

Marion High School

Handbook

Family/Student

2018 – 2019

PH. (319) 377-9891

www.marion-isd.org



Vision

All MISD learners believe in their power to embrace learning, to excel, and to own their future.

Mission

The MISD in partnership with parents and the community will create a safe environment where each learner is nurtured to become successful.

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BELL SCHEDULE

Marion High School Bell Schedules

Regular Schedule

Block 1		8:05- 9:30
Block 2		9:35-11:00
M Block		11:05-11:35
Block 3	Cycle A	11:35-12:05
	Cycle B	12:20-12:50
	Cycle C	1:05- 1:35
Block 4		1:35- 3:00

Bells will ring 5 minutes prior to the end of each lunch cycle.

- Kirkwood Regional Center Classes follow Cedar Rapids CSD schedule and weather delays/cancellations.
- Early bird classes begin at 7:00am. They will begin at 9:00am on Two-Hour Late Arrival days unless notified differently by the instructor.

Early Dismissal Schedule

Block 1		8:05- 9:05
Block 2		9:10-10:15
Block 4		10:20-11:20
Block 3	Cycle A	11:20-11:50
	Cycle B/C	12:30- 1:00

Bells will ring 5 minutes prior to the end of each lunch cycle.

Two-Hour Late Arrival Schedule

Block 1		10:05-11:05
Block 3	Cycle A	11:05-11:35
	Cycle B	11:40-12:10
	Cycle C	12:20-12:50
Block 2		12:50- 1:55
Block 4		2:00- 3:00

Bells will ring 5 minutes prior to the end of each lunch cycle.

MARION HIGH SCHOOL OFFICE STAFF

NAME	ASSIGNMENT	E-MAIL	EXT
High School Office Phone: 377-9891 Fax: 377-7621			
Bjornsen, Jenn	Attendance Secretary	jbjornsen@marion-isd.org	1120
Dittmar, Ann	Principal's Secretary	adittmar@marion-isd.org	1123
Barkdoll, Denise	Activities Secretary	dbarkdoll@marion-isd.org	1124
Semler, Greg	Principal	gsemler@marion-isd.org	1125
Zrudsky, Chad	Associate Principal	czrudsky@marion-isd.org	1121
Laube, Corby	Activities Director	claube@marion-isd.org	1116
Counseling Office Phone #: 377-9894			
Parenteau, Angie	Counseling Office Secretary	aparenteau@marion-isd.org	1127
Grant, Ann	Counselor	agrant@marion-isd.org	1128
Kettmann, Tom	Counselor	tkettmann@marion-isd.org	1129
Nurse's Office			
Alderdyce, Nancy	Nurse	nalderdyce@marion-isd.org	1126
Anderson, Katey	Health Associate	kanderson@marion-isd.org	1126

JURISDICTIONAL STATEMENT

This handbook is an extension of the Marion Independent School District 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, age, color, creed, gender, national origin, religion, marital status, sexual orientation, socio-economic status, gender identity, 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 Superintendent Chris Dyer, Equity Coordinator, at 377-4691.

AFFIRMATIVE ACTION

The Marion Independent School District extends equal opportunities in its employment practices, educational programs and services and does not discriminate on the basis of color, gender, race, national origin, religion, creed, age, sexual orientation, disability, gender identity or as otherwise prohibited by law. For more information about this policy and accompanying complaint procedure, please contact Chris Dyer, EEO/AA Coordinator at (319) 377-4691; Marion Independent School District, Administrative Offices, 777 S. 15th Street Marion, Iowa 52302.

MULTICULTURAL AND NON-GENDER EQUITY

Enrolled children in the school district community shall have an equal opportunity for quality public education without discrimination regardless of their race, creed, national origin, color, gender, socioeconomic background, religion, or disability.

The education program shall be free of such discrimination and provide equal opportunity for the participants. The education program shall foster knowledge of, respect and appreciation for the historical and contemporary contributions of diverse cultural groups as well as men and women to society. It shall also reflect the wide variety of roles open to both men and women and provide equal opportunity to both sexes.

Inquiries regarding compliance with equal education opportunity shall be directed to Janelle Brouwer, Title IX Compliance Officer, 777 S. 15th Street, Marion, IA, at the central office.

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. Under Section 504, the Marion Independent School District has the obligation to identify, evaluate, and to afford access to appropriate educational services if the student is determined to be eligible. 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. Inquiries regarding Section 504 shall be directed to Janelle Brouwer, 504 Coordinator, 777 S. 15th Street, Marion, IA, at the central office.

HOMELESS SERVICES

The district will make reasonable efforts to identify homeless school-age youth, support and encourage their enrollment and work to eliminate policy and practice barriers to their receiving a free and appropriate public education. This includes students living in a shelter, motel or campground due to lack of other adequate accommodation, in a car, park, abandoned building or bus or train station or doubled up with others due to loss of housing or economic hardship.

Eligible students have the right to:

- Enroll in school immediately, even if lacking documents normally required for enrollment.
- Enroll in school and attend classes while the school gathers needed documents.
- Enroll in the local school; or continue attending their school of origin (the school they attended when permanently housed or the school in which they were last enrolled), if that is their preference.
 - If the school district believes that the school selected is not in his/her best interest, then the district must provide the student with a written explanation of its position and inform the student of his/her right to appeal its decision.
- Receive transportation to and from the school of origin, if requested.
- Receive educational services comparable to those provided to other students, according to the students' needs.

The homeless liaison at MISD coordinates many additional activities to assist homeless families with school age children including providing referrals to community agencies, school supplies, clothing, financial assistance, food and holiday gifts.

