as provided by foreknowledge of consequences for misconduct in the classroom. It is emphasized that the disciplinary procedures described are designed primarily for classroom management. Consequences for misconduct in areas such as hallways, cafeteria, school assemblies, playgrounds and school activities will continue to be subject to responses by school authorities as discretion demands.

## **2. STUDENT CLASSROOM BEHAVIOR CODE**

### **Five Basic Classroom Rules**

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

1. Be in assigned seat, ready to work when the bell rings.
2. Have paper, pencils, books and completed assignments for classroom activities.
3. Keep hands, feet, books and other objects to self.
4. No talking out of order, teasing, swearing, rude gestures, or other put-downs.
5. Follow directions of the teacher.

When the teacher observes a violation of the rules, the student's name will be written in the top right hand corner of the chalkboard. This is to be done without verbal interaction with the student.

The second misconduct noticed by the teacher requires a check-mark under the student's name. The third notice requires a second check-mark and the fourth notice, a third check-mark. The fifth notice, four checkmarks will initiate response to the SEVERE CLAUSE.\* (p. 5) Negative consequences for a student who chooses to break the rules are determined by his/her classroom teacher, approved by the principal, and signed by the parent.

## **3. CONSEQUENCES FOR DISRUPTIVE BEHAVIOR PROBLEMS**

**The negative consequences related to the check-marks are as follows:**

1. Name on the board: Warning
2. Name on the board and one check-mark: Twenty minutes after school detention
3. Name on the board and second check-mark: Twenty minutes after school detention and a call to the parents.
4. Name on the board and third check-mark: Twenty minutes after school detention and a conference at school with a parent before the student is readmitted.

Unusual circumstances or willful and persistent violations of the rules may require the student's name and more than one check-mark to be placed on the board at one time.

#### **4. DETENTION HALL**

Failure to attend assigned detention hall will result in either corporal punishment or suspension from school.

Repeated assignments to detention hall will result in parent conferences and/or suspension.

#### **5. \*SEVERE CLAUSE**

Conduct beyond the last check will require the teacher to send the “red card” to the principal’s office. When the “red card” arrives in the office, two or more staff members will go to the classroom and escort the student to the principal. The required trip to the principal’s office will always involve a parent conference after corporal punishment, suspension, etc.

**The following is a listing of behavior that will require immediate use of the “severe clause:”**

1. Commits or threatens physical harm to another student or adult.
2. Destroys or in any way abuses school or student property.
3. Refuses to participate in assigned work.
4. Engages in any behavior that keeps the class from functioning.
5. Demonstrates open defiance of adult authority.

#### **6. AUTHORITY FOR STUDENT DISCIPLINE**

Teachers, principals, administrators and security officers have the authority to take customary and reasonable measures to maintain proper control and discipline among students placed under their care and supervision. Such measures may include the use of reasonable force in the exercise of lawful authority to restrain or correct pupils and maintain order.

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

#### **7. STUDENT CONDUCT CODE**

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

### **B. SCHOOL CONDUCT**

#### **RULE 1: DISRUPTION AND INTERFERENCE WITH SCHOOL**

No student shall:

- a) Occupy any school building or properties with intent to deprive others of its use or where the effect thereof is to deprive others of its use

- b) Block the doorway or corridor of any school building or property so as to deprive others of access thereto.
- c) Prevent or attempt to prevent the convening or continued functioning of any school class, activity, or lawful meeting or assembly on the school campus.
- d) Prevent students from attending a class or school activity.
- e) Block normal pedestrian or vehicular traffic on the school campus or adjacent grounds unless under the directions 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 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 or herself on request of any teacher, principal, superintendent, school bus driver, school security officer or other school personnel.
- i) Encourage other students to violate any rule or school board policy.
- j) Students of the Marion School District may not possess laser pointers, electronic paging devices, beepers, or electronic communication devices on school property. An exemption to possess such devices shall be granted only by the Marion School Board. "Cell phones and pagers will be allowed at extracurricular events. For indoor performance requiring quiet, patron will be asked to turn off such devices. Uncooperative patrons will be asked to leave event. The minimum penalty shall be confiscation of such devices with parental contact; the maximum penalty can be expulsion.
- k) "A student shall not possess, handle or store fireworks or devices commonly referred to as fireworks that could reasonably be a danger to himself/herself or to other students, or that could cause damage to school district property or that could be disruptive to the educational process."

1. A student shall not cause or attempt to cause physical injury or behave in such a way as could reasonably cause physical injury to another student.

**Violence will not be tolerated under any circumstances and will be reported to the superintendent and the appropriate law enforcement agency.**

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.

**Fighting.** Given the overcrowded situations at many of our schools, when two or more students fight, it becomes not only 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.

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.

## THREATS

### RULE 2. BULLYING OR CYBERBULLING

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:

**Bullying** means the intentional harassment, intimidation, humiliation, ridicule, defamation, or threat of incitement of violence by a student against another student or public school employee by a written, verbal, electronic, or physical act that causes or creates a clear and present danger of:

- \* 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. The principal shall be responsible for investigating the incident(s) to determine if disciplinary action is warranted.

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

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

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

### **RULE 3: THEFT, DAMAGE OR DESTRUCTION OF SCHOOL PROPERTY**

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

### **RULE 4: DAMAGE OR DESTRUCTION OF PRIVATE OR PUBLIC PROPERTY**

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

### **RULE 5: PHYSICAL ABUSE OR ASSAULT BY A STUDENT ON A SCHOOL EMPLOYEE OR A PERSON NOT EMPLOYED BY THE SCHOOL**

A student shall not cause or attempt to cause physical injury or behave in such a way as could reasonably cause physical injury to a school employee,

fellow student or any other individual. Violence will not be tolerated under any circumstances, and will be reported to the appropriate local law enforcement agency. (Act 888 of 1995).

## **A. TEACHER ABUSE - REPORTING**

1. Any person who shall abuse or insult a public school teacher while that teacher is performing normal and regular or assigned school responsibilities shall be guilty of a misdemeanor and upon conviction be liable for a fine of not less than one hundred dollars (\$100) nor more than one thousand five hundred dollars (\$1,500).
2. Each school district shall report to the Department of Education any prosecutions within the school districts under this Section. (School Laws of Arkansas 6-17-106)
3. Reporting a Felony  
Whenever the principal, or other person in charge, of a public school has direct knowledge or has received information leading to a reasonable belief that a student enrolled in the public school has committed a felony on school property, or while under school supervision, or have committed any other violent criminal act against a teacher, school employee or student, the principal or person in charge, shall immediately report the incident to the appropriate local law enforcement agency for investigation and to the appropriate school district for resolution. (Act 888 of 1995)
4. Similarly, a principal or his/her designee shall report all incidents of violence or threats of violence on school property, which is to include school bus stops and school buses, to the superintendent or his signees and to law officials. The superintendent shall notify school board members of such threats or actions.

## **RULE 6: NARCOTICS, BEVERAGES CONTAINING ALCOHOL, AND DRUGS**

A student shall not possess, sell, use, transmit or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance as defined by Schedules I-IV by the Arkansas Dept. of Health. A.C.A. 5-64-101 Neither shall a student possess, sell, use, transmit or be under the influence of any beverage containing alcohol or intoxicants. Additionally, students are not to use or distribute to others prescription medication or non-prescription items that are not in conformity with the district's rules and regulations concerning the dispensing of medicines. Further, the sniffing, injecting, or ingesting of any other items not approved by a doctor shall also be considered a violation of this policy. The penalties for violating this policy can range from a suspension-expulsion.

