

MARION JR. / SR. HIGH SCHOOL

2019-2020 Student / Parent Handbook



HOME OF THE EAGLES!

2213 20 Mile Road, P.O. Box O
Marion, MI 49665
Phone: (231) 743-2836
Fax: (231) 743-9622
marion.k12.mi.us

TRADITION OF SUCCESS AND EXCELLENCE	4
MISSION STATEMENT	4
SCHOOL SONG	4
HINTS FOR SUCCESS	4
ADMINISTRATION	5
2019-2020 Marion Jr. / Sr. High School Calendar	6
DAILY BELL SCHEDULE 2019-2020	7
REQUIREMENTS FOR GRADUATION	8
SENIOR GRADES/GRADUATION REQUIREMENTS	8
HONOR ROLL	8
INTERIM NOTICES AND REPORT CARDS	8
STUDENT CURRICULUM GUIDES	8
ATTENDANCE POLICY	9
TARDY POLICY	9
HOURS OF INSTRUCTION	10
HALL PASSES	10
SCHOOL PERSONNEL AUTHORITY	10
GENERAL RULES GOVERNING THE STUDENT BODY	11
PLAGIARISM/CHEATING POLICY	12
SEXUAL HARASSMENT	12
ADMINISTRATION SUMMARY	12
MARION JR. / SR. HIGH SCHOOL DISCIPLINE CODE	13
SUSPENSION AND EXPULSIONS	13
MICHIGAN STATE LAW REGARDING ASSAULTS AT SCHOOL	14
AGGRESSIVE BEHAVIOR (BULLYING) POLICY	14
Marion Jr. / Sr. High School Peer-to-Peer Aggression Discipline Rubric	16
DISCIPLINARY LEVELS	17
RULES INFRACTIONS	17
DISPLAYS OF AFFECTION	19
LOCKERS	19
STUDENT VALUABLES	19
TELEPHONES	19
CELL PHONE POLICY	19
DRESS CODE	19
BUS POLICY	20
DRIVING POLICY	22
CLOSED CAMPUS	22
STUDENT CONDUCT AT EXTRACURRICULAR ACTIVITIES	22
SCHOOL DANCES	22
ACADEMIC, COLLEGE, AND CAREER READINESS SERVICES	22
PERSONAL CURRICULUMS	23
SECTION 504 PLANS	23
INTERNET POLICY	23
HOT LUNCH/BREAKFAST PROGRAM	23
LUNCH POLICY	23
MEDICATION POLICY	23
SIGNS, POSTERS AND DISTRIBUTION OF LITERATURE	24
ASSEMBLY PROGRAMS	24
LOST AND FOUND	24
SCHOOL CLOSINGS	24

SCHOOL ISSUED BOOKS/PROPERTY	24
VISITORS AND VOLUNTEERS	25
TORNADO/FIRE DRILLS AND LOCKDOWNS	25
CAMERA SURVEILLANCE SYSTEM	25
TITLE IX	25
HEALTH DEPARTMENT	25
DUAL ENROLLMENT PROGRAM	26
WEXFORD-MISSAUKEE CAREER TECH CENTER	27
PROGRAMS CURRENTLY OFFERED AT CTC	27
SCHOLARSHIPS	27
CO-OPERATIVE EDUCATION	27
DUAL ENROLLMENT COURSES/DIRECT CREDIT	27
PESTICIDE APPLICATION	28
ASBESTOS	28
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)	28
MCKINNEY-VENTO HOMELESS ASSISTANCE ACT	28
NON DISCRIMINATION	28
INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA)	28
CONCUSSION AWARENESS	28
PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)	28
EXTRACURRICULAR ACTIVITIES POLICIES	29
Extracurricular Mission	29
Extracurricular Handbook Acknowledgment Page	33
Marion Eagles Dual Extra Curricular Contract	34
PARENT/STUDENT ACKNOWLEDGMENT AGREEMENT	35

TRADITION OF SUCCESS AND EXCELLENCE

We are happy to have you join the Marion Jr. / Sr. School community and are committed to making this a positive and rewarding learning experience for you. We expect each student to become actively engaged in learning and preparation for a successful and productive life. You are encouraged to become contributing members of the many extra-curricular organizations, events, and teams that are important to the Marion High School experience. You are invited to look around, get involved, work hard, play hard, and enjoy becoming a part of our proud history.

MISSION STATEMENT

Marion Public Schools, together with families and communities, will educate all students to their unique potential in a safe, inspiring, and supportive environment, preparing them to succeed in an ever-changing world.