The district's homeless liaison is:

Michelle Wilson

Phone: (319) 377-9401

E-mail: mwilson@marion-isd.org

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. Further information and downloadable forms can be found in [board policy 506.2](#).

ACADEMICS

GRADUATION REQUIREMENTS

Graduates will be required to complete 28 total credits (16 required and 12 elective credits). Required credits include:

English	4 credits including English 1 A & B, English 2 CS & Writing, American Literature 1 & 2, English 4 Gen/College A & B or AP English 1, 2, & 3
Math	3 credits required including Money Math Matters
Social Studies	3 credits including Global Studies, American History 1 & 2, American Government, and 2 social studies elective
Science	3 credits including Gen. Science 1 (Motion), Gen. Science 2 (Matter), Earth/Space Science, Biology, Human Biology, & Botany/Zoology
Physical Education	2 credits including Fundamentals of Fitness, and 1.5 elective credits earned at the rate of 0.5 credits per school year for each student unless excused because of documented medical or religious reasons or academic course conflict
Health	0.5 credit Health & 0.5 credit of Teen Insights

GRADUATION CEREMONY

Only Marion High School students completing all course work and meeting the graduation requirements of and accepted by 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 utilized to meet graduation requirements must be completed by May 15 of the current school year.

EARLY GRADUATION

Students who meet the graduation requirements set by the MISD school 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.

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. (Please review the potential positive and negative impact of AP classes associated with GPA & 5.0 scale and total number of regular classes taken with a high school counselor).

Report cards are issued and an honor roll will be posted at the end of each term. Progress reports are issued by individual teachers or can be accessed at any time on PowerSchool.

STUDENT CHEATING OR PLAGIARISM

If a student is caught cheating after an appropriate school investigation, he/she will receive a zero for that assignment. Additional consequences will be considered. If a student is caught cheating a second time in the same course, the student may 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.

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. Any credit/no credit courses will not be included in determining GPA. Students may take one course per term on a credit/no credit basis and must pick up a request form from the Counseling Office and return the request form no later than the Friday after Parent/Teacher Conferences per current term. Students taking classes credit/no credit in the designated areas of English, Math, Science, Social Studies, and Foreign Language will not be considered for the Honors Program.

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 students with an open block or taking an elective course will not qualify for a P.E. waiver. See Mrs. Grant or Mr. Kettmann in the Counseling Office if you have questions. High school administration will review all requests.

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 by contacting high school administration.

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 on the Iowa Assessments. Marion Independent School District will pay fees up to \$250 per course. Permission to take these courses must go through the Counseling Office. If a student receives below a C, he/she will be charged between \$250. 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 Counseling Office.

OPEN BLOCK

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

- On course to graduate
- No failing grades during the previous term
- No significant accumulation of discipline problems
- Excellent attendance
- Tardy four or fewer total times in all classes per term
- No in-school or out-of-school suspensions
- No excessive absenteeism (more than 4 unexcused absences in a class)
- No behavior(s) considered inappropriate for Marion High School

COURSE CHANGES

All course changes will be handled through the Counseling 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. All change requests need to be done before or after school prior to the start of the new term.

MAKE-UP WORK

It shall be the student's responsibility to check with his/her teachers (before or after school) as to the necessary make-up work. Incomplete make-up work will be reflected in the student's grades. When possible, arrangements to make up work prior to the absence should be made. Please contact the office regarding upcoming absences. It is recommended that the student or parent contact individual teachers regarding missing assignments. 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.

M BLOCK

On full school days, students will be in an M Block from 11:05 – 11:35. The mentor program will be run on the first full day of the week during M Block. On all other full school days, the M Block will be used as an option for students to receive additional help from teachers and some extension opportunities will be made available as well. Students will first report to their Mentor teacher for attendance from 11:05 – 11:06 and if they have received a pass from a teacher requesting them to meet with them during M Block, they will be allowed to pass from 11:06 – 11:07 to that teacher's classroom for assistance. Outside of the initial passing time, students are to remain in their designated classrooms. All students are expected to be in attendance during M Block daily. Any absence must be approved by building administration.

IOWA ASSESSMENT PROFICIENCIES & COURSES

Students in grades 9 - 11 who are non-proficient in the reading comprehension segment on the Iowa Assessments, based on National norms, will be required to take two terms of Literacy Concepts during Terms 1 and 2 in order to enhance their reading skills. This is in addition to the English requirements.

Students who are non-proficient during their sophomore and junior years on the Mathematics section on the Iowa Assessments and who score 60 percent on items deemed essential skills on the district math assessment during their junior year will be scheduled in the Essential Math course during their senior year. This course focuses on enhancing these students' math skills.

JUNIOR ASSESSMENT WAIVERS

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

- Must attend Planning for Your Future Night in March of his/her junior year
- Must have on file in the Counseling Office the result of **ONE** of the following tests by November 1 of his/her senior year: ACT, SAT, COMPASS or ASVAB
- Must score in the proficiency or advanced proficiency range (NSS) on Iowa Assessment testing English, Math, and Science

4-YEAR COLLEGE ENTRANCE EXAMS

ACT and SAT registration dates are posted and information is available in the Counseling Office. ACT and SAT will forward scores to Marion High School. There are local test sites and the cost is about \$38. Registration must be done through these two testing services. Students are encouraged to have completed Math 3A and 3B and have been in chemistry for at least one term prior to taking one of these tests.

KIRKWOOD ENTRANCE ASSESSMENT

The Kirkwood Entrance Assessment is free. Please contact the Counseling Office to register for this test or you may call Kirkwood Community College, 398-1052, to arrange a test time at the Kirkwood campus. Students must request that assessment scores be sent to Marion High School Counseling Office.