## **RULE 7: WEAPONS, DANGEROUS INSTRUMENTS AND CONTRABAND**

A student shall not possess, handle, or transmit a knife, razor, ice pick, explosive, pistol, rifle, shotgun, pellet gun, or any other object that reasonably can be considered a weapon, or dangerous instrument or any contraband materials. Students who possess legally prohibited weapons on school property shall be subject to expulsion for a maximum of one calendar year. (Act 567 of 1995).

## **RULE 8: DISREGARD OF DIRECTIONS OR COMMANDS**

A student shall not fail to comply with reasonable directions or commands of teachers, student teachers, substitute teachers, teacher aides, principals, administrative personnel, superintendents, school bus drivers, school security officers or other authorized school personnel. Such behavior will be considered an act of insubordination and will not be tolerated.

## **RULE 9: IMMORALITY**

A student shall abstain from indecent and immoral acts.

## **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 other object or objects of value.

## **RULE 11: ADDITIONAL PROVISIONS**

Marion School District will add all other rule violations which are to be punishable by suspension, expulsion or other disciplinary action.

## **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.

1. Rough-housing
2. Fighting
3. Tardiness
4. Leaving campus without permission
5. Transportation
6. Sexual Harassment
7. Fireworks

## **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.

## **SEXUAL HARASSMENT**

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

## **GANGS AND GANG ACTIVITY**

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

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

## **APPEARANCE CODE**

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

The Marion School District expects more of students with regard to appearance when representing their school or the district in interscholastic

competitions, whether during the school day or after school hours. Facial jewelry may not be worn by students during such times. This shall include tongue piercings. Ear wear is excluded from this policy.

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

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

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

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

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

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

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

## **BUS CONDUCT**

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!** The school bus transportation 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. Students who deface the bus, abuse or annoy other students, or in any way exhibit conduct that is disruptive to the transportation process can be denied the privilege of riding the bus. Parents will have the responsibility for providing student transportation to and from school when suspension of bus privileges becomes necessary. Remember that it is a privilege to ride the school bus.

1. Be at the bus stop at the scheduled time. Stand back about ten feet from the bus stop and wait until the door is opened before moving closer to the bus.
2. While loading or unloading, enter or leave the bus in an orderly (single file) and quick manner.
3. The bus driver is in charge of the bus at all times. Students are not permitted to get on or off the bus except at the regular stop.
4. Students are expected to conduct themselves in such a manner that they will not distract the attention of their driver or disturb other riders on the bus (keeping their hands to themselves; attending to their own materials; leaving other pupils alone and remaining reasonably quiet).
5. Misconduct on the bus will be reported to the principal by the bus driver. Any student guilty of using offensive language or projecting offensive conduct in any way against a school bus driver may be denied the privilege of riding the bus. This action will be determined by the principal. Students may lose this privilege for misconduct. It becomes the parents' responsibility to transport students who have been suspended from the bus.

### **“DON'T LOSE YOUR RIDING PRIVILEGE” FOLLOW THE RULES**

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

Please do not stop the bus while on the route to discuss a problem. If you

have a problem with the bus, student conduct, scheduling, etc., please contact the principal of the school your child attends or the Central Office.

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

For Additional Information Contact:

MARION SCHOOL DISTRICT

200 Manor Street

MARION, AR 72364

Doyle Jones, 739-5190

## **HALL TRAFFIC CONDUCT DURING EXCHANGE OF CLASSES**

Students are to follow the rules listed below while changing classes:

1. Walk to all classes. Do not run, scuffle, or push.
2. Avoid unnecessary noises such as whistling or loudness of any kind.
3. Keep to the right when passing to classes.
4. Do not loiter in the halls.

## **POLICY CONCERNING CIGARETTES, CIGARS AND/OR SMOKING DEVICES**

It is illegal for students under the age of 18 to purchase tobacco products (Act 854). While on the school campus students with these products in their possession will be asked to surrender them to the school officials and will be subject to disciplinary action.

## **ADDITIONAL PROVISIONS**

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

## **SCHOOL ACTIVITIES ATTENDANCE**

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

### **Attendance Regulations for Athletic Events**

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

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

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

1. Any student participating in or attending a school activity and who is found to be in possession of, or to have consumed, alcoholic beverages is to be removed from the group immediately. The teacher/sponsor should notify the principal who will then notify the student's parents and arrange transportation home for the student. Violation of this rule will result in disciplinary action and/or civil penalties.

2. Any student participating in or attending a school activity and who is found to be in possession of, or to have used, illegal drugs, or who is abusing prescription or non-prescription medications, is to be removed from the group immediately. The teacher/sponsor should notify the principal who will then notify the student's parents and arrange transportation home for the student. Violation of this rule will result in disciplinary action and/or civil penalties.

3. Any student participating in or attending a school activity is subject to being disciplined for vandalism, curfew violation, refusing to participate, immoral behavior, theft or other conduct considered inappropriate, and may be removed at the discretion of the teacher/sponsor. Students who incur unauthorized charges at hotels or restaurants will be held directly responsible for those charges.

4. Students who violate accepted rules of behavior as stated above may be removed from the activity for a time to be decided by the sponsor and administrator.

## **DUE PROCESS**

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

expulsion. The due process rights of students and parents are as follows:

- a. Prior to any suspension, the school principal or his designee shall advise the pupil in question of the particular misconduct of which he is accused, as well as the basis for such accusation.
- b. The pupil shall be given an opportunity at that time to explain his version of the facts to the school principal or his designee.
- c. Written notice of suspension and the reason(s) for the suspension shall be given to the parent(s) of the pupil.
- d. Any parent(s) or legal guardian of a pupil suspended shall have the right to appeal to the Superintendent of Schools.

## **SEARCH AND SEIZURE**

A search of a student's person should be limited to a situation in which the administration has reasonable belief that the student is concealing evidence of an illegal act, contraband, or has violated a school rule. Dangerous items, (such as firearms, weapons, knives), controlled substances as defined by Act 590 of 1971, as amended, and other items which may be used to disrupt substantially the educational process will be removed from the student's possession 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 such metal detector scanning of 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 of contraband could be found. In cooperation with local police authorities school officials will periodically use sniff dogs to check out school property including lockers. At no time shall the sniff dogs sniff students in these drug surveillance activities.

# ALTERNATIVE DISCIPLINE

## A. SATURDAY SCHOOL

Saturday School is a program designed to discipline students without causing them to miss classes. It is a four-hour session held each Saturday in the high school study hall from 8:00 a.m. to 12:00 noon. Students will be placed in Saturday School for infractions such as missing detention hall, excessive tardies, truancy, smoking and other nuisance offenses to be determined by the building principal. Once Saturday School has been assigned for a particular misbehavior, it will not be assigned again for the same misbehavior. Students will be limited to three assignments to Saturday School per semester. After three assignments to Saturday School, students will be assigned out-of-school suspensions. Failure to attend Saturday School will result in a three day in-school suspension.

## B. 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 teachers, 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 education plan's approval of alternative placement. Marion School District will administer the program.