SCHOOL SONG

Here's to Marion High School, we're full of fight, here's to our colors of maroon and white; fight, fight, fight!
Here's to all our fellow fair maidens too, singing our battle song of MHS!

HINTS FOR SUCCESS

LISTEN	BE KIND TO OTHERS
BE POSITIVE	BE INTERESTED IN OTHERS
BE FRIENDLY	KEEP YOUR LOCKER NEAT and LOCKED
BE YOURSELF	HAVE RESPECT FOR YOURSELF and OTHERS
BE DEPENDABLE	ASK FOR HELP WHEN YOU NEED IT
BE ON TIME	COMMUNICATE WITH YOUR PARENTS and TEACHERS
BE PREPARED	INVOLVE YOURSELF IN SCHOOL ACTIVITIES
STUDY	BE ACCOUNTABLE for the CHOICES YOU MAKE
DO YOUR HOMEWORK	

*We ask that students and parents thoroughly read this handbook as there are changes
That may affect you and your student.
As always, please contact the High School Principal's Office with any questions.*

ADMINISTRATION

Mr. Chris Arrington..... Superintendent of Schools
Mrs. Danyel Prielipp..... High School Principal/Athletic Director
Miss Lynn Kulhawick..... Administrative Assistant

TECHNOLOGY STAFF

Mr. Trent Miller..... ISD, Network Administrator
Mr. Dylan ZeilingerISD, Computer Technician

FACULTY

Mrs. Stacy Baker.....Foreign Languages/English
Mr. Anthony Baldwin..... Math/Computer Science
Ms. Emily Cannell..... MS/HS Band/Choir
Mrs. Heather DeightonMS English/Math/Science
Mrs. Karen Flemming.....MS/HS Science/Health
Mrs. Michelle Grimm..... HS Math Mr. Chad Grundy.....MS/HS Social Studies
Mr. Jason Keeler.....MS/HS Science
Mrs. Deborah LaLone..... HS English/Sociology
Mrs. Stephanie Louwers.....MS English/Special Education
Mr. Chris Mayer.....MS/HS Social Studies/English
Mrs. Je’Nae McCrimmon.....Special Education/MS Math
Mrs. Janet Mort.....MS/HS Special Education
Mrs. Stacie Suttan.....Academic, College, & Career Readiness Teacher, Section 504 Coordinator, Homeless Liaison

FOOD SERVICE

Mrs. Lisa Sembach..... Head Cook
Mrs. Shelly Beebe..... Cook

CUSTODIAL

Mr. Jerry
England.....Custodian
Mr. Raymond Scott.....Custodian

PARA PROFESSIONALS

Mr. Chad Jenema..... Para
Professional
Mrs. Jennifer Krchmar.....Para
Professional
Mrs. Grace Robbins.....Para
Professional

2019-2020 Marion Jr. / Sr. High School Calendar

2019-2020 Marion Jr. / Sr. High School Calendar

First Day of School for Students	August 26, 2019
No School, Labor Day Weekend	August 30-September 2, 2019
School Resumes	September 3, 2019
JH & HS Parent Teacher Conferences 3:30-6:30 pm	September 26, 2019
Half Day, HS dismissal 11:20 am, Elementary dismissal 11:30 am JH & HS Parent Teacher Conferences 12:00-3:30 pm	September 27, 2019
End of 1st Marking Period	October 18, 2019
Elementary Parent Teacher Conferences 3:30-6:30 pm	October 24, 2019
Half Day, HS dismissal 11:20 am, Elementary dismissal 11:30 am Elementary Parent Teacher Conferences 12:00-3:30 pm	October 25, 2019
Half Day, HS dismissal 11:20 am, Elementary dismissal 11:30 am, Teacher In-Service	November 1, 2019
No School, Deer Day	November 15, 2019
Half Day, HS dismissal 11:20 am, Elementary dismissal 11:30 am	November 27, 2019
No School, Thanksgiving	November 28 & 29, 2019
Half Day, Exams, HS dismissal 11:20 am, Elementary dismissal 11:30 am	December 19, 2019
Half Day, Exams, HS dismissal 11:20 am, Elementary dismissal 11:30 am End of 2nd Marking Period, End of 1st Semester	December 20, 2019
Holiday Break	December 21, 2019 - January 5, 2020
School Resumes, 2nd Semester, 3rd Marking Period Begins	January 6, 2020
No School, Presidents' Day Weekend	February 14-17, 2020
JH & HS Parent Teacher Conferences 3:30-6:30 pm	March 5, 2020
Half Day, HS dismissal 11:20 am, Elementary dismissal 11:30 am, JH & HS Parent Teacher Conferences 12:00-3:30 pm	March 6, 2020
End of 3rd Marking Period	March 20, 2020
Half Day, HS dismissal 11:20 am, Elementary dismissal 11:30 am	March 20, 2020
No School, Spring Break	March 23-27, 2020
Elementary Parent Teacher Conferences 3:30-6:30 pm	April 2, 2020
Half Day, HS dismissal 11:20 am, Elementary dismissal 11:30 am Elementary Parent Teacher Conferences 12:00-3:30 pm	April 3, 2020
Half Day, HS dismissal 11:20 am, Elementary dismissal 11:30 am, Good Friday	April 10, 2020
No School, Memorial Day	May 25, 2020
Half Day, Exams, HS dismissal 11:20 am, Elementary dismissal 11:30 am	June 3, 2020
Half Day, Exams HS dismissal 11:20 am, Elementary dismissal 11:30 am End of 4th Marking Period, End of 2nd Semester	June 4, 2020