ARMED SERVICES ASSESSMENT

ASVAB test is free and available by contacting a local military recruiter to register. Students must request that ASVAB scores be sent to Marion High School Counseling Office.

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 through the Counseling Office. The following may review student records:

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

OPEN ENROLLMENT

Parents requesting open enrollment out of the school district for their student will notify the sending and receiving school district no later than March 1 in the school year preceding the first year desired for open enrollment. The notice is made on forms provided by the Department of Education. The forms are available at the central administration office and the Department of Education website. Further information can be found in [board policy 501.14](#).

STUDENT RESIDENCY

Students who are new to the district and enroll as a resident student will need to establish residency in the district. The guidelines for this are found on the Student Residency form available during student registration in the High School Office and/or Counseling 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 3 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 advanced proficiency range on the Iowa Assessments
- 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 Counseling Office for the Honors program following the 3rd term of their senior year.

HONOR ROLL/ACADEMIC LETTER

The Honor Roll is comprised of students doing outstanding academic work.

The criteria students must meet to earn the award:

- Students will receive an honor roll designation for each term the student earn a 3.50 GPA or higher.
- Students who maintain a 3.5 GPA for four consecutive terms will receive their academic letter symbolized with a lamp of learning pin to place on the letter. Additionally, students will receive a Principal's Award certificate.

Students will receive their Honor Roll certificate during an academic awards assembly.

GOLD CARD

Students with a GPA of 4.0 or higher each term for four consecutive terms and 90% or higher NPR on the Iowa Assessments will earn a GOLD card. Those students qualifying for academic awards will receive their awards at the beginning of first term.

BENEFITS

- 10 free admissions to activities

RED CARD

Students with a GPA of 3.5 or higher each term for four consecutive terms and 80% or higher NPR on the Iowa Assessments will earn a RED card. Those students qualifying for academic awards will receive their awards at the beginning of first term.

BENEFITS

- 5 free admissions to activities

PARENTAL RIGHT TO KNOW

Parents have the right to know the qualifications of their children's teachers and paraprofessionals. Requests for information should be directed to the Superintendent's office.

CONCERNS

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

Step 1: Contact your student'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.

ALTERNATIVE EDUCATION

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 decides 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.

KIRKWOOD RESOURCE CENTER

Students can take classes through the Kirkwood High School Completion Program with the permission of the high school administration. Classes are at least \$135 per class plus book fee. These classes are packet based. This option is typically used for students who have fallen behind in graduation credits in order for them to graduate on time. Kirkwood Community College runs the program and courses need to be completed by May 15 for graduation consideration. Contact the Counseling Office if you have any questions at 377-9894.

HEALTH SERVICES

A school nurse or health associate is on call for students at the high school.

ILLNESS AT SCHOOL

If your child should become ill at school, we will make every effort to notify the parent/guardian. In the event that this is not possible, one of the emergency numbers will be called. We ask that you make arrangements to have your child picked up from school within one hour from notification.

If your child's illness is accompanied by a fever, vomiting, or diarrhea, your child should remain home until he/she is fever-free or episode-free for 24 hours. A fever is considered 100 or above. This is for your child's protection and to help keep the spread of illness down in our classrooms.

HEARING TESTING

Grant Wood Area Education Agency (GWAEA) screens all students in Alternative Kindergarten (AK), kindergarten, and grades 1, 2, and 5. Students in the Early Learning Program with IEP's will be screened. Students in grades 3, 4, middle, and high school, who are new to the school, who don't have a documented hearing test, and some students with a history of known hearing loss will also be tested. Follow up testing may occur periodically if previous hearing test results were not within normal limits. Parent/guardian not wishing their child's hearing tested should notify the health office in writing at the beginning of the year. Parents/guardians with concerns about their child's hearing should contact the school nurse.

DENTAL SCREENING

A dental hygienist will screen students in 9th grade. If you do not want your child to receive the screening, you must provide proof of a recent dental exam (within the last year) or you must complete an exemption form (available in the school's health office).

STUDENT MEDICATION ADMINISTRATION

A signed permission slip must accompany the medication in order for it to be administered. Please remind your child he/she is responsible for asking for the medication at the appropriate time. The medication must be sent in the original container with the student's name, name of medication, time of day to be given, dosage and physician's name. Unless indicated by your physician, medication to be given three times a day should be given at home before school, after school, and at bedtime. An exception to this is medication to be taken with meals or on a full stomach. At the end of each school year, medications will need to be picked up by the parent, guardian or designated responsible adult. Any medication not picked up by the last day of school will be disposed. For safety reasons, parents should transport all medication to and from school. If you have any questions concerning this medication policy, please contact the health office.

INSURANCE

Parents can apply for low or no-cost health insurance for their children through the state's Healthy and Well Kids in Iowa (hawk-i) program. Children, birth to 19, who meet certain criteria, are eligible. Parents are urged to call 1-800-257-8563 or go to the website for more information. www.hawk-i.org.

PEDICULOSIS (HEAD LICE) INFORMATION

The Marion Independent School District has a written strategy on dealing with head lice. As 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 childhood condition which children may experience. 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 where they need to be, in school.

Students with signs and symptoms of head lice will be referred to the school health office for an 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 community.

Our 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.

LATEX ALLERGY/BALLOONS

Latex (rubber) is a substance that can have an immediate & life-threatening impact with a person with a latex allergy is exposed to it. For the safety of our students, staff, and the general public who use our buildings, the district is no longer allowing the use of latex balloons in any capacity, in any school building, at any time of the day. However, Mylar (foil) balloons are still allowed.