## CORPORAL PUNISHMENT

1. Corporal punishment can be administered according to the following procedures:

- a. It will be administered in the presence of at least one certified employee in addition to the person dispensing it.
- b. It will not be administered in the presence of other students, with malice or anger or in excess.
- c. Before corporal punishment is administered, the student should be advised of the rule and infraction for which the student is being punished in the presence of the witness. If the student claims innocence, the certified employee will permit the student to state his/her position. School officials are not required to conduct formal hearings prior to corporal punishment.
- d. Refusal to take corporal punishment may result in suspensions or other disciplinary measures.
- e. The principal will be notified when corporal punishment is administered, and a written report shall be filed in the principal's office.

2. ACA 6-17-112 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 written for the public schools.

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

## **SUSPENSION**

Continuous and willful refusal to accomplish school tasks even though able to do so; insubordination; disorderly, vicious, illegal or immoral conduct, and persistent violation of school regulations are causes for suspension from school. This includes violation of narcotics laws, use of alcoholic beverages, hazardous or unauthorized use of automobiles, use of weapons or fireworks, or violation of any local, state or federal law. Suspension is also allowable for violation of the **STUDENT CONDUCT BEHAVIOR CODE**. Length of suspension will be determined by school authorities and will reflect the severity of the offense committed.

Parents or guardian will be notified in writing of the action taken and will have complete custody and jurisdiction of their child during the suspension. A suspended student may not loiter or appear on school property or at any school-sponsored activity at or away from school.

## **IN-SCHOOL SUSPENSION**

Major tests missed will be available for make-up at the student's option. It is his/her responsibility to make arrangements with individual teachers to do so. A student will be readmitted to school after a satisfactory solution to his conduct is agreed upon by parents and administration.

"Students misbehaviors that are neither violent nor illegal in nature may be punished by In-school suspension. This intervention shall be specifically applied to excessive tardies, smoking, leaving campus without permission, and skipping class."

## **EMERGENCY SUSPENSIONS**

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

## **EXPULSION**

1. Students may be expelled only by an act of the School Board.
2. Expulsion will be identified as a dismissal from school for more than ten (10) days, but not in excess of one semester.
3. Recommendations for expulsion will come to the school superintendent. The principal will give the student a complete understanding relative to the

charges against him. At the same time the principal gives to the superintendent a recommendation, he will notify the parent by certified mail at the address on file in the principals office. A copy of that letter will also be made available to the student. If the superintendent supports the recommendation of the principal, the superintendent will write a letter to the parent or legal guardian which will be immediately delivered by a school staff member. The superintendent's letter will give reference to the principal's recommendation and announce the date and time for the school board meeting to be held in consideration of 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.

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

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

A. Where in-school discipline or short-term suspension (10 school days or less) is involved, the school may remove a student with disabilities for a disciplinary infraction without it being considered a change in placement. The school may remove the student for up to 10 school days per year and is not required to provide any educational services during this period of time.

B. A suspension or other disciplinary removal for more than 10 consecutive days may not be considered without the school district first determining whether the student's misconduct was a manifestation of the student's disability or due to an inappropriate placement. This determination must be made by committee and may not be made unilaterally by one individual. In the case of a student with a disability who has been removed from his or her current placement for more than 10 school days in that school year, the school, for the remainder of the removals, must provide services.

C. The Gun-Free School Act (GFSA) applies to students with disabilities. However, this Act must be implemented consistent with (IDEA) Individuals with Disabilities Act and Section 504 of the Rehabilitation Act of 1973.

D. For students with disabilities who are not eligible for services under IDEA, but who are covered by Section 504 and are expelled in accordance with the GFSA, educational services may be discontinued during the expulsion period if non-disabled students in similar circumstances do not receive continued educational services.

## **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 a certain rights or protection under the McKinney-Vento Homeless Education Assistance Act

Homeless children have the right to:

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

If you have questions about homelessness or need assistance enrolling in school contact Marion School District's Homeless liaison, Homer Peters at (870) 739-5100.

## **NO CHILD LEFT BEHIND**

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

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

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

# ACADEMIC INFORMATION

## A. CURRICULUM INFORMATION

### ALGEBRA

8th

Eight (8th) grade students at Marion Jr. High School who meet certain specific requirements may take Algebra I for high school credit. Such students shall complete any required state testing for Algebra I

Marion School District shall accept credit for Algebra I taken in the 8th grade by all students transferring to the district.

### LANGUAGE ARTS

Grade Level

Pre AP English

8th & 9th

English

8th & 9th

### FOREIGN LANGUAGE

French I

9th

Spanish I

9th

### MATHEMATICS

Foundations of Geometry/Algebra

8th

Algebra 1

8th

Algebra I

9th

Int. Algebra A B

9th

Geometry

9th

### SCIENCE

Honors Earth Science

8th

Earth Science

8th

Physical Science

9th

Pre-AP Physical Science

9th

### SOCIAL STUDIES

Pre-AP American History

8th

American History

8th

American Government

9th

Pre-AP American Government

9th

### BUSINESS EDUCATION

Keyboarding

8th ~ 1 semester

Computer Applications

8th ~ 1 semester

Career Orientation

8th ~ 1 semester

Computer Applications I

9th ~ 1 semester

Computer Applications II

9th ~ 1 semester

Computer Applications III

9th ~ 1 semester

### FINE ARTS

Art I

9th

Band	8th & 9th
Choir	8th & 9th

**PHYSICAL EDUCATION**

Health	9th - 1 semester
Physical Education	8th & 9th - 1 semester

**FAMILY CONSUMER SCIENCE**

Nutrition & Wellness	9th - 1 semester
Family Consumer Science	9th

**Elective**

Driver’s Education

**B. INTERSCHOLASTIC ACTIVITIES**

**Choral Music** 8th & 9th

**Athletics** 8th & 9th

Football

Basketball (M F)

Track (after school) (M F) 9th

Baseball (M) 8th & 9th

Volleyball (F)

Softball (F) 8th & 9th

**Band** 8th & 9th

**SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS**

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

All students are required to participate in the Smart Core curriculum unless their parents or guardians, or the students if they are 18 years of age or older, sign an Informed Consent Form to not participate. Those students not participating in the Smart Core curriculum will be required to fulfill the Core curriculum or the requirements of their IEP (when applicable) to be eligible for graduation. The signed Informed Consent Form shall be attached to the student’s permanent transcript. Informed Consent Forms are required to be signed prior to registering for seventh grade classes, or if enrolling in the district for seventh through twelfth

grade classes. Counseling by trained personnel shall be available to students and their parents or legal guardians prior to the time they are required to sign the consent forms.

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

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

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

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

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

## GRADUATION REQUIREMENTS

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

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

## **SMART CORE: Sixteen (16) units**

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

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

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

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

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

- Algebra II
- Choice of: Transitions to College Math, Pre-Calculus, Calculus, Trigonometry, Statistics, Computer Math, Algebra III, or an Advanced Placement math (Comparable concurrent credit college courses may be substituted where applicable)

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

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

Social Studies: three (3) units (years)

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

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

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

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

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

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

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

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

### **CORE: Sixteen (16) units**

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

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

Mathematics: four (4) units (years)

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

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

Science: three (3) units (years)

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

Social Studies: three (3) units (years)

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

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

Note: While one-half (1/2) unit is required for graduation, no more than one (1)

unit may be applied toward fulfilling the necessary units to graduate.

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

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

### **CAREER FOCUS: - Six (6) units**

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

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

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

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

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

[Principals, below is Dated Material which will be removed at a later time.]

