

Marion High School Family-Student Handbook

2010-2011

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The mission of the Marion Independent School District is to prepare all students with the skills required to enter future adult roles and become effective citizens, productive workers, informed consumers, and responsible family members.

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This will be added when final formatting is completed.

Welcome!

Students of Marion High School,

Welcome to the home of the Marion Indians and the 2010-2011 school year. Our goal is to continue to build a tradition of academic excellence, a school in which the entire community can continue to take great pride in. We strive for a learning environment in which the students work hard, do the best they can, and develop a sense of satisfaction in their duties.

This is a guide and a reference for when you need it, but the key to a good school experience is not this handbook. The real key is for each and every student to approach the year with a positive attitude and a commitment to taking advantage of the large number of academic and activity opportunities available to you. By being actively involved and committed to excellence, you will have a successful co-experience.

Our school welcomes you to its student body and hopes that you will always be conscious of its traditions and requirements. With everyone working together—students, parents, teachers and administrators—we will make a difference. Our school will be whatever we make it!

Best wishes for the year!

Greg Thomas, Ph.D.
Principal

Marion High School Staff

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JURISDICTIONAL STATEMENT

This handbook is an extension of board policy and is a reflection of the goals and objectives of the board. The board, administration and employees expect students to conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others. Students may not use abusive language, profanity, or obscene gestures or language.

This handbook and school district policies, rules and regulations are in effect while students are on school grounds, school district property or on property within the jurisdiction of the school district; while on school-owned and/or school-operated buses or vehicles or chartered buses; while attending or engaged in school activities; and while away from school grounds if the misconduct directly involves students or staff. School district policies, rules and regulations are in effect 12 months a year. A violation of a school district policy, rule or regulation may result in disciplinary action and may affect a student's eligibility to participate in extracurricular activities whether the violation occurred while school was in session or while school was not in session. Students are expected to comply with and abide by the Marion Independent School District's policies, rules and regulations. Students who fail to abide by the school district's policies, rules and regulations may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the rights of other students to obtain their education or participate in school activities; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to removal from the classroom, prohibition from participating in extracurricular activities, including athletics. The discipline imposed is based upon the facts and circumstances surrounding the incident and the student's record.

EQUITY STATEMENT

It is the policy of the Marion Independent School District not to discriminate on the basis of race, creed, color, gender, national origin, religion, age, marital status, sexual orientation, veteran status, or disability, in its educational programs, activities, or employment practices. If you believe you (or your child) have been discriminated against or treated unjustly at school, please contact Cindy Diouf, Equity Coordinator, at 377-4691.

DISCRIMINATION PROHIBITED

Federal Section 504

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a disability in any program receiving federal financial assistance. The Marion Independent School District has the obligation, under Section 504 to identify, evaluate, and, if the student is determined to be eligible, to afford access to appropriate educational services. If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer.

STATEMENT REGARDING THE HOMELESS

The Board of Directors of the Marion Independent School District is responsible for locating and identifying homeless children and youth who are “found” within the district. A “homeless child or youth of school age” is defined as one between the ages of 5 and 21 who lacks a fixed, regular and adequate nighttime residence and includes a child or youth living on the street, in a car, tent or abandoned building or some other form of shelter not designed as a permanent home; living in a community shelter facility; or living with nonnuclear family members or friends who may not have legal guardianship over the child or youth of school age. The district shall make available to the homeless child or youth all services and assistance including, but not limited to, compensatory education, special education, English as a second language, vocational courses or programs, programs for gifted and talented, health services, and food and nutrition programs, on the same basis as those services and assistance are provided to resident pupils.

GRADUATION REQUIREMENTS

Class of 2010 and beyond will be required to complete 28 total credits (16 required and 12 elective credits). Required credits include:

English	4 credits including English I,II,III, American Literature I&II, English IV Gen/College, AP English I, II, III
Math	3 credits required including Money Math Matters
Social Studies	3 credits including Global Studies, American History and American Government and 1 social studies elective
Science	3 credits including Gen. Science I (Motion), Gen. Science II (Matter), and Gen. Science III (Waves), Human Biology OR Botany/Zoology and 1 science elective is required
Physical Education	2 credits Physical Education required to graduate. Credit is earned at the rate of ½ credit per school year for each student, unless excused because of documented medical or religious reasons or academic course conflict.
Health	½ credit Class of 2011 and beyond must take one (1) term of Health in addition to the Physical Education requirement.
Life Skills	½ credit of Teen Insights is required

Students in grade 9 and 11 who score below the 41st percentile of the reading comprehension segment on the ITED testing, based on National norms, will be required to take two terms of Reading Lab during Terms 3 and 4. This becomes a graduation requirement. This is in addition to the English requirements.

Students in grade 11 that perform below the 41st percentile during their sophomore and junior years on the Concepts and Problem Solving section on the ITED testing and who score 60 percent on items deemed essential skills on the district math assessment will be scheduled in the Essential Math course that focus on those skills during their senior year.

HUMAN GROWTH AND DEVELOPMENT POLICY

The school district provides students with instruction in human growth and development. Parents may review the human growth and development curriculum prior to its use and have their child excused from human growth and development instruction. Parents should contact the principal if they wish to review the curriculum or to excuse their child from human growth and development instruction.

PASS/FAIL OPTION

Marion High School students in grades 10-12 may enroll in designated courses on a credit/no credit basis. In order to participate, the student must be on track for graduation and the course cannot be one of the **core courses** required for graduation. Students taking **elective** classes on a credit/no credit basis in the designated areas of English, Math, Science, Social Studies should be considered for the Honors Program. Students taking Foreign Language courses (1,2, and 3) on a credit/no credit basis will not be eligible for the Honors Program. The selected course will not be included in determining G.P.A. Students may take one course per term on a credit/no credit basis and must pick up a request form from the Student Services Office and return the request form no later than the Friday after Parent/Teacher Conferences per current term. (9th grade students are **NOT** eligible.)

P.E. WAIVER

A P.E. waiver can only be granted for students who are taking rigorous classes in the core areas: English, math science and social studies. Any open block or elective would not qualify for a P.E. waiver. See Mrs. Grant or Mr. Kettman if you have questions. The final approval rests with the administration.

ATTENDANCE POLICY

Attendance at school on a regular basis is an extremely important ingredient for success in school. Poor attendance invariably lowers achievement. Regular attendance and a sense of responsibility are important to every job. Students should be in attendance at school every day. A student should be absent no more than three (3) days per term (9 weeks), or a total of twelve (12) days per school year. Anything more than this will be considered excessive absence and may result in revocation of various privileges as designed within our system. Every effort should be exercised on the part of the parents and students to assure that regular attendance and compliance with our policies are strictly adhered to. Excessive tardies and/or absences may result in the school notifying the Linn County Attorney office related to compliance to Compulsory Attendance laws. In addition, if a pattern of tardies or absences becomes apparent, a student may be put on an attendance contract, dropped from the class or be transferred to an alternate school setting.

