

MARION  
SCHOOL DISTRICT

2018-2019

STUDENT  
HANDBOOK



# MARION SCHOOL DISTRICT

2018-2019

## PARENT-STUDENT

### STATEMENT OF RESPONSIBILITY

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Grade

Please read this handbook carefully with your child. This document is prepared in accordance with Arkansas law (A.C.A. 16-18-501-506). We ask that you sign and return this sheet to school. We want to make sure all parents and students have the opportunity to understand our rules and routines.

By our signatures below, we signify that we have received a copy of the K-6 Marion Magnet School Student-Parent/Guardian Handbook. We understand that these policies will be enforced.

-----  
\_\_\_\_\_  
Student's Signature

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

\_\_\_\_\_  
Date

## 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 the Director of Nursing, a nurse from each school building, and a physician.

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

Health Service Team Members: Dr. Aaron Mitchell, Cassie King, R.N., Harriet Morrow, R.N., Carmen Davis, L.P.N., Director of Nursing-Kelly Fogleman, R.N., Denise Letner, L.P.N. and Janice Wiggins, L.P.N.

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

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

\_\_\_\_\_ Date \_\_\_\_\_  
Parent or Guardian's Signature

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

\*\*\*\*\*

***I give permission for my child to receive over the counter topical ointments such as neosporin, hydrocortisone, blistex, antifungal cream, insect sting relief, and burn ointment for the treatment of minor illnesses and first aid.***

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

# Marion School District

Re: Vision & Hearing Services

Dear Parent/Guardian:

With parental consent, the school district can seek federal Medicaid reimbursement for the cost of Vision & Hearing services that the school district provides for the students. In order to seek the federal Medicaid funds for reimbursement, the school must disclose information from your child's records to Medicaid and Medicaid billing agencies.

Under the Family Educational Rights and Privacy Act (FERPA), parental consent is required in order to release student personally identifiable information to Medicaid agencies. This consent grants the school district the ability to release student information for the purpose of billing Medicaid.

If your child has Medicaid or ArKids 1<sup>st</sup> please fill out, sign and return to their school.

In compliance with the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. 1232g; 34 CFR Part 99)

I, \_\_\_\_\_  
(Parent/Guardian Name)

give permission for my child \_\_\_\_\_  
(child's first and last name)

personally identifiable information/student education records to be disclosed to Marion School District for the purpose of billing Medicaid.

Child's Date of Birth: \_\_\_\_\_

Child's Medicaid or ARKids First Number \_\_\_\_\_

\_\_\_\_\_  
(Printed name of Parent/Guardian)

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

\_\_\_\_\_  
Date Signed

**Please sign and return to school**

## **CORPORAL PUNISHMENT POLICY 2018-2019**

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

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

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

Student Name \_\_\_\_\_

Teacher \_\_\_\_\_ Grade \_\_\_\_\_

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

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

\_\_\_\_\_  
(Parent's Signature) Date \_\_\_\_\_

\_\_\_\_\_  
(Student's Signature) Date \_\_\_\_\_

### **STUDENT AGREEMENT**

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

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

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

Student's Signature \_\_\_\_\_

**Please sign and return to school**

**Electronic Communication System  
Student Internet Acceptable Use And Safety Policy 2018-2019**

**Student Section**

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

**Parent or Guardian Section**

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

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

Student Signature \_\_\_\_\_ Grade \_\_\_\_\_

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

**Parental/Guardian Consent Form for Posting Student Web Content**

This parental consent form is to both inform you and to request permission for your child's photo/image and personally identifiable information to be published on the district and/or school's web site and local paper.

As you are aware, there are potential dangers associated with the posting of personally identifiable information on a web site since global access to the Internet does not allow us to control who may access such information. These dangers have always existed; however, we as schools do want to celebrate your child and his/her work.

**Check one of the following choices:**

- I / We Grant permission for a photo/image that includes the student's first initial and last name to be published on the school and/or district's public internet site and in the local paper.
- I / We DO NOT Grant permission for photo/image that includes this student to be published on the school and or district's public internet site or local paper.

**Student's Name: (please print)** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**Print name of Parent/Guardian: (print)** \_\_\_\_\_

**Signature of Parent/Guardian: (sign)** \_\_\_\_\_

**Relation to Student: (print)** \_\_\_\_\_ **Date** \_\_\_\_\_

## Marion Magnet Schools K-6

<b>Herbert Carter Global Community Magnet</b>	<b>Marion Math, Science &amp; Technology Magnet</b>	<b>Marion Visual and Performing Arts Magnet</b>
133 Military Road Marion, AR 72364 Phone: 870-739-5120 Fax: 870-739-5123  Adam O’Neal, Principal <a href="mailto:aoneal@msd3.org">aoneal@msd3.org</a>  Shelbi Cole, Asst. Principal <a href="mailto:scole@msd3.org">scole@msd3.org</a>  Shea Hart, Counselor <a href="mailto:shart@msd3.org">shart@msd3.org</a>	100 L H Polk Dr. Marion, AR 72364 Phone: 870.739.5180 Fax: 870.739.5183  Ali Weimer, Principal <a href="mailto:aweimer@msd3.org">aweimer@msd3.org</a>  Takelia Carter, Asst. Principal <a href="mailto:tcarter@msd3.org">tcarter@msd3.org</a>  Rafael Smith, Asst. Principal <a href="mailto:rjsmith@msd3.org">rjsmith@msd3.org</a>  Laura Long, Counselor <a href="mailto:llong@msd3.org">llong@msd3.org</a>  Lydia Archibald <a href="mailto:larchibald@msd3.org">larchibald@msd3.org</a>	1402 Crestmere St. West Memphis, AR 72301 Phone: 870.735.4588 Fax: 870.735.4672  Carissa Lacy, Principal <a href="mailto:clacy@msd3.org">clacy@msd3.org</a>  Blake Owen, Asst. Principal <a href="mailto:bowen@msd3.org">bowen@msd3.org</a>  Betsy Laughter, Asst. Principal <a href="mailto:blaughter@msd3.org">blaughter@msd3.org</a>  Beth Sutton, Counselor <a href="mailto:bsutton@msd3.org">bsutton@msd3.org</a>  Lydia Archibald <a href="mailto:larchibald@msd3.org">larchibald@msd3.org</a>

### THE PHILOSOPHY OF THE MARION SCHOOL DISTRICT

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

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

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

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

## **Board of Education**

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

Brian Proffitt	Daryel Jackson
Gary Wehrum	Eddie Minton

## **District Administrative Staff**

Dr. Glen Fenter	Superintendent
Dr. Robin Catt	Assistant Superintendent for Compliance & HR
Hugh Inman	Assistant Superintendent of Curriculum & Instruction
Dusty Duncan	Assistant Superintendent of Auxiliary Services
Susan Marshall	Comptroller /CFO
Susan Shurley	Special Education Director
Helen Johnson	Assistant Special Services Director
Derek Harrell	Athletic Director for Auxiliary Services
Julie Coveny	Federal Programs Director
Kenny Phillips	Transportation Coordinator
Ruth Hegwood	Technology Trainer
Margie Brinkley	District Treasurer/Office Manager
Renee Bennett	Secretary to the Superintendent
Brenda Forbis	Secretary to the Food Service Director
Susan Wright	Records Clerk for Food Services
Tina Murphy	SIS Coordinator/Facilities
Kristy Gibbs	Athletics Secretary
Wanda Collins	Medicaid Billing Clerk
Tim Taylor	Business System Coordinator/Purchasing Agent
Joyce Lowery	Administrative Assistant to the Special Services Director
Felicia Witt	Secretary for Transportation
Lynn Lampkin	Communications & Public Relations
Angela Walker	Magnet School Specialist

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# I. GENERAL INFORMATION

## RESIDENCY 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/ her parents, guardians, or other persons having lawful control of him/ 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.

In accordance with Arkansas Statute, 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 one thousand dollars \$1,000. (A.C.A. 6-18-202). The Marion School District will consider the prosecution of those who present fraudulent addresses.

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

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

When any person who owns a tract of land on which the person resides and which tract of

land is located partially in one school district and partially in another, the school-age children of that person shall attend school in the school district in which the residence is located.

### **Exceptions to Residency Requirements**

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

## **ENROLLMENT REQUIREMENTS**

### **SOCIAL SECURITY NUMBERS AT ENROLLMENT**

Social security numbers are not required to enroll in Marion School District; however, as a part of enrollment procedures, a school shall ask the parent, guardian, or other responsible person if they wish to give the child's social security number explaining that the social security number is optional. If the parent or guardian or otherwise responsible person does not wish to do so they may request that the school district assign the child nine (9) digit number designated by the Department of Education. Assurance: Neither the school district or any of its schools will use, display, or print a student's social security number on any report, identification card, identification badge, or any document that will be made available or released to the public, to a student, or a student's parent or guardian without the express written consent of the student's parent, if the student is a minor, or from 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 bearing a student's social security number that are transferred to another school district, the Department of Education, or to another government agency as allowed or required by federal law, state law, or State Board of Education rule.

### **PROOF OF AGE**

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

- A. A birth certificate;
- B. A statement by the registrar/county recorder certifying the child's date of birth;
- C. An attested baptism certificate;
- D. A passport;
- E. An affidavit of the date and place of birth by the child's parent or guardian;
- F. Previous school records;
- G. A military identification card

### **ENROLLMENT IN KINDERGARTEN**

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

### **ENROLLMENT IN FIRST GRADE**

Any child who will be six (6) years of age on or before October 1 of the school year of enrollment and who has not completed a state-accredited kindergarten program shall be evaluated by the district and may be placed in the first grade if the results of the evaluation justify placement in the first grade and the child's parent or legal guardian agrees with placement in the first grade; otherwise the child shall be placed in kindergarten. Any child may enter first grade in a district school if the child will attain the age of six(6) years during the school year in which the child is seeking enrollment and the child has successfully completed kindergarten program in a public school in Arkansas. Any child who has been enrolled in the first grade in a state-accredited or state-approved elementary school in another state for a period of at least sixty (60) days, who will become six (6) years during the school year in which he/she is enrolled in grade one (1), and who meets the basic residency requirements for school attendance may be enrolled in first grade.

Legal Reference: A.C.A§ 6-18-201(c), 6-18-207, 6-18-208, 6-18-702,  
6-15-504 (f), 6-27-102, 105 A.C.A §9-27-103 Plyer v Doe 457US202, 221 (1982)  
Adopted July 1999 Revised 2-12-09 Revised 6-11-09

Students registering for kindergarten or first grade must present an up-to-date

immunization record when enrolling. A 30 day grace period will be given from the first day of attendance. (See paragraph below for more immunization requirements.)

