

# Marion Middle School

## Student Handbook

2017-2018



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Marion, Arkansas 72364  
870-739-5173  
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Welcome to the home of the Patriots, where spirit and tradition are the bywords of a school in which the entire community takes pride! Along with increasing your knowledge and developing your skills, your major responsibility while at MHS will be to respect fellow students, teachers, and staff members. They, in turn, should respect you. No individual at MHS has the right or privilege to infringe upon or deny the rights of another. This handbook has been prepared to help you become acquainted with the Patriot tradition. We also hope you will get acquainted with the facilities, rules, schedules, teams, and organizations, and that you will make an effort to know your teachers and make new friends. By taking part in all that Marion High School has to offer, you are helping to preserve the tradition and spirit of MHS; your high school years in return will be meaningful ones.

### **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 students to live happy, useful, and successful lives. We recognize individual differences in students and strive to meet their needs and interests by offering a balanced curriculum in all subject areas. The Marion School District endeavors to assist the home and church in developing the character and personality of each student. We believe that students should learn self-respect, self-discipline, a regard for the rights of others, and a feeling of dignity and respect for study and learning. Upon completing high school, a student should be equipped with enough basic knowledge and skills that a useful life can be realized in our social and economic system. Whether a student chooses a vocation or further education, his/her high school experiences should provide a strong foundation for future success.

#### *Marion Alma Mater*

*Through the times of joy and sadness, and the lessons learned,*

*Marion, we sing your praises with the pride we've earned.*

*From boys and girls to men and women, we have all evolved.*

*Our pride in you, our alma mater, will not be dissolved.*

**BOARD OF EDUCATION**

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Steve A. Sutton, Vice President  
Rev. Jeffery Richardson, Secretary  
Brian Profit  
Darrylee Arms  
Daryel Jackson  
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**DISTRICT ADMINISTRATIVE STAFF 739-5100**

Dr. Glen Fenter	Superintendent
Dr. Robin Catt	Assistant Superintendent of Compliance
Hugh Inman	Assistant Superintendent of Curriculum and Instruction
Dusty Duncan	Assistant Superintendent of Facilities
Susan Marshall	Comptroller
Derek Harrell	Athletic Director
Susan Shurley	Special Services Director
Helen Johnson	Asst. Director of Special Services
Julie Coveny	Federal Programs Director
Susan Madison	Food Service Director
Tim Taylor	Technology Coordinator
Kenny Phillips	Transportation Director
Margie Brinkley	District Treasurer/Office Manager

**ACCREDITATION:** Marion secondary schools are fully accredited by the Arkansas Department of Education. Credits earned from Marion Secondary Schools will be accepted anywhere in the United States.

**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 Marion School District.

MARION SCHOOL DISTRICT  
Academic Calendar for 2017-2018

August 3-11	Professional Development (7 days)
August 14	First Day for Students (1 <sup>st</sup> semester)
September 4	Labor Day Holiday
September 18	Parent Teacher Conferences <b>**MMS &amp; MJHS Only**</b>
September 21	Parent/Teacher Conference <b>**MHS Only**</b>
October 13	End First Quarter (44 days)
October 19	Parent/Teacher Conference <b>**AES, MES, MIS Only**</b>
October 20	Professional Development
November 20-24	Thanksgiving Holiday
December 21	End Second Quarter (43 days)
December 22 – January 4	Christmas Holiday (Faculty & Staff)
January 5	Professional Development
December 22 – January 7	Christmas Holiday (Students)
January 8	1 <sup>st</sup> Day for Students (2 <sup>nd</sup> Semester)
January 15	Martin Luther King Holiday
February 12	Parent/Teacher Conference <b>**MMS Only**</b>
February 19	Presidents' Day Holiday
March 9	End Third Quarter (43 days)
March 15, 16	CAP Conferences <b>**MJHS &amp; MHS Only**</b>
March 19 – 23	Spring Break
March 30	Good Friday
May 24	End Fourth Quarter (48 days)
May 25	Professional Development
May 25, 28, 29, 30, 31	Inclement Weather - Make Up Days

\*If school is closed for any reason before Presidents' Day, school will be in session on Presidents' Day as a make-up day. All other missed days will be added to the end of the school year, and professional development will be the day after last student day.

# GENERAL RESIDENCY, ENROLLMENT, AND ATTENDANCE POLICIES

## 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 noncustodial 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 a kindergarten program in a public school in Arkansas. Any child who has been enrolled in the first grade in a state-accredited or state-approved elementary school in another state for a period of at least sixty (60) days, who will become 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 vDoe457US202, 221 (1982) Adopted July 1999 Revised 2-12-09 Revised 6-11-09

Students registering for Pre-K, kindergarten, pre-first or first grade must present an up-to-date immunization record before enrolling. A 30 day grace period for presenting immunization records is not given to the student who is enrolling in Pre-K, kindergarten, pre-first, or first grade. This requirement is enforced at Avondale Elementary. Students enrolling in Pre-K or kindergarten must also provide proof of a current physical assessment completed by a health agency. Assessment forms are available in the Avondale Elementary School office.

**Immunizations:** The child shall be age appropriately immunized from poliomyelitis, diphtheria, tetanus, pertussis, red (rubella) measles, rubella, and other diseases as designated by the State Board of Health, or have an exemption issued by the Arkansas Department of Health. Proof of immunization shall be by a certificate of a licensed physician or public health department acknowledging the immunization. Exemptions are also possible on an annual basis for religious reasons from the Arkansas Department of Health. To continue such exemptions, they must be renewed at the beginning of each school year. A child enrolling in a district school and living in the household of a person on active military duty has 30 days to receive his/her initial required immunizations and 12 months to be up to date on the required immunizations for the student's age.

**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. 6-27-102,105 A.C.A. 9-27-103 Plyler v Doe 457 US 202,221 (1982) Adopted July 1999 Revised 2-12-09 Revised 6-11-09

## **Enrollment when living with relative or friends**

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 home schooling, 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 stepsibling 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 home schooling/non-credited instructional programs will not have letter grades entered on permanent records. The name of the subject followed by the words "Home School Instruction" or "Non-accredited instruction" followed by CR (credit) will be recorded.
5. Grade point average will be computed using only grades earned at an accredited school.
6. A copy of the most recent standardized achievement score must be available for each year of home/non-accredited instruction. If a student scores below 60% in a given subject/grade achievement test or requests credit for a course not examined by the current standardized achievement test, she/he must score 60% or more on a school designed test for each subject in which the student wishes to receive academic credit. The school may designate auditions in lieu of written examinations whenever applicable. Subject area examinations will be developed from the state approved curriculum guides in the subject area tested.
7. The school reserves the right to suspend enrollment until such time as testing and placement recommendations are complete.

**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.

**Compulsory attendance requirements:** 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 home-schooled and the conditions of the following policy have been met:  
***ENROLLMENT IN HOME SCHOOLS:** Parents or guardians wishing to home school 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 home school: at the beginning of each school year but no later than August 15; or, by December 15 for parents who decide to start home schooling 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

**Attendance at Marion Secondary Schools:** Every school day is important to the total education of Marion secondary school students. Attendance is critical to a student's maintenance of his/her individual education. It is absolutely essential that the parent and student take responsibility for attendance at school. **The parents must be aware of the attendance regulations and bear the responsibility of their child's attendance while enrolled at Marion secondary schools.**

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 absent due to school business or due to one of the reasons given below. In the event of one of the following, the student must bring a written statement to the principal/designees upon his/her return to school from the parent/legal guardian or medical/dental professional stating the reason for the absence. **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 six (6) 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 three (3) days missed may be by a parent note; after three such parent notes, a doctor's note is required which is to include the name of the student, the date and time of the visit or the treatment received, and the length of time the student is to be excused. These notes for illness must be presented to the principal's office on the first day the student returns to school.
2. Death or serious illness in their immediate family;
3. Observance of recognized holidays observed by 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 has 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." Students with six (6) unexcused absences in a course during 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. For students in grades 6-12, the total number of unexcused absences per semester is six (6).

Whenever a student exceeds six (6) 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's requirements. The agreement shall be signed by the student, the student's parent, guardian, or person in loco parentis, and the school or district administrator or designee.

Students who attend in-school suspension or who are suspended out of school shall not be counted absent for those days.

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

Applicants for an instruction permit or for a driver's license by persons less than eighteen (18) years old on October 1 of any year are required to provide proof of a high school diploma or enrollment and regular attendance in an adult education program or a public, private, or parochial school prior to receiving an instruction permit.

To be issued a driver's license, a student enrolled in school shall present proof of a "C" average for the previous semester or similar equivalent grading period for which grades are reported as part of the student's permanent record.

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. § 9-28-113(f) A.C.A. § 27-16-701 Date Adopted: 6/27/13

**Schedule changes:** Student schedules are selected in the spring prior to the beginning of the fall semester and may be changed the first week ONLY with teacher and counselor recommendation and approval of an administrator. The student's counselor may initiate a schedule change to comply with graduation requirements.

**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

## ACADEMIC POLICIES

**Marion secondary schools are on a nine week grading system. Report cards are issued to students at the end of the second and fourth nine weeks. Parents must pick up the first and third nine week report cards at school. Grades assigned to students for performance in a course shall reflect only the extent to which a student has achieved the expressed academic objectives of the course. Grades earned by students shall be subject to review by the principal upon request. Progress reports are provided at the midway point of each 9 week grading period.**

### **SMART CORE CURRICULUM & GRADUATION REQUIREMENTS:**

Because of recent research on classroom rigor and its relation to life-long earning power, both the Arkansas Department of Education and the Arkansas General Assembly have recommended the Smart Core Curriculum for all Arkansas schools.

Entering seventh grade, students and their parents will be shown the Smart Core Curriculum, the required courses for graduation, and the optional Core curriculum and its course of study for graduation. If the Smart Core is not chosen, parents must complete a Smart Core Informed Consent Form at the school. All students are required to participate in the Smart Core curriculum unless their parents or guardians, or the students if they are 18 years of age or older, sign a *Smart Core Waiver Form* to not participate.

Those students not participating in the Smart Core curriculum will be required to fulfill the Core curriculum or the requirements of their IEP, when applicable, to be eligible for graduation. The signed Informed Consent Form shall be attached to the student's permanent transcript. Informed Consent Forms are required to be signed prior to registering for seventh grade classes, or if enrolling in the district, for seventh through twelfth grade classes. Counseling by trained personnel shall be available to students and their parents or legal guardians prior to the time they are required to sign the consent forms.

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

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

Sufficient information relating to Smart Core and the district's graduation requirements shall be communicated to parents and students to ensure their informed

understanding of each. This may be accomplished through any or all of the following means.