CHECK IN

All students arriving after the start of the school day **MUST** check in the office before going to class.

EXCUSED ABSENCE

A student absence which occurs with parent notification (phone call or written note) on the day of the absence/within 24 hours and with the approval of school administration is excused. If you leave a message on the answering machine between 3:30 pm and 7:30 am, you must identify your child's name and the reason for the absence. The health department is tracking illnesses, so please identify the illness, if applicable, when you call or we may have to return your call to obtain further information.

UNEXCUSED ABSENCE

All absences not noted as excused will be considered unexcused. Students missing one block without a valid acceptable reason or leaving school grounds or arriving 20 minutes or more after the beginning of a block without administrative permission will be considered unexcused.

1 st Offense	2 hours of restitution
2 nd Offense	4 hours of restitution
3 rd Offense	1 day suspension and Parent/Guardian notification
4 th (or more) Offense	Students will meet with administration/student services; failing and dropping the course will be reviewed.

TRUANCY

If a continuous pattern (8 per term) of unexcused absences occur for a student of compulsory attendance-age, truancy charges will be filed with local law enforcement.

TARDY

A student not in the classroom when the classroom bell rings is considered tardy. Tardies will be given to students arriving to class after the bell has sounded. The following procedure must be followed when a student is late or if a student is tardy. He/she must report directly to the office where he/she will be issued a late slip and sent to class. Failure to check in when late to school will result in restitution. **All** tardies count toward student totals. Tardies will be counted on a term-by-term basis and handled as follows:

0-2 tardies	no consequence
3 tardies	1 hour restitution (per tardy)
4+ tardies	2 hours restitution (per tardy)

7+ tardies

Student will meet with administration/student services; failing and dropping the course will be reviewed.

ADMIT SLIPS

If a student is absent from school or a respective class, an admit slip is required to attend any class upon return to school. Students are to pick up admit slips prior to the start of class that day. **(Please make sure slips are picked up before 8:20 a.m.) Students who are late for class or are sent back out of class to obtain an admit slip will receive a tardy.**

LEAVING THE BUILDING

Students are not to leave school during regular school hours without first obtaining permission from the principal's office. Leaving school without permission will result in a restitution or suspension. If you are ill, the school must notify and get permission from a parent/guardian (or other responsible adult listed on the student emergency card) before allowing you to go home. Students returning to school from a medical, dental, or other appointment must first check into the office and obtain an admit pass before returning to class. Two hours of restitution will be assigned per offense.

CLOSED NOON HOUR

The high school has a "closed" noon hour. This means that every student, except those seniors and juniors who have 3rd Block as their open block, must remain in the building or in close proximity to the front entrance during the noon hour. Students are not to be in the parking area, locker room area, P.E. area, or in the academic part of the building during their lunch break. Consequence will be 2 hours of restitution.

CONCERNS

If you have concerns regarding a situation at school, you are urged to follow this procedure:

Step 1: Contact your child's teacher to discuss the problem and possible solutions.

Step 2: If the concern is not resolved, request a conference with the principal.

Step 3: If the concern is not resolved, request a conference with the superintendent.

NURSE/MEDICATION PROCEDURES/HEAD LICE

A school nurse or health associate is on call for students at the high school. **DO NOT GO HOME ON YOUR OWN.** Any medications administered to a student during the school day must carry a label identifying the dosage and where the prescription originated. All medication is to be turned in to the school nurse's office and checked by the school nurse before it is given. All medication given at school will be recorded in a daily log in the nurse's office.

The Marion Independent School District has a written strategy on dealing with head lice. As a part of a community plan, the District will support families by emphasizing prevention, early detection and education as the best edge in controlling head lice.

Pediculosis (head lice) represents a common communicable childhood condition, an acknowledged "problem" with raising and caring for children. Community involvement is very important, and families must actively participate at home in the treatment and prevention of head lice. **Head checks should be done at home as a weekly routine for preschool and school age children.** The plan established by the Marion Independent School District is designed to be family friendly and sensitive to individual needs. Our goal is to support families and keep kids in school!

Students with signs and symptoms of head lice will be referred to the school health office for evaluation and recommendations for treatment.

This plan emphasizes comprehensive education and community involvement. Enhanced support will be offered to families. Working together, we can minimize the impact of head lice in our schools and communities.

This plan was developed after reviewing the recommendations of the Linn County Public Health Department, Iowa Department of Public Health, National Association of School Nurses, American Academy of Pediatrics and the Harvard School of Public Health.

SENIOR/JUNIOR OPEN BLOCK

Senior students who have earned privileges will be allowed to **opt out of one block** per day. Junior students who have earned privileges will be allowed **one open block** all year. Conditions for junior and senior students to qualify and keep Open Block privileges are as follows:

Good Standing Academically:

- On course to graduate
- No failing grades during the previous term

Good Standing Socially:

- No significant accumulation of discipline problems
- Excellent attendance
- No excessive tardies (4 or more tardies accumulated in all classes per term)
- No in-school or out-of-school suspensions
- No excessive absenteeism (more than 4 excused absences in a class)
- No behavior(s) considered inappropriate for Marion High School
- Schedules will not be changed based on an open block preference. Final decision will be made by the administration or their designee.

JUNIORS

Juniors who wish to have ITED tests waived as a senior must meet all of the following criteria:

- Must attend Junior Planning Night in March of junior year.
- Must have on file in the Student Services Office the result of **ONE** of the following tests by November 1st of their senior year: ACT, SAT, COMPASS or ASVAB
- Must score 40th percentile or above (NSS) on ITED testing English, Math, and Science

4 YEAR COLLEGE ENTRANCE EXAMS

ACT and SAT registration dates are posted and information is available in the Student Services Office. ACT and SAT will forward scores to Marion High School. There are local test sites and the cost is about \$31. Registration must be done through these two testing services. Students should have completed Math 3A and 3B and have been in chemistry for at least one term in order to be successful.

KIRKWOOD ENTRANCE ASSESSMENT

COMPASS test is free. Call to register at Kirkwood Community College, 398-1052, to arrange a test time at the Marion Center, Marion High School Guidance Office or the Kirkwood campus.

ARMED SERVICES ASSESSMENT

ASVAB test is free and available by contacting a local military recruiter to register.

COMPASS and ASVAB scores must be requested by the student to be sent to Marion High School Student Services Office.

This is **YOUR** responsibility to complete this task.

NO extensions, **NO** exceptions!

STUDENT CHEATING OR PLAGIARISM

If a student is caught cheating after an appropriate school investigation, he/she will receive an automatic "0" for that assignment. Consequences will be considered. If a student is caught cheating a second time in the same course, the student will be removed from the class with no credit and will be reassigned to the principal's office or designated area. In both situations, additional consequences up to and including expulsion may be considered. The degree of the cheating may result in consideration of code of conduct guidelines.