ATTENDANCE

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 3 days per term or a total of 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 parents and students to assure that regular attendance and compliance with our policies are strictly adhered to. If students are excessively tardy and/or absent the school may notify the Linn County Attorney's office related to Compulsory Attendance laws. In addition, if a pattern of tardiness or absences becomes apparent, a student may be put on an attendance contract, dropped from the class, or transferred to an alternative 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 will be considered excused if a parent notifies the school with a phone or written note on the day of the absence/within 24 hours and with the approval of school administration. Excused absences include illness, doctor appointments, and family emergencies. Excessive absences due to illness and appointments will require a note from a medical specialist indicating the medical issue(s). If you leave a message on the answering machine between 3:30 pm and 7:30 am, please 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, including M Block absences, will be considered unexcused. Students missing a class or arriving 20 minutes or more after the beginning of a class without administrative permission will be considered unexcused. If the school is not notified of an absence within 24 hours of the absence, it will be considered unexcused. Unexcused absences will be handled as follows:

Consequences

- Students will receive 2-hours restitution for each period they are absent.
- An unexcused absence for an entire day will result in one day of in-school suspension.
- After 5 absences in one class, withdrawing from the class will be reviewed.

TRUANCY

If a continuous pattern of absences occur for a student of compulsory attendance age, truancy charges may be filed with local law enforcement as explained in [board policy 501.10](#).

TARDY

A student is considered tardy if they are not in the classroom when the bell rings. A tardy will be given to students arriving to class after the bell has sounded. Students will not report to the office for a pass; teachers will mark the student tardy when recording daily attendance. Each tardy will count toward student totals. Tardy totals will be counted on a term-by-term basis and will be handled as follows:

Number of times tardy	Consequence
0-2	No consequence
3-6	1 hour restitution for each tardy
7+	Student will meet with administration/school counselor and in school suspension will be assigned. After being tardy to the same class 7 times, withdrawing from the class will be reviewed

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 a student is ill, the school must notify and get permission from a parent/guardian or other responsible adult listed on the student emergency card before allowing the student 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.

COUNSELING OFFICE

Marion High School's counseling staff helps guide students with personal/family, academic and post-secondary (after high school) career counseling. The Marion Way is incorporated into personal and academic counseling sessions, stressing the importance of character. The Marion Way: Respect, Responsibility, Integrity, Honesty, Determination, & Modesty. Students are assisted with the development of decision-making skills, how to communicate verbally and non-verbally, and how to be successful. The counseling staff often collaborates with administration and teaching staff in order to better help students. 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.

The Counseling Office is also responsible for Iowa Assessment tests, report cards, senior recommendation letters, senior transcripts, scheduling students for classes at MHS and for registering students for PSEO classes. The Counseling Office coordinates visits with post-secondary academic and athletic recruiters. SAT and ACT packets are available in the Counseling Office.

VOLUNTEERING OPPORTUNITIES

Marion High School encourages volunteers. If you are interested in helping on a volunteer basis, please call our office at 377-9891. We believe volunteers strengthen school / community relations through positive participation, builds an understanding of school programs among interested citizens, and assists employees in providing more individualization and enrichment opportunities in instruction.

Volunteers are welcome in all age groups and may include any persons willing to give their time for the purpose of helping students through planned auxiliary services. Volunteers may be involved in many facets of school operations. School personnel who are responsible for tasks or projects that will make use of volunteers will identify appropriate tasks and time schedules for such activities, as well as make provisions for adequate supervision, in-service programs, and evaluations.

Several parameters surround the use of our adult and student volunteers to ensure a safe volunteer environment. Volunteers will not be used to provide transportation for school-sponsored activities. Volunteers must be supervised by a teacher or administrator while working with students. Adult Volunteers working with students over 30 hours in a given school year need to be fingerprinted.

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 MHS there is a Parent Advisory Group, which is open to all parents of MHS Students. If you would like to become a member, please contact Greg Semler in the MHS office at 377-9891 ext. 1125.

Booster Clubs are another part of the supports available for fine arts and athletics. If you are interested in learning more about Athletic and/or Fine Arts booster clubs, contact Marion High School at 377-9891.

There are advisory committees to which members are appointed by the Board. Such committees include the Superintendent's 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 goals. The SIAC operates to provide feedback on District Goal Achievements progress and community input as district goal recommendations. If you would like to be considered to serve on the SIAC please contact Superintendent Chris Dyer.

Students at Marion High School who volunteer at least 160 hours after their 8th grade year can earn a prestigious Silver Cord. The Silver Cord will be awarded at Honors Night during the student's senior year and worn on graduation day. Their name will also be denoted on the graduation program. Volunteer hours can be earned starting the summer after a student's eighth grade year. In order to be counted, the volunteering activity must be pre-approved by Mrs. Grant. There are two ways to volunteer: outside of school hours and during school hours.

Volunteering Outside of School Hours (Used toward Silver Cord): Students volunteering outside of school time can do so at events sponsored by the Marion Independent School District or in the Marion/Cedar Rapids area. Examples of events may include: Starry Fun Night; Festival of Trees; volunteering in one of the hospitals; helping a coach with a summer camp; Fast Works; etc. Outside of school volunteering needs prior approval from Mrs. Grant. Volunteer hours are due every nine weeks and turned into Mrs. Grant on a Volunteer Form. In order to receive a Silver Cord, Volunteer hours need to be turned into Mrs. Grant in the Counseling Office two weeks prior to graduation.