All enrolling kindergarten students must provide proof of a current physical assessment (EPSDT) by a physician/nurse practitioner. The physical must be within two years prior to or within 90 days after the student's initial enrollment in kindergarten. Health History forms and Assessment forms are available online at [www.msds3.org](http://www.msds3.org).

### **IMMUNIZATION REQUIREMENTS**

The child shall be age appropriately immunized from poliomyelitis, diphtheria, tetanus, pertussis, red (rubella) measles, rubella, varicella (chicken pox), hepatitis B, hepatitis A, meningococcal disease, and other diseases as designated by the State Board of Health, or have an exemption issued by the Arkansas Department of Health. Proof of immunization shall be by a certificate of a licensed physician or public health department acknowledging the immunization. Exemptions are also possible on an annual basis for religious/philosophical 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. For a complete list of required immunizations, please see the district website [www.msds3.org](http://www.msds3.org).

### **GRADE LEVEL ASSIGNMENTS FOR NEW STUDENTS**

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

### **ENROLLING A STUDENT UNDER EXPULSION**

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

### **IMMIGRATION STATUS**

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

Legal References: A.C.A 6-18-201 (c)  
A.C.A. 6-18-207 A.C. 6-18-208 A.C.A. 6-18-702 A.C.A.  
6-15-504 (f) A.C.A. 6-2 7-102,105 A.C.A. 9-27-103  
Plyler v Doe 457 US 202,221 (1982)  
Adopted July 1999 Revised 2-12-09  
Revised 6-11-09

Emergency circumstances in life may make it necessary for one's family to live with others who do reside within the boundaries of the Marion School District. Those living with relative or friends within our district- but who are unable to document residency- must contact the attendance officer at the district administrative offices at 100 Manor Street in August. Parents/guardians of potential enrollees must be interviewed by the district's attendance officer PRIOR to attempting to enroll in any of the district's schools.

Having utilities on in one's name at the former address at the time of the interview/verification could stop the placement attempt until 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. Finally, a home visit by the attendance officer at the new address given is required to verify adequate proof of actual residency. Only after these verifications are satisfied shall the attendance officer personally issue the *Notice to Proceed*

*with*

*Enrollment* form to the principal or enrollment designee at the appropriate school(s).

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

Adopted 6/26/08 Approved 6/11/09

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

If a non-resident student desires to attend school in the Marion School District, the student's parent shall submit a school choice application on a form approved by the Arkansas Department of Education to the Marion School District Central Office which must be postmarked or hand delivered on or before May 1 preceding the fall semester the applicant would begin school in the district. The district shall date and time stamp all applications as they are received in the district's central office. Applications postmarked or hand delivered on or after May 2 will not be accepted.

They shall review and make a determination on each application in the order in which the application was received by the district. By July 1, the superintendent shall notify the parent and the student's resident district, in writing, as to whether the student's application has been accepted or rejected. If the application is rejected, the superintendent shall state in the notification letter the reason(s) for the rejection.

If the application is accepted, the superintendent shall state in the notification letter a reasonable timeline by which the student shall enroll in the district by taking the steps detailed in the letter, including submission of all required documents. If the student fails to enroll within the stated timeline, or if all necessary steps to complete the enrollment are not taken, or examination of the documentation indicates the applicant does not meet the district's stated

capacity standards, the acceptance shall be null and void. Students whose applications have been accepted and who have enrolled in the district are eligible to continue their enrollment until completing their secondary education.

Students whose applications have been accepted and who have enrolled in the district shall not be discriminated against on the basis of gender, national origin, race, ethnicity, religion, or disability. Any student who accepts a public school choice transfer may return to his/her resident district during the school year. Any student who chooses to return to his/her resident district, or enrolls in another school or homeschooling, voids the transfer and must reapply if, in the future, the student seeks another school choice transfer. A subsequent transfer application will be subject to the capacity standards applicable to the year in which the application is considered by the district. The transfer student or the transfer student's parent is responsible for the transportation of the transfer student to and from the school in the Marion School District where the transfer student is enrolled. Marion School District will accept all credits toward graduation that were awarded and/or honored by the resident district and shall award a diploma to the non-resident student who meets Marion School District's graduation requirements.

A student's application may be denied for any of the following reasons:

- Lack of capacity in a program, class, grade level, or school building, defined as 90% or more of the maximum authorized student population in a program, class, grade level, or school building;
- A conflict between the provisions of a desegregation plan or court order and the provisions of the Public School Choice Act of 2015. (Act 560 of 2015)
- The resident school district has reached the maximum number of student transfers that may occur in a school year, which is capped at 3% of the enrollment that exists in the resident district as of October 15 of the immediately preceding school year.

For the purpose of determining this percentage, siblings who are counted in the numerator as transfer students shall count as one (1) student;

The district is not required to accept any application that would cause it to add teachers, staff, or classrooms, or in any way exceed the requirements and standards established by law.

An application may be rejected or revoked if:

- 1) false information is submitted that impacts the placement decision;
- 2) misleading information is submitted that impacts the placement decision; and,
- 3) important information is omitted that impacts the placement decision.

Reasons for rejection shall not include academic achievement, athletic or other extracurricular ability, English proficiency level, or previous disciplinary proceedings, except that an expulsion from another district may be included under Arkansas Code 6-18-510.

Priority will be given to an applicant who has a sibling or step siblings who resides in the same household and is already enrolled in the district by school choice. However, the capacity in a program, class, grade level or school building, could cause future siblings' applications to be denied. For the purpose of this policy, "sibling" means each of two (2) or more children having a parent in common by blood, adoption, marriage, or foster care. Statutorily, preference is

required to be given to siblings (as defined in this policy) of students who are already enrolled in the district. Therefore, siblings whose applications fit the capacity standards may be approved ahead of an otherwise qualified non-sibling applicant who submitted an earlier application as identified by the application's date and time stamp.

Legal Reference: Act 560 of 2015  
Approved by School Board 5/18/15

### **TRANSFER BETWEEN SCHOOLS**

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

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

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

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

1. Parents must submit a list of subjects completed and materials used.
2. Any student desiring to re-enter school claiming to have been in home schooling must have proof that application for home schooling has been filed and approved.
3. Students must attend the two consecutive semesters of their senior year to be eligible to graduate from Marion High School.
4. Students receiving credit for homeschooling/non-credited instructional programs will not have letter grades entered on permanent records. The name of the subject followed by the words

“Home School Instruction” or “Non-accredited instruction” followed by CR (credit) will be recorded.

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

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

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

### **LATE ENROLLMENT**

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

### **HOMELESS STUDENTS**

The Marion School District will enroll homeless students in accordance with the rules and regulations of the McKinney Vento Act. If you have questions about homelessness or need assistance enrolling a homeless student in school, contact Marion School District’s homeless liaison at (870) 739-5100.

### **PLACEMENT OF MULTIPLE BIRTH SIBLINGS**

The parent, guardian, or other person in charge or custody of multiple birth siblings in grades pre-K through 6 may request that the multiple birth siblings are placed in either the same or separate classrooms. The request shall be in writing not later than the 14th calendar day prior to the first day of classes at the beginning of the academic year. The school shall honor the request unless it would require the school to add an additional class to the sibling’s grade level. If one parent of multiple birth siblings requests a placement that differs from that of the other parent of the same multiple birth siblings, the school shall determine the appropriate placement of the siblings. The school may change the classroom placement of one or more of the multiple birth siblings if: There have been a minimum of 30 instructional days since the start of the school year and, after consulting with each classroom teacher in which the siblings were placed, the school determines the parent’s classroom placement request is: detrimental to the educational achievement of one or more of the siblings; disruptive to the siblings’ assigned classroom learning environment; or disruptive to the school’s educational or disciplinary environment. If a parent believes the school has not followed the requirements of this policy, the parent may appeal the multiple birth siblings’ classroom placement to the superintendent. The superintendent’s decision regarding the appeal shall be final. Board Approved: 7-19-11



## **APPEARANCE CODE**

Marion School District expects its students to dress appropriately when attending Marion Magnet Schools. Students will be asked to use the following principles to guide them in choosing apparel. Student clothing must not disrupt the educational process. One's clothing must not be personally hazardous in activities such as physical education, active play, and other activities of the school day. Students must not wear immodest or profane clothing that shocks the conscience or wear clothing in an immodest fashion. Students should refrain from wearing clothing that is made of see-through materials.

Herbert Carter Global Community Magnet has a specific uniform dress code which must be followed Kindergarten through sixth grade. The building administrator will communicate the uniform requirements with students and parents. All of Marion Magnet School's administration reserves the right to determine if a student's clothing is appropriate for school.

Each school's principal/assistant principal is charged with determining if a student's clothing is provocative in some way thus resulting in a disruption to the educational process. Since clothing styles are ever-changing, each school's administration is charged with providing updated and specific examples of appropriate clothing. Students who come to school with inappropriate attire will be asked by the principal to make the necessary changes.

The Marion Board of Education expects its faculty members to enforce its school's appearance code.

## **PARENTS ARE ASKED TO MONITOR WHAT THEIR CHILDREN BRING TO SCHOOL**

These items are not allowed at school:

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

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

## **FLOWERS**

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

### **BIRTHDAY INVITATIONS**

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

## **CONTACT WITH STUDENTS WHILE AT SCHOOL**

### **CONTACT BY PARENTS**

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

### **CONTACT BY NON-CUSTODIAL PARENTS**

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

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

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

State Law requires that Department of Human Services employees, local law enforcement, or agents of the Crimes Against Children Division of the Department of Arkansas State Police, may interview students without a court order for the purpose of investigating suspected child abuse. In instances where the interviewers deem it necessary, they may exercise a "72-hour hold" without first obtaining a court order. Other questioning of students by non-school personnel shall be granted only with a court order directing such questioning, with permission of the parents of a student (or the student if above eighteen [18] years of age), or in response to a subpoena or arrest warrant.

If the District makes a report to any law enforcement agency concerning student misconduct or if access to a student is granted to a law enforcement agency due to a court order, the principal

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

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

Board Approved: 7-19-2011

## **VISITORS**

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

## **FIELD TRIPS**

Each classroom will go on two field trips during the year that will be coordinated with subject areas taught on that grade level. The school district will provide bus transportation; private vehicles will not be used to transport students. Parent chaperones will be scheduled as needed by the teachers. All students must have a permission slip signed by a parent or guardian on file before they will be allowed to go on a field trip. Walking field trips to nearby places may also be scheduled. Pupils riding the school bus on these trips will be expected to return on the buses. **Children who are not enrolled at that particular building are not allowed on school field trips.**

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

## **PATRIOTISM**

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

### **PARENT INVOLVEMENT PLAN**

Marion School District understands the importance of involving parents and the community as a whole in promoting higher student achievement and general good will between the school and those it serves. Therefore, Marion School District shall strive to develop and maintain the capacity for meaningful and productive parental and community involvement that will result in partnerships that are mutually beneficial to the school, students, parents, and the community. The Parental Involvement Plan helps promote an understanding of each party's role in improving student learning. The Parental Involvement Plan, in its entirety, can be found on the Marion School District's website at [www.ms3.org](http://www.ms3.org).