GRADUATION CEREMONY

Only those students completing all course work and meeting the graduation requirements of Marion High School will be able to participate in the graduation ceremony to receive their high school diploma. Students who are short credits will receive their Marion High School Diploma only after successfully completing all requirements. All coursework at off-site centers must be completed by May 15th of the current school year.

EARLY GRADUATION

Students who meet the graduation requirements set by the board prior to the end of their senior year may apply to the counselor for early graduation. Students must apply at least one term prior to the completion of the graduation requirements. In order to graduate early, students must have the approval of the school administration and the school board. Students who graduate early become alumni of the school district and are not allowed to participate in school activities, except for prom and graduation.

STUDENT RECORDS

Marion High School has permanent school records and a health record card for each student. A permanent record is sent to the next school when a student transfers. The school to which you transfer will request that your records be sent. Copies of the final, complete transcript are sent to a senior's choice of school at no cost. In order to facilitate the educational process of the student, records on each student are kept in the building in which the student is currently attending. The custodian of the records is the building principal. Questions regarding student records should be directed to the principal's office. The records contain information about the student and the student's education and may include but not be limited to the following types of records: identification data, attendance data, record of achievement, family background data, aptitude tests, educational and vocational plans, honors and activities, discipline data, objective counselor or teacher ratings and observations, and external agency reports. The following persons, agencies and organizations may have restricted access to student records without prior written consent of the parent of student over the age of 18 years. Any other access to student records shall be only upon written consent or upon court order or legally issued subpoena. ALL records must be checked out by signing a processing form, which must be picked up and returned to the Guidance Office.

1. School officials, teachers, and AEA personnel with a legitimate education interest.
2. Officials of other schools in which the student proposes to enroll.
3. Representatives of state and local government when auditing and evaluating Federal education programs.
4. Officials connected with a student's educational financial aid applications.
5. Organizations which process and evaluate standardized tests.
6. Accrediting organizations for accrediting purposes.
7. Parents legal guardians of dependent children, regardless of child's age.
8. Appropriate parties in a health or safety emergency.

DIRECTORY INFORMATION

Information by the school district may be released without the consent of parents. Parents will have an opportunity to deny the release of directory information without their consent in a notice stating their rights under federal law. This notice will be distributed annually. Directory information includes, but is not limited to, the student's name and address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and heights of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student and other similar information. Student records are reviewed and inappropriate materials removed periodically and, at a minimum, whenever a student moves from the elementary level

to middle school level and from middle school to high school level and when a student transfers out of the district. Parents of students under age 18 and students over age 18 may exercise the opportunity to review educational records of the student, to obtain copies of the records, to write a response to material in the record, to challenge the content of the record on grounds of inappropriateness, inaccuracy, or an invasion of privacy, and have the records explained.

GUIDANCE OFFICE

Our counselors help guide students with personal/family, academic and post-secondary (after high school) career counseling. We incorporate the “Six Pillars of Character” into our personal and academic counseling sessions, stressing the importance of character. The “Six Pillars” are: trustworthiness, responsibility, respect, fairness, caring, and citizenship. We guide them with decision making skills, how to communicate verbally and non-verbally and how to be successful. We often collaborate with the administrators and staff in order to better help the student. The students and/or parents can make an appointment with one of the counselors at any time, preferably before or after school. If it is an emergency, you may stop by at any time. If you have any questions or concerns, please contact Ann Grant or Tom Kettmann at 377-9894.

Our office is also responsible for ITED tests, report cards, senior recommendation letters, transcripts, scheduling students for classes at M.H.S. and for registering juniors and seniors for Kirkwood, Coe, Mt. Mercy college classes. Students sign up to see post-secondary (after high school) recruiters and coaches in our office. The SAT and ACT packets are available here, as well as sign up for the PSAT tests. The Kirkwood Compass tests can be taken by appointment in the guidance office.

COMPASS ALTERNATIVE HIGH SCHOOL

The compass Alternative High School is where students attend when a traditional high school is no longer working; placement at Compass typically is a result of academic, attendance or behavioral concerns that hinder the success of the student at Marion High School. If the student wants to transfer back to Marion High School, they must successfully complete no less than 4 classes and no more than 8 at the Compass Center. (Work experience is not accepted as a class if they are planning on transferring back). If a student decided to graduate from Compass, the student will need to meet the requirements of a Marion High School Alternative Diploma. This diploma will not hinder the student’s option of enrolling in post secondary institutions.

The Compass Center follows the Linn-Mar calendar. Classes are either teacher lead or are individually taken with the supervision of a teacher. Students who complete their high school coursework through Compass will be able to attend a compass sponsored graduation ceremony and will not be able to participate in the M.H.S. graduation ceremony.

If you are interested in attending the Compass Center, please contact Ann Grant or Tom Kettmann at 377-9894. They can set up a tour for you.

MARION LEARNING CENTER

Students can take classes at the Marion Learning Center with the permission of the high school administration. Classes are at least \$135 per class plus book rental. These classes are packet based. Students take classes when they are behind credits and want to catch up in order to graduate with their class. The Marion Learning Center is located at 2900 8th Avenue in Marion. They are open on Mondays, Tuesdays and Wednesdays only. The Marion Learning Center is run by Kirkwood Community College. Contact the Guidance Office if you have any questions at 377-9894.

POST-SECONDARY ENROLLMENT

The Post Secondary Enrollment Options Act allows 11th and 12th grade students who are in “good standing” to enroll part time in an eligible community college, state university, or private college/university. Students can enroll in one or more classes if they are proficient in math, reading and science, which is the 41st percentile on the ITED. Marion Independent School District will pay fees up to \$250 per course. Permission to take these courses must go through the counselors. If you receive below a C, you will be charged between \$250-\$1000. The students and family are responsible for transportation. Underclassmen who qualify for the Talented and Gifted Program are allowed to take advantage of this prior to their 11th grade year. Additional information is available through the guidance office.

MARION HIGH SCHOOL HONORS PROGRAM

Marion High School students will be eligible for the Honors Program if they meet the following criteria:

- Complete 4 credits of English (of the 8 possible courses, which constitutes 4 credits, 6 courses should be advanced, which constitutes 3 credits. Some discretion will be given to the first three credits if there are course conflicts and advanced courses cannot be taken).

- Complete 3 credits of social studies
- Complete 3 credits of math (including 1 credit of Integrated Algebra/Geometry Regular or Accelerated and 2 credits of courses of sequential difficulty).
- Complete 3 credits of Science (must include 1 credit of Chemistry **OR** 1 credit of Physics or ½ Chemistry and ½ Physics).
- Complete 3 credits of Foreign Language
- Earn a GPA of 3.5 in the core area
- Maintain a 3 year average at the 85% (Iowa Norm) on the ITED

Students fulfilling these requirements will be eligible for the Marion High School Honors Program and will be recognized at Honors Night, graduation ceremonies, and have an Honors Program designation on the diploma.

Credit/no credit courses will not be accepted for the courses in the program.

*Students can apply in the Student Services Office for the Honors program following the 3rd term of their senior year.