Volunteering During School Hours (Used for elective credit): Volunteering during the school day includes volunteering for a teacher or staff member at Marion High School for nine weeks. This is scheduled for blocks 1, 2, 3 or 4 and is limited to one term per year. Students earn $\frac{1}{4}$ credit and have community service scheduled as a class. The class is taken on a credit/no credit (pass/fail) basis. Eligible students must be progressing towards proficiency in reading and math, as well as maintaining a C average in their classes in order to be placed in a classroom volunteering opportunity. They must also have excellent attendance and character.

STUDENT BEHAVIOR AND DISCIPLINE POLICY

The Constitutions of the United States and Iowa guarantee due process.

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

- Students will be provided with accurate information regarding rules and regulations.
- Students will be informed of the specific behavior(s) which led to the proposed disciplinary action.
- Students will be given an opportunity to express his/her views regarding the incident.
- 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 Saturday mornings from 8-10am. Failure to serve will result in further disciplinary action, including in-school or out-of-school suspension. Students are expected to bring study materials. Other expectations may be assigned.

SUSPENSION

(Temporary dismissal for violations of regulations and rules.)

- The High School administration may temporarily suspend a student for a period of time for disciplinary reasons. The length of suspension will vary depending on the infraction. Suspensions may be out-of-school or in-school.
- The superintendent may extend the suspension, upon the principal's request, for a total of not more than 10 days.
- Re-admission of the student after a 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.
- Under certain circumstances, school officials are obligated to inform law enforcement authorities of certain types of student misbehavior. Consequently, legal action may be taken by local law enforcement.

EXPULSION

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

- Whenever the superintendent or high school administration 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.
- 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

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

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

CORPORAL PUNISHMENT, RESTRAINT AND PHYSICAL CONFINEMENT

State law forbids school employees from using corporal punishment against any student. Certain actions by school employees are not considered corporal punishment. Additionally, school employees may use “reasonable and necessary force, not designed or intended to cause pain” to do certain things, such as prevent harm to persons or property.

State law also places limits on school employees’ abilities to restrain or confine and detain any student. The law limits why, how, where, and for how long a school employee may restrain or confine and detain a child. If a child is restrained or confined and detained, the school must maintain documentation and must provide certain types of notice to the child’s parent.

If you have any questions about this state law, please contact your school. The complete text of the law and additional information is available on the Iowa Department of Education’s Website link <https://www.educateiowa.gov/> search for Timeout, Seclusion and Restraint.

BOOK BAGS/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. 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.

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, barbiturates, 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
- 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, etc.
- 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
- 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
- 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 Nicole Harmer as its Level I alternate investigator at 377-0183.

Students who believe they have been the victim of bullying/harassment should contact their building principals and complete the Bullying/Harassment Form which can be found in [board policy 104](#) or obtained from the building principals.

Student/Parent Resources:

- *Take a Stand, Lend a Hand, Stop Bullying Now!* <http://www.stopbullying.gov/>
- *Harassment Free Hallways: How to Stop Sexual Harassment in Schools* <http://history.aauw.org/aauw-research/2004-harassment-free-hallways>
- *Iowa Collaboration for Youth Development* www.icyd.iowa.gov
- Youth who may be experiencing dating violence or need help escaping violent relationships can contact the Iowa Sexual Abuse Hotline for confidential support and information at 1-800-284-7821

MISD EMERGENCY GUIDE

<http://www.marion-isd.org/wp-content/uploads/2018/02/MISD-Emergency-Guide.pdf>

CELL PHONES

In order to show respect for the educational process, cell phones may not be used during class time. Cell phones may be used during passing time and during the student's lunchtime. If a cell phone is in use during inappropriate times, it 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 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 administration and staff.

- All headwear (hats, caps, stocking hats, bandanas, and hoods) is prohibited during school hours.
- Sunglasses are not to be worn 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.
- 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.
- Wearing/possessing/displaying gang related material or promoting gang related activity whether directly or indirectly through drawings, signs, symbols (numeric or alpha-numeric) etc. is prohibited.

Students in violation of this policy will be asked to change or to be sent home to change.

STUDENT DRIVING

Students who drive to school must register their vehicle in the high school office. Student parking is available in the North parking lot only. Any student who drives recklessly or in any way that endangers the safety of students, teachers, or the public while on school grounds may lose their access to the school parking lot. The school shall not be responsible for any damage to or items stolen from vehicles. Students are not allowed to park in handicap, visitor or fire lane designated areas. Students who violate parking regulations will be assigned restitution.

LUNCH PERIOD

Seniors who are in good standing may leave the building during lunch. Juniors who have an open 3rd Block may also leave during lunch. All other students have a closed lunch period and must remain in the cafeteria during the lunch period. 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 period. Students in violation will be assigned a restitution. Students should not have outside vendors deliver food to the school. Parents may deliver food to their children.

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.

PROHIBITED BEHAVIORS

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. Illegal Substances		
A. Possessing and/or use of tobacco, e-cigarette, vapor dispensing device, or facsimile.	<p>The possession or use (including sale or distribution) of tobacco, e-cigarette, vapor dispensing device, or facsimile by students is prohibited.</p> <p>These products in the possession of a student will be confiscated and law enforcement may be involved.</p>	<p>Step 1: 1-3 day suspension.</p> <p>Step 2: 5 day suspension.</p> <p>Step 3: 10 day suspension and possible recommendation for expulsion from school.</p>
B. Possessing and/or use and/or being under the influence of alcohol, drugs, controlled substances and/or look-alike substance.	Possession and/or use and/or being under the influence of beer, alcohol, controlled substances, or look-alike substances is prohibited at school or school sponsored activities.	<p>Step 1: 5 day suspension and possible recommendation for referral to local law enforcement.</p> <p>Step 2: 10 day suspension and possible recommendation for referral to local law enforcement.</p> <p>Severe and/or repetitious attacks will be considered grounds for expulsion.</p>
C. 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.	<p>Up to a 10 day suspension pending recommendation for expulsion from school.</p> <p>Local law enforcement may be notified.</p>