Each K-6 Marion Magnet School will have parent-teacher-student compacts for signing at the beginning of the school year.

### **VOLUNTEER PROGRAM POLICY**

The Marion School District encourages the schools of the District to use selected volunteers to assist students and teachers. Anyone who enjoys working with children and has a genuine interest in the education of children could be an asset to the district's educational program.

Volunteer services that can be helpful are many and varied. The interests and abilities of the volunteers are also to be considered.

*General areas for volunteer assistance may include:*

Tutoring individuals or small groups

General classroom assistance

Library work

Office help

Lunchroom duty

Playground monitoring

Constructing educational games

Art and music experiences

Helping with special projects and activities

Chaperoning field trips

Enriching the curriculum as a resource volunteer.

The volunteer's many and varied experiences and skills should significantly enrich the school curriculum and will also expand community participation in public education which will help build understanding and better communication between the school and the public.

The principal of each school will be responsible for the recruitment and selection of volunteers for his/her school. Each school will conduct volunteer in-service training.

## **SOLICITATION OF FUNDS**

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

## **HOLIDAY TREAT DAYS & SCHOOL YEAR CELEBRATION**

In compliance with the federal and state nutrition standards schools can have 9 'snack or treat/party days. Each magnet school will notify their parents through school communication. An example of these parties would be Holiday Treat Day, 100th Day of School celebration, Field Day, etc.

Because of peanut allergies, no food containing peanuts or foods manufactured on equipment that processes peanut and trees nuts will be served. **PLEASE READ ALL FOOD LABELS BEFORE SENDING FOOD FOR PARTIES OR ACTIVITIES. No home-prepared foods or drinks will be served to the children.** Due to nutrition rules, we are not allowed to have "extra snack days."

Each Marion Magnet School will select room volunteers for the individual classes at the beginning of the year and will work with the volunteer committee in handling treat days. No home prepared foods or drinks will be permitted to be served to the children. If any parent objects to his/her child attending these functions, the student does not have to participate.

## **II. ATTENDANCE REQUIREMENTS**

### **ELIGIBILITY TO ATTEND**

All children who have legal residence within the boundaries of the Marion School District and who are assigned to attend grades PreK through Grade 6 are eligible to attend.

### **COMPULSORY ATTENDANCE**

Every parent, guardian, or other person having custody or charge of any child age five (5) through seventeen (17) years on or before August 1 of that year who resides within the Marion School District shall enroll and send the child to a district school, with the following exceptions:

1. The child is enrolled in private or parochial school.
2. The child is being homeschooled and the conditions of the following policy have been met:

***ENROLLMENT IN HOME SCHOOLS:*** Parents or guardians wishing to homeschool their children must give written notice to the local superintendent of such intent and must sign a waiver acknowledging that the State of Arkansas is not liable for the education of their child during the time the parent chooses to homeschool: at the beginning of each school year but no later than August 15; or, by December 15 for parents who decide to start homeschooling at the beginning of the spring semester. A.C.A. 6-15-503(a) No public school student can enroll in home school if the student is currently under disciplinary action for violation of a written school policy, including, but not limited to, excessive unexcused absences. The exceptions to this are that the superintendent or local school board chooses to allow the child to enroll in a home school or that the disciplinary action has been completed or will be completed by the end of the

school semester, or the student has been expelled.

3. The child will not be age six (6) on or before August 1 of that particular school year and the parent, guardian, or other person having custody or charge of the child elects not to have him/her attend kindergarten. A kindergarten waiver form prescribed by regulation of the Department of Education must be signed and on file with the district administrative office.
4. The child has received a high school diploma or its equivalent as determined by the State Board of Education.
5. The child is age sixteen (16) or above and is enrolled in a post-secondary vocational-technical institution, a community college, or a two-year or four-year institution of higher education.
6. The child is age sixteen (16) or seventeen (17) and has met the requirements to enroll in an adult education program as defined by A.C.A. § 6-18-201 (b).

Legal Reference: A.C.A. § 6-18-201  
and A.C.A. § 6-18-207  
Board Approved: 1-24-13

### **EQUAL EDUCATIONAL OPPORTUNITY**

No student in the Marion School District shall, on the grounds of race, color, religion, national origin, sex, age, or disability be excluded from participation in, or denied the benefits of, or subjected to discrimination under any educational program or activity sponsored by the District.

### **ABSENCES**

Education is more than the grades students receive in their courses. Important as grades are students' regular attendance at school is essential to their social and cultural development and helps prepare them to accept responsibilities they will face as adults. Interactions with other students and participation in the instruction within the classroom enrich the learning environment and promote a continuity of instruction which results in higher student achievement. If any student's Individual Education Program (IEP) or 504 Plan conflicts with this policy, the requirements of the student's IEP or 504 Plan take precedence.

### **EXCUSED ABSENCES**

Excused absences are those where the student was on official school business or when the absence was due to one of the following reasons and the student brings a written statement to the principal or designee upon his/her return to school from the parent or legal guardian stating such reason. A written statement presented for an absence having occurred more than five (5) school days prior to its presentation will not be accepted.

1. The student's illness or when attendance could jeopardize the health of other students. A maximum of five (5) 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 a parent note, or a doctor's note. These notes for illness must be presented to the principal's office within five days of the student's return to school.
2. Death or serious illness in their immediate family;
3. Observance of recognized holidays observed by the student's 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 sanctioned activity;
8. Participation in the election poll workers program for high school students.
9. Absences 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.
10. Absences granted, at the Superintendent's discretion, to seventeen (17) year-old students who join the Arkansas National Guard while in eleventh grade to complete basic combat training between grades eleven (11) and (12).
11. Lice Referral: one day maximum excused per episode.

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. It is the Arkansas General Assembly's intention that students having excessive 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**

Absences not defined above or not having an accompanying note from the parent or legal guardian, presented in the timeline required by this policy, shall be considered as "unexcused absences". Students with five (5) unexcused absences in a course in a semester shall not receive credit for that course. At the discretion of the principal after consultation with persons having knowledge of the circumstances of the unexcused absences, the student may be denied promotion or graduation. Excessive absences shall not be a reason for expulsion or dismissal of a student.

When a student has accumulated excessive unexcused absences equal to one-half (1/2) of the total number of unexcused absences permitted by semester under the school district's policy, 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. Since grades K-6 do not operate on a semester basis, the total number of unexcused absences before credit or promotion could be denied is ten (10).

Whenever a student exceeds five (5) unexcused absences in a semester, the District shall notify the prosecuting authority and the parent, guardian, or persons in loco parentis shall be subject to a civil penalty as prescribed by law.

At any time prior to when a student exceeds the number of unexcused absences permitted by this policy, the student, or his/her parent, guardian, or person in loco parentis may petition the school or district's administration for special arrangements to address the student's unexcused absences. If formal arrangements are granted, they shall be formalized into a written agreement

which will include the conditions of the agreement and the consequences for failing to fulfill the agreement requirements.

The agreement shall be signed by the student, the student's parent, guardian, or person in loco parentis, and the school or district administrator or designee. Students who attend in-school suspension shall not be counted absent for those days.

Legal References: A.C.A. § 6-4-302  
A.C.A. § 6-18-209, A.C.A. § 6-18-220, A.C.A. § 6-18-222  
A.C.A. § 6-18-229, A.C.A. § 6-18-231, A.C.A. § 6-18-507(g)  
A.C.A. § 7-4-116, A.C.A. § 27-16-701, A.C.A. § 9-28-113(f)

### **MAKE UP WORK**

Students who miss school shall be allowed to make-up the work they missed in accordance with the regulations approved by the building principal. In the event of suspension, the building principal has the discretion of whether to allow make-up work.

Board Approved: 7-19-11

### **TARDIES**

If a student arrives at school after the tardy bell rings, he/she must be signed in at the school office by an adult and get a tardy slip to take to the classroom.

Students who miss 15 minutes or less at any time during the school day will be considered tardy. Students who miss more than 15 minutes but not more than 3 hours at any time during the school day will receive a half-day absence.

Students who miss longer than 3 hours during the school day will be considered absent for a full day. Students who receive six tardies during the course of a semester will receive a half day's absence.

Parents should make every effort to get their child to school before the tardy bell rings. Important instructions are given at the beginning of the day. Students who arrive tardy miss valuable teaching and disrupt the instructions of other students.

### **PERFECT ATTENDANCE**

"Perfect attendance" shall be defined and observed as no absences, no tardies, and no early dismissals from school. Exceptions will be bus tardies or school sponsored field trips. Students checked out early will be considered absent.

Students considered for perfect attendance awards shall have received no absences, no tardies, and no early dismissals from school.

### **SCHOOL ARRIVAL AND DISMISSAL**

School hours are available on the district website for all campuses. Each school will also distribute this information to parents including times when doors are open in the mornings and



supervision is provided. Parents are to adhere to school hours because school personnel are not present to supervise children outside of listed times.

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

### **CHECK IN/CHECK OUT PROCEDURES**

Students arriving late must be accompanied by a parent to check in through the office. A late notice will be issued to the student for teachers to admit them to class. Parents/Designees may pick up a student by checking them out through the office. Teachers will require a notice from the office before allowing a student to leave. For the safety of your child, the student enrollment form is provided for listing authorized individuals to pick your child up from school early. Adults checking children out early will be required to show identification to school personnel. All transportation changes need to be called into the office no later than 2:30 p.m. in order to allow time to notify your child of the change.

Schools will not be held responsible for keeping up with a visitation schedule and the release of a child to the correct party each weekday. If an adult is listed on the enrollment form then the child may leave school with that person unless otherwise stated in court documentation.

## **III. ACADEMIC INFORMATION**

### **STUDENT PERFORMANCE AND 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. More frequent communication is required with the parent(s) or guardian(s) of students not performing at the level expected for their grade. 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 affect academic improvement. Students' grade shall reflect only the extent to which a student has achieved the expressed educational objectives of the course.

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

S – Satisfactory = 80 – 100

N – Need Improvement = 70 – 79

U – Unsatisfactory = 69 and below

The grading scale for grades 1-12 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.