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

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

### **SMART CORE INFORMED CONSENT FORM (CLASS OF 2016 AND AFTER)**

**Name of Student:** \_\_\_\_\_  
**Name of Parent/Guardian:** \_\_\_\_\_  
**Name of District:** \_\_\_\_\_  
**Name of School:** \_\_\_\_\_

Smart Core is Arkansas’s college- and career-ready curriculum for high school students. College and career readiness in Arkansas means that students are prepared for success in entry-level, credit-bearing courses at two-year and four-year colleges and universities, in technical postsecondary training, and in well-paid jobs that support families and have pathways to advancement. To be college and career ready, students need to be adept problem solvers and critical thinkers who can contribute and apply their knowledge in novel contexts and a variety of situations. Smart Core is the foundation for college and career-readiness. All students should supplement additional rigorous coursework within their career focus. *Parents or guardians may waive the right for a student to participate in Smart Core and instead to participate in the Core curriculum. The parent must sign the separate Smart Core Waiver Form to do so.*

### **SMART CORE CURRICULUM**

#### **English – 4 units**

English 9th grade

English 10th grade

English 11th grade

English 12th grade or Transitional English 12

#### **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 (or Algebra A & Algebra B - Grades 7-8 or 8-9)

Geometry (or Geometry A & Geometry B - Grades 8-9 or 9-10)

Algebra II

fourth math - Advanced Topics and Modeling in Mathematics, Algebra III, Calculus, Computer Science and Mathematics, Linear Systems and Statistics,

Transitional Math Ready, Mathematical Applications and Algorithms, Pre-Calculus, or Advanced Placement mathematics - Comparable concurrent credit college courses may be substituted where applicable.

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

Biology – 1 unit (All students must have 1 unit in Biology, IB Biology, ADE Biology, ADE Approved Biology Honors, or Concurrent Credit Biology.)

Physical Science, Chemistry, or Physics – 2 units

**Social Studies – 3 units**

Civics - ½ unit

World History - 1 unit

U.S. History - 1 unit

other social studies - ½ unit

**Oral Communications – ½ unit**

**Physical Education – ½ unit**

**Health and Safety – ½ unit**

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

**Fine Arts – ½ unit**

**Career Focus – 6 units**

**\*Computer Science – (optional)** A flex unit of Computer Science and Mathematics, Essentials of Computer Programming, AP Computer Science, or IB Computer Science may replace the 4th math requirement or the 3rd science requirement. Two distinct units of the computer science courses listed above may replace the 4th math requirement and the 3rd science requirement. If the 4th math requirement and the 3rd science requirement have been met through other coursework, any of the computer science courses listed above may be used for career focus credit.

**Beginning with the entering 9th grade class of the 2014 – 2015 school year, each high school student shall be required to take at least one digital learning course for credit to graduate. (Act 1280 of 2013)**

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

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Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_ School Official Signature \_\_\_\_\_ Date \_\_\_\_\_  
**Arkansas Department of Education— May 19, 2015 SMART CORE**

**SMART CORE WAIVER FORM (CLASS OF 2016 AND AFTER)**

**Name of Student:** \_\_\_\_\_

**Name of Parent/Guardian:** \_\_\_\_\_

**Name of District:** \_\_\_\_\_

**Name of School:** \_\_\_\_\_

Smart Core is Arkansas’s college- and career-ready curriculum for high school students. College and career readiness in Arkansas means that students are prepared for success in entry-level, credit-bearing courses at two-year and four-year colleges and universities, in technical postsecondary training, and in well-paid jobs that support families and have

pathways to advancement. To be college and career ready, students need to be adept problem solvers and critical thinkers who can contribute and apply their knowledge in novel contexts and a variety of situations. Smart Core is the foundation for college and career-readiness. All students should supplement additional rigorous coursework within their career focus. Failure to complete the Smart Core Curriculum for graduation *may* result in negative consequences such as conditional admission to college and ineligibility for some scholarship programs.

*Parents or guardians may waive the right for a student to participate in Smart Core and instead to participate in the Core curriculum. By signing this Smart Core Waiver Form, you are waiving your student's right to Smart Core and are placing him or her in the Core Curriculum.*

## **CORE CURRICULUM**

### **English – 4 units**

English 9th grade

English 10th grade

English 11th grade

English 12th grade or Transitional English 12

### **Mathematics – 4 units (or 3 units of math and 1 unit of Computer Science\*)**

Algebra I (or Algebra A & Algebra B - *each may be counted as one unit of the 4 unit requirement*)

Geometry (or Geometry A & Geometry B - *each may be counted as one unit of the 4 unit requirement*) (*All math units must build on the base of algebra and geometry knowledge and skills.*)

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

Biology - 1 unit (All students must have 1 unit in Biology, IB Biology, ADE Biology, ADE Approved Biology Honors, or Concurrent Credit Biology.)

Physical Science, Chemistry, or Physics – at least 1 unit

other ADE approved science

### **Social Studies – 3 units**

Civics - ½ unit

World History - 1 unit

U.S. History - 1 unit

other social studies – ½ unit

### **Oral Communications – ½ unit**

### **Physical Education – ½ unit**

### **Health and Safety – ½ unit**

### **Economics – ½ unit** (may be counted toward Social Studies or Career Focus)

### **Fine Arts – ½ unit**

### **Career Focus – 6 units**

**\*Computer Science – (optional)** A flex unit of Computer Science and Mathematics, Essentials of Computer Programming, AP Computer Science, or IB Computer Science may replace the 4th math requirement or the 3rd science requirement. Two distinct units of the computer science courses listed above may replace the 4th math requirement and the 3rd science requirement. If the 4th math requirement and the 3<sup>rd</sup> science requirement have been met through other coursework, any of the computer science courses listed above may be used for career focus credit.

*(Comparable concurrent credit may be substituted where applicable.)*

**Beginning with the entering 9th grade class of the 2014 – 2015 school year, each high school student shall be required to take at least one digital learning course for credit to graduate. (Act 1280 of 2013)**

*By signing this form, I acknowledge that I have been informed of the requirements and implementation of the Smart Core Curriculum and am choosing to waive the Smart Core curriculum for my child. I understand the potential negative consequences of this action as outlined on this form.*

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Parent/Guardian Signature Date School Official Signature Date  
**Arkansas Department of Education— May 14, 2015**

### **Career focus: Six (6) Units**

All career focus unit requirements shall be established through guidance and counseling based on the student’s contemplated work aspirations. Career focus courses shall conform to the curriculum policy of the district and reflect state curriculum frameworks through course sequencing and career course concentrations where appropriate. The core and career focus units must total at least twenty-four (24) units to graduate.

**Note:** \*Twenty-four credits must be completed prior to graduation for a student to be eligible to walk in the graduation ceremony. Students who do not complete the required credits prior to graduation will have one year to complete the credits, and then they can walk with the next year’s class. Marion High School transcript copies shall bear the required seal before being mailed or given to requesting persons or institutions.

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

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

**Graduation requirements:** The State of Arkansas requires only 22 credits for graduation; however, Marion High School requires a minimum of 24 units for graduation for students participating in either the Smart Core or the Core curriculum. There are some distinctions made between Smart Core units and graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements.

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

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

### **HONOR GRADUATE DEFINED**

All honor graduates must meet all Smart Core requirements

Minimum 3.5 GPA required

2 years of the same foreign language

All honor graduates must successfully complete at least 2 AP courses which include taking the appropriate AP exam.

All honor graduates must also accumulate 2 additional credits from any combination of AP (including taking the appropriate AP exam) and/or concurrent credit.

Must have a composite ACT score of at least 23 and score at least a 19 on each of the four (Math, English, Reading and Science) subtest categories.

With Highest Honor-Summa Cum Laude - GPA 4.0 or better and ACT Composite of 28 or better

With High Honor – Magna Cum Laude - GPA 3.75 - 3.9999 and ACT Composite of 25 or better

With Honor – Cum Laude - GPA 3.50 - 3.7499 and ACT Composite of 23 or better

The only decimal numbers that are rounded off are the fifth decimal place (1.00005 would round to 1.0001)

**Promotion/Retention for state required testing:** A disservice is done to students through social promotion, and it is prohibited by state law. The district shall, at a minimum, evaluate each student annually in an effort to help those who are not performing at grade level.

Each school in the Marion School District shall include in the student handbook the criteria for promotion of students to the next grade level as well as the criteria for being required to retake a course, if applicable.

Parents or guardians shall be kept informed concerning the progress of their student(s). Notice of a student's possible retention or required retaking of a course shall be included with the student's grades sent home to each parent/guardian or the student if 18 or older. Parent-teacher conferences are encouraged and may be held as necessary in an effort to improve a student's academic success.

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

If the conference attendees fail to agree concerning the student's placement, the final decision to promote or retain shall rest with the principal or his/her designee.

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

Legal References: A.C.A. 6-15-402 A.C.A. 6-15-1602

A.C.A. 6-15-2001 A.C.A. 6-15-2005

A.C.A. 6-15-2009

Adopted by Board 2-12-09

(Location in Policy Book: 85.)

**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 effect academic improvement. A student's 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

**Student classification:** Grade classifications are based on the following requirements:

Sophomores (10th Grade) 3- 9.5 Credits; 2 of which must be some combination of English, math, science, or social studies

Juniors (11th Grade) 10 - 16 Credits

Seniors (12th Grade) 17 - 24 Credits

**Honor roll:** There will be two groupings for Honor Roll. The highest grouping will be designated “Principal’s List” and will require all A’s for the grading period. The second grouping will be designated “Honor Roll” and will require no grade below B. Junior high and high school students will qualify for further recognition after achieving all A’s or a combination of A’s and B’s for all of the first three grading periods (9 week periods).

### **Exemptions from Fall Semester Exams:**

Comprehensive examinations are given at the end of each semester. All students in grades 8-12 will take first semester exams.

There will be no fall semester exam exemptions.

### **Exemptions for 2<sup>nd</sup> semester exams:**

1. All students 8<sup>th</sup> - 12<sup>th</sup> may be exempt from second semester exams provided they have maintained at least an 80 percent average in the class during the current semester and have no out of school suspension during the current semester.
2. Semester exams will count 20% of the semester grade.
3. Students are encouraged to review their grades in classes for which an exemption might be used and, along with a parent, determine what is the best course of action for the student — take the exemption or take the exam in order to help one’s grade in that class.

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

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

**Concurrent credit while in high school:** Students in Grades 9 -12 who successfully complete a course(s) offered by a publicly supported community college or four-year college/university are entitled to receive both college and high school credits, including credit toward high school graduation, according to the regulations specified in A.C.A. 6-18-223.

The Marion School District has a Memorandum of Understanding (MOU) that outlines the specific requirements by which concurrent credit may be assigned and the rules regarding student participation in this agreement. See a copy of the MOU on file in the high school counselors’ office.

### ASUMS Concurrent Credit Program

The following courses at ASU are course equivalents for MHS courses:

ASU Mid-South Course	MHS Course Equivalent
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ARTS 1103 Art Appreciation	Visual Art Appreciation
ARTS 1123 Introduction to Theatre	Theatre I
ARTS 1213 Acting	Theatre II
ARTS 1313 Drawing	Art I
ARTS 1323 Painting	Art II
BIOL 1114 General Biology	Biology
BIOL 1214 Anatomy & Physiology I	Anatomy & Physiology
BIOL 2413 Nutrition	Foods and Nutrition
CHEM 1314 Chemistry I	Chemistry
ENGL 1113 English Composition I	English 12 Semester I and .5 Elective
ENGL 1123 English Composition II	English 12 Semester II and .5 Elective
ENGL 2213 Creative Writing	Creative Writing
ENGL 2303 Oral Communication	Oral Communication
GEOG 1133 World Geography	World Geography
HPED 1113 Health and Safety	Health
HIST 1163 World Civilization II	World History
HIST 2133 US History After 1877	US History
HIST 2153 Arkansas History	Arkansas History
SPAN 1113 Spanish I	Spanish I
SPAN 1123 Spanish II	Spanish II
MATH 1113 College Algebra	Algebra III
MATH 2115 Calculus I	Calculus
MUSC 1103 Music Appreciation	Music Appreciation
PSCI 1214 Physical Science	Physical Science
PSCI 1254 Physics I	Physics
POLS 1143 American Government	US Government
PSYC 1403 Introduction to Psychology	Psychology
SOCI 1303 Introduction to Sociology	Sociology

**All other non-remedial ASU Mid-South courses (including Secondary Technical Center courses) that are worth at least 3 credit hours will receive one elective concurrent credit from Marion High School. Any ASU Mid-South course taken above for which an MHS student already has high school credit will be awarded elective credit.**

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

summer schools are available, Marion students may participate provided they have failed the class at Marion High School. All correspondence course finals will be taken at Marion School.