PROHIBITED BEHAVIOR	CLARIFICATION	ACTION
2. Disrespect for the rights of others.		
A. Loud & boisterous conduct	Loud or boisterous conduct which disturbs the orderly and disciplined atmosphere of the school is prohibited.	Step 1: Saturday Restitution. Step 2: 1-3 day suspension. Step 3: 3-5 day suspension and a possible recommendation for suspension or expulsion. Severe and/or repetitious acts may be considered grounds for suspension or expulsion.
B. Insubordination	Insubordination is the refusal to comply with reasonable requests or directions of school personnel.	
C. Show of intolerance or bigotry towards others	Racial, ethnic, religious, sexual or cultural slurs, and derogatory or disrespectful statements, images or acts are 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 immediately.
D. Bullying/Harassment	See page 15 of this handbook for clarification.	
E. Threats	Intimidation, using extortion or threatening to harm another person is prohibited.	

F. Physical Attack to students	Fighting and assault are prohibited	<p>Step 1: 1-3 day suspension.</p> <p>Step 2: 3-5 day suspension.</p> <p>Step 3: 5-10 day suspension and a possible recommendation for expulsion.</p> <p>Severe and/or repetitious attacks will be considered grounds for suspension or expulsion.</p> <p>Referral to local law enforcement.</p>
G. Physical Attack to district personnel or visitors	Attempting to apply or applying force to a school staff member or visitor is prohibited.	<p>10 day suspension and a recommendation for expulsion.</p> <p>Referral to local law enforcement.</p>
H. Possession or use of dangerous objects	Students are not to have knives, guns, chemical substances, other dangerous instruments or objects that resemble dangerous instruments.	<p>Step 1: 1-10 day suspension.</p> <p>Expulsion and referral to local law enforcement will be strongly considered.</p>
I. 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.	<p>Step 1: 1-10 day suspension and a recommendation for expulsion.</p> <p>Severe acts will be considered grounds for a recommendation for suspension or expulsion.</p> <p>Referral to local law enforcement.</p>
J. 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."	<p>Step 1: 5 day suspension</p> <p>Step 2: 10 day suspension and a recommendation for expulsion.</p> <p>In either step local law enforcement will be contacted.</p>

PROHIBITED BEHAVIOR	CLARIFICATION	ACTION
3. Disrespect for the Property of others.		
A. Minor malicious damage to the property of others	<p>Damaging the property of the school or of other individuals is prohibited.</p> <p>Reimbursement is required in all cases of disrespect for the property of others.</p>	<p>Step 1: Saturday Restitution.</p> <p>Step 2: 1-3 day suspension.</p> <p>Severe and/or repetitious acts will be considered grounds for expulsion.</p>
B. Vandalism	<p>Major malicious destruction of school and/or others' property is prohibited.</p> <p>Reimbursement is required in all cases of disrespect for the property of others.</p>	<p>Step 1: 1-3 day suspension.</p> <p>Step 2: 10 day suspension and a recommendation for expulsion.</p> <p>Referral to local law enforcement will be made on each case.</p>
C. Theft	<p>The taking of the property of the school or another person is prohibited.</p> <p>Reimbursement is required in all cases of disrespect for the property of others.</p>	<p>Step 1: 1-3 day suspension.</p> <p>Step 2: 5 day suspension.</p> <p>Severe and/or repetitious acts will be considered grounds for suspension or expulsion. Possible referral to local law enforcement.</p>

PROHIBITED BEHAVIOR	CLARIFICATION	ACTION
4. Trespassing		
A. Trespassing on school property	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.

PROHIBITED BEHAVIOR	CLARIFICATION	ACTION
5. Interfering with teaching and learning		
A. Interfering with teaching and learning	Any action that impedes or obstructs school purposes.	<p>Step 1: Saturday Restitution.</p> <p>Step 2: 1 day suspension.</p> <p>Step 3: 3 day suspension.</p> <p>Severe and/or repetitious acts will be considered grounds for expulsion or removal to the alternative high school.</p> <p>Possible referral to local law enforcement.</p>

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 \$5.00. 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.

Student breakfast: \$2.00; Student lunch \$2.90

Adult breakfast: \$2.40; Adult lunch \$3.80

The high school offers a 2nd chance breakfast for students so that they may purchase a bagged breakfast to take with them to their 1st block class. Respectful and responsible behavior is expected if electing to use this option for breakfast.

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 all buildings.

We offer online payments. Parents are assigned a Family ID number and password and have access to their student's accounts 24 hours a day, 7 days a week through the district website at <http://www.marion-isd.org>.

Students should not have outside vendors deliver food to the school. Parents may deliver food to their children.

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 or visiting www.hawk-i.org.

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. It is the student's responsibility to make up work in advance.

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.

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 for a waiver form.