A.C.A. § 6-15-902

Board Approval 2/12/09

Revised: 11/13/08

Revised: 3/28/13

### **PROMOTION/RETENTION**

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. In addition to the state-mandated 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. 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.

Legal References: A.C.A. § 6-15-402 A.C.A. § 6-15-1602  
A.C.A. § 6-15-2001  
A.C.A. § 6-15-2005  
Adopted by Board 2-12-09

### **HOMEWORK POLICY**

Homework is considered to be part of the educational program of Marion School District. Assignments shall be an extension of the teaching/learning experience that promotes the student's educational development. As an extension of the classroom, homework must be planned and organized and should be viewed by the students as purposeful.

Teachers should be aware of the potential problem students may have completing assignments from multiple teachers and vary the amount of homework they give from day to day.

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

The District supports homework as being an independent activity that requires the learning previously taught. Homework is to be a follow-up to the lesson as opposed to an introduction to a lesson. Guided activities are to be utilized within the class period. Independent activities are to be used outside the class.

Homework assignments in grades 1 - 6 should be coordinated so that the average student will not spend more than one hour on combined assignments. Assignments for Kindergarten are as the teacher deems necessary. Homework assignments should be restricted to Monday through Thursday whenever possible.

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

2. The Marion School District considers homework to be an essential part of the instructional program. The District supports homework as being an independent activity that reinforces the learning previously taught. Homework is to be a follow-up of classroom instruction as opposed

to an introduction to the lesson. Teachers will assign appropriate and reasonable amounts of homework on a regular basis. Homework assignments will be checked.

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.

Parents shall be notified of this policy at the beginning of each school year.

Legal Reference: State Board of Education Rules & Regulations:  
Accreditation Standards 10.07  
Date Adopted: 3/28/13

### **PROGRESS REPORTS / REPORT CARDS**

Four and 1/2 week progress reports will be sent home at the midpoint of each nine week grading period. Each student should receive a one page report for each academic subject and conduct along with a cover letter from the teacher. Please review these reports carefully and call the school if you have questions about this information. Report cards are sent at the end of each nine weeks. The student is responsible for bringing the report card home, having the parent sign it, and returning it to the homeroom teacher as soon as possible. The report card is a one page summary of the student's progress during the nine week grading period. Please review the report card carefully and call if you have questions or concerns. The report card should be signed and returned to school.

### **REPORTS TO PARENTS**

Progress reports will be issued for students who are not working at grade level. These will be sent home the week of September 17, 2018 and the week of February 11, 2019. Teachers may request that parents or guardians sign these reports and return them to school.

### **PARENT-TEACHER CONFERENCES**

Marion Magnet Schools will have two parent-teacher conferences held during the evenings on October 18, 2018 and March 14, 2019.

### **REPORT CARDS**

Report cards will be issued at Parent/Teacher conferences. End of Year Report cards will be mailed after May 2nd.

### **AWARDS**

Students who exhibit academic success, consistent effort and good citizenship are rewarded at Marion Magnet Schools. We hope to teach students the value of giving their best effort at school through these awards. *To be eligible for any award, a student must have Satisfactory Conduct in all classes.*

## **HONORS ASSEMBLIES**

The all A and A and B Honor Rolls, other academic, leadership, and theme-related awards will be recognized at the Honors Assemblies each nine weeks.

Below are examples of potential awards to be given:

- Perfect Attendance Certificates are awarded at the end of each nine-weeks grading period to all students who have attended MSD The entire nine-weeks with no absences or tardies.
- Honor Roll certificates will be given for the Year - All A and A and B  
*To be eligible for Honor Roll, a student must have Satisfactory conduct, meaning no N's or U's.*
- Most Improved students will be rewarded.
- Marion Magnet Schools will have specific awards/certificates based on their theme.
- An Academic Achievement award will be given to the student in each class who has the highest yearly average in each subject area.

## **WEEKLY PAPER PACKETS**

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

## **TESTING**

### **Kindergarten - 2nd Grade:**

Arkansas law (Act 930 of 2017) requires the administration of a developmentally appropriate measurement or assessment for kindergarten through grade two (K-2) in literacy and mathematics. To meet this requirement, while providing districts some flexibility, beginning in the 2017-2018 school year, each district will be able to select the assessment that best meets the needs of their K-2 students. School districts will be allowed to choose from a list of state approved assessments for their K-2 students. Marion School District has chosen Renaissance – Star Early Literacy and Star Reading assessments.

Each of the K-2 assessments is intended to be administered at least 3 times during the school year so that educators can make data driven instructional decisions. This will help inform teachers of students that require remediation, intervention and/or enrichment. Each test is an adaptive type test, and students are not expected to know all of the test items.

### **Intensive Reading Intervention (IRI)**

With the completion of each administration of the K-2 assessments, school personnel are to use the results from these assessments, in conjunction with other school data, to identify students

with a reading deficiency. There is not a state-required template or form for the IRI, districts can use local discretion to determine how to format and review the IRIs.

Due to the guidance provided by each assessment vendor and the design of each assessment, students in grade 2 could take one of the two reading tests, depending on the student's reading ability and test results. Schools must note that students in grade 2 who do not score in the range to move to the recommended reading test should be considered for reading intervention.

### **3rd - 6th Grade:**

Arkansas law requires that all public school students shall participate in a statewide program of educational assessments per Ark. Code Ann. §§ 6-15-419, 6-15-433, 6-15-2009. The Arkansas State Board of Education has adopted the ACT Aspire summative assessment for the 2018-19 school year.

The ACT Aspire end-of-year summative assessment will be used to assess all Arkansas public school students in grades 3-10 unless they qualify for an alternate assessment. Each student will participate in English, reading, writing, math and science tests. The results from the assessments will be shared with parents when they are received from testing company.

### **TEXTBOOKS/SCHOOL ISSUED LEARNING MATERIALS**

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

### **SMART CORE CURRICULUM**

Because of recent research on classroom rigor and its relation to lifelong earning power, both the Arkansas Department of Education and the Arkansas General Assembly have urged the Smart Core Curriculum for all Arkansas schools. Entering seventh grade students and their parents will be shown the Smart Core Curriculum and the required courses for graduation as well as the optional Core Curriculum and its course of study for graduation. If the Smart Core is not chosen, parents must complete a Smart Core Informed Consent Form at the school. All students are required to participate in the Smart Core curriculum unless their parents or guardians, or the students if they are 18 years of age or older, sign an *Informed Consent Form* to not participate. Those students not participating in the Smart Core curriculum will be required to fulfill the Core curriculum or the requirements of their IEP (when applicable) to be eligible for graduation. The signed *Informed Consent Form* shall be attached to the student's permanent transcript. *Informed Consent Forms* are required to be signed prior to registering for seventh grade classes, or if enrolling in the district for seventh through twelfth grade classes.

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

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

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

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

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

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

### **GRADUATION REQUIREMENTS FOR THE CLASS OF 2018 AND ALL CLASSES THEREAFTER (Replaces 5.16)**

The number of units students must earn to be eligible for high school graduation are to be earned from the categories listed below. A minimum of 22 units is required for graduation for a student participating in either the Smart Core or Core curriculum. In addition to the 22 units required for graduation by the Arkansas Department of Education, the district requires an additional 2 units to graduate for a total of 24 units. The additional required units may be taken from any electives offered by the district.<sup>1</sup> There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements. The provisions of a student's Individualized Education Plan (IEP) serve as his/her graduation plan. Additionally, 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.

#### **English – 4 units**

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

**Mathematics – 4 units (or 3 units of math and 1 unit of Computer Science\*) At least one MATH unit must be taken in Grade 11 or Grade 12.**

- Algebra I\*
- Geometry\*
- Algebra II\*
- Fourth Math\* as approved by ADE or approved Computer Science\*\*

**Science – 3 units with lab experience (or 2 units with lab experience and 1 unit of Computer Science\*)**

- Biology\* - 1 unit
- Physical Science\*, Chemistry\*, or Physics\* or ADE approved Computer Science\*\* – 2 units (a maximum of 1 computer science credit may count for this requirement)

**Social Studies – 3 units**

- Civics\* - ½ unit
- World History\* - 1 unit
- American History\* - 1 unit
- other social studies\* - ½ unit

**Oral Communication\* – ½ unit**

**Physical Education\* – ½ unit**

**Health and Safety\* – ½ unit**

**Economics and Personal Finance\* – ½ unit (may be counted toward Social Studies or Career Focus)**

**Fine Arts\* – ½ unit**

**Career Focus\* – 6 units**

**Personal Finance\*** – Beginning with the freshmen class of 2017-18, A.C.A. § 6-16-135 requires students to complete a course that includes specific personal finance standards in either grades 10, 11, or 12.

**\*Category course options as listed on the ADE Smart Core Course Code List**

**\*\*Computer Science – (optional)** A flex unit of an approved Computer Science (any course starting with 465 or 565) may replace the 4th math requirement or the 3rd science requirement. Two distinct units of the approved computer science courses may replace the 4th math requirement and the 3rd science requirement. Once the 4th math requirement and the 3rd science requirements have been met, any additional computer science credits will be recognized as career focus credits.

Each high school student shall be required to take at least one digital learning course for credit to graduate.

Smart Core is the default graduation requirements for all students; therefore, signatures are no longer required to participate. Schools should develop Students Success Plans beginning in 8th grade for all students in accordance with Smart Core requirements.

**Arkansas Department of Education— July 16, 2018**



## **STUDENT RECORDS**

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

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

## **SPECIAL EDUCATION**

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

## **SPECIAL EDUCATION CURRICULUM**

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

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

Special education is designed to deliver to these children the extra help needed to overcome or alleviate the learning difficulties posed by the presence of such disabilities. Special Education

consists of a series of strategies by which individual learning needs are assessed and services planned and carried out to meet these needs. The form Special Education takes depends on the individual child.

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

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

1. Possible outcomes of the referral conference are:
  - a. Evaluation (in accordance with Program Standards and Eligibility Criteria for Special Education)
  - b. Specialized evaluation
  - c. No evaluation (remain in regular classroom with or without other types of program modification)
  - d. Evaluation and temporary placement in special education for no more than sixty (60) calendar days during which the evaluation must be completed.
  
2. Within thirty (30) calendar days following the completion of all formal evaluation activity, the Evaluation/Programming Conference must be held. Parent notification should precede this conference by a minimum of seven (7) calendar days. After reviewing all the data, the persons attending the Evaluation/Programming Conference will:
  - a. Determine whether the student is disabled according to Program Standards and Eligibility Criteria for Special Education. If the child does not meet the eligibility criteria, the decision of the committee will be that no special education services are needed.
  - b. Specify the disabling condition if the student is determined to be disabled.
  - c. Design an Individual Education Plan (IEP)
  - d. Determine appropriate placement for implementation of the Individual Educational Plan.