Students who have completed and received credit on an Algebra I EOC assessment prior to the 2009-10 school year are not required to take the high stakes Algebra I EOC. Students not in grades 10, 11, or 12 in the 2009-10 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 2009-10 school year are exempt from the high stakes Algebra I

assessment requirement, but must meet the general EOC assessment requirements to receive credit for the course.

## **B. GRADUATION REQUIREMENTS**

Beginning in 2005-2006 students can receive one-half unit of physical education credit toward the twenty-four credits required for graduation in Marion School District under the following conditions: (1) the teacher of the sport in question is fully licensed in physical education; (2) a written description of how the sport as a physical activity course that has been aligned to the State's physical education course content standards and curriculum frameworks is on file in the principal's office prior to the start of the school semester of any sport that is being considered for credit; (3) the sport/course must be listed on the school's master schedule - even if occurs after the school day - for the student to receive credit; and (4) the student must complete the semester and pass the course in order to receive the one-half unit of credit.

## **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 the satisfactory pass levels for each level of exam.

Each student identified as not meeting the satisfactory pass level in the immediate previously administered benchmark assessment shall have an individualized educational academic improvement plan developed by the school using the Benchmark data provided. The academic improvement plan (A.I.P.) shall include remediation activities focused on those areas which the student failed to pass. Each student who did not meet the satisfactory pass score shall participate in his or her remediation activities beginning in the school year the assessment results are reported.

School Districts and individual schools shall notify the student's parent, guardian, or caregiver via student handbooks of the parent's role and responsibilities as well as the consequences for the student's failure to participate in the plan.

## **CONSEQUENCES OF FAILURE TO PARTICIPATE IN THE SUBSEQUENT ACADEMIC IMPROVEMENT PLAN**

As required by Act 2243 of 2005 "beginning with the 2005-2006 school year, students in grades three through (3-8) identified as not passing a benchmark assessment and who fail 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."

## **CONSEQUENCES FOR STUDENTS NOT PASSING END-OF-COURSE ASSESSMENTS**

Beginning with 2005-2006 school year, any student required to take an end-of-course assessment who did not meet the satisfactory pass levels for a particular assessment shall participate in remediation activities as required in his or her individualized A.I.P. during the school year the assessment results are reported. Failure to participate as required will mean NO CREDIT will be received on the students transcript for the course related to the end-of-course assessment. The remediation activities may include a length of up to a semester for the subjects measured by the end-of-course tests for Algebra I, Geometry, 11th Grade Literacy or subsequent tests developed by the Arkansas department of Education. The remediation activities in the individualized A.I.P. shall focus on those areas which a student failed to pass.

Beginning with the class of 2010, students must pass the end of course or end of level assessment to receive credit for the course.

## **CONCURRENT COLLEGE CREDIT WHILE IN JUNIOR HIGH**

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

## **C. GIFTED AND TALENTED:**

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

“Students who have been identified for services under the TEAM program as having above average ability, above average creativity, and above average task commitment may be identified for multiple services or specific content area services. These students are served in heterogeneously grouped classes at each grade level. Junior High students may elect to take Honors or Pre-AP class work in English, Science, or social studies. The math department offers classes above the traditional level of instruction. 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. Any student may be referred for G/T services by any staff member or parent. A student may complete a self referral, All referrals must be turned in by March 1 to be considered for G/T staffing in the spring. For more information, the school counselor can provide a copy of the G/T handbook.”

## **D. MARION JUNIOR HIGH SCHOOL HOMEWORK AND INDEPENDENT STUDY POLICY**

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

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

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.

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.

## **E. STUDENT PERFORMANCE GRADING**

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

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

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

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

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

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

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.

## **F. HONOR ROLL**

There will be two groupings for the Honor Roll. The highest grouping will be designated “with greatest praise” and the second grouping will be designated “with praise.”

For a student to be placed on the top honor roll carrying the designation “with greatest praise,” he must meet the following requirement:

A grade of “A” in all subjects, with no unsatisfactory grades in citizenship (“U”).

For a student to be placed in the second grouping designated “with praise,” he must meet the following requirement:

A grade of “B” or better in all subjects with no unsatisfactory grades in citizenship (“U”).

## **G. PROGRESS REPORT**

Student progress reports are given to the students during the fifth week of each quarter.

## **H. REPORT CARDS**

Report cards are issued once each 9 weeks (quarter) on Thursday following the 9-week test week. The first and third quarter report cards are picked up by the parents during the school’s open house conferences. \* See School Calendar.

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

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

Promotion or retention of students, or their required retaking of a course shall be primarily based on the following criteria. If there is doubt concerning the

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

Students who do not score proficient or above on their grade level Benchmark Exams shall be required to participate in an individualized Academic Improvement Plan (AIP). Each AIP shall be developed by school personnel and the student's parents and shall be designed to assist the student in attaining the expected achievement level. The AIP shall also state the parent's role as well as the consequences for the student's failure to participate in the plan, which shall include retention in grade.

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

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

## **J. ATHLETICS/ACTIVITIES ELIGIBILITY**

Students who participate in interscholastic activities regulated by the Arkansas Activities Association must meet specific academic requirements to be eligible. Marion Junior High School activities that are governed by these new guidelines are ATHLETICS, CHOIR, BAND and CHEERLEADING. All students must comply with these scholarship rules to participate in ANY interscholastic event sanctioned and regulated by the Arkansas Activities Association. To be eligible for the fall semester, a student must have passed four academic subjects the previous semester and earned a grade point average of 2.0 or better.

**Junior High:** A student promoted from the seventh to the eighth grade automatically meets the academic requirements for the first semester.

The second semester eighth grade student and the first semester ninth grade student meet the academic eligibility requirements for junior high by passing four (4) academic courses the previous semester, three of which shall be in the core curriculum areas specified by the Arkansas Department of Education's Standards for Accreditation of Arkansas Public Schools.

**Ninth grade students** must meet the senior high academic eligibility by the

end of second semester in order to be eligible to participate the fall of their tenth grade year.

**SPECIAL EDUCATION:** A student must have earned a passing grade in his I.E.P. for the previous semester.

**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 coaches to the coach's goals for his/her team. A coach should describe in written form that 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.

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

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

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

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

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

**Procedures For Students: Consent:** Prior to participation in the above activities and prior to being issued a student parking pass both the student and the student's parent or guardian shall consent in writing to the random drug testing District's drug testing program. No student shall be allowed to participate or

park without completion of the permission form. In July 2008 early August 2008 students already practicing may continue until the deadline for completing this form as set by the school principal. If a parent desires, students not involved in activities may be allowed to voluntarily participate in the testing pool with a consent form signed by the parent.

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

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

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

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

**Limited Access To Results:** The specific results will be reported only to the superintendent, the principal, or his/her designee.

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

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

**Penalty: First Positive Screen:** For a positive screen, the student will be suspended from participation in school activities and/or will lose parking privileges for a minimum of ten (10) school days from the date of notification to the student, parent, or sponsor. A "negative confirmation test" at the end of 10 days and after the re-test results are known will immediately return all privileges. Students

must re-test (at their own expense - at the school's usual rate) and be 'clean' before privileges are returned. The vendor will work with the school to establish a time and place for such re-test. Only the school's approved vendor may administer the re-test. If the rest results are negative, the student will again become eligible for competitions, presentations, and activities relating to Marion Schools. The school may waive five (5) of the suspension days for students who presents evidence of attendance in a school-approved drug abuse-counseling program to the principal.