ACTIVITIES

SCHOOL-SPONSORED STUDENT ORGANIZATIONS

School-sponsored student organizations are those that 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 due to funding. School-sponsored student organizations include:

Marion H.S. Activities

Athletics

- Baseball
- Basketball (girls and boys)
- Bowling (girls and boys)
- Cheerleading (Football, Basketball, & Wrestling)
- Competition Cheerleading
- Cross Country (girls and boys)
- Football
- Golf (girls and boys)
- Poms (Fall & Winter)
- Soccer (girls and boys)
- Softball
- Tennis (girls and boys)
- Track & Field (girls and boys)
- Volleyball
- Wrestling

Fine Arts

- Instrumental Music
- Concert Band
- Drumline
- Jazz Bands
- Marching Band
- Pep Band
- Winter Guard
- Vocal Music
- Concert Choir (auditioned voice ensemble)
- Marion Singers (non-auditioned voice ensemble)
- Show Choirs
- Jazz Choir
- Competitive Speech
- Fall Play
- Spring Musical

Other Groups/Clubs

- Anime
- Archery Club
- Art Shows/Fairs/Competitions
- Book Club
- Creative Ink Literary Magazine
- Garden Club
- Mock Trial (Marion Home School)
- National Honor Society
- Robotics
- Science Club
- Student Ambassador
- Student Senate
- Take Charge
- Thespians
- Win With Wellness

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 team/activity rules as well as for violation of school district policies, rules or regulations.

Any questions regarding activities should be directed to Corby Laube, Activities Director, claube@marion-isd.org
PH: 377-9891 ext 1116/1124.

STUDENT ACTIVITY TICKETS

Students may purchase a student activity ticket for admission to certain school district activities and can do so by contacting the Activities Secretary 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 leaving the building unless special permission is obtained from a sponsor. Misconduct will not be tolerated.

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:

- Attend Marion High School for the equivalent of one semester and have a cumulative 3.25 grade point average
- Meet prescribed leadership and service requirements
- Show a desire to support his/her school and exhibit strong character development

A faculty council of 5 teachers will evaluate all input and make final selections.

ELIGIBILITY FOR ACTIVITIES

Marion High School students may participate in any school activity as long as the rules for participation have been met. State Guidelines related to No Pass/No Play will be implemented by Marion High School, where as a student failing a class will be required to sit out 30 calendar days (guidelines for these days are set by the Department of Education). Students must be present at school by the start of the third block (11:40 am) in order to practice or participate in an extracurricular event held that day. Acceptable reasons for arriving late include doctor's appointment, important family matters, etc. Unacceptable reasons for arriving late are sleeping late or taking the first two periods off to rest. Coaches and sponsors will adjust and control participation accordingly. Make attending school an absolute priority. 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. Marion High School has developed and will enforce a "Good Conduct" policy. A student who 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 on the activity roster the first day of practice or rehearsal. All students must be enrolled in 3 courses to be considered a full-time student and be eligible to participate in extracurricular activities.

MHS PARENT/TEACHER CONFERENCES

The dates for parent/teacher conferences for the 2017/2018 school-year are listed below. Conferences are held in the Gold Gym. No appointments are made for conferences; all teachers are available in the gym at the respective tables during conference times.

Monday, September 17, 2018	3:00-7:00 pm
Monday, November 19, 2018	3:00-7:00 pm
Monday, February 11, 2019	3:00-7:00 pm
Monday, April 22, 2019	3:00-7:00 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 Mr. Semler 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 Superintendent Chris Dyer if you are interested in receiving information on the Superintendent's Advisory Committee.

MEDIA CENTER PROCEDURES

- Hours: 7:30 am-3:15 pm Monday – Friday
- Gum, food, or drinks are not allowed. Bottled water is allowed at tables only.
- Book Loan Period: 3 weeks.
- Renewals: If book is not reserved, book must be present to renew.
- Book fines: 10 cents per day.
- Lost Materials: Students must pay the replacement cost of lost materials.
- Computers are to be used for educational purposes only.
- Magazines: Current issues may be checked out for 1 block.
- 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 1 time only.
 - If it doesn't print, ask MHS staff to address 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

GOOD CONDUCT POLICY

Marion High School: Activity Code of Conduct

Revised: June 2017

(This is the minimum standard for Marion student co-curricular participants)

Participation in school activities is a privilege. School activities provide the benefits of promoting additional interests and abilities to the students during their school years and for a lifetime. Students who participate in activities serve as ambassadors of the school district throughout the calendar year, whether away from school or at school.

Students who fail to abide by this policy and the administrative regulations supporting it will be subject to disciplinary measures. The activities director shall keep records of violations of the activity code of conduct. Students wanting to participate in co-curricular activities must meet the requirements set out by the school district for participation in the activity.

Academic Eligibility and Student Attendance

Marion High School students may participate in any activity as long as the requirements for participation have been met. A student must pass all classes being taken to retain eligibility (per state guidelines “no pass no play,” 30 day penalty). A student that is 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 enrolled in at least 3 classes to participate in co-curricular activities; students must pass at least 3 classes per term to retain full participation eligibility exclusive of the state guidelines. For a Code of Conduct “Penalty” to be served, the student must be enrolled in the activity the first day of practice or rehearsal. Student may still join activity, but not compete (until he/she begins an activity prior to first day). Students must be present at school by the start of third block and remain in school the remainder of the day in order to practice or participate in an event held that day. If a competition is scheduled, a student must be in school by 11:40 on regular days, by the start of period 3 on early out days, late start and abbreviated days.

Hours

When an activity is in season, students should be home by 11:00 p.m. every night during the school year, except Friday and Saturday (1:00 a.m.). There may be exceptions such as homecoming, prom, etc. Hours listed are minimum requirements. (Each head coach/instructor may have additional requirements. Violations and penalties will be handled by each head coach/instructor.)

Attendance

Penalty for missing practice or game/performance is left up to each head coach/instructor.

Dress and Grooming

While representing Marion High School, the participant is expected to maintain a well-groomed appearance, which will be left up to each head coach/instructor.

Activity Equipment

All equipment will be returned when the participant finishes the activity either at the end of the season or upon quitting the activity. Any equipment not returned or paid for, will cause the student-participant to be ineligible to compete in the next activity. School letter Awards will be withheld until bills have been satisfied. No transcript of credits will be sent from the school until this bill is satisfied. (Reference Administrative Regulation 503.6 - R).