All decisions made at the Evaluation/Programming Conference are recorded on the appropriate form and signed by those in attendance. Parents/guardians must be provided a copy of the decision at the conference or within seven (7) calendar days if they are not

present. Parental consent must be obtained before initial placement of a disabled student in a program providing special education and related services.

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

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

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

Revised by School Board: April 22, 2010

#### **NON-DISCRIMINATION POLICY**

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

##### **TITLE VI**

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

##### **TITLE IX**

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

##### **SECTION 504**

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

## **GIFTED AND TALENTED PROGRAM SERVICES**

The Talent, Enrichment, and Acceleration at Marion (**TEAM**) program provides differentiated services and enrichment opportunities to students who show above-average intellectual ability, creative abilities, and task commitment and/or motivation. Students may be referred for the TEAM program at anytime during the school year. Students may be referred by anyone including parents/guardians, teachers, administrators, peers, and student themselves. School counselors forward referral information to the TEAM coordinator to begin the testing and placement process which is done by a staffing committee composed of the following people: GT coordinator, school counselor(s), school administrator(s), certified GT teacher(s), and regular classroom teacher(s).

### **Kindergarten-6th Grade Enrichment -Discovery**

All students (not identified and identified) in K-6th grades receive a minimum of 30 minutes per week of GT enrichment with lessons and mini-units designed and taught by a certified Gifted and Talented teacher. The **Discovery** class is offered once weekly through an auxiliary class rotation. The TEAM Discovery teacher delivers and documents activities which promote critical and creative thinking while also promoting the Magnet School theme. The TEAM Discovery teacher also collects data on non-identified students and pool students for future identification purposes. A carefully documented TEAM Curriculum Scope and Sequence is on file in the TEAM Coordinator's office and can also be found on the MSD webpage.

### **4th-6th Grade Identified Pull-Out Program -TEAM**

Students who have been identified for the TEAM program in grades 4-6 receive a minimum of 150 minutes of differentiated instruction that goes beyond what is taught in the regular classroom through the Discovery enrichment class and through **TEAM** class. While attending TEAM, identified students engage in qualitatively differentiated learning experiences in a GT resource room taught by a GT certified teacher several times a week during the regular school day. Students are encouraged to explore their own interests through special curricular units designed and taught by the GT TEAM teacher. Curricular units are designed to compliment Magnet School themes in addition to encouraging leadership, critical thinking, enhance research skills, foster creativity, and address the affective needs of gifted students. A carefully documented TEAM Curriculum Scope and Sequence is on file in the TEAM Coordinator's office and can also be found on the MSD webpage.

### **Transfer GT Students**

Elementary transfer students who have been identified for GT services in their previous school will be staffed for TEAM services by a staffing committee composed of the following people: GT coordinator, school counselor(s), school administrator(s), certified GT teacher(s) and regular classroom teacher(s). Prior to staffing, identified elementary GT transfer students will be monitored by the GT Discovery teacher during enrichment class and by regular education teachers for a 9 week period. During this time period, data will be collected for placement review. Data to be reviewed will include information from the sending school such as GT testing, achievement test scores, grades, and samples of the student's class work collected at MSD during the nine week period.

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

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

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

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

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

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

## **SPONSORS OF NON-SANCTIONED TRIPS/TOURS**

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

## **SALE OF ARTICLES**

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

# **IV. STUDENT CONDUCT & DISCIPLINE POLICIES**

## **DEVELOPMENT OF DISCIPLINE POLICIES**

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

## **DISCIPLINE POLICY**

### **RIGHTS OF TEACHERS**

1. To be provided with a classroom atmosphere most conducive to learning.
2. To ask for help from parents, the principal, and other school personnel when assistance is needed for a student.

### **RIGHTS OF STUDENTS**

1. To be provided with a classroom atmosphere most conducive to learning.
2. To have a teacher who will provide positive support for a student's appropriate behavior.

The following are five basic rules for all students:

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

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

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

### A Practical Alternative to the Use of the Paddle and Suspensions

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

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

Each child will bring home a copy of the discipline plan for his classes within the first days of school. Please review this carefully, make any comments you would like, sign it and return the signature portion to school.

Out of School Suspension will result in an automatic U in conduct. In School Suspension could result in an automatic U in conduct. Multiple in-school suspensions shall result in an automatic U in conduct.

## STUDENT CONDUCT BEHAVIOR CODE

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

### LANGUAGE

Cursing, racial slurs, and/or abusive language will not be tolerated at any time on campus or while attending extracurricular events or while on school transportation.

#### Rule 1: Abuse of Students – Verbal or Physical

##### Bullying

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

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

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

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

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

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

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

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

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

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

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

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

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



Rule 2 & 3 Damage to School Property and Private Property – Vandalism, Theft & Accidental  
A student shall not cause or attempt to cause damage or steal or attempt to steal private or public property.

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

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

Rule 4: Abuse of Staff- Verbal & Physical  
Physical Abuse or Assault by a Student on a School Employee or a Person Not Employed by the School

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

Insult or abuse of teacher:

Any person who shall abuse or insult a public school teacher while that teacher is performing normal and regular or assigned school responsibilities shall be guilty of a misdemeanor and upon conviction shall be liable for a fine of not less than one hundred dollars (\$100.00) nor more than one thousand five hundred dollars (\$1500.00).

- Each school district shall report to the Department of Education any prosecutions within the school districts under this section. (A.C.A. 6-17-106)
- Whenever the principal, or other person in charge, of a public school, has direct knowledge or has received information leading to a reasonable belief that a student enrolled in the public school has committed a felony on school property, or while under school supervision, or has committed any other violent criminal act against a teacher, school employee or student, the principal, or person in charge, shall immediately report the incident to the appropriate local law enforcement agency for investigation and to the appropriate school district for resolution. (A.C.A. 6-17-113)

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

Rule 5: Narcotics, Beverages Containing Alcohol Drugs and Cheating/Plagiarism

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

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

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

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

Rule 6: Possession of Firearms & Weapons - Weapons, Dangerous Instruments, and Contraband

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

Rule 7: Disregard of Directions - Disruption and Interference with School

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

No student shall:

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

#### Rule 8: Immorality - Public Display of Affection

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

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

#### Rule 9: Gambling

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

#### Rule 10: Policy Availability

Marion School District has its student discipline policy and/or student handbook available for student/parent information.

Rule 11: Additional Provisions – Roughhousing, Fighting, Tardiness, Leaving Campus without permission, Transportation, Sexual Harassment; Gang-Related Activity, Internet Violation and Appearance Code

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.

District Technology

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

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

Penalties will be a minimum of one class suspension from technology use and a maximum of expulsion by the school board for the remainder of the school year.

**NEGATIVE CONSEQUENCES FOR MISBEHAVIOR**

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

**Corporal Punishment**

Corporal punishment can be administered as follows:

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

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

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

## **SUSPENSION**

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

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

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

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

Out-of-school suspension (OSS) shall not be used to discipline a student in kindergarten through fifth (5th) grade unless the student's behavior

- a. Poses a physical risk to himself or herself or to others;
- b. Causes a serious disruption that cannot be addressed through other means, or is the act of bringing a firearm on a school campus.

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

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

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

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

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

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

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

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

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

Legal References: A.C.A. § 6-18-507  
*Goss v Lopez*, 419 U.S. 565 (1975)

### **EMERGENCY SUSPENSIONS**

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

### **EXPULSION**

1. Students may be expelled only by an act of the school board.
2. Expulsion will be identified as a dismissal from school for more than (10) days, but not in excess of one semester. However, in keeping with ACT 567 of 1995, a student in possession of any firearm or other weapon prohibited upon the school campus by law will be expelled from

school for a period of not less than 1 year with the superintendent's discretion to modify such expulsion requirement for a student on a case-by-case basis.

3. Recommendations for expulsion will come to the school superintendent from the principal. Prior to the recommendation to the superintendent, the principal will give the student a complete hearing on the details of the offense, at which time, the student will be given a complete understanding relative to the charges against him. At the same time, the principal gives to the superintendent a recommendation, the principal will notify the parent or legal guardian by certified mail at the address on file in the principal's office. A copy of that letter will also be made available to the student. If the superintendent supports the recommendation of the principal, the superintendent will notify the parent or legal guardian by certified mail at the address on file in the principal's office. The superintendent's letter will give reference to the principal's recommendation and announce the date and the time for the school board meeting to be held to consider the expulsion recommendation. The superintendent will then proceed to present to the school board the recommendation, which will be supplemented by supportive data as provided by the school principal.

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

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

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

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

## **ALTERNATIVE LEARNING ENVIRONMENT**

A student may be enrolled in an alternative learning environment **ONLY** on the referral of the Alternative Education Placement Team. The team's placement decision is final and may not be appealed. The team is to be comprised of the following:

- A school counselor
- The ALE administrator and/or ALE teacher
- The building principal or assistant principal
- A parent or guardian (if they choose to participate)
- LEA special education/504 representative (if applicable)
- At least one of the student's regular education teachers
- And, if the district chooses, the student

Students who are placed in ALE shall exhibit at least two of the following characteristics:

- Disruptive behavior
- Dropping out of school
- Personal or family problems or situations
- Recurring absenteeism

For the purpose of ALE, personal or family problems or conditions that negatively affect the student's academic or social progress may include the following:

- Ongoing, persistent lack of attaining proficiency levels in literacy and mathematics
- Abuse: physical, mental, or sexual
- Frequent relocation of residency
- Homelessness
- Inadequate emotional support
- Mental or physical problems
- Pregnancy
- Single parenting

## **USE OF CELL PHONES BY STUDENTS, OTHER DEVICES**

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

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

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



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

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

Before and after normal school hours, possession of cell phones, any paging device, beeper, or similar electronic communication devices, cameras, MP3 players, iPods, and other portable music devices is permitted on the school campus. The use of such devices at school-sponsored functions outside the regular school day is permitted to the extent and within the limitations allowed by the event or activity the student is attending.

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

First Offense:	Item will be confiscated and parent/guardian must come to school to retrieve the item.
Second Offense:	Item will be confiscated for five (5) days and parent/guardian must come to school after the five (5) day period to retrieve the item.
Third Offense:	Item will be confiscated and sent to the superintendent at the Central Office. A parent /guardian must go to the Board Office and meet with the superintendent to retrieve the item. In addition, the student will receive two days of in school suspension.
Fourth Offense:	Item will be confiscated and sent to the superintendent at the School Board Office. The school will assign a three (3) day out-of- suspension at confiscation.