COURSE CHANGES

All course changes will be handled through the guidance office. Changes made will be decided on an individual basis any time prior to the start of the term for which the change is being requested for. Students who do not have a full schedule or follow the above procedures during the semester for which the change is being requested for will be given an unexcused absence for each period they miss when dealing with schedule issues. All change requests need to be done before or after school.

GRADING AND PROGRESS REPORTING

A-Superior;B-Above Average;C-Average;D-Below Average;F-Fail;I-Incomplete;S-Satisfactory.

Plus and minus points assigned for each grade:

A	4.00	C	2.00
A-	3.67	C-	1.67
B+	3.33	D+	1.33
B	3.00	D	1.00
B-	2.67	D-	0.67
C+	2.33	F	0.00

I Incompletes must be made up no later than one week following the completion of the term.

AP courses will be placed on a 5.0 scale. The overall grade point average will be calculated on a 4.0 scale.

Report cards are issued and an honor roll will be posted at the end of each term. **Students have just one week to make up incomplete work at the end of each term.** Progress notices can be sent whenever immediate information, praise or the possibility of failure needs to be made known.

MAKE-UP WORK

Make-up work is an essential part of the school process. It shall be the student's responsibility to check with his/her teachers (before or after school) as to the necessary make-up work. Should a student not complete assigned make-up work, achievement grades will reflect this. When possible, arrangements to make up work prior to the absence should be made. It is recommended that the student or parent contact individual teachers by e-mail to get missed homework on days of absences. **Unless special arrangements have been made with the instructor, all make-up work must be completed in a length of time equal to the absence plus one.**

BOOK BAGS/LOCKERS

Marion High School encourages all students to use their lockers when applicable. Book bags will not be allowed in the classroom. The size of purses and other bags carried into the classroom will be left up to the judgment of each instructor.

ELIBIBILITY FOR ACTIVITIES

Marion High School students may participate in any of the special clubs, sports or activities as long as the requirements as stated in the club's or activity's rules for participation have been met. **A student must pass ALL classes each term before he/she may participate in a public appearance of that activity. STATE GUIDELINES related to NO PASS NO PLAY will be implemented by Marion High school.** A student that is academically ineligible related to "No Pass No Play" must complete the given activity; otherwise, the full penalty will be served in the next activity. Students must be present at school by the start of the third block (11:15 am) in order to practice or participate in an extracurricular event held that day. That deadline relates to legitimate reasons ONLY—doctor appointment, important family matters, etc. Sleeping late or taking the first two periods off to rest are both unacceptable reasons for coming to school late under the 11:15 am guideline. Coaches and sponsors will and ought to adjust and control participation accordingly. If you have an activity, **BE HERE!** Make attending school on the day of an activity an absolute priority! You are a STUDENT FIRST. Attention to your academic development is our number ONE focus. Additionally, any student representing Marion High School in any school-sponsored activity is expected to conduct him/herself in a manner that is representative of the excellent reputation of respect and sportsmanship that we have established. Our high school has developed and will enforce a "Good Conduct" policy. A student that has incurred a Code of Conduct violation may not join an activity to absorb the penalty after the first practice or rehearsal. For a Code of Conduct "penalty" to be served, the student/participant must be "in" the activity the first day of practice or rehearsal. All students must be enrolled in three courses to be considered a full time student and be eligible to participate in extracurricular events.

ACADEMIC LETTER AND RED/GOLD CARD

The Academic Letter is nearly identical to the varsity athletic letter except that it has the symbolic lamp of learning prominently displayed. To receive this letter, the student is expected to maintain a 3.5 GPA for each term during the academic year.

Students will earn a RED/GOLD card based on their GPA for all four terms and their ITED percentile rank. Those students qualifying for academic awards will receive their awards at the beginning of the Fall term.

GOLD CARD

GPA 4.0 for each of four terms and 85% Iowa rank for above on ITED.

BENEFITS

1. 10 free admissions to activities
2. \$10 discount on current yearbook—must bring receipt to the office showing proof of payment prior to June 30th of current school year.
3. Free parking tag

RED CARD

GPA 3.3-3.99 for each of four terms and 75% Iowa rank or above on ITED.

BENEFITS

1. 5 free admissions to activities
2. 50% discount on parking tag

NATIONAL HONOR SOCIETY

When a student is a sophomore, he/she will have an opportunity to be part of this prestigious group, if he/she meets the following qualifications: a) must have attended Marion High School for the equivalent of one semester and have a cumulative 3.25 grade point average; b) must meet prescribed leadership and service requirements; c) must have shown a desire to support his/her school and exhibit strong character development. A faculty council of five teachers will evaluate all input and make final selections.

STUDENT BEHAVIOR AND DISCIPLINE POLICY

One of the most important lessons education should teach is discipline. While it does not appear as a subject, it underlines the whole educational structure. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people. With an understanding of the purposes of discipline in a school, you may form a correct attitude toward it, and not only do your part in making your school an effective place of learning, but develop the habit of self-restraint which will make you a better person.

The constitution of the United States and Iowa guarantees each individual due process.

The following elements of procedural due process will be present when violations of District policy require the disciplining of a student.

1. Student will be provided with accurate information regarding rules and regulations.
2. Students will be informed of the specific behavior(s) which led to the proposed disciplinary action.
3. Students will be given an opportunity to express his/her views regarding the incident.
4. Any student shall have the right to discuss the handling of his/her discipline situation with the building administrators.

RESTITUTION

Restitution is a disciplinary action. Restitution will be scheduled Monday-Friday from 3-3:30 pm throughout the school year. Failure to serve will result in further disciplinary action, including in-school or out-of-school suspension. You will be expected to bring study materials with you! Other expectations may be assigned.

SUSPENSION

(Temporary dismissal for violations of regulations and rules.)

- A. The principal/associate principal may temporarily suspend a student for a period of time for disciplinary reasons. Students who are suspended from school may need to bring at least one parent/guardian, and preferably both, for a conference with the principal. The initial length of suspension will run from one to five days. Suspensions may be out-of-school or in-school.
- B. The superintendent may extend the suspension, upon the principal's request, for a total of not more than 10 days.
- C. Re-admission of the student after short-term suspension shall be done by the building principal. Readmission after extended suspension may occur following a hearing conducted by the superintendent or designee. The purpose of this informal hearing shall be to determine the most appropriate educational program available for the student, or to consider an administrative recommendation to the Board for expulsion.
- D. Parents and students should be aware that under certain circumstances, school officials are obligated to inform law enforcement authorities of certain types of student misbehavior. In addition, legal action may be instituted against the student.

EXPULSION

(Permanent dismissal from school for violation of regulations and rules.)

- A. Whenever the superintendent or any principal deems the presence of a student as detrimental to the best interests of the school, they may temporarily dismiss him/her and recommend to the Board of Education that the student be expelled.
- B. When any student is being considered for expulsion, they or parent/guardian will be sent/given a copy of the procedure which will explain to them the guidelines and their rights pertaining to such actions. They may also request this information from the Superintendent's office at any time.