Last Day of School	
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DAILY BELL SCHEDULE 2019-2020
Marion Jr. / Sr. High School

Lunch A					
Monday			Tuesday-Friday		
Period	Time	Minutes	Period	Time	Minutes
1	9:35-10:23	48	1	7:50-8:53	63
2	10:28-11:05	37	2	8:58-9:50	52
3	11:10-11:47	37	3	9:55-10:47	52
lunch	11:47-12:17	30	4	10:52-11:44	52
4	12:22-12:59	37	lunch	11:44-12:14	30
5	1:04-1:41	37	5	12:19-1:11	52
6	1:46-2:23	37	6	1:16-2:08	52
7	2:28-3:05	37	7	2:13-3:05	52

Lunch B					
Monday			Tuesday-Friday		
Period	Time	Minutes	Period	Time	Minutes
1	9:35-10:23	48	1	7:50-8:53	63
2	10:28-11:05	37	2	8:58-9:50	52
3	11:10-11:47	37	3	9:55-10:47	52
4	11:52-12:29	37	4	10:52-11:44	52
lunch	12:29--12:59	30	5	11:49-12:41	52
5	1:04-1:41	37	lunch	12:41-1:11	30
6	1:46-2:23	37	6	1:16-2:08	52
7	2:28-3:05	37	7	2:13-3:05	52

REQUIREMENTS FOR GRADUATION

A. Total number of credits needed for graduation is listed below due to the possibility for students to earn one additional credit each year.

B. Specific course requirements:

Language Arts	Four Credits
Math	Four Credits
Science	Three Credits
Health	One-half Credit
Physical Education	One-half Credit*
Social Studies	Three Credits**
Foreign Language	Two Credits
CPR Requirement	--

*Waived *only* by doctor's statement

**Includes United States History and Civics/Economics
Class of 2019 and beyond = 26*

* See Curriculum Guide for updated course requirement credits.

Required courses must be passed or repeated until a passing grade is earned. In certain situations, classes may be repeated so that students may earn a higher grade; this can be accomplished only with the Principal's approval.

Note: Students taking CTC classes will need one (1) less credit in order to graduate for every year that they are enrolled in a CTC Program.

NO SCHEDULE CHANGES WILL BE MADE AFTER TWO (2) DAYS OF THE BEGINNING OF THE SCHOOL YEAR AND THE NEW SEMESTER.

SENIOR GRADES/GRADUATION REQUIREMENTS

For senior grades and graduation requirements, students must schedule an appointment with our Academic, College, & Career Readiness Teacher. All obligations must be met before a student is allowed to walk in the graduation ceremony.

Participating in the graduation ceremony is a privilege, not a right.

HONOR ROLL

Students with an average of B or better of all grades received in each marking period, provided they do not have a failing or an incomplete grade during the same marking period, shall be put on the honor roll. In compiling the honor roll, the following grading scale is used:

A = 4.000	C = 2.000
A- = 3.667	C- = 1.667
B+ = 3.333	D+ = 1.333
B = 3.000	D = 1.000
B- = 2.667	D- = 0.667
C+ = 2.333	F = 0

INTERIM NOTICES AND REPORT CARDS

As a measure of student progress, report cards are issued four times during the school year with an interim report half-way through each grading period. Parents/guardians are encouraged to contact their student's teacher if there are questions regarding these reports.

STUDENT CURRICULUM GUIDES

Curriculum Guides are distributed to all students in the spring of each year. Many academic questions are answered and policies explained in that document. If you desire or need further explanation regarding information contained in the curriculum guide, please contact our Academic, College, & Career Readiness Teacher.