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

### **SEARCH AND SEIZURE**

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

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

The following procedure will apply to personal searches:

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

### **THE USE OF METAL DETECTORS**

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

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

### **VIDEO SURVEILLANCE**

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

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

The district shall retain copies of video recordings until they are erased which may be accomplished by either deletion or copying over with a new recording. Videos containing evidence of a violation of student conduct rules and/or state or federal law shall be retained until the issue of the misconduct is no longer subject to review or appeal as determined by board policy or student handbook; any release or viewing of such records shall be in accordance with current law. Students who vandalize, damage, disable, or render inoperable surveillance cameras and equipment shall be subject to appropriate disciplinary action and referral to appropriate law enforcement authorities.

## **TOBACCO USE**

Smoking or the use of tobacco, or products containing tobacco in any form, in or on any property owned or leased by the district, including buses or other school vehicles, is prohibited.

**The prohibition includes any product that is manufactured, distributed, marketed, or sold as e-cigarettes, e-cigars, e-pipes, or under any other name or descriptor.**

Legal Reference: A.C.A. § 6-21-609  
Approved by School Board: May 18, 2015

## **EARLY GRADUATION POLICY**

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

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

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

Adopted 6-28-2007

## **ATTENDANCE REGULATIONS FOR ATHLETIC EVENTS**

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

1. Preschool children and students in grades K-7 will not be allowed to attend games without adult (beyond high school age) supervision.
2. Parents are responsible for their children; please keep small children with you.
3. Good sportsmanship should be displayed at all times. "Booing", cursing and or offensive language or gestures are not allowed.
4. Students choosing to leave the event will not be allowed to re-enter.
5. Students are to be in the bleachers unless in route to the concession stand, the restroom or to the exit. Students are not to loiter in the restrooms, concession area, ramps, etc.

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

### **STUDENT ORGANIZATIONS**

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

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

## **V. Student Health and Safety Policies & Procedures**

### **Cafeteria K-6 Charge Policy**

Marion School district provides meals to all students in accordance with the National School Lunch and Breakfast Programs. A reimbursable qualified breakfast will be served to all students free of charge. Lunch, a la carte, or other food and beverage items may be purchased by either providing payment for the items at the time of receipt, having a prepaid account with the district that may be charged for the items or eligible for free or reduced price meals. Parents, or students choosing to do so, may pay in advance for meals, a la carte, or other food and beverage items through any of the following methods.

- Sending cash or check payment with the student which will be collected in their homeroom and sent to the cafeteria to be applied to their account
- Depositing funds through the District’s online service at [www.EZSchoolPay.com](http://www.EZSchoolPay.com). A fee will apply only once per online transaction.

Student will be able to access the funds by using their Student IDs. All students must have a student ID to eat in the cafeteria.

Applications for Free and Reduced Price Meals are sent home at the beginning of the school year and are available during the year at the school office, the district’s central office or can be found on the district’s website [www.ms3.org](http://www.ms3.org). Parents are encouraged to utilize this program and take advantage of any assistance the program can offer.

Meals should be paid for in advance but, if needed, student in K-6 will be allowed to charge lunches up to a limit of \$10.00. A la carte and other food and beverage items cannot be charged. A notice showing account balances will be sent home with each child weekly.

	<b>Breakfast</b>	<b>Lunch</b>
Student (reduced)	Free	.40
Student (paid)	Free	2.00
Adult	2.15	3.65

Breakfast and lunch menus and additional information can be found at [www.msd3.org](http://www.msd3.org).

The district only provides modified meal components on menus to accommodate student with a disability. A parent wishing to request dietary accommodations for their student with a disability must submit a medical statement completed by a state licensed healthcare professional to a school nurse.

The district will not prepare meals outside the normal menu to accommodate a family's religious or personal health beliefs.

Parents are allowed to bring lunch for THEIR child ONLY. Bringing a lunch for someone other than their child, including a group of students, will not be permitted. The lunch must be brought to the principal's office. Classes will not be interrupted to inform students they have a lunch in the office.

The District does not provide alternate meals for students.

### **RETURNED CHECKS**

You are welcome to use a check at all schools in the Marion School District. The Marion School District recognizes that occasionally a parent may inadvertently overdraw a checking account and a check may be returned by your bank. In order to recover these funds in a private and professional manner, the Marion School District has contracted with Nexcheck, LLC, for collection of returned checks. Each person writing a check to a school or the school district should write the check on a commercially-printed check with correct name, address, and phone number. Counter or starter checks will not be accepted. When a person writes a check to a school or the school district, the person writing the check agrees that, if the check is returned, it may be represented electronically on the same account. The fee is established by law, now \$25, and is in addition to any fees charged to the holder of the check by any financial institution as a result of the check's not being honored. If the check and fee are not collected electronically, then Nexcheck will contact the holder by mail and by telephone for payment arrangements. All payments should be made directly through Nexcheck, P.O. Box 19688, Birmingham, AL 35219. For a convenience fee, payments of both check and fee may be made electronically at [www.nexcheck.com](http://www.nexcheck.com) or over the phone using a credit card, debit card, or electronic check.

## **STUDENT ACCIDENT INSURANCE**

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

## **SALES OF SNACKS AND BEVERAGES IN ELEMENTARY SCHOOLS**

In support of A.C.A. 6-17-119 and the nutrition and wellness efforts of Arkansas in combating obesity in young children, Marion School District prohibits student access to vending machines offering for sale food, candy, snacks, or beverages. Elementary school students are students in grades PK through sixth (6th). Products known to possess high sugar, high fat content may not be sold by school employees from a school bookstore, portable carts or from any room within a school. Alternative products which support state nutrition purposes may be sold pending a final review from the state health committee.

## **TRANSPORTATION**

**(This policy applies to all schools in the district.)**

Students may be transported to other schools in our district or to ASU Mid-South without signed consent forms from the parent/guardian. The school will send notification of the trip. The notification may be sent in writing or with a phone call, which may occur via the school messenger system.

Students who live more than 2 miles from the school they attend may be transported by bus to school. **RIDING THE BUS IS A PRIVILEGE!** Students may lose this privilege for misconduct. It becomes the parents' responsibility to transport students who have been suspended from the bus. When a student is suspended from a bus, the student has lost riding privileges from all district school buses. Remember that it is a privilege to ride the school bus. In general, the time students spend on the school bus is an extension of the school day and all school rules and regulations which pertain to student conduct are applicable to student conduct on the bus. The following rules are specific guidelines for appropriate behavior on the bus. These rules concerning riding the bus are posted on all district school buses.

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

**The bus driver is at all times in charge of his/her bus.**

**The bus driver is obligated to report any misconduct to the building principal and/or assistant principal.**

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

**Students are to be at the bus stop when the bus arrives.** The only exception would be in situations of inclement weather. Inclement weather is defined as temperatures at freezing (32 degrees of below) or rain (not sprinkles). In situations of inclement weather, the bus will stop at all bus stops and look to see if any student is approaching the bus. If students are not approaching the bus, the bus will continue to the next bus stop. When loading a bus, there should be a single file line and no crowding. Students should stand back at least ten feet from the bus until the loading door is opened. Students should load in an orderly and quick manner.

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

**Students are not permitted to have multiple bus stops.** A student is allowed one bus stop in the morning and one bus stop in the afternoon. These sites may only be changed in cases of **extreme** emergency or if a family moves to a new address. Permanent changes may be made by calling the school office or sending a note to the student's teacher. In the case of a true emergency, a bus pass must be issued by the student's school to ride another bus. Notes handed to bus drivers are not acceptable.

Parents must provide transportation for **students going home with someone else or spending the night with someone else.** This policy is in place to try to control loads on buses as to not create an overload.

**Cell phone use is prohibited on the bus.** All cell phones should be in the student's pocket or in their backpacks.

**Dress Code for students riding school buses** is the same as the dress code for the student's school.

**All students are to identify themselves when requested by the bus driver.** Failure to respond to the driver's request or giving the driver a fictitious name can result in a bus suspension.

**Students are not to bring objects of objectionable or injurious nature upon the bus.**

Examples: Animals or insects dead or alive. Balloons or flowers. Skateboards, roller blades, balls, or bats. (Bus transportation for school projects will need to be approved by the school through the transportation office.)

**Students are not allowed to go to their mail boxes** in the afternoons as soon as they get off the bus. They will need to step away from the bus a minimum of fifteen feet and allow the bus to leave the area before going to the mailbox. This is a safety requirement for all students riding the school bus.

**Parents having a problem with a bus driver should not confront the driver at the bus stop.**

It is unlawful in the state of Arkansas for any person or persons to threaten, curse, or use abusive language to a school bus driver in the presence of students (Act 247 of 2005). If you have a problem with the bus, driver, student conduct, scheduling, etc., please contact the principal of the school your child attends or the bus shop at 870-739-5190.

**Students are not permitted to get on or off the bus except at the regular stop.**

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

**Misconduct on the bus will be reported to the principal and/or assistant principal by the bus driver.** Such misconduct may result in the suspension of bus riding privileges for a specified period of time.

**Bus misconduct consequences for students are:**

- **First report** of misconduct: Warning
- **Second report** of misconduct: Probation
- **Third report** of misconduct: Three (3) school days bus suspension
- **Fourth report** of misconduct: Five (5) school days bus suspension
- **Fifth report** of misconduct: Ten (10) school days bus suspension
- **Sixth report** of misconduct: Suspension from bus for the remainder of the semester or Forty-five (45) school days whichever is greater. This suspension can carry over into the next school year.
- **Seventh report** of misconduct: Suspension from bus for the remainder of the school year or Ninety (90) school days whichever is greater. This suspension can carry over into the next school year.

**SEVERE CLAUSE** Serious misbehavior on the school bus may result in an immediate bus suspension and may result in a suspension from school.

**BUS DAMAGE LIABILITY** Students and parents will be held accountable for any damages to the school bus responsible by the student. The student will receive a bus suspension under the severe clause and will not regain riding privileges until restitution is made to the school for the damage.



Students attending the Marion School District through School Choice are not eligible for school bus transportation.

For Additional Information Contact:  
MARION SCHOOL DISTRICT  
200 Manor Street  
Marion, AR 72364  
Kenny Phillips, 739-5190

## **DISASTER PREPAREDNESS**

### **Earthquake Drill**

Following the teacher's command, students will:

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

### **Fire Drill**

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

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

### **Lock-Down Drill**

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

The following are school regulations pertaining to the lockdown drills:

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

### **Tornado Drill**

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

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

Students who are sick with a contagious illness such as fever, vomiting, open skin lesions, head lice or conjunctivitis (pink eye) **MUST NOT COME TO SCHOOL**. The student must be free of symptoms for 24 hours, without the use of fever reducing medications, before returning to school, and /or have a release back to school from a physician.