**Withdrawing from Marion Secondary Schools:** Students who are withdrawing from Marion Secondary Schools should notify the office of this fact a week in advance if possible. A parent or guardian’s signature is required on a form granting the student permission to withdraw from school unless the student is 18 or married, in which case the student’s or spouse’s signature is sufficient. If sufficient notice of withdrawal is given, students will be given a withdrawal form stating their grades at time of withdrawal for purposes of enrolling in another school. If sufficient notice is not given, the withdrawal form will be mailed to the new school when completed. No records will be released for students who do not withdraw through the office, who do not return all textbooks or library books, or who owe outstanding fees or fines.

**Arkansas School for Mathematics and Science Seniors:** Students who attend school at the Marion School District prior to acceptance to the Arkansas School for Mathematics and Sciences may elect to participate in activities the year they graduate, including prom and all graduation activities. Students attending the Arkansas School for Mathematics and Science will be sent a questionnaire at the beginning of their senior year of high school in which they are to indicate in which activities they intend to participate.

## DISCIPLINE POLICIES

### MINIMUM AND MAXIMUM DISCIPLINE PENALTIES

Grades K – 12 The Marion School District and its individual schools reserve the right to punish behaviors not covered in the chart that follows. This chart is not meant to be a completely exhaustive list. Punishment will range from a minimum of warning to a maximum of expulsion.

Offense	Grade Level	Minimum Penalty	Maximum Penalty
Abuse of students Verbal or Physical (See also sexual Harassment.)	6 - 12	Warning	Expulsion
Abuse of Staff : Verbal	6 - 12	Suspension	Expulsion
Abuse of Staff: Physical	6 - 12	Suspension	Expulsion
Acceptable items used as Weapons (pen or pencil)	6 - 12	Suspend pending parent conference	Expulsion with police report
Alcohol/Drugs-Possession of	6 - 12	Suspension (10 day)*	Expulsion
*The principal or designee has the authority to defer 5 of the 10 days provided that the student enrolls in and completes a drug counseling program. This is voluntary. If the student enrolls during the 10 day suspension period, the balance after 5 days will be deferred. If the student stops attending, the balance of the suspension will be automatically served. Once the student completes the program, the 5 days deferred will be waived. • The second offense will result in an automatic recommendation for expulsion.			
Alcohol/Drugs- Sale of	6 - 12	Automatic recommendation of expulsion	
Alcohol/Drugs- Use of	6 - 12	Suspension (10 day)*	Expulsion

*The principal or designee has the authority to defer 2 of the 10 days provided that the student enrolls in and completes a drug counseling program. This is voluntary. If the student enrolls during the 10 day suspension period, the balance after 8 days will be deferred. If the student stops attending, the balance of the suspension will be automatically served. Once the student completes the program, the 2 days deferred will be waived. The second offense will result in an automatic recommendation for expulsion.			
Bomb Threats	6 - 12	10 day suspension	Expulsion
Bullying/Cyber bullying	6 - 12	Warning	Expulsion
Cell phone violation	6 - 12	Warning	Expulsion
Cheating	6 - 12	Zero on activity	Expulsion
Dangerous instruments – possession of	6 - 12	Confiscation/Suspension (10 A.C.A. 6-18-502) Report to police. Expulsion for a calendar year at the superintendent’s discretion. Student will be reported to the Arkansas Department of Education registry. Act 1150 of 1999	
Damage to school/private property - Accidental	6 – 12	Payment for cost of replacement or repair and parental contact	
Damage to school/private property - Theft	6 - 12	Return or replace property	Expulsion with notification of police & parents
Damage to school/private property - Vandalism	6 -12	Payment replacement/repair and parental contact with suspension	Expulsion and police prosecution
<b>Offense</b>	<b>Grade Level</b>	<b>Minimum Penalty</b>	<b>Maximum Penalty</b>
Disruption/interference of school procedures	6 - 12	Warning	Expulsion
Dress Code Violation	6 - 12	Warning/Correction	Expulsion
Failure to obtain temporary I.D. badge 1 <sup>st</sup> period	6 - 12	Saturday school	In-school suspension
Falsifying student ID	6 - 12	In-school suspension	Out of school suspension
Fighting	6 - 12	Suspension	Expulsion
Firearms- possession of	6 - 12	Confiscation/Suspension (10 A.C.A. 6-18-502) Report to police. Expulsion for a calendar year at the superintendent’s discretion. Student will be reported to the Arkansas Department of Education registry. Act 1150 of 1999	
Fireworks- possession or use of	6 - 12	Saturday school w/confiscation and parent contact	Expulsion
Forging a flag ID	10 - 12	3-day suspension	10-day suspension
Forgery	6 - 12	ISS up to 3 days	Suspension up to 10 days
Gambling	6 - 12	Suspension	Expulsion

Gang-Related Activity (genuine or pretense)	6 - 12	5 day out-of-school suspension	Expulsion *
*Expulsion (end of semester) Expulsion (balance of year or permanently A.C.A. 6-15-1005)			
Insubordination /disregard of directions	6 - 12	Warning	Expulsion
Internet and/or technology violation	6 - 12	Warning	Expulsion (rest of school year) A.C.A. 6-21-107
Immorality	6 - 12	Warning	Expulsion
Items not allowed: electronic devices, laser pointers, etc	6 - 12	Confiscation/ parent contact	Expulsion
Leaving campus without permission	6 - 12	In-school suspension	Expulsion
Parking/Driving violations	6 - 12	Warning/Saturday school	Loss of privilege
Plagiarism	6 - 12	Zero on activity	Expulsion
Public Display of Affection	6 - 12	Warning	Expulsion
Refusal to wear I.D	6 - 12	Warning	Suspension
Rough-housing	6 - 12	Warning	Expulsion
Sexual Harassment	6 - 12	Warning conference	Expulsion
Skipping Class (remaining on campus)	6 - 12	Saturday School	Suspension
Tardiness	6 - 12	Warning	Suspension
Threatening	6 - 12	Warning	Expulsion
<b>Offense</b>	<b>Grade Level</b>	<b>Minimum Penalty</b>	<b>Maximum Penalty</b>
Tobacco- Possession of (including e-cigs/vapor cigs)	6 - 12	Confiscation, parent contact and Saturday school	Suspension
Tobacco- Use of (including e-cigs/vapor cigs)	6 - 12	In-School Suspension	Expulsion
Transportation violation (bus misbehavior)	6 - 12	Warning conference	Denial of privilege for balance of year

**Student conduct behavior code:** All students are expected to conduct themselves at all times in a manner that will contribute to the best interests of the school system and not infringe upon the rights of others. Activities listed below are considered improper conduct that will subject the student to disciplinary action including, but not limited to, suspension or expulsion from school. A violation of the rule will occur whether the conduct takes place on the school grounds at any time, off the school grounds at a school activity, function, event, or en route to and from school.

**Definitions:**

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

**Bullying** means the intentional harassment, intimidation, humiliation, ridicule, defamation, or threat or incitement of violence by a student against another student or public school employee by a written, verbal, electronic, or physical act that may address an attribute of the other student, public school employee, or person with whom the other student or public school employee is associated and that causes or creates actual or reasonably foreseeable physical harm to a public school employee or student or damage to the public school employee's or student's property; substantial interference with a student's education or with a public school employee's role in education;

a hostile educational environment for one(1) or more students or public school employees due to the severity, persistence, or pervasiveness of the act; or substantial disruption of the orderly operation of the school or educational environment.

**Electronic Act** means without limitation a communication or image transmitted by means of an electronic device, including without limitation a telephone, wireless phone, or other wireless communication device, computer, or pager that results in the substantial disruption of the orderly operation of the school or educational environment. Electronic acts of bullying are prohibited whether or not the electronic act originated on school property or with school equipment, if the electronic act is directed specifically at students or school personnel and maliciously intended for the purpose of disrupting school, and has a high likelihood of succeeding in that purpose.

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

**Substantial Disruption** means without limitation that any one or more of the following occur as a result of the bullying: necessary cessation of instruction or educational activities; inability of students or educational staff to focus on learning or function as an educational unit because of a hostile environment; severe or repetitive disciplinary measure are needed in the classroom or during educational activities; or exhibition of other behaviors by students or educational staff that substantially interfere with the learning environment. Students are encouraged to report behavior they consider to be bullying to their teacher or the building principal, including a single action that if allowed to continue, would constitute bullying. The report may be made anonymously. Teachers and other school employees who have witnessed, or are reliably informed that a student has been a victim of behavior they consider to be bullying, including a single action which if allowed to continue would constitute bullying, shall report the incident to the principal. Parents or legal guardians may submit written reports of incidents they feel constitute bullying, or if allowed to continue would constitute bullying, to the principal. A school principal or his/her designee who receives a credible report or complaint of bullying shall promptly investigate the complaint or report and make a record of the investigation and any action taken as a result of the investigation. The person or persons reporting behavior they consider to be bullying shall not be subject to retaliation or reprisal in any form.

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

student who bully shall be conspicuously posted in every classroom, cafeteria, restroom, gymnasium, and school bus. Parents, students, school volunteers, and employees shall be given copies of the notice.

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

Board Approved: 6-28-2007

Revised: 7-19-11

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

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

**Behavior not covered in Handbook:** The school district reserves the right to punish behavior which is subversive to good order and discipline in the school, even though such behavior is not specified in the handbook.

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

**Appearance Code:** Marion School District expects its students to dress appropriately while attending school. Students will be asked to use the following principles to guide them in choosing apparel. Student clothing must not disrupt the educational process. One's clothing must not be personally hazardous in activities such as shop, lab work, physical education, art, and on-the-job training. Students must not wear immodest or profane clothing that shocks the conscience or wear clothing in an immodest manner. Students must refrain from wearing clothing that is made of see-through materials.

Each school's principal or designee is charged with determining if a student's clothing is provocative in some way, thereby resulting in a disruption to the educational process. Since clothing styles are ever-changing, each school's administration is charged with providing updated and specific examples of proscribed clothing. The Marion School District expects more of students with regard to appearance when representing their school or the district in interscholastic competitions, whether during the school day or after school hours. Facial jewelry may not be worn by students during such times. This shall include tongue piercings.

“Sagging” by students will not be tolerated on any of its campuses. Students are prohibited from wearing pants, shorts, or jeans with holes, rips, or tatters. Students may not wear leggings or patches underneath holes, rips, or tatters to cover the exposing of skin.