ATTENDANCE POLICY

School attendance is compulsory by Michigan law. The Marion School Board of Education recommends all students attend school regularly in accordance with Michigan Compulsory School Law MCL 380.1561. The purpose of the attendance policy is to maintain academic standards for students' optimal educational experience.

If cumulative absences reach 20% of the school year (4 days monthly), an educational inquiry will be conducted to determine the impact of absences on the student's academics. Excessive tardies may also require an educational inquiry to determine the impact of tardies on the student's academics. If further action is necessary, parents will be notified by letter, and encouraged to participate in a student engagement plan. If efforts have no impact on the student's absences, a truancy referral will be made to the Wexford-Missaukee Intermediate School District.

Students will be excused for medical appointments, illness, family emergencies, and family trips. Whenever a pupil's absence is known ahead of time, as in the case of a family trip, please have this absence pre-excused and make arrangements with the teacher for make-up work. If we do not receive a note or phone call, your child will be marked unexcused for the absence.

When a child is absent from school, please call the High School Office by 10:00 A.M. This call-in policy is imperative to the safety of our children.

Verification of an absence or tardy can be accomplished by a written note or telephone call from the parent/guardian or by a doctor or dentist excuse. All notes should include:

- o Student's first and last name
- o Day(s) of absence or tardiness
- o Reason for absence or tardiness
- o Parent/guardian or doctor's signature

Students are released only to the custody parents/guardians, unless a note/phone call indicating otherwise is received. If you need to pick up your student(s) from school early, you must sign out at the office before we will release him/her.

The Career Technical Center (CTC) is an extension of the Marion Public School system and therefore, any student attending CTC falls under the rules and regulations of the Marion Public Schools.

Please consider the following as suggested ways to support your child and prevent truancy from becoming an issue:

- ◆ Build a relationship with your student's teachers and school staff
- ◆ Volunteer in your child's classroom/school activities
- ◆ Help your child with homework
- ◆ Reinforce the importance of an education
- ◆ Pick up homework if your child cannot attend class
- ◆ Praise your child for good behavior and accomplishments
- ◆ Encourage participation with after-school activities
- ◆ Establish rules and consequences for breaking those rules, then follow through
- ◆ Establish good study habits

TARDY POLICY

1. Any student arriving to class after the tardy bell has rung will receive one (1) tardy for that class period. Riders of a late bus will not be counted tardy. Since the school provides transportation, any students driving or riding in personal vehicles will not be excused.
2. Any student arriving more than ten (10) minutes late for a class will be counted absent for that class period.

3. A student's tardy count shall be reset each marking period.
4. The following summarizes tardy consequences:
 - 1st Tardy Student will receive a verbal warning
 - 2nd Tardy Student will receive/serve lunch detention in the RTC room
 - 3rd Tardy Student will receive/serve lunch detention and write a plan in the RTC room
 - 4th Tardy Student's Parent(s)/Guardian(s) notified and/or student may lose passing time privileges

HOURS OF INSTRUCTION

On **Mondays**, our staff engages in professional development from 8:00 - 9:30 am.

School is in session from **9:35 am – 3:05 pm**.

On **Tuesday through Friday**, our instructional day is from **7:50 am – 3:05 pm** each day.

HALL PASSES

All hall passes will be issued to any student who is outside of the assigned classroom. Each hall pass must contain the student's name, correct date, time, and signature or initials of the issuing teacher. Failure to produce a hall pass at the beginning of the hour will result in a student being marked tardy or absent based on the above stated guidelines for arriving to class on time. If a student arrives to school late and has prior excuse from a parent/guardian, he/she will be given an excused pass to class. Those arriving with no prior parent/guardian notification will be issued an un-excused pass.

SCHOOL PERSONNEL AUTHORITY

Students are to respect the authority of school personnel at all times and to follow the directions issued by them regardless of their feelings of the situation. Clarify your position later. Defiance will only lead to further consequences. Disrespect will not be tolerated.