REMOVAL FROM CLASS POLICY (RFC)

Whenever a student is asked to leave any classroom for disruptive behavior and reports to the office, the following steps will be taken:

- STEP I** (1st offense) An administrative conference will occur, and due process explained clearing. Restitution assigned.
- STEP II** (2nd offense) A parent conference will be scheduled before returning to class. Restitution assigned.
- STEP III** (3rd offense) Removal from class and loss of privileges and credit. Community service for the school assigned during that block.

STUDENT LOCKERS

All lockers in the school building are the property of the Marion Independent School District and remain school property even though they are temporarily assigned to students. The lockers will be subject to inspection at any time for cleanliness, missing school property, evidence of vandalism, or for locating items of danger and contraband. Students who place such items in a locker shall be subject to disciplinary action which may include suspension or expulsion. No large sums of money or expensive personal items should be kept in lockers.

SEARCH AND SEIZURE

School authorities may, without warrant, search a student, student lockers, desks, work areas, or student automobiles based on a reasonable suspicion under the circumstances and in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students and school personnel. **Periodically, the school administration will secure the services of the Marion Police Department's Canine Unit to make searches of the school and parking lot.**

School authorities may also seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include but are not limited to non-prescription controlled substances, such as marijuana, cocaine, amphetamines, barbiturate's, apparatus used for the administration of controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons and stolen property. Possession of such items will be grounds for disciplinary action and may be grounds for reporting to local law enforcement authorities. Video surveillance may also be used.

WEAPONS IN SCHOOL

School district facilities and/or school-sponsored events are not an appropriate place for weapons or dangerous objects. This would include but not be limited to objects such as knives, facsimiles of guns, etc., as well as other objects such as broken bottles or baseball bats used to cause or threaten to cause injury. Students bringing weapons to school district facilities and/or school-sponsored events shall be disciplined up to and including expulsion.

HAZING

Hazing Iowa Code Section 708.10

Marion High School will not tolerate any acts of hazing. A person commits an act of hazing when the person intentionally recklessly engages in any acts involving forced activity which endanger the physical health or safety of a student for the purpose of initiations or admission into, or affiliation with any organization operating in connection with the school. Prohibited acts include, but are not limited to, any brutality of a physical nature such as whipping forced confinement, or any other forced activity which endangers the physical health or safety of the student.

ANTI-BULLYING/HARASSMENT POLICY

Harassment and bullying of students and employees are against federal, state and local policy, and are not tolerated by the school. MHS is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the school has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by students, school employees, and volunteers who have direct contact with students will not be tolerated in the school or school district.

The school prohibits harassment, bullying, hazing, or any other victimization of students, based on any of the following actual or perceived traits or characteristics: age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. Harassment against employees based upon race, color, creed, sex, sexual orientation, national origin, religion, age or disability is also prohibited. This policy is in effect while students or employees are on property within the jurisdiction of the school; while on school-owned or school-operated vehicles; while

attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district. If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to, and including suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures up to, and including, exclusion from school grounds. "Volunteer" means an individual who has regular, significant contact with students.

Harassment and bullying mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

- Places the student in reasonable fear of harm to the student's person or property;
- Has a substantially detrimental effect on the student's physical health;
- Has the effect of substantially interfering with the student's academic performance; or
- Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

"Electronic" means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging, or similar technologies.

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:

- Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that have the purpose or effect of causing injury, discomfort, fear or suffering to the victim;
- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Implied or explicit threats concerning one's grades, achievements, property, et. That have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or;
- Unreasonable interference with a student's performance or creation of an intimidating, offensive, or hostile learning environment.

Sexual Harassment means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits;
- Submission to or rejection of the conduct by a school employee is used as the basis for academic decisions affecting that student; or
- The conduct has the purpose or effect of substantially interfering with the student's academic performance by creating an intimidating, hostile, or offensive education environment.

The Iowa Department of Education has established a two-step procedure for investigating allegations of physical or sexual abuse of students by employees. That procedure requires the school district to designate an independent investigator to look into the allegations. The school district has designated Mike Murphy at 377-5115 as its Level I investigator and Cheryl Toppin as its Level I alternate investigator at 377-3301.

Student/Parent Resources:

1. *Take a Stand, Lend a Hand, Stop Bullying Now!* <http://stopbullyingnow.hrsa.gov>
2. *Harassment Free Hallways: How to Stop Sexual Harassment in Schools* <http://www.aauw.org/ef/harass/index.cfm>
3. *Families are Talking* www.siecus.org/pubs/families/FATNewsletterV3N3.pdf
4. *Iowa Collaboration for Youth Development* www.icyd.org

5. For youth who may be experiencing dating violence or need help escaping violent relationships, contact the Iowa Sexual Abuse Hotline for confidential support and information @ 1-800-284-7821.

CELL PHONES

In order to show respect for the educational process and for student safety, cell phones may not be used from the hours of 8:15 am-2:45 pm. If cell phones are seen in use, they may be confiscated for the remainder of the day. At times, parents may need to pick up cell phones from the high school office at the end of the school day. If a student continuously violates this policy, restitution may be assigned. If a parent or guardian needs to contact a student during school hours, they can call the high school office at 377-9891.

STUDENT DRESS REGULATIONS

The main responsibility for acceptable dress and grooming rests with the students and their parents or guardians. Students are expected to dress appropriately for school. Student dress or grooming that presents a health or safety hazard, or disrupts the educational program in any manner, will not be tolerated. The appropriateness of dress will be left to the discretion of the building principals and staff.

- All headwear (hats, caps, stocking hats, bandanas, and hoods) is prohibited during school hours.
- Sunglasses are not to be worn by anyone without a doctor's prescription.
- Clothing may not feature writing or symbols that promote drugs, alcohol, sex, profanity, gangs, violence or any other message that is disruptive to the educational process.
- Clothing or accessories with spikes are not allowed.
- Tops must have at least 1" straps on each shoulder and must cover the midriff when arms are placed at side. No shoulderless wear, spaghetti straps, halter tops, or other revealing clothing is allowed. Please make the greatest effort to be "tasteful".
- Muscle shirts and sleeveless undershirts or facsimiles are not to be worn.
- All undergarments must be covered.
- Students in violation of this policy will be asked to change or to be sent home to change. Repeat offenders may be given restitution or suspension for such violation, and time missed from class will be unexcused.

Possessing gang related material or promoting gang related activity whether directly or indirectly through drawings, signs, symbols (numeric or alpha-numeric) etc. or through recruitment or enticement.

*Gang is commonly defined as three or more persons who come together to exist for and benefit from ongoing criminal conduct that is planned and carried out by its members and has an identifiable name, sign, or symbol.

SKATEBOARDS

Skateboards may not be ridden on school property during the hours of 7:30 am-4:00 pm. Students who ride their skateboards will be warned, and the skateboard may be confiscated. If a student continuously violates this policy, restitution may be assigned.