Regarding head attire, at no time shall doo rags or sweatbands be worn by students during school or school activities. Hats, caps, or sunglasses may not be worn inside the building. If worn correctly, hats, caps, ear warmers, toboggans, and sunglasses may be worn outdoors, but not indoors unless there is documented medical necessity. Permission to wear such items may be granted by the principal in the case of special events/activities such as fundraisers and school spirit days.

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

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

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

**Approved team apparel may be worn on game days only.**

**Seasonal adjustments will not be made, and offenses will accumulate throughout the school year**

1st Offense - Warning

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

3rd Offense - 1 day Saturday School

4th Offense - 2 days In-School Suspension

5th Offense - 5 days In-School Suspension

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

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

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

Next offense - Recommendation to superintendent for Expulsion

Students violating the appearance code policy at any extracurricular school activity will be asked to comply immediately with policy or leave the event (no refund for gate admission). Board Approved: 6-26-08 Revised: 6-11-09 Revised: 7-19-11

**Behavior at school activities:** Students who attend or participate in extra-curricular or co-curricular activities sanctioned by Marion School District may be disciplined for misconduct while participating in or attending such activities.

The school reserves the right to seek civil penalties should the situation merit. Marion students who attend or participate in extracurricular or co-curricular activities on campus or off-campus during school hours or after school hours are under the direct authority of a teacher/sponsor who has the authority to remove any student from attendance or participation at any school-related event. The cost of transportation home will be the responsibility of the parent/guardian.

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

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

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

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

5. Cost of transportation home may be the responsibility of the parent/guardian.

**Bullying/Cyber 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.

**CELL PHONES and OTHER ELECTRONIC DEVICES: POSSESSION AND USE OF BY STUDENTS GRADES 10-12:**

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. At the same time, cell phones and other electronic communication devices can, in controlled situations, offer a means to enhance student learning through the ability to access expanded sources of information.

Teachers have the authority to permit student use of their cell phones for specific classroom lesson plans or projects. Students must abide by the guidelines the teacher gives for any such authorization. Students who fail to do so will be subject to the provisions of this policy governing misuse of cell phones. For the purpose of this policy, the use of a cell phone, Bluetooth-type technology or other communication device includes any incoming call, text message, message waiting, or any other audible sound possible from the phone or device.

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

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

Exceptions may only be made by the building principal or his/her designee for health or other compelling reasons. Before and after normal school hours, possession of cell phones, any paging device, beeper, or similar electronic communication devices, cameras, MP 3 players, iPods, and other portable music devices is permitted on the school campus. The use of such devices at school-sponsored functions outside the regular school day is permitted to the extent and within the limitations allowed by the event or activity the student is attending.

Students are allowed to use cell phones and electronic devices anywhere on campus except in the classroom. The use of these devices in the classroom should be allowed only at the discretion of the classroom teacher. Students are allowed to use headphones and ear buds on campus and in the hallways. Students can use headphones in the classroom at the discretion of the classroom teacher. **\*\*The only exceptions to these new proposed policy revisions are when they cause disruptive activity. The disruptive activity would fall under other parts of our current discipline policies.**

**\*\*Marion Middle School and Marion Junior High School students are allowed to use their cell phones before 7:55 a. m. and after 3:15 p.m. only.**

First Offense: Warning

Second Offense: Student conference with parent notification

Third Offense: Suspended at the end of the day pending parent conference

Fourth Offense: Saturday school and call to parent

Fifth Offense: Saturday school and call to parent

Sixth Offense: 3 days of in- school suspension and call to parent

Seventh Offense: 5 days of in- school suspension and call to parent

Eighth Offense: 3 days out-of-school suspension

Ninth Offense: 5 days out-of-school suspension

Tenth Offense: 10 days out-of-school suspension-even possible expulsion for non-compliance of the board's policy

These consequences do not start over at the end of a semester; they will accumulate throughout the school year.

Adopted: 6-26-08 Revised: 6-15-09 Revised: 7-19-11 Revised: 6-28-2012

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

**Classroom discipline policy:** Each teacher at Marion secondary schools will have a set of classroom rules. These rules will be on file in the principal's office, distributed to students, sent home, signed by student's parent/guardian, and returned to the teacher. Disciplinary response to the classroom misbehavior is determined by the severity and frequency of the misbehavior. (See the chart of minimum and maximum discipline penalties in the center spread of this handbook.) Disciplinary responses include student conferences, corporal punishment, assignment to Saturday school or in school suspension, and suspension from school. Teachers may refer students for misbehavior by completing a referral form and submitting it to the office during the school day or at the end of the school day. The assistant principal or principal will respond to these referrals immediately and notify the parents and teacher of the referral and the disciplinary action taken. Any student removed from class by the teacher two times in a nine-week period for interference with the ability of the teacher to teach or with the ability of fellow classmates to learn shall be subject to possible placement in another setting by the principal or his designee. The second offense shall trigger a conference of all required parties as per Act 1281 of 1999.

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

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

A Student shall not:

1. Occupy any school building or properties with intent to deprive others of its use or where the effect thereof is to deprive others of its use.
2. Block the doorway or corridor of any school building or property so as to deprive others to access thereof.
3. Prevent or attempt to prevent the convening continued functioning of any school activity or lawful meeting.
4. Prevent students from attending a class or school activity.
5. Block normal pedestrian or vehicular traffic on the school campus or adjacent grounds unless under the direction of a school administrator.
6. Continuously and intentionally make noise or act in any other manner as to interfere seriously with the teacher's ability to conduct class or any other activity.

7. In any manner by use of force, violence, noise, coercion, threat, intimidation, harassment, fear, passive resistance, or any other conduct to intentionally cause the disruption of any lawful function.
8. Refuse to identify himself on the request of any teacher, principal, superintendent, school bus driver, school security officer, or other school personnel.
9. Encourage any other student to violate any rule or school policy.

**Drugs, Narcotics, and Beverages Containing Alcohol:** A student shall not possess, sell, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or controlled substance as defined by Schedules A.C.A. 5-64-201. Neither shall a student possess, sell, use, transmit, or be under the influence of any beverage containing alcohol or intoxicants. Additionally, students are not to use or distribute to others prescription medication or non-prescription items that are not in conformity with the district's rules and regulations concerning the dispensing of medicines. Further, the sniffing, injecting, or ingesting of any other items not approved by a doctor shall also be considered a violation of this policy. **The penalties for violating this policy can range from a warning to expulsion.**

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

**Fighting:** When two or more students fight, it becomes not only a danger to the students, but also to others. From our earliest grades, we insist that a student tell an adult if another is trying to get him or her to fight. A "fight" is defined as when students intentionally throw blows or slaps or kicks at another student. Two students pushing one another but not coming to blows will not be considered a fight for that which follows. The term "self-defense" is defined as removing one's self from the situation as soon as possible. After students fight, following discussions with the principal or his/her designee, students in violation of this policy may be hand-cuffed by the School Resource Officer and taken to the Detention Center for processing. Families should expect to pay some court or other costs.

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

**Forgery Policy:** Forgery is any incident where a student uses the falsely made or altered signatures of a parent, teacher, professional person, and other student for any gain or benefit. This includes doctor's notes, parent notes, progress reports, or student passes. Students are not to "sign" their parent's name on a note or discipline referral.

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

**ID Badges:** All Marion secondary school students will be issued picture identification badges at the beginning of the school year. These badges will be worn in a manner that they are clearly visible on the front torso anywhere from shoulder to waist. Students will wear ID badges while on campus during the school day or on school-related trips during the day. Students are encouraged to be in possession of the ID badges during school-related activities that would include home ball games, concerts, plays, dances, trips, or any other school related functions. Students who cannot present the ID badge at a function may be denied access. If a student loses the ID badge, a replacement will be issued at a cost of \$5. Students who intentionally deface, mutilate, or alter their ID badge will be charged for a replacement. Clips, lanyards, and pouches for ID's can be purchased for \$1.00 each. Temporary ID's are valid on the date of issue only. Students will be issued three (3) temporary ID's each semester without being charged. For each temporary ID issued after the third, a fee of \$1.00 will be charged. If the student reaches \$5.00 in fees for the temporary IDs, this money will then be used to purchase a new ID, and the fee schedule will return to \$1.00 for each temporary. The fees will not carry over to the next semester. For students who do not have \$1.00, this amount will be added to the student's fees and fines list. Students must request a temporary ID before school starts. Penalty for falsifying a student ID will be in-school suspension up to 3 days. The student will be suspended out of school if caught again.

**Marion Secondary School ID Discipline Penalties**

First ID	Verbal warning to student
Second ID	Verbal warning to student
Third ID	Written warning hand delivered to student & phone call to parent/guardian
Fourth ID	Saturday school
Fifth ID	Saturday school
Sixth ID	Three days in-school suspension

ID violations in excess of six times each nine- week period will result in a three- day out of school suspension for each occurrence.

**Immorality:** Students shall abstain from indecent and immoral acts and any type of sexual harassment.

**Insubordination: disregard of directions**

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

**Internet Policy:** Students may have the opportunity to use a variety of technologies at school, including computers and the internet. Students are to use this technology as directed by the staff in conformity with school curriculum. Students who may use this

technology in an inappropriate manner and/or not as directed by the school are in violation of school policy and subject to discipline, up to and including the loss of the right to use the technology (which may involve loss of credit if the technology use was course work). Students who violate technology user agreements are also subject to the penalties outlined in the agreement. Students who use technology to violate other policies will be subject to discipline for 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: Minimum** - One class suspension from using technology.

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

**Items not allowed on school campus:** Items that students are not allowed to bring onto the school campus include but are not limited to playing cards, skateboards, dice, radios, tape players, laser pointers, CD players, pagers, e-cigs/vapor cigarettes, lighters, and any other items that could be disruptive to the school environment. These items may be confiscated.

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

**\*\*Marion Middle School and Marion Junior High School does not issue lockers.**

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

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

**Physical abuse/assault by a student on a school employee/other person:** A student shall not cause or attempt to cause physical injury or behave in such a manner as could reasonably cause physical injury to a school employee, fellow student, or any other individual. Violence will not be tolerated under any circumstances and will be reported to the superintendent and the appropriate local law enforcement agency. (Act 1520 of 1999).

**Public display of affection:** Public display of affection includes but is not limited to kissing, hugging, sitting or standing extremely close to one another, or provocative

touching. It is inappropriate for students to sit in one another's lap. A student shall abstain from indecent and immoral acts on school vehicles, at school activities, or on the district's building's grounds. Evidence or corroboration of a possible violation of this state's laws on such misbehavior will be turned over to police authorities in addition to the school's stated punishments.

**Saturday school: (This policy applies to any Saturday school assignment that results from excessive tardies or ID violations)**

Saturday school is a program designed to discipline students without causing them to miss classes. It is a four-hour session held each Saturday in the high school study hall from 8:00 a.m. to 12:00 a.m. Students will be placed in Saturday school at the discretion of the building administrators. Failure to attend Saturday school will result in two days out-of-school suspension.