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

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

## GENERAL INFORMATION

### ABUSE OF TECHNOLOGY POLICY

Students may have the opportunity to use a variety of technologies at school, including computers and the internet. Students are to use this technology as directed by the staff in conformity with school curriculum. Students who 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 polices will be subject to discipline for misuse of technology as well as the policy violation.

**Penalties: Minimum: Warning.**

**Maximum: Expulsion by board for balance of school year.**

### ACCIDENTS

Any accident in the school building or on the school grounds is to be reported to the teacher in charge and to the principal's office as soon as possible.

### ARRIVAL AT SCHOOL

Students should not arrive prior to 7:30 in the morning. Students will not be permitted to enter the building until 7:55. Once a student arrives on campus, he/she is to remain in the area immediately outside the school's main entrance. This area is the only area designated for arriving students. Students may leave this area to eat breakfast, buy lunch cards or deliver instruments to the band room. All other students must remain in front of the building until allowed to enter school.

During inclement and cold weather the principal will admit the students at 7:30 to sit in the main lobby until the bell rings.

## **PARENTS, EMPLOYEE, AND STUDENT NOTIFICATION OF THE ASBESTOS HAZARD EMERGENCY RESPONSE ACT**

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

## **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 will be expected during all assembly programs.

## **AUTOMOBILE, MOTORBIKE AND BICYCLE REGULATIONS**

Marion Junior High students are not permitted under any circumstances, to drive automobiles to school. This includes hardship licensees and students of driving age. Only high school students are awarded the privilege. Students may ride a motor bike or a bicycle to school. Students are to park their bikes in the designated area at the north end of the building. These bikes should be securely locked. The Marion School District cannot be responsible for the care and protection of these bikes.

## **BAD DEBTS**

All debts must be paid and all books turned in before students are re-enrolled or have records released to anyone.

## **CHECK POLICY (RETURNED)**

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

## **BELL SCHEDULE**

	<b>9th Grade</b>	<b>8th Grade</b>
Opening Bell	7:55	7:55
First Period	8:00 - 8:50	8:00 - 8:55
Second Period	8:55 - 9:45	9:00 - 9:50
Third Period	9:50 - 10:40	9:55 - 10:45
Fourth Period	10:45 - 11:35	10:50 - 11:40

First Lunch	11:35 - 12:05	
Instructional Activity Period	12:10 - 12:30	11:45 - 12:05
Second Lunch (8th Grade)	12:05 - 12:35	
Fifth Period	12:35 - 1:20	12:40 - 1:25
Sixth Period	1:25 - 2:15	1:30 - 2:20
Seventh Period	2:20 - 3:10	2:25 - 3:15

If a student leaves his/her card at home, he/she will go to the office and get a temporary card. Only two temporary cards will be issued before a student will be charged for a new card replacement. Cost of new card replacements will be \$5.00. If students find their lost cards they are to take them to the guidance office. There will be no refunds when lost card's are found. If a student identification card is lost or stolen the individual student will be responsible for new card replacement.

Students may pay in advance for their meals or a la carte items.

**No charges.** Money may be deposited in the student's account or may be paid on a daily basis. We encourage payment on a weekly basis as the lunch line can serve meals faster this way.

## CAFETERIA POLICY

The Marion Jr. High School participates in the free and reduced lunch program. Anyone wishing to participate can make application in the office at any time during the school year.

**Lunch credits are sold every Monday morning in the cafeteria.** The cost of the lunch credit is \$6.75 per week for full price or \$2.00 per week for reduced price lunch. A student will be allowed to purchase credit by day, week, and month. Students absent on Monday are to purchase a lunch credit in the cafeteria on the first day they return to school. (Breakfast is \$3.25 per week for full price or \$1.50 per week for reduced price breakfast and may be purchased in the cafeteria.

## CAFETERIA CARD PROCEDURE

Students will be issued a student identification card that will have his/her picture and ID number. These cards will be issued in the homeroom on the first day of school. All new enrolled students will be issued a temporary card through the guidance office. This card will allow them to pay for lunch when they go to the cafeteria.

The student identification card will be coded in the scanning machine as free, reduced or paid. If the status of a student changes the scanning machine will make all necessary adjustments. All students eating in the cafeteria must have a card.

## CAFETERIA CONDUCT

1. Walk to the cafeteria.
2. Stay in line and do not break line, push, or run.
3. Be polite to fellow students and especially to the cafeteria workers.
4. Remove trays and milk cartons from your table. Leave the table clean.
5. Eat food in cafeteria.
6. A place will be provided for those students who bring their lunch.

## **CARE OF SCHOOL PROPERTY**

Students are not to mark school furniture, walls, ceiling, floor or equipment or tamper with the fire alarms, fire extinguisher or any electrical systems. Anyone who willfully destroys school property through vandalism, arson or larceny or who creates a hazard to the safety of our students will be referred to the proper law enforcement agency.

## **CARE OF TEXTBOOKS**

Textbooks are furnished by the state and are issued to all students upon enrollment. Students must pay for any textbooks lost or damaged. Penalties for lost books or books damaged beyond repair are full price for new books and half price for used books.

## **CLASSWORK**

Students are expected to be in the classroom and seated, when the bell rings to start the class period. The students should wait for formal dismissal by the instructor; they should never leave the class without being dismissed by the instructor.

## **CLOSED CAMPUS POLICY**

**THE CAMPUS OF MARION JUNIOR HIGH SCHOOL SHALL BE "CLOSED".**

Definition of "Closed" Campus:

1. Students shall be required to remain on the school campus once they have arrived on the grounds to begin their school day whether transported or non-transported.
2. Students may leave the campus for lunch only if a parental request in writing is presented to the office and provided that the student goes home for lunch. This request must be made for a definite period of time. The student may leave the campus after signing out in the office at the designated time and must not be tardy to the class following lunch.

## **DISPENSING OF MEDICINES**

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

## **EQUITY COMPLAINTS: GRIEVANCE PROCEDURE**

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

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

1. Teacher
2. Principal
3. Superintendent

Equity complaints may begin with the district's equity coordinator:

Equity Coordinator: Marian T. Smith  
Marion School District  
200 Manor Street  
Marion, Arkansas 72364

## **FIRE DRILL PROCEDURE**

### **GENERAL**

The state law requires each school to conduct regular fire drills. By law, each teacher must provide such instruction and supervision as is necessary for the safety of the students in case of fire or other calamity. The teacher is required to be familiar with regulations and method of evacuation for each room in which she/he teaches.

### **SPECIFICS:**

1. The evacuation route for each room should be posted by the door. At the beginning of the school year the teacher will give specific instructions for evacuation procedure to each class in that room.
2. The teacher will verify that all the windows and doors are closed before leaving the room.
3. Students, when leaving the room, are to walk rapidly without pushing or shoving.
4. The teacher will follow his/her students from the building and check the roll to assure complete evacuation. Students are to remain quiet and listen for instructions.
5. The students will remain out and away from the building under teacher supervision until the "All Clear" signal is given.
6. Persons turning in false fire alarms are subject to prosecution for this dangerous and illegal act.

Teachers will provide instructions for earthquake, tornado, or other disaster drills. Civil defense disaster procedures will be given by the school intercom or by word of mouth.

## **FIRST AID**

Students that become ill or desire first aid should report to the principal's office. Only first aid treatment is given. In the event of more serious illness or injury, the parents are notified. If parents cannot be reached, the family physician is contacted.