GENERAL RULES GOVERNING THE STUDENT BODY

1. Students are to respect the worth and dignity of each individual and observe a code of conduct for all citizens by the use of proper language, etiquette and appearance.
2. No battery operated devices or accessories (radio, tape or CD player, laser lights, cameras, etc.) will be permitted in school without special permission from a teacher or Principal. **These devices or any other electronic device will not be allowed to interfere with normal school activities at any time without a written educational plan.**
3. Students are expected to be actively engaged learners in the classroom. Students with their head down and/or sleeping will not be permitted in the classroom.
4. Any staff member has the right to reprimand or refer a student for misconduct and/or violation of school rules that take place in the building, on the grounds or at any school function.
5. Any item, which includes but is not limited to, squirt guns, rubber bands, water balloons, lighters, and noise makers, which may cause a disturbance, are deemed inappropriate. A student in possession of such an item is subject to a suspension.
6. No opened beverage containers are allowed in lockers.
7. Substance abuse issues will be reported to the sheriff's office.
8. No buying, trading or selling of any items is permitted in school.
9. Students will be permitted in the building at 7:35 a.m. on T-W-Th-F and 9:20 a.m. on Monday and must exit the building by 3:15 p.m., unless under the supervision of a staff member.
10. Once students arrive at school they are to remain. Leaving school property must be done according to established procedures outlined in this handbook.
11. Students refusing to follow school rules, requests by staff, or who show disrespect, will be subject to disciplinary action (See insubordination).
12. Students out of school because of suspension, expulsion and/or who have shown poor in-school behavior may not participate in and/or attend any extracurricular or student sponsored activity home or away, e.g., dances, class activities, athletics, choir performances, etc.
13. Students should keep corridors clean and orderly at all times.
14. Students are not allowed in the office without permission. If a student needs to speak with someone in the office, they need to stand by the window in the hallway until addressed by a staff member.
15. Students must follow individual teacher classroom rules and expectations.
16. **Students taking medication must have it on file in the office. Please refer to the Medication section of this handbook for further clarification.**
17. Food must be eaten in the cafeteria except for breakfast and special circumstances.
18. Only water is permitted in classrooms.

PLAGIARISM/CHEATING POLICY

ACADEMIC INTEGRITY-PLAGIARISM

Intentional Plagiarism is defined, but is not limited to:

- Obvious, substantial, verbatim reproduction of information
- Fabrication of sources, falsification of page numbers, or other deliberate mis-documentation
- Submission of others' work as the student's own. This applies to uncited paraphrasing of another's ideas as well as verbatim use of others' words. (*Others'* may refer to scholarly sources, online essays, or the work of other students)

CHEATING -The following actions are considered to be cheating:

- Using or possessing, as well as giving or receiving, unauthorized materials in testing situation (notes, textbook, cheat sheets, electronic devices, etc.)
- Giving or sharing information on a test, quiz, homework, project, etc.
- Copying another student's work of any kind
- Passing on or receiving answers to test or quiz questions
- Turning in work for credit that is not one's own (This includes, but is not limited to, information from the Internet.)
- Submitting text that has been cut-and-pasted from the Internet without attribution
- Sharing or copying information from another student's computer or mobile device
- Plagiarism of any sort is strictly prohibited
- Submitting text written through an online translator

The following consequences will apply when violations occur:

- The teacher will confer with student if suspicion of a violation arises
- The teacher will inform the student's parent/guardian and the Principal of the incident
- A credit of "0" will be recorded for the test or assignment involved
- At teacher's discretion, assignments may be resubmitted for a reduced grade

SEXUAL HARASSMENT

Definition: Persistent, unwelcome verbal and physical conduct of a sexual nature. Upon receipt of a complaint of sexual harassment the Principal will hold a conference with the individuals involved. The specific behavior that led to the complaint will be discussed and the person responsible for that behavior will be instructed to cease and desist. A person that continues to sexually harass others after being warned will be subject to suspension from school.

ADMINISTRATION SUMMARY

Exceptions to the rules, regulations, and consequences can only be granted by the school administration. The school administration reserves the right to establish fair and reasonable rules and regulations for situations requiring actions that are not covered in the handbook and to deviate from handbook policies when appropriate. In all cases, the rules, regulations, and possible consequences shall be consistent. The action to be taken may be adjusted based upon the specific circumstances of the situation.

MARION JR. / SR. HIGH SCHOOL DISCIPLINE CODE

All Marion Junior/High School Discipline Regulations are in effect in school, on school property (including all athletic contests), on field trips, and at all other school sponsored activities. The staff at Marion Jr. / Sr. High School believes in individual student rights, but when a student's actions begin to infringe upon the rights of others, the inappropriate behavior must be terminated.

The Classroom Rules are as follows:

- Maintain a safe and orderly environment for yourself and for others
- Respect the teaching and learning process
- Respect the rights, property and ideas of other people and yourself
- Respect the rights and wellbeing of others

If violations do occur, an attempt will be made to resolve the problem with the student. This attempt to correct the student's disruptive behavior will be made by engaging the student in the Responsible Thinking Process. The student will be asked the RTP questions, which include:

1. What are you doing?
2. What should you be doing?
3. What happens if you choose not to do this?
4. What do you want to do now?
5. What will happen if you disrupt again?