### **MEDICAL: ILLNESS/ACCIDENT AT SCHOOL**

Students who become ill or require first aid should report to the school nurse's office. If the student's temperature is 100.0 degrees or above, a parent/guardian will be called to pick student up. Parents/guardians must make sure the school has current phone numbers where they may be reached and at least two other emergency numbers. These must be on file in the office for just such situations.

### **WHEN NUMBERS CHANGE, PLEASE NOTIFY THE SCHOOL OFFICE IMMEDIATELY.**

In the event of more serious illness or injury and the parent/guardian cannot be reached, the child will be transported to a local hospital by ambulance, accompanied by a school staff member. Parents will be held responsible for any cost involved.

### **FIRST AID**

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

### **MEDICAL: MEDICATION ADMINISTRATION**

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

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

warnings. Medications given three times a day or less, unless ordered by the provider at specific times, will be given at home.

Students who have written permission from their parent or guardian and a licensed health care practitioner to self-administer either an asthma inhaler or auto-injectable epinephrine, or both, and who have a current consent form on file shall be allowed to carry and self-administer such medication while in school, at an on-site school sponsored activity, while traveling to and from school, or at an off-site school sponsored activity. Students are prohibited from sharing, transferring, or in any way diverting his/her medications to any other person. The fact that a student with a completed consent form on file is allowed to carry an asthma inhaler or auto-injectable epinephrine, or both, does not require him/her to have such on his/her person. The parent or guardian of a student who chooses to not carry an asthma inhaler or auto-injectable epinephrine, or both on his/her person shall provide the school with the appropriate medication which shall be immediately available to the student in an emergency. Non-prescription medications from home may be given to students upon the decision of the nurse/principal. If it is to be given every day, a doctor's order must be on file. Parents must bring the medication in the original container, clearly labeled, age specific and accompanied by a written authorization form signed by the parents or legal guardians that include the student's name, the name of the medication, the dosage, and instructions for administration of the medication. Tylenol **will not** be dispensed for minor complaints such as: headaches, cramps, unless provided by the parent/guardian with a signed medication release.

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

### **HEAD LICE POLICY**

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

For the purpose of this policy, a viable nit is one that has the potential of hatching as determined by a Marion School District nurse.

A student who is confirmed with head lice shall be sent home immediately to be treated. Viable nits must be removed before the student can return to school. Prior to the student's return to school, the parent or guardian must complete a form, provided by the school nurse, indicating the method of treatment used to eliminate the head lice. This completed form must be returned to the school nurse. If the student returns to school without being treated or returns with viable nits still in the hair, the student shall be immediately sent home.

If a student is sent home three consecutive times positive for head lice and/or viable nits, the student's condition will be reported by the school nurse to Department of Human Services

(DHS) for further evaluation. In addition, the district reserves the right to contact DHS as needed.

Each school may conduct screenings of students for human host parasites that are transmittable in a school environment as needed. The screenings shall be conducted in a manner that respects the privacy and confidentiality of each student.

### **DISTRIBUTION OF LITERATURE**

School newspapers and official district publications shall be sponsored by school personnel. The district may regulate the time, place and manner of distribution of student publications. While students may exercise 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 commission of unlawful acts
4. Publications that so incite students as to create a clear and present danger of the on school premises or the violations of lawful school regulations or the material and substantial disruption of the orderly operation of the school.

### **SCHOOL NEWSPAPERS AND UNOFFICIAL PUBLICATIONS**

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

### **SURVEYS OR QUESTIONNAIRES ADMINISTERED TO STUDENTS**

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

or email address of the student or his family, a personal identification number such as social security number, driver's license number or student identification number.

### **STUDENT ACTIVITIES POLICY**

Eligibility to participate in Extracurricular Activities: School activities outside of classroom instruction should serve specified curricular purposes. In grades K-6, there are no eligibility requirements to meet in order to benefit from participation in extracurricular activities such as intramurals, field trips, etc. In an effort to control interruptions and maintain balance, extracurricular events will be kept to a minimum. All such activities will require the approval of the building principal.

### **COMPLAINT POLICY FOR PARENTS**

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

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

1. Teacher
2. Principal
3. Assistant Superintendent
3. Superintendent

Equity complaints may begin with the district's equity coordinat

Equity Coordinator: Dr. Robin Catt  
Marion School District  
200 Manor Street  
Marion, Arkansas 72364

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

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

## **SUSPECTED CHILD ABUSE OR NEGLECT**

It is the statutory duty of certified school district employees who have reasonable cause to suspect child abuse or maltreatment to directly and personally report these suspicions to the Arkansas Child Abuse Hotline, by calling 1-800-482-5964. Failure to report suspected child abuse, maltreatment or neglect by calling the Hotline can lead to criminal prosecution and individual civil liability of the person who has this duty. Notification of local or state law enforcement does not satisfy the duty to report; only notification by means of the Child Abuse Hotline discharges this duty.

The duty to report suspected child abuse or maltreatment is a direct and personal duty, and cannot be assigned or delegated to another person. There is no duty to investigate, confirm or substantiate statements a student may have made which form the basis of the reasonable cause to believe that the student may have been abused or subjected to maltreatment by another person; however, a person with a duty to report may find it helpful to make a limited inquiry to assist in the formation of a belief that child abuse, maltreatment or neglect has occurred, or to rule out such a belief. Employees and volunteers who call the Child Abuse Hotline in good faith are immune from civil liability and criminal prosecution.

By law, no school district or school district employee may prohibit or restrict an employee or volunteer from directly reporting suspected child abuse or maltreatment, or require that any person notify or seek permission from any person before making a report to the Child Abuse Hotline.

Legal References:     A.C.A. § 12-18-107  
                              A.C.A. § 12-18-201 et seq.  
                              A.C.A. § 12-18-402

## **NON-CERTIFIED PERSONNEL WHO ARE MANDATORY REPORTERS DUTY TO REPORT CHILD ABUSE, MALTREATMENT OR NEGLECT**

It is the statutory duty of non certified school district employees who are mandatory reporters and who have reasonable cause to suspect child abuse or maltreatment to directly and personally report these suspicions to the Arkansas Child Abuse Hotline, by calling 1-800-482-5964. Failure to report suspected child abuse, maltreatment or neglect by calling the Hotline can lead to criminal prosecution and individual civil liability of the person who has this duty. Notification of local or state law enforcement does not satisfy the duty to report; only notification by means of the Child Abuse Hotline discharges this duty.

The duty to report suspected child abuse or maltreatment is a direct and personal duty for statutory mandatory reporters, and cannot be assigned or delegated to another person. There is no duty to investigate, confirm or substantiate statements a student may have made which form the basis of the reasonable cause to believe that the student may have been abused or subjected to maltreatment by another person; however, a person with a duty to report may find it helpful to make a limited inquiry to assist in the formation of a belief that child abuse, maltreatment or neglect has occurred, or to rule out such a belief. Employees and volunteers who call the Child Abuse Hotline in good faith are immune from civil liability and criminal prosecution.

By law, no school district or school district employee may prohibit or restrict an employee or volunteer who is a mandatory reporter from directly reporting suspected child abuse or maltreatment, or require that any person notify or seek permission from any person before making a report to the Child Abuse Hotline.

Notes: <sup>1</sup> For a listing of who qualifies as mandatory reporters refer to A.C.A. § 12-18-402(b).

Legal References: A.C.A. § 12-18-107

A.C.A. § 12-18-201 et seq.

A.C.A. § 12-18-402

## **SEXUAL HARASSMENT POLICY**

### 1. Purpose

It is the policy of the Marion School District to maintain a learning and working environment that is free from sexual harassment.

### 2. Authority

It shall be a violation of this policy for any member of the District's staff to harass a student through conduct or communications of a sexual nature as defined below. It shall also be a violation of this policy for students to harass other students or staff members through conduct or communications of a sexual nature as defined. Also prohibited is discrimination between employees based on their submission to or cooperation in sexual harassment.

### 3. Definitions

Unwelcome sexual advances, requests for sexual favors, and other inappropriate oral, written, or physical contact of a sexual nature when made by a member of the school staff or when made by any student to another student or staff member shall constitute sexual harassment when:

- a. submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's education or employment;
- b. submission to or rejection of such conduct is used as a basis for academic decisions affecting that individual; or
- c. such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive academic or work environment.

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

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

### 4. Procedures

Any person who alleges sexual harassment by any staff member or student in the District may

use the District's Grievance Procedure or may complain directly to the school's principal or the district's equity coordinator.

Proper steps for reporting complaints for sexual harassment are:

- a. Step One - The complainant shall state in writing the basis for the complaint, the names of the persons involved, and the dates of any specific incidents. This complaint shall be presented to the principal or equity coordinator within forty-five (45) days of the alleged incident(s).
  - b. Step Two - All complaints are to be investigated immediately and thoroughly. The right to confidentiality, both of the complainant and the accused, will be respected consistent with the district's legal obligations. The administrator will report his findings of his/her investigation and the action taken in writing to the complainant within fourteen (14) calendar days of the receipt of the complaint, either hand-delivered or by certified mail. Upon completion of the investigation, the administrator will take any corrective action (s) necessary.
  - c. Step Three - Should the complainant feel that the action is insufficient; the initial report shall be sent to the district Superintendent. A summary of any previously proposed resolutions shall be included, along with a statement of the reasons why the proposed resolution is deemed insufficient. The complaint shall be investigated immediately and the conclusion of such investigation and the action taken will be reported in writing to the complainant within fourteen (14) calendar days, either hand-delivered or by certified mail.
  - d. Step Four - If the problem is still unresolved after Step 3, the complainant may make a request in writing to the superintendent for a hearing before the Board of Education at the next regularly scheduled board meeting.
5. Disciplinary Action
- A substantiated charge against a staff member in the district shall subject such staff member to disciplinary action, including suspension or discharge. A substantiated charge against a student in the school district shall subject that student to disciplinary action including suspension or expulsion.

Legal References: Title IX, 20 U.S.C., Section 1681 et seq.;  
1993, EEOC 29 CFR 1604.11

The Sexual Harassment Complaint Form is to be developed by the Superintendent and or his designee(s), but shall not be part of the personnel policies of the District.