## **GUIDANCE COUNSELOR**

The basic aim of the counselor is to assist the individual student to achieve the level of his /her capacity, to assess and solve problems and to plan actions more wisely for the full benefit of the individual student.

The counselor is available for conference with pupils, teachers and parents in situations relative to the problems of adjustment and placement, choice of subjects, selection of college or vocational programs. Parents may contact the counselor between the hours of 8:00 a.m. and 4:00 p.m. at 739-5141.

Students may go to the Counselor's office during study hall, lunch, or class (with the teacher's permission). A student must have a pass from the teacher before leaving class.

## **PERMISSION TO LEAVE SCHOOL**

Permission to leave school before the end of the day must be granted by the principal's office. A student's parents or legal guardian must sign the student out on the ledger in the office.

## **LEAVING SCHOOL WITHOUT PERMISSION**

Any student who leaves school before the hour of dismissal without the permission of the office automatically suspends himself and cannot enter classes until reinstated by the principal.

## **LIBRARY**

The library is available to every student. All students are urged to make use of the library to assist them in preparing lessons. All books are checked out by the librarian or her student assistants for a period of seven days. Any books kept longer than this period will be considered overdue and a fine of 5 cents per day will be charged. Further instructions on procedures for using the library will be provided by the librarian.

## **MEDICAL FRAGILE POLICY**

The District will make reasonable accommodations for students who have special health 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 instruction 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 designate 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 is a condition of infestation of lice on the scalp. The presence of lice in the school environment poses a serious concern to fellow students, parents and school officials. For the well-being of all concerned, in accordance with school district policy, students with head lice will be excluded from school until properly treated and all nits have been removed, At the first finding-a student is confirmed with head lice and sent home to be treated immediately. Nits must be removed before the student can return to school.

Proof of treatment (i.e. the box top of the specialized shampoo) must be shown upon returning to school. If the student returns without being treated or returns with nits still in the hair, he will be immediately sent home. If treated and nits remain, a note will be sent home by the school to parents stating that the nits must be removed by the next day or the student will not be allowed to return to school. At the second finding-the student will be sent home to be treated and have all nits removed. Before the affected student can return to his classroom, Marion School District will require two measures: (1) The parent or guardian must bring a note to the principal's office stating that the child was checked at the Crittenden County Health Department or at a physician's office, and (2) All nits must be removed from the student's hair before the return to school.

## **STUDENT MEDICATION**

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

Unless authorized to self-administer, students are not allowed to carry any medications while at school. The parent or legal guardian shall bring the student's medication to the nurse, or in the absence of the nurse, to the principal's office. The student shall bring the student's medication to the nurse if accompanied by a written authorization from the parent or legal guardian. Medications, including those for self-medication, must be in the original container and be properly labeled with the student's name, the ordering provider's name, the name of the medication, the dosage, frequency and instructions for the administration of the medication, especially if particular times of the day are specified. Additional

information accompanying the medication shall state the purpose for the medication, its possible side effects, and any other pertinent instructions (such as storage requirements) or warnings.

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

Nonprescription medications may be given to students upon the decision of the principal or nurse. Such medications must be in the original container, clearly labeled and accompanied by a written authorization form signed by the parent or legal guardians that includes the student's name, the name of the medication, the dosage, and instructions for administration of the medication (including times).

The school shall not keep outdated medications or any medications past the end of the school year. Parents shall be notified ten (10) days in advance of the school's intention to dispose of any medication. Medications not picked up by the parent or legal guardian within the ten (10) day period shall be destroyed by the nurse with a witness present.

## **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:

### **SECTION 504**

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

## **NUISANCE ITEMS**

Students are not to bring personal items such as portable radios, televisions, tape recorders, playback devices, record players, 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 and may be claimed at a later date.

## 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

Equity complaints may begin with the district's equity coordinator's office located at the district's administrative offices at 200 Manor in Marion.

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

## PARENT-TEACHER CONFERENCE

Parents and school personnel should have open communication regarding the education of students. If a parent desires a personal conference with a teacher, it should be arranged by appointment through the principal's office. (739-5140).

## STUDENT RESPONSIBILITY FOR PERSONAL PROPERTY

It is the student's responsibility to keep up with personal property (money, books, purses, etc.) at all times.

## SCHOOL DAY

The Junior High School day begins at 7:55 a.m.

The school day ends at 3:15 p.m.

## SCHOOL DISMISSAL

During the school year, it may be necessary to dismiss school because of the weather or other unforeseen circumstances. **DO NOT CALL THE SUPERINTENDENT, PRINCIPALS, OR TEACHERS CONCERNING SCHOOL DISMISSAL.** If school is to be dismissed, the announcement will be made on station 104.5 FM - WRVR or KSUD (73) radio between 6:30 a.m. and 8:00 a.m., and Channel 3 WREG on television.

**School Colors**  
Red, White & Blue

**School Emblem**  
Patriot

## **ALMA MATER**

For memories that around Thee cling  
A student's humble Love we bring.  
Sure and steadfast year after year  
Down life's path of joy and tear.  
Sing out with praise from earth to sky.  
All glory to thee, Marion High

## **SCHOOL NEWSPAPERS AND UNOFFICIAL PUBLICATION**

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

School newspapers are subject to the law of libel, and school officials bear the responsibility for libelous or inaccurate statements contained in such newspapers.

## **DISTRIBUTION OF LITERATURE**

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

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

## **STUDENT ORGANIZATIONS**

Students have the right to join an existing club and shall not be restricted for membership on the basis of race, sex, national origin or other arbitrary criteria. The administration will register any group organized for a purpose not prohibited by law and whose purposes are not inimical to the purposes of Marion Junior High, provided such group submits a list for members, its constitution and

bylaws, and the constitution and bylaws of any off-campus organization with which it is affiliated. 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 of members from among the student body to wear and display any insignia of such groups while in or attending Marion School district. The school board shall suspend or expel any pupil who participates in the purposes of such organizations on school property.

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. Membership will be open to all students except where the purpose of the club requires qualifications. (Ex. VICA Members must be enrolled in building trades classes).

3. 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.

4. Clearly improper purposes and activities are not permitted and if continued could cause withdrawal of official approval.

5. 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.

6. All fund raising activities must receive prior approval from the school principal and all funds must be deposited in the school activity account.

7. School fraternities and sororities are banned in Arkansas public schools (Act 171, 1929).

8. All club meetings, on campus or off, during school hours or not during school hours, must be scheduled on the school calendar.

9. All club trips must receive prior approval of the school principal, and all participants must be transported in school-provided transportation.

10. 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.

11. 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 Junior High.

12. Students participating in student activities off campus are subject to the same disciplinary standards as students in a normal school day.

## **STUDENT SCHOOL RECORDS AND EDUCATIONAL RECORDS**

1. 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.”
2. The Act also 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.
3. Any school that wishes to release personally identifiable data from a student’s record must first obtain written permission (consent) from the parents of the student before releasing such information.
4. Only in two specific instances is written permission not required:
  - a. Other school officials within the same school may request and receive a student’s record.
  - b. Officials of other schools or school systems in which the student has enrolled may request and receive a student’s record.

## **STUDENT ACCIDENT INSURANCE**

All students are eligible to purchase personal injury insurance through the school. The school’s relationship with the insuring company, however, does not act as an endorsement for other types of coverage offered by the company to individuals. Because of constantly improving coverage and premium charges, we will not attempt to describe coverage and premiums at this time. The school acts only as a coordinating agency between the company and the student and assumes no liability in support of the company.