If student disrupts again, he/she will be sent to the RTP room.

SUSPENSION AND EXPULSIONS

The authority of the Board of Education to authorize suspensions or expulsions and to make reasonable rules and regulations regarding discipline is granted in Sections 578, 613 and 614 of the Michigan School Code.

The Board of Education delegates the authority to suspend a student from school to the school Principal or their assistant. Students are to refer to the attendance policy section for makeup work.

DEFINITIONS

Short-Term Suspension – exclusion of a student from all school activities and the school premises for up to and including ten days.

Long-Term Suspension – exclusion of a student from all school activities and the school premises for more than ten (10) days and may carry over into the next school year.

Expulsion – upon the recommendation of the building Principal and the Superintendent, the Board of Education may permanently exclude a student from school.

DUE PROCESS

All students will be notified of the specific rule violation for which they are being charged. They will be given an opportunity to provide an explanation or defense of their position before a consequence is assigned.

MICHIGAN STATE LAW REGARDING ASSAULTS AT SCHOOL

(1) Subject to section 1310d, if a pupil enrolled in grade 6 or above commits a physical assault at school against another pupil and the physical assault is reported to the school board, school district superintendent, or building principal, then the school board or the designee of the school board as described in section 1311(1) on behalf of the school board shall suspend or expel the pupil from the school district for up to 180 school days. A district superintendent or building principal who receives a report described in this subsection shall forward the report to the school board. Notwithstanding section 1147, a school district is not required to allow an individual expelled from another school district under this section to attend school in the school district during the expulsion.

Sec. 1311a (1) If a pupil enrolled in grade 6 or above commits a physical assault at school against a person employed by or engaged as a volunteer or contractor by the school board and the physical assault is reported to the school board, school district superintendent, or building principal by the victim or, if the victim is unable to report the assault, by another person on the victim's behalf, then the school, or the designee of the school board as described in sect 1311 (1) on behalf of the school board, shall expel the pupil from the schools district permanently, subject to possible reinstatement under subsection (5).

Sec. 1311a (2) If a pupil enrolled in grade 6 or above commits a verbal assault, as defined by school board policy, at school against a person employed by or engaged as a volunteer or contractor by the school board and the verbal assault is reported to the school board, school district superintendent, or building principal by the victim or, if the victim is unable to report the verbal assault, by another person on the victim's behalf, or if a pupil enrolled in grade 6 or above makes a bomb threat or similar threat directed at a school building, other school property, or a school related event, then the school board, or designee of the school board as described in section 1311 (1) on behalf of the school board, shall expel the pupil from the school district for up to 180 school days.

AGGRESSIVE BEHAVIOR (BULLYING) POLICY

Adult Behavior:

“Aggressive behavior toward a student, whether by other students, staff, or third parties... is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation.

Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.”

Procedures:

“Every student is encouraged, and every staff member is required to report any situation that they believe to be aggressive behavior directed toward a student.

The Principal (or other administrator as designated) shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit after a report or complaint is made.

If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employee. The individual responsible for conducting the investigation shall document all reported incidents and report all verified incidents of bullying, aggressive or other prohibited behavior, as well as any remedial action taken, including disciplinary actions and referrals, to the Superintendent....”

Definitions:

“Aggressive behavior” is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student’s educational, physical, or emotional well-being. Such behavior includes, for example, bullying, hazing, stalking, intimidation, menacing, coercion, name-calling, taunting, making threats, and hitting/pushing/shoving.

“Bullying” is defined as any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts, i.e., internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one or more students either directly or indirectly by doing any of the following:

1. Substantially interfering with educational opportunities, benefits, or programs of one or more students
2. Adversely affecting the ability of a student to participate in or benefit from the school district’s educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress
3. Having an actual and substantial detrimental effect on a student’s physical or mental health
4. Causing substantial disruption in, or substantial interference with, the orderly operation of the school

Some examples of bullying are:

1. Physical – hitting, kicking, spitting, pushing, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact
2. Verbal – taunting, malicious teasing, insulting, name calling, making threats
3. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to: notes, emails, social media, posting, and graffiti.

“Harassment” includes [similar types of behaviors] often on the basis of age, race, religion, color, national origin, marital status or disability, but may also include sexual orientation, physical characteristics (e.g., height, weight, complexion), cultural background, socioeconomic status, or geographic location (e.g., from rival school, different state, rural area, city, etc.).