PUBLIC DISPLAY OF AFFECTION

All students are asked to use good judgment related to public display of affection. School officials will remind students of expectations as needed. We look for student cooperation, leadership and respectable behavior associated with PDA.

Discipline infractions vary in their degree of seriousness. Therefore a corresponding degree of latitude will be given to school personnel in disciplining those involved.

PROHIBITED BEHAVIOR	CLARIFICATION	ACTION
1. Possessing and/or use of tobacco.	The possession or use (including sale or distribution) of tobacco by students is prohibited . Tobacco products in the possession of a student will be confiscated.	Step 1: 3 day suspension. Step 2: 5 day suspension. Step 3: 10 day suspension and possible recommendation for expulsion from school.
2. Possessing and/or use of alcohol, drugs, controlled substances and/or look-alike substance.	Possession and/or use of beer, alcohol, controlled substances, or look-alike substances is prohibited at school or school sponsored activities.	Step 1: 5 day suspension. Step 2: 10 day suspension and possible recommendation for referral to local law enforcement. *Severe and/or repetitious attacks will be considered grounds for expulsion.
a. Sale, distribution or transmittal of alcohol, drugs, controlled substances or look-alike substances.	a. Sale, distribution or transmittal of alcohol, drugs, controlled substances or look-alike substances is illegal.	Up to a 10 day suspension pending recommendation for expulsion from school. Local law enforcement may be notified
3. Disrespect for the rights of others.		
a. Loud & boisterous conduct;	a. Loud or boisterous conduct which disturbs the orderly and disciplined atmosphere of the school is prohibited	
b. Insubordination;	b. Insubordination is the refusal to comply with reasonable requests or directions of school personnel.	Step 1: Saturday Restitution. Step 2: 1-3 day suspension. Step 3: 3-5 day suspension and a possible recommendation for suspension or expulsion.
c. Show of intolerance or bigotry towards others.	c. Racial ethnic, religious, sexual or cultural slurs, and derogatory or disrespectful statements, images or acts are prohibited.	*Severe and/or repetitious acts may be considered grounds for suspension or expulsion.
d. Threats (i) to a student (ii) to District Personnel or visitor.	(i) Intimidation, using extortion or threatening to harm another student is prohibited.	Step 1: 1-3 day suspension. Step 2: 3-5 day suspension and a possible recommendation for expulsion. *Severe and/or repetitious acts may be considered grounds for expulsion.
	(ii) Intimidation, using extortion or threatening to harm a school staff member or visitor is prohibited.	

PROHIBITED BEHAVIOR	CLARIFICATION	ACTION
e. Physical Attack (i) students	(i) Fighting and assault are prohibited	Step 1: 1-3 day suspension. Step 2: 3-5 day suspension. Step 3: 5-10 day suspension and a possible recommendation for expulsion. *Severe and/or repetitious attacks will be considered grounds for suspension or expulsion. Referral to local law enforcement.
(ii) to district personnel or visitors	(ii) Attempting to apply or applying force to a school staff member or visitor is prohibited.	10 day suspension and a recommendation for expulsion. Referral to local law enforcement.
f. Possession or use of dangerous objects.	Students are not to have knives, guns, chemical substances, other dangerous instruments or objects that resemble dangerous instruments.	0 to 10 day suspension. Expulsion and referral to local law enforcement will be strongly considered.
g. Engaging in any activity forbidden by law that interferes with school purposes.	Students are not to make a false fire alarm, nor convey threats or file information concerning the placement of a bomb or other incendiary device. Students are not to set fire to any building, fixture or other device.	Step 1: 5 day suspension. Step 2: 10 day suspension and a recommendation for expulsion. *Severe acts will be considered grounds for a recommendation for suspension or expulsion. Referral to local law enforcement.
h. Engaging in any gang related activity	"Possessing gang related material or promoting gang related activity whether directly or indirectly through drawings, signs, symbols (numeric or alpha-numeric) etc. or through recruitment or enticement."	Step 1: 5 day suspension. Step 2: 10 day suspension and a recommendation for expulsion. *In either step local law enforcement will be contacted.
4. Disrespect for the Property of others. a. Minor malicious damage to the property of others.	Damaging the property of the school or of other individuals is prohibited. Reimbursement is required in all cases of disrespect for the property of others	Step 1: Saturday Restitution. Step 2: 1-3 day suspension. *Severe and/or repetitious acts will be considered grounds for expulsion.
b. Vandalism	Major malicious destruction of school and/or others' property is prohibited. Reimbursement is required in all cases of disrespect for the property of others.	Step 1: 1-3 day suspension. Step 2: 10 day suspension and a recommendation for expulsion. Referral to local law enforcement will be made on each case.
c. Theft	The taking of the property of the school or another person is prohibited. Reimbursement is required in all cases of disrespect for the property of others.	Step 1: 1-3 day suspension. Step 2: 5 day suspension. *Severe and/or repetitious acts will be considered grounds for suspension or expulsion. Possible referral to local law enforcement.

5. Trespassing	Students are not to be in school buildings/on school property without proper authorization.	Step 1: Warning to leave the area Step 2: 1-3 day suspension. Step 3: 3-5 day suspension. *Severe and/or repetitious acts will be considered grounds for suspension or expulsion. Possible referral to law enforcement.
6. Interfering with teaching and learning.	Any action that impedes or obstructs school purposes.	Step 1: Saturday Restitution. Step 2: 1 day suspension. Step 3: 3 day suspension *Severe and/or repetitious acts will be considered grounds for expulsion. Possible referral to local law enforcement.

SCHOOL BREAKFAST/LUNCH PROGRAM

An account and card has been issued to each student at the high school. The card is to be presented each time the student wishes to eat breakfast and/or lunch at school. If a student should lose his/her meal card, he/she is required to purchase a new card at a cost of \$5. All students must keep a positive balance in the lunch account. Those students who do not keep a positive lunch balance will not be allowed to eat school lunch.

An adult meal is \$2.80. Bringing Mc Donald’s, Subway or any other outside vendor food is prohibited.

Our district uses the School Dining System as our program for school meals. The lunch accounts are pooled together into “Family” accounts between other family members. This means when one student’s account is in the negative, the “Family” account is in the negative. You only have to send one check per “Family” account, and the funds are accessible from any or multiple buildings.

We now offer online payments. Parents have access to their student’s accounts 24 hours a day, 7 days a week through the district website at <http://www.marion.k12.ia.us>. The link is located under the Community menu item. You are assigned a Family ID number and password.

INSURANCE

The Marion Independent School District does not carry medical insurance to cover injuries to students while they are at school or while they are participating in school activities. Parents are encouraged to have their children covered with health insurance. If children are not covered by health insurance, parents may wish to purchase school accident insurance. Application forms for school accident insurance are available in each school office. The state of Iowa has a medical insurance program called “Hawk-I” for children of low income families. You may learn more about Hawk-I by calling 1-800-257-8563.