## **STUDENT CELL PHONE USE**

Use and misuse of cell phones have become a serious problem that threatens the ability of the district’s schools to properly and efficiently operate its education program. The school board believes it is necessary to restrict student use and possession of cell phones, other electronic communication devices, cameras, MP3 players, I-Pods, and other portable music devices so that the opportunity for learning in the district’s schools may be enhanced.

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

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

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

From the time of the first bell until after the last bell, students are forbidden from using

cell phones, any paging device, beeper, Bluetooth-type receivers or similar electronic communication devices. It is preferred that such devices be stored in the student's book bag, locker, or vehicle in a silent mode or operation. 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, MP3 players, I-Pods, and other portable music devices is permitted on the school campus. The use of such devices at school-sponsored functions outside regular school day is permitted to the extent and within the limitations allowed by the event or activity the student is attending.

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

First Offense: 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 ten (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.

## **TELEPHONE**

Students must request permission to use the phones. A student will not be called from class to answer the phone unless the call is an emergency. The office will take the message and inform the student of the call. No long distance calls are to be made on school phones without permission from the office.

## **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."

## **TRANSCRIPTS**

As a result of the Freedom of Information Act of 1975, a student or former student who wants a transcript of his work sent to another institution must make a request in writing to the principal's office for this service.

## **TRANSPORTATION**

In the event of a family emergency the Marion School District will transport a child to a temporary destination and from a temporary pick-up 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.

## **VISITORS**

All visitors to the buildings and persons wishing to talk with a student, regardless of the reason, must go to the principal's office for permission before proceeding. Marion Junior High operates under a closed campus rule; consequently, no visitor will be allowed to attend class with any student.

## **WITHDRAWAL FROM SCHOOL**

The parent or guardian must contact the counselor's office when a student wishes to withdraw from school. A withdrawal slip must be obtained from the office and signed by the student's teachers, counselor, librarian and principal. A student is not considered withdrawn until this process has been completed.

# **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)

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

### 3. World Wide Web

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

### 4. Telnet

Telnet allows you to log in to remote computers.

### 5. File Transfer Protocol (FTP)

FTP allows you to download large files and computer software.

### 6. Newsgroups

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

### 7. Instant Messaging/Chat Services

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

### 8. 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.

### 9. 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.

### 10. Productivity Software

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

## **C. STUDENT INTERNET ACCESS**

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

## **D. GUIDELINES FOR USAGE**

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

## **2. ILLEGAL ACTIVITIES**

- a. You will not attempt to gain unauthorized access to the System or to any other computer system through the System or go beyond your authorized access. This includes attempting to log in through another person's account or access another person's files.
- b. You will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means.
- c. You will not use the System to engage in any illegal act.
- d. You will not change, or in any way alter, the configuration of a computer on the System. This includes the installation or removal of a computer hardware or software.

## **3. SYSTEM SECURITY**

- a. You are responsible for your individual account and must take all reasonable precautions to prevent others from being able to use your account. Under no conditions should you provide your password to another person.
- b. You will immediately notify a teacher or an administrator if you have

**Minimum and Maximum Discipline Penalties  
Grades 8-12**

**\* \* The Marion School District and its individual schools reserve the right to punish behaviors not covered in the chart which follows. This chart is not meant to be a completely exhaustive list.**

<b>Offense</b>	<b>Grade Level</b>	<b>Minimum Penalty</b>	<b>Maximum Penalty</b>
<b>RULE 1</b> Abuse of students Verbal or physical (See also sexual harassment.)	8-12	Warning	Expulsion
Making Threats/Bullying	8-12	Warning	Expulsion
<b>RULE 1</b> Fireworks	8-12	Saturday School or corporal punishment w/confiscation/parent contact	Expulsion
<b>RULE 1</b> Disruption or interference w/school	8-12	Warning	Expulsion
<b>RULE 1 - LASER POINTERS</b> Pagers, electronic devices, such as cell phones, CD players, etc. <b>RULE 2 &amp; 3</b> Damage to school property and private property Accidental	8-12	Confiscation/parent contact/warning Act 147 of 1989	Expulsion
Vandalism	K-12	Payment for cost of replacement or repair and parent contact	Payment for cost of repair or replacement & parents contact
<b>RULE 2 &amp; 3</b> Theft	K-12	Payment for cost of replacement or repair and parent contact	Expulsion and payment up to \$2,000 A.C.A. 6-2J-604
<b>RULE 4</b> Abuse of staff: Verbal Physical	8-12 8-12	Suspension Suspension	Expulsion Expulsion
<b>RULE 5</b> Possession of Alcohol/drugs The principal or designee has the authority to defer 5 of the 10 days provided that the student enrolls in, and completes, a drug counseling program. This is voluntary. If the student enrolls during the 10 day suspension period, the balance after 5 days will be automatically deferred. If the student stops attending the balance of the suspension will be automatically served. Once the student completes the program the 5 days deferred will be waived. *The second offense will result in an automatic recommendation for expulsion. Use of Alcohol/drugs The principal or designee has the authority to defer 2 of the 10 days provided that the student enrolls in, and completes, a drug counseling program. This is voluntary. If the student enrolls during the 10 day suspension period the balance after 8 days will be automatically deferred.	8-12	Suspension (10-day)*	Expulsion

If the student stops attending the balance of the suspension will be automatically served. Once the student completes the program the 2 days deferred will be waived. The second offense will result in an automatic recommendation for expulsion.

Sale of Alcohol/drugs	8-12	Suspension 10 days	Expulsion
Tobacco	8-12	Possession: confiscation/parent contact Use: In-school suspension (3-day)	Suspension
RULE 6 Possession of firearms	8-12	Confiscation/suspension (10-day)/report to police and superintendent (case by case) Students expelled for firearms possession will be reported to the Arkansas Department of Education's Registry, Act 1150 of 1999.	One Calendar year, expulsion with superintendent's discretion
RULE 6 Possession of weapons	8-12	Confiscation/suspension with report to superintendent	One-year expulsion with superintendent's discretion
RULE 7 Disregard of directions	8-12	Warning	Expulsion
RULE 8 Immorality	8-12	Warning	Expulsion
RULE 9 Gambling	8-12	Warning	Expulsion
RULE 11 Rough-housing Fighting	8-12	1st offense: Warning 2nd offense: suspension (5-day) 3rd offense: suspension (10-day) 4th offense: expulsion	Expulsion Expulsion Expulsion
Tardiness	K-12	Warning	Suspension
Leaving campus without permission Transportation	8-12 K-12	In-school Suspension Warning conference	Expulsion Denial of transportation for Balance of year Expulsion
Sexual Harassment	K-12	Warning conference	Suspension
Skipping class (remain on campus)	8-12	In-School Suspension	Suspension
Gang-related Activity (genuine or pretense)	K-12	5-day out-of-school suspension Expulsion (end of semester)	Expulsion (balance of semester) Expulsion (balance of semester or permanent) A.C.A. 6-15-1005
Internet Violation	K-12	One class suspension from use of technology	Expulsion (balance of school year) Act 6-21-107
Unauthorized cell phone use during the day	K-12	Confiscation/parent or guardian pickup	Expulsion for repeated noncompliance
Violations of Appearance Code	K-5 6-12	Warning/change of garments Warning/change of garments	Suspension Expulsion

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 reorganization.