Marion Jr. / Sr. High School Peer-to-Peer Aggression Discipline Rubric

Behavior	First Offense	Second Offense	Third Offense
<p style="text-align: center;">LOW LEVEL</p> <p>Verbal/Physical Aggression</p> <ul style="list-style-type: none"> · Verbal or physical horseplay that appears to be in fun by both students, including mild pushing/shoving, etc. · Other similar behaviors likely to cause harm <p><i>Note:</i> Staff intervenes informally and reports. Upon 3rd offense, it will be treated as a rubric offense.</p>	<ul style="list-style-type: none"> · Warning from the office · Student calls parents 	<ul style="list-style-type: none"> · Student calls parents · 1 Day core classes only and silent lunch 	<ul style="list-style-type: none"> · Student calls parents · 3 Days core classes only and silent lunch
<p style="text-align: center;">MODERATE LEVEL</p> <p>Verbal/Physical Aggression</p> <ul style="list-style-type: none"> · Insulting name calling that IS related to gender, sexual orientation, race, ethnicity, religion · Rumors (true or false) likely to embarrass or cause harm (verbal, written, electronic) · Swearing at a peer · Vulgar name-calling · Threatening comments or gestures · Slapping, pushing, hitting, grabbing, shoving · Other similar behaviors likely to cause harm 	<ul style="list-style-type: none"> · Student calls parents · 1 Day core classes only and silent lunch 	<ul style="list-style-type: none"> · Student calls parents · 3 Days core classes only and silent lunch 	<ul style="list-style-type: none"> · Student calls parents · 1 Day ISS · Parent conference
<p style="text-align: center;">SEVERE LEVEL</p> <p>Verbal/Physical Aggression</p> <ul style="list-style-type: none"> · Inappropriate sexual touching · Punching, kicking, pushing down · Threatening physical harm · Other similar behaviors likely to cause harm 	<ul style="list-style-type: none"> · Student calls parents · 1 Day ISS · Parent conference 	<ul style="list-style-type: none"> · Student calls parents · 3 Days ISS or until an Individual Behavior Plan is in place · Parent conference 	<ul style="list-style-type: none"> · Student calls parent · 2 Days OSS or until an Individual Behavior Plan is in place · Parent Conference

ISS: In-School Suspension OSS: Out-of-School Suspension

Core Classes Only: Student will only participate in core content classes, have modified passing time between classes, and silent lunch. During elective classes and activities, student will report to the RTC room. Student must remain in the core class until after the tardy bell and then report to RTC room for elective class. Teachers will be notified by email of students having core classes only.

1. ***Consequences may be modified***, based upon the severity and circumstances of the specific situation, relevant board policy, and state/federal law.
2. ***An Individual Behavior Plan*** will be developed after the third offense, or before if the situation warrants it. While the specific consequences and strategies in an individualized plan may vary, the *expectations for behavior* will be consistent with the standards of behavior for all students to ensure the safety of all students.

DISCIPLINARY LEVELS

The building administrators will use their best judgment when assigning disciplinary actions. They will investigate the facts related to the rule infraction and take into consideration the student's attitude and behavior history as well as any other mitigating circumstances. The administration may make decisions on disciplinary actions that may not always follow rules infractions.

1. Conference with student (detention possible)
2. Conference with parent (detention possible)
3. Short-term suspension
4. Long-term suspension
5. Expulsion
6. May be referred to law enforcement

RULES INFRACTIONS

The following student behaviors fall within the definition of gross misdemeanor and are not an exclusive list. Unless otherwise noted, all infractions assume student-to-student contact or student-to-staff contact.

CATEGORY	DISCIPLINE LEVEL (see above paragraph)	DEFINITION
Alcoholic Beverages	3 - 6	Under the influence/use/sale or possession (on campus or at school activity)
Arson	5, 6	The burning or attempt to burn school property or buildings.
Blackmail	3 - 6	Any payment extorted by intimidation as by threats or injurious revelation or accusations
Burglary	4 - 6	Felony of breaking into and entering of any various buildings, rooms, or lockers by night or day. To rifle by burglary and carry away property of another.
Destruction of Property	3 - 6	Damage to or the destruction of public or private property caused by a person who is not its owner.
Disturbance	4, 5	Leading or participating in an outbreak of disorder; a breach of public peace.
Explosives	1 - 6	Possession/sale/use/damage/injury caused by any explosive materials or devices.
Extortion	3 - 6	The crime of obtaining money or other items of value when none is due.
False Alarm	3 - 6	To report or sound alarms for fire, tornado, lockdown, or bomb threat.