Good Conduct Rule

To retain eligibility for participation in Marion High School co-curricular activities, students must conduct themselves as good citizens in and out of school. Students representing the school in an activity are expected to serve as good role models to other students and to the members of the community.

Any student may (upon investigation and verification) lose eligibility under the Good Conduct Rule for any of the following behaviors:

- Possession, use, or purchase of tobacco products, e-cigarettes, vapor dispensing devices, or facsimiles in any form, regardless of the student’s age.
- Possession, use, or purchase of alcoholic beverages, (“use” includes having the odor of alcohol on one’s breath).
- Possession, use, selling, or purchase of illegal drugs or unauthorized possession, use, or purchase of otherwise lawful drugs.
- Engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system, excluding minor traffic offenses, regardless of whether the student was cited, arrested, or convicted for the acts.
- Inappropriate or offensive conduct such as fighting, insubordination (talking back or refusing to cooperate with teachers, administrators and other authorities). Co-curricular participants must conduct themselves in an exemplary manner at all times.
- Hazing or harassment of others.

*MHS Coaching Staff/Instructors/Directors and Administration reserve the right to include other infractions deemed inappropriate that are not in keeping with a “Good Conduct” pledge/agreement.

First offense penalty: Loss of eligibility 33% to 66% of contests/performances/activity

Second offense penalty: Loss of eligibility; minimum of 66% of contests/performances/activity

Third or more offense penalty: Loss of eligibility for 12 calendar months of contests/performances/activities

1. Ineligibility begins immediately upon finding of a violation if the student is eligible and currently engaged in an activity. If the penalty is not completed during the current activity, the remaining time is carried over to the student’s next activity.
2. However, if the period of time between a violation and an activity is twelve calendar months or more, the student shall not serve an ineligibility period for the violation.

3. An ineligible student will attend all practices but may not “suit up” or perform/participate.
4. If a student drops out of an activity prior to completion of the ineligibility period or completion of the activity, the full penalty or the remainder of the penalty will be enforced during the student’s next activity. The length of the remaining penalty will be determined by the Administration.
5. If a student violates the Code of Conduct while ineligible due to an earlier violation, the penalty for the subsequent offense will attach at the completion of the earlier penalty.
6. The minimum penalty may be applied if the student agrees to counseling (up to 10 hours). A certified counselor, at the student or student’s family expense, must provide the counseling. MHS does provide counseling related to *decision-making and substance abuse*. Third offenses will not be reduced.

Violations Occurring During Ineligibility

If a student is ineligible at the time of a violation of the Code of Conduct, the penalty for the violation will not begin until the student regains eligibility. Example: A student academically ineligible for a quarter is found to have been in possession of tobacco, a Code of Conduct violation. When the student is again academically eligible, the penalty attaches. Example: A student violates the Code of Conduct and is ruled ineligible for three contests. While ineligible, the student again violates the Code of Conduct. The second penalty attaches when the first penalty is completed.

Academic Consequences

There will be no academic consequences for the violation (e.g. detention, suspension, expulsion from school, or grade reduction) unless the violation of the Code of Conduct occurred (a) on school grounds, (b) at a school event regardless of location, or (c) the violation has a direct and immediate negative impact on the efficient operation of the school despite occurring off school grounds/time.

Transfer Students

Any student declared ineligible under the prior school district's Code of Conduct, and then without having completed the full period of ineligibility at that school transfers to Marion High School, will not be eligible for co-curricular competition at Marion High School, until the full period of ineligibility has been completed. Once that time period of ineligibility has been completed, the student is then immediately eligible for co-curricular competition at Marion High School related to Code of Conduct.

In addition, if a student has violated the Code of Conduct at their previous school, Marion High School will honor the violation(s). For example, a student violates the Code of Conduct two weeks after the start of school. If the student had a documented Code of Conduct violation at their previous school, Marion High School will give the student a second offense penalty.

Due Process Clause

1. Any student who is found by administration to have violated the Code of Conduct may obtain review of this determination to a five-member appeal committee within five school days of being advised of the violation. The penalty will be in effect until reversed. The student may have counsel (parent, guardian, or lawyer) in first appeal. The Appeal Committee will consist of five members: A High School Principal; a Marion Independent School District Administrator (selected by high school principal); a Marion Independent School District Coach/Director/Teacher (selected by high school principal); a Marion Independent School District Coach/Director/Teacher (selected by high school principal); a Marion Independent School District Coach/Director/Teacher (selected by the student).
2. If a student is still dissatisfied, he or she may seek further review by the superintendent. The student may obtain review of this determination by the superintendent by contacting the superintendent within five school days of being advised of the appeal committee's decision. The penalty will be in effect until reversed.
3. If the student is still dissatisfied, he or she may seek further review by the school board by filing a written appeal with the board secretary at least 24 hours prior to the next board meeting. A special meeting of the board will not be called. The review by the board will be in closed session unless the student's parent/guardian (or the student, if the student is 18) requests an open session. The grounds for review by the school board are limited to the following: the student did not violate the Code of Conduct; the student was given inadequate due process in the investigation and determination; or the penalty is in violation of board policy.
4. If the school board reverses the decision of the administration, the student shall be immediately eligible and shall have any record of the ineligibility period and violation deleted from the student's record.

(Return to your coach/director)

I have read, understand, and will abide by the above Code of Conduct.

Student's Name _____
(Print name)

Student's signature
Date

Parent/Guardian signature	Date
<i>District Policy 502, 502.1, 503.6, 503.6R, and the Marion High School "Good Conduct" Policy</i>	