### **PLAYGROUND USE AFTER SCHOOL HOURS**

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

### **SCHOOL CLOSINGS (CANCELLATION, LATE START OR EARLY DISMISSAL)**

During the school year, the school district may have to cancel school due to weather conditions or other unforeseen reasons. If weather conditions or other factors force the cancellation, late start, or early dismissal of school, a message will be sent from our phone messenger service to



all parents to advise them of the situation. **The district website will carry the latest information (Website address is: [www.msd3.org](http://www.msd3.org)).**

This same information, when possible, will be carried on the following media outlets:

Radio - WRVR 104.5

Television - WMC Channel 5

WREG Channel 3

### **SELECTION OF LIBRARY/MEDIA CENTER MATERIALS**

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

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

#### **Selection Criteria**

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

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

#### **Retention and Continuous Evaluation**

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

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

#### Gifts

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

#### Challenges:

The parent of a student affected by a media selection, or a District employee may formally challenge the appropriateness of a media center selection by following the procedure outlined in this policy. The challenged material shall remain available throughout the challenge process. Before any formal challenge can be filed, the individual contesting (hereinafter complainant) the appropriateness of the specified item shall request a conference through the principal's office with a licensed media center employee. The complainant shall be given a copy of this policy and the *Request for Formal Reconsideration Form* prior to the conference. The meeting shall take place at the earliest possible time of mutual convenience, but in no case later than five

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

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

The principal shall convene a meeting after a reasonable time for the committee members to adequately review the contested material and the *Request for Formal Reconsideration Form* submitted by the complainant. The complainant shall be allowed to present the complaint to the committee after which time the committee shall meet privately to discuss the material. The committee shall vote by secret ballot to determine whether the contested material shall be removed from the media center's collection. A member from the voting majority shall write a summary of the reasons for their decision. A notice of the committee's decision and the summary shall be given (by hand or certified mail) to the complainant.

If the decision is to not remove the material, the complainant may appeal the committee's decision to the district Board of Directors by filing a written appeal to the Superintendent within 5 working days of the committee's decision or of written receipt of the decision. The Superintendent shall present the original complaint and the committee's decision along with the summary of its reasons for its position plus a recommendation of the administration, if so desired, to the Board within 15 days of the committee's decision. The Board shall review the material submitted to them by the Superintendent and make a decision within thirty (30) days of receipt of the information. The Board's decision is final. The Request for Reconsideration of Library/Media Center Materials form can be found in the office of each principal and on the Marion School District website.

Legal Reference: A.C.A. § 6-25-101 et seq.  
Approved by School Board: April 28, 2011

## **INTERNET / TECHNOLOGY USE BY STUDENTS**

Students may have the opportunity to use a variety of technologies at school, including computers and the Internet.

Students are to use this technology as directed by the staff in conformity with school curriculum. Students and parents are asked to read and sign the technology use agreement in the *Marion Elementary School Student/Parent Handbook*.

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

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

### A. Educational Purpose

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

The System has not been established as a public access service or a public forum. Marion School District has the right to place reasonable restrictions on the material you access or post through the System. You are also expected to follow the rules set forth in this policy, the Student Handbook, and local, state, and federal laws.

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

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

### B. Services Provided through District System

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

2. World Wide Web -The Web provides access to a wide range of information in the form of text, graphics, photographs, video, and sound, from throughout the world. The Web is a valuable research tool for student
3. Telnet - Telnet allows you to log in to remote computers.
4. File Transfer Protocol (FTP)- allows you to download large files and computer software.
5. Newsgroups - Newsgroups are discussion groups that are similar to mail lists. The District will not provide access to newsgroups on its systems. However, some newsgroups are available through World Wide Web access.
6. Instant Messaging/Chat Services - Instant messaging and other “chat” type services, such as AOL Instant Messenger, provide the capability of engaging in “real-time” discussions over the Internet. The use of instant messaging services are not “educational use” of the System and are prohibited from use.
7. Content Filtering Software - The District has not acquired software designed to block access to certain sites. However, the State of Arkansas Department of Information Systems, the District’s Internet Service Provider, has implemented the N2H2, Inc. BESS content filtering system. All computers on the System are filtered by the Department of Information Systems’ content filtering system.
8. Instructional Software - The District has purchased a variety of quality software for use in its instructional activities. You will have access to this software as needed to complete class assignments.
9. Productivity Software - The District has purchased a variety of general productivity software for you to use in the course of your study and class work.

### C. Access to the Internet

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

### D. Guidelines for Usage

#### 1. Personal Safety

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

- c. You will promptly disclose to your teacher or other school employee any message or content on the Internet you receive or encounter that is inappropriate or that makes you feel uncomfortable.

## 2. Illegal Activities

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

## 3. System Security

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

## 4. Inappropriate Language

- a. Restrictions against inappropriate language apply to public messages, private messages, and material posted on Web pages.
- b. You will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- c. You will not post information that could cause damage or a danger of disruption.
- d. You will not engage in personal attacks, including prejudicial or discriminatory attacks.
- e. You will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If you are told by a person to stop sending them messages, you must stop.
- f. You will not knowingly or recklessly post false or defamatory information about a person or organization.

## 5. Respect for Privacy

- a. You will not repost a message that was sent to you privately without permission of the person who sent you the message.
- b. You will not post private information, including personal contact information, about another person.

## 6. Respecting Resource Limit

- a. You will use the system only for educational and career development activities and limited, high-quality, personal research activities. There is no limit on use for education and career development activities. You will limit your use of the system for personal research activities to when the system is not needed for classroom research activities.

- b. You will not download large files unless absolutely necessary. You will respect your storage system quota established by the Technology Coordinator.
- c. You will not post chain letters or engage in “spamming”. Spamming is sending an annoying or unnecessary message to a large number of people.
- d. If you have an individual email account, you will check your e-mail frequently, delete unwanted messages promptly, and stay within your storage system quota.
- e. You will subscribe only to high quality discussion group mail lists with the approval of your teacher. The mail lists should be relevant to your education or career development.

#### 7. Plagiarism and Copyright Infringement

- a. You will not plagiarize works that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.
- b. You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner. Copyright law can be very confusing. If you have questions ask a teacher.

#### 8. Inappropriate Access to Material

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

### E. Your Rights

#### 1. Free Speech

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

#### 2. Search and Seizure

- a. You should expect only limited privacy in the contents of your personal files on the District system. The situation is similar to the right you have in the privacy of your locker.
- b. Routine maintenance and monitoring of the System may lead to the discovery that you have violated this Policy, the Student Handbook, or the law.

- c. An individual search will be conducted if there is reasonable suspicion that you have violated this Policy, the Student Handbook, or the law. The investigation will be reasonable and related to the suspected violation.
  - d. Your parents have the right at any time to request to see the contents of your personal files on the system.
3. Due Process
- a. The District will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the System.
  - b. In the event there is a claim that you have violated this Policy or the Student Handbook in your use of the System, you will be provided with notice and opportunity to be heard in the manner set forth in the Student Handbook.
  - c. If the violation also involves a violation of other provisions of the Student Handbook, it will be handled in a manner described in the Student Handbook. Additional restrictions may be placed on your use of the System.

**F. District Limitation of Liability**

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

**G. Your Responsibility**

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

**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

**Minimum and Maximum Discipline Penalties  
Grades K – 6**

\*\*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>			
<b>- Abuse of students Verbal and physical</b> (See also sexual harassment.)	K – 6	Warning/parent contact	Expulsion
<b>- Making Threats/Bullying</b>	K – 6	Warning	Expulsion
<b>- Fireworks</b>	7 – 12	Detention or corporal punishment w/confiscation/p parent contact	Expulsion
<b>- Disruption or interference with school</b>	8 – 12	Warning	Expulsion
<b>- Pagers, electronic devices, such as cell phones, CD players, Laser pointers, etc.</b>	8 – 12	Confiscation/parent contact/warning	Expulsion
			Act 147 of 1989
<b>RULES 2 &amp; 3</b>			
<b>Damage to school property and private property</b>			
Accidental	K – 12	Payment for cost of replacement	Same or repair and parent contact
Vandalism	K – 12	Payment for cost of replacement or repair & parent contact	Expulsion and payment up to \$2,000 A.C.A. 6-21-604
Theft	K – 6	Return or replace property/contact parent	Expulsion with police report



<b>RULE 4</b>			
<b>Abuse of Staff:</b>			
Verbal	K-6	Suspension	Expulsion
Physical	K-6	Suspension	Expulsion

<b>RULE 5</b>			
<b>Possession of Alcohol/Drugs</b>	K-6	Suspension	Expulsion
<b>Use of Alcohol/Drugs</b>	K-6	Suspension	Expulsion
<b>Sale of Alcohol/Drugs</b>	K-6	Suspension	Expulsion
<b>Tobacco</b>	K-6	Confiscation	Suspension/parent contact
<b>Cheating/Plagiarism</b>	K-6	Zero on activity/parent notified	Suspension

<b>RULE 6</b>			
<b>Possession of firearms</b>	K - 6	Confiscation/parent notified/report to police and Superintendent (case by case)	One calendar year Expulsion with superintendent's discretion
		Students expelled for firearms possession will be reported to the Arkansas Department of Education's Registry. Act 1150 of 1999	
<b>Possession of weapons</b>	K-6	Confiscation/suspension with report to superintendent	One-year expulsion with superintendent's discretion
<b>RULE 7</b>			
<b>Disregard of direction</b>	K-6	Office conference/parent contact	Expulsion
<b>RULE 8</b>			
<b>Immortality</b> Public display of affection	K- 6	Office conference/parent contact	Expulsion
<b>RULE 9</b>			

<b>Gambling</b>	K-6	Warning	Expulsion
RULE 10			
MES has its student discipline policy/school handbook available for student/parent information.			

RULE 11			
<b>Rough-housing</b>	K-6	Warning	Expulsion
Fighting	K-6	2 <sup>nd</sup> offense: suspension (5-day)	Expulsion
	K-6	3 <sup>rd</sup> offense: suspension (10-day)	Expulsion
<b>Tardiness</b>	K – 12	Warning	Suspension
<b>Leaving campus without permission</b>	8 – 12	In-school suspension	Expulsion
<b>Transportation</b>	K – 12	Warning conference	Denial of transportation for balance of year
<b>Sexual Harassment</b>	K – 12	Warning conference	Expulsion
<b>Gang-related Activity</b> (genuine or pretense)	K – 12	5-day out-of-school suspension Expulsion (end of semester)	Expulsion (balance of semester) Expulsion (balance of year or permanent) A.C.A. 6-15-1005
<b>Internet Violation</b>	K – 12	One class suspension from use of technology	Expulsion (balance of school year) Act 6-21-107
<b>Violations of Appearance Code</b>	K – 6	Warning/change of garments	Suspension
	6 – 12	Warning/change of garments	Expulsion