**There is no limit on the number of Saturday school assignments that a student can have per semester.**

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

**Tardy policy: (If a student misses 10 minutes or more, beginning, middle or end of any class, they will be considered absent)**

**Tardy accumulation will occur per period**

First tardy	Verbal warning to student
Second tardy	Verbal warning to student
Third tardy	Written warning hand delivered to student & phone call to parent/guardian
Fourth tardy	Saturday school
Fifth tardy	Saturday school
Sixth tardy	Three days in-school suspension
Tardies in excess of six times each semester period will result in a three day out-of-school suspension for each occurrence.	

**Theft, damage, or destruction of private public property:** A student shall not cause or attempt to cause damage to school property or steal or attempt to steal school property. The school district will attempt to recover damages from the student destroying school property. Parents of any minor student under the age of 18 and living with parents may be liable for damages caused by said minor in an amount not to exceed \$2,000.

(A. C. A. 6-21-604).

**Threats that disrupt the school/bomb threats:** Threats by telephone, email, or in written form that would upset students, parents, or employees and put fear in

reasonable persons shall be immediately reported to the police department and shall be prosecuted to the fullest extent allowable by school authorities.

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

**Tobacco:** 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. **This 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 5/18/15

**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.

**Weapons, Dangerous Instruments, and Contraband:** No student shall possess, handle, or transmit a knife, razor, ice pick, explosive, pistol, rifle, shotgun, pellet gun, or any other object that can reasonably be considered a weapon, or dangerous instrument or any contraband materials. In accordance with A.C.A. 6-18-503, a student in possession of any firearm or other weapon prohibited upon the school campus by law will be expelled from school for a period of not less than one (1) year with the superintendent's discretion to modify such expulsion requirement for a student on a case-by-case basis.

## SUSPENSIONS AND EXPULSIONS

**Suspensions:** Students who are not present at school cannot benefit from the educational opportunities the school environment affords. Administrators, therefore, shall strive to find ways to keep students in school as participants in the educational process. There are instances, however, when the needs of the other students or the interest of the orderly learning environment require the removal of a student from school.

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

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

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

1. The student shall be given written notice or advised orally of the charges against him/her;

2. If the student denies the charges, he/she shall be given an explanation of the evidence against him/her and be allowed to present his/her version of the facts;

3. If the principal finds the student guilty of the misconduct, he/she may be suspended. When possible, notice of the suspension, its duration, and any other stipulations for the student's re-admittance to class will be given to the parent(s), legal guardians(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 that the school shall use to immediately notify the parent or legal guardian upon the suspension of a student. The notification shall be by one of the following means, listed in order of priority as required by law:

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

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

During the period of an out-of-school suspension, students shall not be permitted on campus for any purpose except to attend student/parent/administrator conference. Suspensions initiated by the principal or his/her designee may be appealed to the superintendent, but not to the board. Suspensions initiated by the superintendent may be appealed to the board.

**In-School Suspension:** Marion High School, Marion Junior High, and Middle School will maintain an in-school suspension program. Students may be assigned 1 to 5 days at a time. Students who break rules while in ISS may be assigned additional days. A student must complete all assigned days before readmission to the regular classroom. Classroom assignments will be sent to the ISS director who will facilitate the completion of the work. Students will receive credit for work done while assigned to ISS. Should a student choose not to follow ISS rules, he/she will be suspended from school and no work will be made up. Students assigned ISS who are checked out before the end of the day must complete the time lost upon returning to school. If a student refuses to attend ISS, he/she will be suspended from school equal to the number of days assigned. **There is a maximum of 15 days assigned to ISS per semester. Once maximum days have been assigned, students will be issued out-of-school suspension per occurrence thereafter.**

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

**Suspension of concurrent MHS students:** Suspension from MHS will not affect a student's attendance at ASUMS. Likewise, suspension from ASUMS will not affect attendance status at MHS.

**Expulsions:** Students may be expelled only by an act of the school board. Expulsion is defined as dismissal from school for more than ten days. Recommendations for expulsion will come to the school superintendent. The principal will give the student a complete hearing on the details of the offense, at which time the student will be given a complete understanding relative to the charges against him.

At the same time the principal gives a recommendation to the superintendent, he will also notify the parent/s by certified mail at the address on file in the principal's office. A copy of that letter will also be made available to the student. If the superintendent supports the recommendation of the principal, the superintendent will notify the parent or guardian by certified mail. The superintendent's letter will give reference to the principal's recommendation and announce the date and the time for the school board meeting to be held in consideration of the expulsion recommendation. The superintendent will then present to the school board the recommendation, which will be supplemented by supportive data as provided by the principal.

## **SPECIFIC SCHOOL INFORMATION/POLICIES**

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

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

**Cafeteria:** Each student will be issued a bar-coded card with an ID number. These cards will be issued on the first day of school. As a new student is enrolled during the school year, a card will be issued before he/she can eat in the cafeteria. The ID number will be coded in the scanning machine free, reduced, or paid. If the status of a student changes, they will continue to use the same card - only the coding in the machine will change. All students eating in the cafeteria must have a card.

Students may pay in advance for their meals or a la carte items. **The changing of lunches or a la carte items in the secondary schools is prohibited.** Students should wait in line in an orderly manner. Students are encouraged to display politeness, agreeable conduct, and table manners in the cafeteria. The cafeteria management and fellow students appreciate cooperation in the following: 1. disposing of all lunch litter in wastebaskets; 2. returning all trays and utensils to the dishwashing area, and 3. leaving the table and floor in clean condition for other students.

Students who bring their lunch may eat in the cafeteria; however, students may not bring in large quantities of food meant to feed numerous people.

Breakfast is served until 7:55. No food will be served after that time except for those who arrive to school on a late bus. The office will verify student who were on the late bus.

<u>Breakfast</u>	<u>2016-2017</u>	<u>2017-2018</u>
Student (reduced)	\$ .30	\$ .30 (no change)
Student (Paid)	\$ .75	\$ .75 (no change)
Adult	\$1.95	\$ 2.05
<u>Lunch</u>		
Student (reduced)	\$ .40	\$ .40 (no change)
Student (Paid)	\$ 1.90	\$ 2.00
Adult	\$ 3.50	\$ 3.60

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

peanut-free table in the cafeteria. This will help maintain safety in the school while allowing non-allergic classmates to enjoy peanut/nut products in a controlled environment.

**Classroom parties:** Because the school is limited in the number of times food can be served outside the cafeteria, no parties may be held in a classroom without permission of the principal. Requests must be made in advance.

**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 be more effective; however, the board has confidence in its professional staff and desires to support their actions in order to maintain an environment that is 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. Director of Education
4. Superintendent

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

Dr. Robin Catt  
Marion School District  
200 Manor Street  
Marion, AR 72364

**Contact with students while at school by parents:** Parents wishing to see to their children during the school day shall register first with the office. Parents are reminded of cell phone policies and are encouraged not to contact students by phone during the school day.

**Contact by non-custodial parents:** If there is any question concerning the legal custody of the student, the custodial parent shall present documentation to the principal or his/her designee establishing the parent's custody of the student. It shall be the responsibility of the custodial parent to make any court ordered "no contact" or other restrictions regarding the non-custodial parent known to the principal by presenting a copy of a file marked court order. Without such a court order on file, the school will release the child to either of his/her parents. Non-custodial parents who file with the principal a date-stamped copy of current court orders granting visitation may eat lunch, volunteer in their child's classroom, or otherwise have contact with their child during school hours and the prior approval of the school's principal. Unless prior arrangements have been made with the school's principal, Arkansas law provides that the transfer of a child between his/her custodial parent and non-custodial parent, when both parents are present, shall not take place on the school's property on normal school days during normal hours of school operation.

**Contact by law enforcement, social services, or by court order:** Law requires that Department of Human Services employees, local law enforcement personnel, and 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, 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 or a warrant for arrest for the student or to an agent of state social services or to 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, other person having lawful control by court order, or person acting in loco parentis notice that the student has been taken into custody by law enforcement personnel or a state’s social services agency. If the principal or designee is unable to reach the parent, he or she shall make a reasonable, good faith effort to get a message to the parent to call the principal or designee and leave both a day and an after-hours telephone number.

Board Approved: 7-19-11

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

**Distribution of literature:** School newspapers and official publications shall be sponsored by school personnel. The district may regulate the time, place and manner of distribution of student publications. While students may exercise their right of expression, they are to recognize that truth, fairness, accuracy, and responsibility are essential to the practice of journalism.

Act 1109 of 1995 describes four types of publications that are unauthorized and, thus, do not qualify for distribution: “1. publications that are obscene as to minors, as defined by

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

**Disaster/Crisis Drill:** Disaster/crisis procedures will be given by the school intercom or by word of mouth. In case of power failure, students will get in the hallways, as close to the wall as possible and sit on the floor with hands over head, head between knees. Each teacher will have a copy of the crisis/disaster procedures and will instruct students as to proper actions.

**LOCKDOWN:** If a school is under lockdown, only appropriate emergency/school personnel will be allowed to enter the building and students will not be allowed to leave until the "all clear" is signaled from the appropriate school personnel.

**Elections:** If a candidate does not have a majority vote, there will be a runoff for the position between the two candidates who receive the greatest number of votes. All votes are by secret ballot. Any candidate has the right, at any time before the election, to remove his/her name from the ballot. The candidate must submit his/her request to have his/her name removed from the ballot, in writing, to the principal. Results of elections will be announced when all votes are tallied.

**Homecoming Elections:** In order for a student to be eligible for the homecoming court, she must meet the following standards: cumulative 2.0 GPA or IEP requirements and no OSS for the current year. The homecoming election process will be determined by the principal and his/her designees.

**Fire drills:** State law requires each school to conduct regular fire drills. By law each teacher must give instruction and supervision as is necessary for the safety of the students in case of fire or other calamity. The teacher is required to be familiar with the regulations and methods of evacuation for each room in which he/she teaches. Since the inhalation of toxic fumes is a potential hazard in any fire, fire drills may occasionally incorporate evacuation procedures that take into consideration areas in the building where toxic fumes would be present in the event of a fire. Specific information:

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

**Homebound instruction:** When a child is out of school, and in the opinion of the principal, will be out for a minimum of two weeks, the principal may recommend to the

chief school administrator the need for homebound instruction. The family doctor will be contacted by the parents. The parents will receive confirmation of the illness secured in writing before homebound instruction can begin. The doctor may restrict the amount of instruction. The letter submitted by the doctor shall be filed in the building principal's office, and the principal will make arrangements for a homebound instructor, preferably the child's teacher or another teacher in the building, on an hourly basis. Documentation of teaching time will be regularly presented to the principal on copies of an instrument as provided by the school. When, in the opinion of the building principal, the homebound pupil is not observing the requirement of actually being restricted to the home, the principal may terminate homebound instruction and require the pupil to return to school. Homebound instruction will be available to the extent that funds are available.

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

**Homework and independent study:** Homework is considered to be part of the educational program of the 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.

**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 - 5 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.

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

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

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

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

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

## **INTERNET ACCEPTABLE USE AND SAFETY POLICY (MSD)**

### **A. Educational Purpose**

1. The system (data network, computer workstations and file servers) has been established for limited educational purpose. The term “educational purpose” includes classroom activities, career development, and limited high-quality personal research activities.
2. The system has not been established as a public access service or a public forum. Marion School District has the right to place reasonable restrictions on the material you access or post through the system. You are also expected to follow the rules set forth in this policy, the student handbook, and local, state, and federal laws.
3. You may not use the system for commercial purposes. This means you may not offer, provide, or purchase products or services through the system.
4. You may not use the system for political lobbying. But you may use the system to communicate with elected representatives and to express your opinion on political issues.