#### **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 the discovery that you have violated this Policy, the Student Handbook, or the law.

c. An individual search will be conducted if there is reasonable suspicion that you have violated this Policy, the Student Handbook, or the law. The investigation will be reasonable and related to the suspected violation.

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

### **3. DUE PROCESS**

a. The District will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the System.

b. In the event there is a claim that you have violated this Policy or the Student Handbook in your use of the System, you will be provided with notice

and opportunity to be heard in the manner set forth in the Student Handbook.

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

## **F. DISTRICT LIMITATION OF LIABILITY**

1. The District makes no guarantees that the functions or the services provided by or through the District system will be error-free or without defect.

2. The District will not be responsible for any damage users may suffer, including but not limited to, loss of data or interruptions of service.

3. The District is not responsible for the accuracy or quality of the information obtained through or stored on the system.

4. The District will not be responsible for financial obligations arising through the unauthorized use of the system. Your parents can be held financial responsible for any harm to the System as a result of intentional misuse.

## **G. YOUR RESPONSIBILITY**

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

## **H. ACKNOWLEDGMENT OF COPYRIGHT**

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

# MARION JUNIOR HIGH

## 2009-2010 CALENDAR

Aug. 11-18	Staff Development
Aug. 19	First Day for Students
Aug. 24-28	
Aug. 31-Sept 4	
Sept. 7	Labor Day Holiday
Sept. 8-11	
Sept. 14-18	
Sept. 21	
Sept. 22	Progress Reports
Sept. 23-25	
Sept. 28-Oct. 2	
Oct. 5	Individual Lifetouch Pictures
Oct. 6-10	
Oct. 12-15	
Oct. 16	End of 1st Quarter
Oct. 19-22	
Oct. 23	Staff Development
Oct. 26-30	
Nov. 2-6	
Nov. 5	Re-take Pictures/Holiday Pictures
Nov. 9-13	
Nov. 16-20	
Nov. 23	Progress Reports
Nov. 24	
Nov. 25-27	Thanksgiving Holiday
Nov.30-Dec 4	
Dec. 7-11	
Dec. 14-18	Semester Exams
Dec. 18	End of 2nd Quarter
Dec. 21-Jan. 1	Christmas Holiday (Faculty & Staff)
Dec. 21-Jan. 5	Christmas Holiday (Students)
Jan. 6	Students Return
Jan. 7-8	
Jan. 11-15	
Jan 12	Report Cards
Jan. 18	Martin Luther King Holiday
Jan. 19-22	
Jan. 25-29	
Feb. 1-4	
Feb 5	Spring Pictures
Feb. 8-12	
Feb. 9	Progress Reports
Feb. 15	Presidents' Day Holiday
Feb. 16-19	
Feb. 22-26	

Mar. 1-5	
Mar. 8-11	
Mar. 12	End of 3rd Quarter
Mar. 15-19	
Mar. 22-26	Spring Break
Mar. 29-Apr. 1	
Apr. 2	Good Friday Holiday
Apr. 5-9	
Apr. 12-16	
Apr. 19-23	
Apr. 26- 30	
Apr. 27	Progress Reports
May 3-7	
May 10-14	
May 17-21	
May 24-28	Semester Exams
May 28	End of Semester/Last Day of School
May 31	Memorial Day Holiday
Jun 1	Staff Development

## MARION JR. HIGH ATHLETIC SCHEDULES

### JR. HIGH PATRIOT FOOTBALL

Date	Opponent	Location	Time
August 21	Pic-Nic Scrimmage		
	9th Grade vs 10th Grade	Patriot Practice Field	5:00
August 27 (Benefit Game)	Gosnell	Marion	6:00
September 3	Briarcrest	Marion	7:00
September 10	Wynne	Wynne	7:00
September 17	Annie Camp	Marion	7:00
September 24	ECS	ECS	6:30
October 1	Wonder	West Memphis	7:00
October 8	MacArthur	Marion	7:00
October 15	East	Marion	7:00
October 22	Annie Camp	Annie Camp	7:00
October 29	West	West Memphis	7:00

### 7TH & 8TH GRADE PATRIOTS FOOTBALL (THE 7TH GRADE WILL PLAY FIRST FOLLOWED BY THE 8TH GRADE)

Date	Opponent	Location	Time
September 8	Wonder	Marion	5:00
September 15	East	East	5:00
September 22	West	Marion	5:00
September 29	Wynne	Marion	5:00
October 6	Osceola	Marion	5:00
October 13	Blytheville	Blytheville	5:00
October 20	Wynne	Wynne	5:00
October 27	West	West	5:00

## MARION JUNIOR HIGH VOLLEYBALL

Date	Opponent	Location	Team	Time
August 18	Jr. Jamboree	Marion	Jr A	5:30
August 20	Sr. Jamboree	Nettleton	Sr A	5:30
August 24	Nettleton	Marion	Jr B, Sr. A	5:00
August 25	Valley View	Marion	All	5:00
August 27	Hoxie	Hoxie	Jr A, Sr A	4:30
August 29	SpikeFest Tourney	Little Rock & TBA	Sr. A	TBA
August 31	Wynne	Wynne	7, Jr B/A	5:00
September 1	Hall	Marion	Sr B/A	5:00
September 3	Jonesboro	Jonesboro	Sr B/A	5:00
September 3	Truman	Truman	7th, Jr B/A	5:00
September 5	Bookland Tourney	Brookland	7th	TBA
September 8	Mountain Home	Marion	Jr A, Sr. B/A	4:30
September 10	Jacksonville	Jacksonville	Sr. B/A	5:00
September 10	Annie Camp	Marion	7th, Jr B/A	5:00
September 14	Brookland	Marion	7th, Jr B/A	5:00
September 15	West Memphis	Marion	All	4:30
September 17	Parkview	Parkview	Sr B/A	5:00
September 17	MacArthur	MacArthur	7th Jr B/A	5:00
September 18-19	(Valley View Tourney)	Valley View	Jr A	TBA
September 21	Paragould	Marion	All	5:00
September 22	East Jr. High	WMHS	7 th Jr B/A	5:00
September 24	Hall	Hall	Sr B/A	5:00
September 24	MacArthur	Marion	7th, Jr A	5:00
September 26	ASU Playday	Jonesboro & TBA	Sr A	TBA
September 28	Wonder	Marion	Jr B/A	5:00
September 29	Jonesboro	Marion	Sr B/A	5:00
October 1	Mountain Home	Mountain Home	Jr B/A, Sr.B/A	4:30
October 3	Jr. High Tourney	Brookland/ MacArthur	Jr A	TBA
October 5	Annie Camp	Annie Camp	7th, Jr B/A	5:00
October 6	Jacksonville	Marion	Sr B/A	5:00
October 8	West Memphis	West Memphis	All	4:30
October 10	Conway Tourney	Conway & TBA	Sr A	TBA
October 12	Wynne	Marion	Jr B/A	5:00
October 13	Parkview	Marion	Sr B/A	5:00
October 15	Brookland	Brookland	Sr B/A	5:00
October 17	Jr. High District	West Memphis	Jr A	TBA
October 20	Truman	Marion	Sr B/A	5:30
October 22	Nettleton	Nettleton	Sr B/A	5:00
October 27-29	State Tourney	Jonesboro	Sr A	TBA