FIELD TRIPS

Field trips to certain places of educational value will be a part of some courses. Students will conduct themselves on these trips in the same manner as in the classroom. Advance make up is the student’s responsibility.

FIRE, DISASTER, AND SAFETY DRILLS

Fire, disaster, and safety drills are conducted periodically. All students must comply with the signals and evacuate classrooms and proceed to designated areas as rapidly as possible and in an orderly fashion.

In the event of a Duane Arnold nuclear plant disaster, students at MHS would be taken by bus to the Mt. Vernon Middle School.

STUDENT DRIVING

Students who drive to school do so with permission of their parents and the school. Students who drive to school must have a parking tag, which can be purchased for \$15 in the high school office. Your driving is a privilege, not a right. Any student who drives recklessly or in any way that endangers the safety of students, teachers, or the public while in transit to and from school may lose their driving privileges to school. Students should lock their cars while they are in school. The school cannot be responsible for any items stolen from cars. Students should park within the painted lines at all times. Students are not allowed to park in handicap, visitor or fire lane designated areas. Students who violate parking regulations will be fined \$5. The fine will be added to their school bill.

SCHOOL BILLS

All students are to pay school bills in the office. Be sure to obtain a receipt. School bills are to be paid during registration at the beginning of the school year. **Student bills that are not paid during the course of the year will be carried over to the next year.** All student bills must be paid prior to a student graduating from Marion High School. Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or who are in foster care are eligible to have their student fees waived or partially waived. Fines are NOT waived. Parents or students who believe that they may qualify for temporary financial hardship should inquire at registration time for a waiver form.

STUDENT ACTIVITY TICKETS

Students may purchase a student activity ticket for admission to certain school district activities. Students not wishing to purchase an activity ticket must pay regular prices to attend school district activities. Students wishing to purchase a student activity ticket should contact Mrs. Barkdoll in the high school office.

SOCIAL EVENTS

Prior to a school dance or party, students should sign his/her guest's name in the principal's office. Guests may not be accepted at all dances. No middle school students may participate at any time. No one may return after once leaving the building unless special permission is obtained from a sponsor. Misconduct will not be tolerated.

SCHOOL-SPONSORED STUDENT ORGANIZATIONS

School-sponsored student organizations are those which are recognized by the school district and board. If a suitable sponsor is not available, the activity will not be offered. Some school-sponsored activities may not be offered because of individual budget cuts. School-sponsored student organizations include:

Marion H.S. Activities

- Marching Band
- Concert Band
- Jazz Band
- Pep Band
- Winter Guard
- Drumline
- Cantorei Choir (treble voice ensemble)
- Concert Chorale (mixed voice ensemble)
- Show Choir
- Competitive Speech
- Musical/Plays
- Fall Cheerleading (Football)
- Winter Cheerleading (Basketball & Wrestling)
- Competitive Cheer
- Dance Team
- Football
- Cross Country (girls and boys)
- Wrestling
- Bowling (girls and boys)
- Track & Field (girls and boys)
- Soccer (girls and boys)
- Golf (girls and boys)
- Tennis (girls and boys)
- Softball
- Baseball

Other Groups/Clubs

- ATOMS (Science Club)
- National Honor Society
- Student Senate
- Take Charge
- Thespians
- Win With Wellness
- Speed & Agility

- Student Ambassador
- Art Shows/Fairs/Competitions

* Start dates for all activities can be found by e-mailing Corby Laube, Activities Director at claube@marion.k12.ia.us or call the Activities Office at 377-9891 X 1124.

Participation in school-sponsored student organizations is a privilege. Individual sponsors or coaches may impose rules in addition to those contained in this handbook. The privilege of participation may be suspended or canceled for violating an individual coach's or sponsor's rules as well as for violation of school district policies, rules or regulations.

ANNUAL HEARING SCREENING

Annual hearing screening during the upcoming school year will be handled by Grant Wood AEA. Routine screening is performed in grades K, 1, 2, and 5. Students in other grades may be tested if there is a known history of ear problems or if the student is new to the school. Parents who do not want their child's hearing tested will need to indicate such **IN WRITING** to the **HIGH SCHOOL OFFICE**.

VOLUNTEERING OPPORTUNITIES

Students at Marion High School who volunteer at least 160 hours can earn a prestigious Silver Cord. The silver cord will be awarded at "Honor's Night" their senior year and worn on graduation day. Volunteer hours start being accepted the summer after their eighth grade year. Hours are to be turned into Mrs. Grant in the guidance office as they are being accumulated. There are two ways to volunteer: one is to volunteer in our school district/our community, and the other is to volunteer through Mrs. Grant, taking a class for nine weeks (a term) and earning ¼ credit. All other classes are a ½ credit. If you volunteer during a class, you will obtain a volunteer experience, but you will not earn any volunteer hours.

To be eligible as a student who volunteers during a class:

1. The student must be proficient, about the National 40th percentile, in reading, math, science and social studies.
2. The student's grade point average must be at least a 3.0.
3. The student cannot be absent more than 8 times in a year (2 absences a term), and they need to have less than 2 tardies a year. Unusual circumstances will be considered.
4. 9th grade students are ineligible to volunteer.
5. The Six Pillars of Character will be taken into consideration when selecting students to volunteer during a class: Trustworthiness, Respectful, Responsible, Fair, Caring and Good Citizenship.
6. This class is a pass/fail course. Students will be expected to complete a project.

A junior/senior can volunteer during an open block and can average 65 hours per term. See Mrs. Grant if you are interested.

MHS PARENT/TEACHER CONFERENCES

On Parent/Teacher conference days, school will be dismissed at 12:55 pm. The dates listed below have been established as parent/Teacher Conference dates. Conferences are held in the "Gold" (old) Gym. No appointments are made for conferences; all teachers are available in the gym at the respective tables during conference times.

Monday, September 20, 2010 3:00-7:00 pm

Monday, November 15, 2010 3:30-7:30 pm

Monday, February 14, 2011 3:30-7:30 pm

Monday, April 25, 2011 2:00-6:00 pm

ADVISORY COMMITTEE OPPORTUNITIES

There are various opportunities for involvement in the school district through service on advisory committees. Individual buildings as well as the school district as a whole have organizations and advisory groups. At Marion High School there is a Parent Advisory Group which meets twice a year and is open to everyone. If you would like to become an active member please contact Dr. Thomas at 377-9891. Booster Clubs are another part of the supports available for fine arts and athletics. If you are interested in learning more about Athletic or Fine Arts Booster Clubs contact Corby Laube at 377-9891. There are advisory committees to which members are appointed by the board. Such committees include the Superintendent's Advisory Committee as well as the School Improvement Advisory Committee (SIAC). The SIAC committee meets a couple times a year in the evening to discuss student achievement, learn about district initiatives, receive updates on state requirements and make recommendations on district goal. The Superintendent's Advisory Committee operates in a similar manner but provides feedback without the expectations for district goal recommendations. If you would like to be considered to serve on the SIAC please contact Cindy Diouf, Director of Teaching and Learning or Superintendent Sarah Pinion if you are interested in receiving information on the Superintendent's Advisory Committee.