### **B. Services Provided through District System**

1. **Electronic Mail (E-mail):** The district does not provide “general use” e-mail accounts to students. With parental permission, e-mail accounts may be provided on a limited basis to students enrolled in a class that requires the use of e-mail. Access to e-mail accounts not provided by the district may be restricted by a filtering system.
2. **World Wide Web:** The web provides access to a wide range of information in the form of text, graphics, photographs, video, and sound from throughout the world. The Web is a valuable research tool for students.
3. **Telnet:** Telnet allows you to log in to remote computers.
4. **File Transfer Protocol (FTP):** FTP allows you to download large files and computer software.
5. **Newsgroups:** Newsgroups are discussion groups that are similar to mail lists. The district will not provide access to newsgroups on its system. However, some newsgroups are available through World Wide Web access.
6. **Instant Messaging/Chat Services:** Instant messaging and other “chat” type services, such as AOL, Instant Messenger, provide the capacity of engaging in “real-time” discussions over the Internet. The use of instant messaging services is not “educational use” of the system and is prohibited..

7. **Content Filtering Software:** The district has not acquired software designed to block access to certain sites. However, the State of Arkansas Department of Information systems, the district's Internet Service Provider, has implemented the N2H2, Inc. BESS content filtering system. All computers on the system are filtered by the Department of Information system's content filtering system.

8. **Instructional Software:** The district has purchased a variety of quality software for use in its instructional activities. You will have access to this software as needed to complete class assignments.

9. **Productivity Software:** The district has purchased a variety of general productivity software for you to use in the course of your study and class work.

#### **C. Student Internet Access**

1. You will have access to Internet World Wide Web information resources through computers in your classroom, library, or school computer lab.

2. If you are an elementary student, you may have e-mail access only under your teacher's direct supervision using a classroom account.

3. If you are a secondary student, you may obtain an individual e-mail account if enrolled in a course that requires the use of e-mail upon completion of a request form and with the approval of your parent. Your parents can withdraw their approval at any time.

4. If enrolled in a course that requires the creation of web pages, you may create a personal web page hosted on the system. All material placed on your web page must be preapproved in a manner specified by your principal. Material placed on your web page must relate to your school and career preparation activities.

#### **D. Guidelines for Usage**

##### **1. Personal Safety**

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

b. You will not agree to meet with someone you have met on-line.

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

##### **2. Illegal Activities**

a. You will not attempt to gain unauthorized access to the system or to any other computer system through the system or go beyond your authorized access. This includes attempting to log in through another person's account or access another person's files.

b. You will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means.

c. You will not use the system to engage in any illegal act.

d. You will not change or in any way alter the configuration of a computer on the system. This includes the installation or removal of computer hardware or software.

##### **3. System Security**

a. You are responsible for your individual account and must take all reasonable precautions to prevent others from being able to use your account. Under no conditions should you provide your password to another person.

b. You will immediately notify a teacher or an administrator if you have identified a possible security problem. Do not go looking for security problems because this may be construed as an illegal attempt to gain access.

c. You will avoid the inadvertent spread of computer viruses by following the district virus protection procedures if you download files.

#### 4. Inappropriate Language

a. Restrictions against inappropriate language apply to public messages, private messages, and material posted on Web pages.

b. You will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.

c. You will not post information that could cause damage or a danger of disruption.

d. You will not engage in personal attacks, including prejudicial or discriminatory attacks.

e. You will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If you are told by a person to stop sending him/her messages, you must stop.

f. You will not knowingly or recklessly post false defamatory information about a person or organization.

#### 5. Respect for Privacy

a. You will not repost a message that was sent to you privately without permission of the person who sent you the message.

b. You will not post private information, including personal contact information, about another person.

#### 6. Respecting Resource Limits

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

b. You will not download large files unless absolutely necessary. You will respect your storage system quota established by the Technology Coordinator.

c. You will not post chain letters or engage in "spamming." Spamming is sending an annoying or unnecessary message to a large number of people.

d. If you have an individual e-mail account, you will check your e-mail frequently, delete unwanted messages promptly, and stay within your storage system quota.

e. You will subscribe only to high quality discussion group mail lists with the approval of your teacher. The mail lists should be relevant to your education or career development.

#### 7. Plagiarism and Copyright Infringement

a. You will not plagiarize works that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.

b. You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner. Copyright law can be very confusing. If you have a question, ask a teacher.

#### 8. Inappropriate Access to Material

a. You will not use the system to access material that is designated for

”adults only” or is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination toward other people (hate literature). A special exception may be made for hate literature if the purpose of your access is to conduct research and both your teacher and parent have approved.

b. If you mistakenly access inappropriate information, you should immediately tell your teacher. This will protect you against a claim that you have intentionally violated this policy.

c. Your parents should instruct you if there is additional material they determine to be inappropriate for you to access. The district fully expects that you follow your parent’s instructions in this matter.

## **E. Your Rights**

### **1. Free Speech**

Your right to free speech, as set forth in the student handbook, applies also to your communication on the Internet. The system is considered a limited forum, similar to the school newspaper, and therefore the district may restrict your speech on the basis of a disagreement with the opinions you are expressing.

### **2. Search and Seizure**

a. You should expect only limited privacy in the contents of your personal files on the district system. The situation is similar to the rights you have in the privacy of your locker.

b. Routine maintenance and monitoring of the system may lead to discovery that you have violated this Policy, the student handbook, or the law.

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

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

### **3. Due Process**

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

b. In the event there is a claim that you have violated this policy or the student handbook in your use of the system, you will be provided with notice and opportunity to be heard in the manner set forth in the student handbook.

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

## **F. District Limitation of Liability**

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

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

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

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

## **G. Your Responsibility**

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

#### **H. Acknowledgment of Copyright**

This document is based on the research of  
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<<http://netizen.uoregon.edu>>  
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Version 3.1, June 2001

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

**Lockers:** A student is not to use any locker other than the one assigned to him/her. No more than one student may use any locker; no student shall a student “share” or use a locker unless his/her use of that locker is officially recorded in the assistant principal’s records. A lock rental of \$5.00 per year will be charged each student who rents a lock. All lockers and storage space are subject to being searched by school administrators. Lockers should always be locked when not in use. Locker combinations should not be given to anyone else. Money and/or valuables should not be left in a locker. Students who lose or intentionally destroy their locks will be assessed a \$5 replacement fee. If excessive trash is left in a locker at the end of the school year, a fee of \$5 will be imposed.

**Make-up work:** Students who miss school shall be allowed to make-up work. Students may make up work according to the following policy: the total number of days absent plus one. For example, if a student misses 2 days of school, the student receives 3 days to complete his/her make-up work starting with the day he/she returns to school. Students will be allowed to make up work missed due to out-of-school suspension; however, they will only be eligible for a maximum of 80% credit on this work.

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

**Medical/Illness/Accident at school:** Students who become ill or require first aid should report to the office. Only first aid treatment is given, and if needed, the school nurse will be called. If a 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 emergency numbers. **WHEN NUMBERS CHANGE, PLEASE NOTIFY THE OFFICE.** In the event of more serious illness or injury and the parents/guardians cannot be reached, child will be transported to a local hospital by ambulance, accompanied by a school staff member. Parents will be held responsible for any cost involved.

**Medical/Medication administration:** Prior to the administration of any medication to any student under the age of eighteen (18), written parental consent is required. The consent form shall include authorization to administer the medication and relieve the board and its employees from civil liability for damages or injuries resulting from the administration of medication to students in accordance with this policy. Unless authorized to self-administer, students are not allowed to carry any medication while at school. The parent or legal guardian shall bring the student's medication to the nurse, or in the absence of the nurse, to the principal's office. The student shall bring the medication to the nurse if accompanied by a written authorization from the parent and legal guardian. Medications, including those for self-medication, must be in the original container and be properly labeled with the student's name, the ordering provider's name, the name of the medication, the dosage, frequency, and instructions for the administration of the medication, especially if particular times of the day are specified. Additional information accompanying the medication shall state the purpose of the medication, its possible side effects, and any other pertinent instructions (such as storage requirements) or warnings. Medications given three times a day or less, unless ordered by the provider at specific times, will be given at home. Students who have written permission from their parent or guardian and a licensed health care practitioner to self-administer either an asthma inhaler or auto-injectable epinephrine, or both, and who have a current consent form on file shall be allowed to carry and self-administer such medication while in school, at an on-site school-sponsored activity, while traveling to and from school, or at an off-site school-sponsored activity. Students are prohibited from sharing, transferring, or in any way furnishing their 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 shall provide the school with the appropriate medication which shall be immediately available to the student in an emergency. Non-prescription medication from home may be given to students upon the decision of the nurse/principal. If it is to be given every day, we must have a doctor's order on file. Parents must bring the medication in the original container, clearly labeled, age specific and accompanied by a written authorization form signed by the parents or legal guardians that include the student's name, the name of the medication, the dosage, and instructions for administration of the medication. Tylenol will not be dispensed for minor complaints such as: headaches, cramps unless provided by the parent/guardian with a signed medication release. The school shall not keep outdated medications or any medications past the end of the school year. Out-of-date medications not picked up by the parent will be disposed of with a witness present.

Failure to follow the medical/medications administration policy can result in a minimum penalty of verbal reprimand to a maximum penalty of expulsion.

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

**Medical/head lice:**

The presence of lice and/or viable nits in the school environment poses a serious concern to fellow students, parents, and to school staff. For the well-being of all concerned, students with head lice and/or viable nits will be excluded from school until properly treated and all viable 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.

**Medical/field trips:** Students with chronic illnesses requiring medications prescribed by their physician, such as an inhaler for asthma, must have the medication at school to be allowed to go on field trips. 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.

**Off-campus activities:** All off-campus activities must have the approval of the principal and be chaperoned by faculty member(s).

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

**Parent involvement plan (MHS):** Marion High School understands the importance of involving parents and the community as a whole in promoting higher student achievement and general good will between the school and those it serves. Therefore, Marion High School shall strive to develop and maintain the capacity for meaningful and productive parental and community involvement that will result in partnerships that are mutually beneficial to the school, students, parents, and the community. 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.msds3.org](http://www.msds3.org).

**Parent-teacher conferences:** Parents should feel free to telephone or visit the principal's office. Parents and school personnel should have open communication regarding the education of students. If a parent desires a personal conference with a teacher, it should be arranged through the principal's office.

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

**Pledge of Allegiance:** In accordance to Act 1333 of 2003, all public schools in Arkansas are required to recite the Pledge of Allegiance and observe a minute of silence at the beginning of each school day.

## **RANDOM CHEMICAL SCREEN POLICY**

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

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

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

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

**Whom this policy affects:** Students in grades 9-12 who park in school district parking are required to be in the random pool for drug screening. Also, students who wish to participate in Arkansas Activities Association regulated programs for grades 7-12 are required to be in the drug screen pool. These activities are as follows: Football 7-12; Baseball 7-12; Basketball 7-12; Golf 7-12; Track 7-12; Tennis 7-12; Cross Country 7-12; Volleyball 7-12; Softball 7-12; Soccer 7-12; Band 7-12; Choral Music 7-12; Student Council 7-12; Speech/Debate 7-12; FBLA 7-12; FCCLA 7-12; National Honor Society 7-12; SkillsUSA 7-12; HOSA 7-12; Theater 7-12; Cheerleading 7-12; Art 7-12; Quiz Bowl 7-12; and any other organization formed that is regulated by the Arkansas Activities Association.

### **Procedures for Students**

**Consent:** Prior to participation in the above activities and prior to being issued a student parking pass, both the student and the student’s parent or guardian shall consent in writing to the district’s random drug testing program. No student shall be allowed to participate or park without completion of the permission form. Students not involved in activities may be allowed to voluntarily participate in the testing pool with a consent form signed by the parent.

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

the selection process, and assuming direct observation of the process by the least intrusive means possible while assuring brevity and privacy.

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

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

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

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

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

## **Penalties**

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

### **Penalty: 1st positive screen**

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

### **Penalty: 2<sup>nd</sup> positive screen**

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

**Penalty: 3<sup>rd</sup> positive screen**

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

**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.

**School Closing (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.msdd3.org](http://www.msdd3.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
- KAIT Channel 8

**School insurance:** The school provides insurance coverage for all students involved in interscholastic sports; however, this coverage is written as excess coverage and is secondary to any existing insurance.

**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:

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).

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 the 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.

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 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.

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.

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

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

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

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

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

**Student organization membership:** Students have the right to join an existing club and shall not be restricted from membership on the basis of race, sex, national origin

or other arbitrary criteria. The administration will register any group organized for a purpose not prohibited by law and whose purposes are consistent with the purposes of Marion High School, provided such group submits a list of members, a constitution and bylaws, and the constitution and bylaws of any off-campus organization with which it is affiliated. A student must adhere to the constitution and bylaws in order to be considered a member.

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

**Student vehicles:** Students who have completed the required office documentation for driving and parking a vehicle on campus may drive their vehicle(s) to school. Vehicles driven to school shall be parked in the area designated for student parking. Students are not permitted to loiter in parking areas and are not to return to their vehicles for any reason unless given permission to do so by school personnel. It is understood that there is no expectation of privacy in vehicles in parking areas. Drivers of vehicles parked on a school campus will be held accountable for illegal substances or any other item prohibited by district policy and found in their vehicle. Any student parking a vehicle on campus is granting permission for school or law enforcement authorities to search that vehicle.

**Student parking:** Students in 9th, 10th, 11th, and 12th grades may drive automobiles to school provided they have a valid state driver's license and register the vehicle in the office. All vehicles must have a school-issued parking tag (available for a \$10 fee) appropriately displayed on the vehicle. Students must park in an assigned lot and must not park in faculty parking spaces. If parking pass requests exceed limits of the parking lot, a provisional tag will be issued for parking in the football visitors' parking area. All vehicle operators must comply with the following regulations, or their privilege of parking a vehicle on the school campus may be suspended.

1. Abide by the posted speed limit.
2. Comply with parking regulations.
3. Avoid overloading vehicles.
4. Avoid speeding and/or reckless operation of vehicles.
5. Do not enter the parking lot during the school day unless leaving school or with permission from the office. (Any student who enters the parking lot under other conditions will be assigned Saturday School or suspended from school.)
6. Do not sit in the car on the parking lot before and after school.
7. Do not park in faculty/staff reserved parking spaces (designated by red lines).

**Surveys/Questionnaires administered to students:** The Marion School District will not administer or permit to be administered a questionnaire or survey that requests or requires a student to supply any personal identifying information, unless

written permission is obtained from the student's parent or legal guardian prior to the administration of the questionnaire or survey. Personal identifying information includes a student's name, the parent's name or any name of a family member, the address, phone number, email address of the student and his family. A personal identification number such as social security number, driver's license number or student identification number will be acceptable.

**Telephones:** Office telephones are not to be used by students for personal calls. A student will not be called from class to answer the phone unless the call is an emergency. Office personnel will not take personal messages for students unless it is deemed an emergency. If it is necessary for a student to use the telephone during class time, the student must acquire a written pass from a teacher containing the student's name, the teacher's name, the date, and the time. Office personnel may then give the student permission to use the telephone.

**Textbooks:** Textbooks are furnished by the state and are issued to students upon enrollment. Students must pay for any lost or damaged textbooks before a report card or transcript can be issued. Penalties for lost books or books damaged beyond repair are full price for new books and half price for used books.

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

## SPECIAL PROGRAMS

### Athletics

**Athletics/academic eligibility:** Students who participate in interscholastic activities required by the Arkansas Activities Association must meet specific academic requirements to be eligible. Marion school activities that must comply with these requirements are athletics, band, choral music, cheerleading, and all interscholastic competitive events in vocational education. To be eligible to participate, a student must have passed four academic subjects the previous semester and earned a grade point average of 2.0 or better. A student who passes four academic subjects but does not have a 2.0 GPA may continue to participate provided the student enrolls and is active in the Supplemental Improvement Program in accordance with the Arkansas Activities Association and Arkansas Department of Education guidelines.

**High school athletic awards:** Coaches will determine athletic awards based on the following:

1. A player must be in good standing relative to the Marion School District policy and specific sport criteria.
2. Junior varsity/B games are not considered when calculating letterman awards.
3. A player who quits or does not finish the season because of discipline, academics, or failure to adhere to district policy is not eligible for athletic awards.

4. A player who, in the coach's judgment is bound to letter but does not meet the criteria because of injury, may receive a letter if he/she remains in good standing in all other regards.

5. Students who transfer into Marion School District having lettered in their previous schools are eligible for Marion athletic awards.

6. Athletes who do not meet the sports-specific criteria for a letter but have met all other requirements may be awarded a participation letter — "M" without bar.

**Patriot Awards** will be determined based on the following:

1st year award: A Marion "M" letter patch. Students receive one "M" during their high school career. As they letter in additional sports, bars and sports symbols will be provided. Students will be allowed to purchase a jacket selected by the school administration in the school's colors.

2nd year award: plaque

3rd year award: blanket

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

**Conference Champion and State Champion** will be provided by the district.

Sports Criteria for letterman awards:

1. Volleyball: participate in 1/5 total games, not matches
2. Football: participate in 1/2 of total in-season quarters
3. Golf: qualify for conference tournament
4. Tennis: win three conference matches or qualify for district tournament
5. Cross Country: place in conference meet
6. Basketball: participate in 1/2 of total in-season quarters
7. Track: average one point per meet
8. Baseball: participate in 1/5 of the total in-season innings
9. Softball: participate in 1/5 of the total in-season innings
10. Soccer: participate in 1/2 of the in-season games

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

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

**Quitting a team during a season:** Any athlete who quits a sport while that sport is "in season," (season is defined as anytime between the first and last contests) will be assigned to study hall for the remainder of that season. The athlete will not be allowed to

participate in the scheduled practices for upcoming sports until the current sport that he/she quit is completed.

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

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.

#### **Attendance regulations for Athletic Events:**

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.
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 should be in the bleachers unless en-route to the concession stand, the restroom, or the exit. Students are not to loiter in the restrooms, concession area, ramps, etc.
6. Fans/students are to adhere to all Marion School District and AAA guidelines: those choosing not to do so may be required to leave without refund.

**Excusing students to attend extracurricular events:** Students may be excused to attend state-level competitive events in support of a Marion High School activity provided the following:

1. Parent permission is given before the student is absent.
  2. The student is not on any type of probation for discipline or academic reasons.
  3. The student must inform teachers of the intent to be gone.
  4. All work due during the proposed absence must be turned in before leaving or on the first day in attendance upon return.
  5. Tests scheduled during the absence must be taken immediately upon return, according to the teacher's schedule.
  6. While absent, the student must attend all designated games/activities and sign in with the administrator present at the event (principal or athletic director).
- If one or more of the above criteria is not met, the student's absence will be considered unexcused.

## **ALTERNATIVE LEARNING ENVIRONMENTS**

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

#### Alternative Education Placement Team

Student placement into the ALE shall be determined by a team that includes a school counselor, the ALE director or the school's principal, a parent or legal guardian, and a regular classroom teacher. Placement will not be based on academic problems alone. Qualifying students must exhibit two or more of the characteristics outlined in this section.

- Disruptive behavior
- Dropping out from school
- Personal or family problems or situations
- Recurring absenteeism
- Abuse (physical, mental, or sexual)
- Frequent relocation of residency
- Homelessness
- Inadequate emotional support
- Mental/physical health problem
- Pregnancy
- Single parenting
- Ongoing, persistent lack of attaining proficiency levels in literacy or mathematics

#### Agreement Outlining Responsibilities

Once there is a placement into the ALE, a written agreement shall be developed involving the parent or guardian, the teacher or the ALE Director, and the student that outlines the responsibilities of each party.

While placement into the ALE is expected to be at least a semester in length, in some instances it could be less. However, at no time shall a student be served fewer than twenty days. Placements for some students shall be for the entire year if so ordered by the school board. Exiting the program can be initiated by the ALE staff, a parent, guardian, or the student, if age 18. Adequate progress must be documented by the ALE administrator before approval of exiting the program and returning to the regular school program will be granted.

Legal References: A.C.A. § 6-20-2305(b)2; A.C.A. § 6-48-102, 103

ADE Rules Governing the Distribution of Student Special Needs Funding and the Determination of Allowable Expenditure of These Funds – 3.01, 3.05, 4.00, and 8.0

### **GIFTED AND TALENTED PROGRAM SERVICES**

The Talent Enrichment and Acceleration-Marion (TEAM) Program provides special services to students who show above-average ability, creativity, and task commitment.

Students may be referred at any time by anyone – including themselves. Referrals are accepted at any time and will be processed in a timely manner. School counselors forward the required information to the TEAM coordinator for evaluation by a staffing committee.

Kindergarten through third grade: (Not identified) All students receive differentiated instruction for a minimum of 30 minutes per week for lessons and mini-units, designed and taught by a certified GT teacher and by regular classroom teachers in conjunction with the GT-certified teacher. This TEAM teacher provides technical assistance and staff development opportunities, and assists in documenting activities which promote critical and creative thinking. The TEAM teacher also collects data for future identification purposes. A carefully-documented scope and sequence is on file in the coordinator's office.

Fourth-fifth grade multiple services: Students who are identified for multiple services are placed in heterogeneously-grouped, home-based classrooms. For approximately two or three hours during the day, these students leave the home base to receive services through homogeneous grouping in a TEAM classroom where content, process, and product are differentiated in basic subject areas. Content area enrichment activities are provided as needed in the home-base classroom for the remainder of the day. Curricular areas may be compacted and/or combined to allow for the holistic development of broad concepts. Students are encouraged to explore their own interests in both the basic and the special curricular units developed for them by their teachers. TEAM teachers (4-5) are certified by the state to teach gifted and talented students or are working on certification.

Fourth-fifth grade content area enrichment: Students who are identified as having special needs in one or two content areas are placed in heterogeneously grouped home-based classrooms. In the home-based classroom with consultation or in the TEAM classroom with direct services from the TEAM teacher, these students receive at least 150 minutes per week of subject area enrichment/acceleration where content, process, and product are differentiated. Emphasis on open-ended activities and multi-optional products allows students to develop concepts holistically rather than concentrating on sequential parts and structured outcomes. Students are encouraged to explore their own interests in the special curricular units developed for them by their teachers.