MEDIA CENTER PROCEDURES

1. Hours: 7:30 am-3:30 pm Monday thru Thursday
 7:00 am-3:15 pm Friday
2. Gum, food, or drinks are not allowed. Bottled water is allowed at tables only.
3. Book Loan Period: 3 weeks
4. Renewals: If book is not reserved, book must be present to renew.
5. Book fines: 10 cents per day
6. Lost Materials: Students must pay the replacement cost of lost materials.
7. Computers are to be used for educational purposes only. No game playing, e-mail, chatting or shopping.
8. Magazines: Current issues may be checked out for 1 block.
9. Printing Policy:
 - Please print only when absolutely necessary.
 - If you only find a few facts on a site, take notes.
 - Read an entire article to determine what parts you need to print.
 - Open a Word document and cut & paste in sections of text or photos that you need to print.
 - Send print jobs to the printer one time only.
 - If it doesn't print, ask an adult to find the problem.

MARION INDEPENDENT SCHOOL DISTRICT

Internet—Appropriate Use

1. Users will not use the MISD Network to access, review, upload, store, print, post, or distribute materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
2. Users will not use the MISD Network to knowingly or recklessly post false or defamatory information about a person or organization, to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
3. Users will not use the MISD Network to engage in any illegal act or violate any local, state, or federal statute or law.
4. Users will not use the MISD Network to vandalize, damage, or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software, or system performance by spreading computer viruses, or by any other means will not tamper with, modify, or change the MISD Network software, hardware, or wiring.
5. Users will not take any action to violate the MISD Network's security, and will not use the MISD Network in such a way as to disrupt the use of the system by other users nor gain unauthorized access to information resources or to access another person's materials, information, or files without the implied or direct permission of that person.
6. Users will not use the MISD Network to post private information about another person or to post personal contact information about themselves or other persons including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes, or passwords and will not repost a message that was sent to the user privately without permission of the person who sent the message.
7. Users will not use the MISD Network to violate copyright laws, usage licensing agreements, or another person's property without the person's prior approval or proper citation, including the downloading or exchanging pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
8. Users will not use the MISD Network for the conduct of a business, for unauthorized commercial purposes, or for financial gain unrelated to the mission of the school district. Users will not use the MISD Network to offer or provide goods, services, or product advertisement. Users will not use the MISD Network to purchase goods or services for personal use without authorization from the appropriate school district official.

If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy.

EXPECTATION OF PRIVACY

By authorizing use of the MISD Network, the school district does not relinquish control over materials on the network or contained in files on the network. **Users should have no expectation of privacy in the contents of any files on the MISD Network.** Routine maintenance and monitoring of the MISD Network may lead to a discovery that a user has violated this policy, another school district policy, or the law. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy.

Parents have the right at any time to investigate or review the contents of their child's files. Parents have the right to request the termination of their child's individual account at any time. The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities and activities not in compliance with school district policies conducted through the MISD Network.

LIMITATION OF SCHOOL DISTRICT LIABILITY

Use of the MISD Network is at the user's own risk. The system is provided on an "as is, as available" basis. The school district will not be responsible for any damage users may suffer including but not limited to loss, damage, or unavailability of data stored on school district diskettes, tapes, hard drives or servers, or for delays, changes in or interruptions of service, delivery errors, or non-deliveries of information or materials, regardless of cause. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the MISD Network. The school district will not be responsible for financial obligations arising through unauthorized use of the MISD Network or the Internet.

INTERNET USE AGREEMENT

The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents and employees of the school district.

1. This policy requires the permission of and supervision by the school’s designated professional staff before a student may use a school account or resource to access the Internet.
2. The Internet Use Agreement form must be read and signed by the user and the parent or guardian. The form must then be filed at the school office.

MARION INDEPENDENT SCHOOL DISTRICT

Internet—Appropriate Use

Policy 602.14-E

INTERNET USE AGREEMENT

Marion Independent School District

STUDENT

I have read and do understand the school district policies relating to acceptable use of the school district computer system and the Internet and agree to abide by them. I further understand that any violation of the outlined policies is unethical and may constitute a violation of law. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be taken.

User’s Full Name (Please print)

User Signature

Date

PARENT OR GUARDIAN

As the parent or guardian of this student, I have read the school district policies relating to acceptable use of the school district computer system and the Internet. I understand that this access is designed for educational purposes. However, I also recognize it is impossible for the school district to restrict access to all controversial materials and I will not hold the school district or its employees or agents responsible for materials acquired on the Internet. I hereby give permission to issue an account for my child and certify that the information contained on this form is correct.

Parent or Guardian’s Name (Please print)

Parent or Guardian’s Signature

Date

Marion High School

Bell Schedule

<p style="text-align: center;">“M” Block Schedule Regular Schedule</p> <p>7:45-8:15 “M” Block</p> <p>8:20-9:45 Block 1</p> <p>9:50-11:15 Block 2</p> <p style="text-align: center;"><u>Block 3</u></p> <p>11:15-11:45 Cycle A</p> <p>12:00-12:30 Cycle B</p> <p>12:45-1:15 Cycle C</p> <p>1:15-2:45 Block 4</p> <p>*Bells will ring 5 minutes prior to class starting during each lunch cycle.</p>	<p style="text-align: center;">Early Dismissal</p> <p>7:45-8:15 “M” Block</p> <p>8:20-9:17 Block 1</p> <p>9:22-10:19 Block 2</p> <p>10:24-11:22 Block 4</p> <p style="text-align: center;"><u>Block 3</u></p> <p>11:22-11:52 Cycle A</p> <p>12:32-12:55 Cycle B</p> <p>*Bells will ring 5 minutes prior to class starting during each lunch cycle.</p>
<p style="text-align: center;">2 Hour Late Start</p> <p>9:45-10:15 “M” Block</p> <p>10:20-11:15 Block 1</p> <p style="text-align: center;"><u>Block 3</u></p> <p>11:15-11:45 Cycle A</p> <p>11:55-12:20 Cycle B</p> <p>12:30-1:00 Cycle C</p> <p>1:00-1:50 Block 2</p> <p>1:55-2:45 Block 4</p> <p>*Bells will ring 5 minutes prior to class starting during each lunch cycle.</p>	<p style="text-align: center;">“M” Block Schedule Class Meeting</p> <p>7:45-8:15 “M” Block</p> <p>8:20-9:40 Block 1</p> <p>9:45-11:05 Block 2</p> <p style="text-align: center;"><u>Block 3</u></p> <p>11:05-11:35 Cycle A</p> <p>11:50-12:20 Cycle B</p> <p>12:30-1:00 Cycle C</p> <p>1:00-2:20 Block 4</p> <p>2:20-2:45 Class Meeting Block</p> <p>*Bells will ring 5 minutes prior to class starting during each lunch cycle.</p>