Sixth-twelfth Pre-AP and AP English, math, social studies, and/or science: Students who are identified as having above-average ability, above-average creativity, and above-average task commitment are identified for TEAM multiple services or specific content areas. These students are served in heterogeneously-grouped classes at each grade level. Students may elect to take Pre-AP and/or AP class work in English, science, math, and/or social studies. A list of secondary courses considered advanced for each grade level can be obtained by calling the GT coordinator or the counselor at the school. Teachers of these classes have attended a GT content area certification workshop, pre-AP training, or a 5-day AP College Board Institute every five years. The curriculum is differentiated by the process skills of critical thinking, independent research, and personal growth deemed appropriate for identified gifted and talented students.

### Transfer GT Students

Transfer students who have been identified for GT services in their previous school will be staffed for TEAM services by a school site staffing committee composed of the following people: GT coordinator, school counselor, certified GT teacher, and regular

classroom teacher(s). Prior to staffing, identified elementary GT transfer students will have been placed in the cluster grouping for a nine week period. Secondary GT transfer students will have attended classes in the Marion School District for a nine 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 our school site during the nine week period.

## **SPECIAL EDUCATION CURRICULUM PLAN**

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

- a. Mentally retarded
- b. Emotional disturbance
- c. Specific learning disability
- d. Speech/language impairment
- e. Hearing impairment (including deafness)
- f. Orthopedic impairment
- g. Visual impairment (including blindness)
- h. Traumatic brain injury
- i. Autism
- j. Other health impairments
- k. Multiple disabilities
- l. Deafness/Blindness

Special education is designed to deliver to these children the extra help needed to overcome or alleviate the learning difficulties posed by the presence of such disabilities. Special education consists of a series of strategies by which individual learning needs are assessed and services planned and carried out to meet these needs. The form that special education takes depends on the individual child. Referral of a child with a suspected disabling condition is made to the principal of the school in which the child is enrolled. Written referral may be made by the child's teacher, other school or district educational personnel, the child's parent, or any other person with relevant knowledge about the child. Any information that would assist in determining the nature of the child's learning problems and which is presently available should be included with the referral form. Such information in district files may include the screening inventory; home or classroom behavior scales; existing medical, social, educational data; and/or samples of the child's work. Within seven (7) calendar days of receipt of the referral, the principal or principal's designee sets a date for a referral conference and sends a written notification of referral and referral conference date to the parents. Referral conferences must be held within the maximum of twenty-one (21) 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 IEP.

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 the 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 current educational placement pending the outcome of the appropriate review procedure.

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

Revised by School Board: April 22, 2010

**Discipline for Eligible Students with Disabilities:** Under the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973.

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

1. Where in-school discipline or short-term suspension (10 school days or less) is involved, the school may remove a student with disabilities for a disciplinary infraction without it being considered a change of placement.

2. If the student has been subjected to a series of removals that constitute a pattern because the series totals more than 10 school days in a school year, the school determines on a case-by-case basis whether a pattern of removals constitutes a change of placement. This determination is subject to review through due process and judicial proceedings.
  3. After a student with a disability has been removed from his/her current placement for more than 10 school days in the same school year, during any subsequent days of removal, the school must provide services so as to enable the student to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting IEP goals.
  4. The Gun-Free School Act (GFSA) applies to students with disabilities. However, this act must be implemented consistent with IDEA and Section 504 of the Rehabilitation Act of 1973.
  5. For students with disabilities who are not eligible for services under IDEA but who are covered by Section 504 and are expelled in accordance with the GFSA, educational services may be discontinued during the expulsion period if non-disabled students in similar circumstances do not receive continued educational services.
- Revised by School Board: April 22, 2010

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

### **Parents' Rights**

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

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

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

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

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

“The terms ‘limited English proficiency’ and ‘limited English proficient,’ when used with reference to an individual, mean an individual-

(A) who-

(i) was not born in the United States or Alaska Native or whose native language is a language other than English and comes from an environment where a language other than English is dominant; or

(ii) is a Native American or Alaska Native or who is a native resident of the outlying areas and comes from an environment where a language other than English has had a significant impact on such individual's level of English language proficiency; or

(iii) is migratory and whose native language is other than English and comes from an environment where a language other than English is dominant; and

(B) who has sufficient difficulty speaking, reading, writing, or understanding the English language and whose difficulties may deny such individual the opportunity to learn successfully in classrooms where the language of instruction is English or to participate fully in our society.” (Office of Bilingual Education and Minority Language Affairs)

#### 1. Home Language Survey

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

#### 2. Language Minority Students

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

#### 3. LEP Identification and Planning

a. Students may present LEP records from another school or institution for the immediate development and implementation of an LEP Plan.

b. Students may also be identified LEP as the result of on-site English language assessment with results that are below proficient.

c. Counselors and teachers of students identified for LEP services will write an educational plan to shelter instruction for the remainder of the school year. Parents and the student will be included in this process. The plan will be updated annually.

d. Exit from LEP services: All LEP students will take the Arkansas administration of the MAC II each spring. No students will be exited from LEP services in the spring semester prior to MAC II testing. If MAC II results show that a student has become proficient in English, the student will be exited from LEP services in the fall of the next school year.

e. Students who are deemed by the planning committee to be unable to participate in the regular administration of the end-of-year state assessment will participate in the Portfolio Benchmark Assessment. This exception must be written in the student's LEP plan.

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

## **ADDITIONAL SERVICES/PROGRAMS**

### **LIBRARY: SELECTION OF MATERIALS**

#### **I. Philosophy and Objectives**

- a. It is the function of the school library to provide books, periodicals, audiovisual materials, and other resource materials necessary for the fulfillment of the curriculum and for independent study and recreational reading of students.
  - b. The selection of books and materials shall be guided by the following high principles expressed in the American Association of School Librarians' School Library Bill of Rights:
    - i. To provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities, and maturity levels of the pupils served.
    - ii. To provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards.
    - iii. To provide a background of information that will enable pupils to make intelligent judgments in their daily lives.
    - iv. To provide material representative of the many religious, ethnic, and cultural groups and their contributions to our American heritage.
    - v. To place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive collection appropriate for the user.
- II. Selection of Materials
- a. Responsibility for selection: The Marion Board of Education is legally responsible for all matters relating to the operation of the Marion School District. The responsibility for the selection of instructional materials is delegated to professionally trained personnel. The suggestions of the administration, faculty, students, and parents will be considered in the selection process. Final decision on purchase rests with the professional personnel in accordance with the formally adopted policy.
  - b. Contents of the existing collection and needs of the curriculum are to be considered in planning for purchase of materials. Reputable, unbiased professionally prepared selection aids shall be consulted as guides. Recognized reviewing sources shall be utilized as available. No one publication need determine selection, and the critical opinions of reviewers should be checked against each other. Examination of books and previewing of audio-visual materials should be utilized whenever possible. In the absence of reviews, the judgment of professional personnel shall be the basis of decision. The word *materials* as used in the policy includes books, periodicals, pamphlets, pictures, maps, films, recordings, and other materials used by pupils and staff in fulfilling the curriculum requirements of the school.
- III. In selecting materials, the following evaluation criteria may be considered:
- a. The needs of the professional staff, the school, and the community.
  - b. The needs of individual students by providing a wide range of materials on all appropriate levels of difficulty with a diversity of appeal.
  - c. The content and value of the work as a whole, using the criteria:
    - i. Overall purpose
    - ii. Timeliness of purpose
    - iii. Importance and suitability of subject matter
    - iv. Quality of the writing or production

- v. Readability and potential user appeal
  - vi. Authoritativeness
  - vii. Reputation and significance of the author/artist/composer producer, publisher, etc.
  - viii. Validity, accuracy, and objectivity
  - ix. Format and price
- d. Procedure concerning challenged materials: Review of the questioned materials should be treated objectively, unemotionally, and routinely. If any material is challenged by an individual or a group and cannot be resolved verbally between the parties involved at the time the objection is registered, the following procedure shall be used:
- i. The person who received the verbal objection shall notify the principal of the school.
  - ii. If the objection cannot be resolved verbally by the principal, a Request for Review form shall be completed by the complainant, if he/she elects to pursue the objection further.
  - iii. Upon presentation of the completed review form, a committee to re-evaluate the materials shall be appointed by the superintendent. It shall consist of one teacher of the subject concerned, one media center director, one building-level administrator, one parent of a student in the school involved, and one district- level administrator.
  - iv. The committee shall
    - 1. Read and review all materials that are questioned.
    - 2. Check the general acceptance of the materials by reading reviews.
    - 3. Weigh values and faults against each other and form opinions based on the materials as a whole and not on passages pulled out of context.
    - 4. Discuss the material and make a decision regarding its future status which will be one of the following:
      - a. Return material to circulation.
      - b. Limit availability of the material.
      - c. Withdraw material from circulation.
      - d. Provide provision for appeal.
- IV. 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 MSD website.) Legal Reference: A.C.A. § 6-25-101 et seq. Approved by School Board: April 28, 2011

## **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 that no longer meet the selection criteria, that have not been used recently, or that are too worn to be economically repaired shall be withdrawn from the collection and discarded.

## **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 discarded 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.

## **TRANSPORTATION**

Students who live more than 2 miles from the school they attend may be transported by bus to school. **Riding the bus is a privilege!** Students may lose this privilege for misconduct. Parents are responsible for transporting K-12 students who have been suspended from the bus. Minimum punishment for bus misconduct is warning/conference. Maximum punishment for bus misconduct is a student being denied transportation for remainder of the school year.

Parents who have questions/complaints/concerns about the bus may not stop the bus while on the route to discuss the problem. Problems should be addressed by contacting the principal of the school your child attends or the central office.

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

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

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

- Observe same conduct as in the classroom.
- Be courteous— use no profane language.
- Do not eat or drink on the bus.
- Do not use a cell phone while on the bus.
- Keep the bus clean.
- Cooperate with the driver.
- Do not use tobacco or electronic smoking devices.
- Do not be destructive.
- Stay in your seat.
- Keep head, hands, and feet inside the bus.
- Show student ID upon request.

1. The bus driver is authorized to assign seats.
2. When loading on a bus, there should be a single file line and no crowding.
3. The bus driver is at all times in charge of his/her bus.
4. Students are not permitted to get on or off the bus except at the regular stop.

5. When a bus is late arriving at school, students are to go to the office and check in. They will be issued a pass to class and will not be counted tardy.
6. No bus student is allowed to leave campus after arriving at school in the morning or prior to boarding the afternoon buses for departure from school.
7. Any student guilty of using offensive language or projecting offensive conduct in any way against a school bus driver may be prohibited the privilege of riding a school bus, with the prohibition being determined by the administrator.
8. Misconduct on the bus will be reported to the administrator by the bus driver and may result in the suspension of bus riding privileges for a specified period of time, or in other disciplinary action.

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

*For Additional Information, Contact:*

**Marion School District**

**200 Manor**

**Marion, AR 72364**

**Dusty Duncan 739-5100**

**Kenny Phillips 739-5190 Bus Regulations**

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