Forgery	1 - 3	The false making or alteration of a writing by which the legal rights or obligations of another person are apparently affected. Simulated signing of another person's name to any such writing.
Gambling	1 - 3	Student involvement in betting or wagering.
Insubordination	1 - 4	Refusal to follow the request of a teacher or staff member.
Loitering	2 - 3	Unauthorized presence.
Misuse of school property	2, 3	Use of an item for other than it's intended purpose.
Robbery	3 - 6	The felonious taking of property of another from his/her person or in his/her immediate presence, against his/her will by violence or intimidation.
Use and/or possession of tobacco	3 - 6	Smokeless tobacco, smoking materials, e-cigarettes. personal vaporizers, or electronic nicotine delivery systems are included.
Slander	3 - 6	Toward staff or other students. Knowingly making false and damaging statements about someone.
Substance abuse	3 - 6	Abuse of any substance not included as a separate guideline item, e.g. glue, etc. Any student who is caught under the influence or in possession of drugs on school property or at a school activity. Disciplinary action will also apply where a student is in possession of or attempts to sell or distribute look-alike drugs. Look-alike drugs are those that may resemble a controlled substance or are misrepresented by a false description of same. Possession of drug paraphernalia.
Theft	3 - 6	Act of stealing; the wrongful taking or possession and carrying away of personal goods of another, larceny.
Skipping	1 - 3	Being absent from school without guardian's permission, leaving school without checking out through the office, not being where you are scheduled to be without your teacher's or administrator's permission
Unauthorized material	2, 3	Distribution or sale of material not approved by the administration.
Weapons	4 - 6	Possession of any instrument for use in an attack or used to threaten the personal well-being of any student or staff member in school or at a school-sponsored activity.

DISPLAYS OF AFFECTION

There is a proper time and place for expressing affection. The school day and work stations are not considered proper places for this expression, e.g., kissing, sitting on each other's laps and embraces lasting longer than 2 seconds. Students are asked to avoid embarrassment to themselves and others by avoiding displays of affection during the school day and at school events. Holding hands is acceptable.

LOCKERS

Lockers are property of the Marion Public Schools and should be kept clean and neat. Students should safeguard their combinations to prevent entry and taking of books and personal belongings. **Students may NOT share lockers.** Non-school locks are not permitted. Do not mistreat or damage the lockers. No use of foreign object to keep lockers from locking. Periodic inspections and thorough searches may be made of all lockers. Marion Public Schools is not responsible for lost or stolen articles left in lockers. Please refer to the Board Policy for locker searches on the school website.

STUDENT VALUABLES

Students are encouraged not to bring items of value to school. Items such as money, jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The school cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables.

TELEPHONES

School telephones are to be used for school business only. Student usage of school telephones will be kept to a minimum. ***Students will not be called from classes for telephone calls/messages except in emergency cases.*** Messages will be taken in the office and conveyed to the student in a timely matter. Students are not to be excused from class to use a telephone unless they are ill or it is an emergency situation. Office telephones are NOT to be used for personal calls.

Students are not to use or tamper with the classroom phones. These are part of the building emergency warning system and should be used only by staff members.

CELL PHONE POLICY

- Cell phones should be kept in the student's locker and must remain **turned off** unless given permission from a staff member.
- Cell phones may be used before and after school. The normal course of the school day is defined as the ringing of the first bell in the morning and ending with the ringing of the final bell.
- **Cell phone use is prohibited in bathrooms and locker rooms.**
- If a student is found using a cell phone during the course of the school day without permission the following consequences will take place:
 - 1st Offense - The phone will be confiscated by the teacher and returned to the student at the end of class.
 - 2nd Offense - The cell phone will be confiscated and placed in the office for the remainder of the day.
 - 3rd Offense - The cell phone will be confiscated and can only be picked up by a parent/guardian

DRESS CODE

Our commitment to educating the whole child should include an understanding of proper hygiene. Neatness of appearance and cleanliness of a person reflects and expresses a pride in one's self, in one's school and in one's community. Forms of student dress are acceptable as long as they are neat, clean, and appropriate to the educational setting. The following guidelines will be used:

- Profanity, tobacco, alcohol, illegal substances, suggestive or vulgar slogans on clothing are not allowed
- The wearing of hats, hoods, coats, halter tops, bare midriff or low-cut tops, pajama bottoms, backless, strapless, off-the-shoulder blouses and sundresses are not appropriate in the school building
- Clothing that promotes racial intolerance is not acceptable
- Clothing that portray death and or destruction are not acceptable
- Shorts must be approximately fingertip length/mid-thigh length
- All shorts and skirts must be approximately mid-thigh length
- Students may wear tank tops: however, the shoulder straps must be at least 2" wide and undergarments must not be visible
- Undergarments are not to be visible
- Chains and other jewelry, which have the potential to cause injury or bodily harm to students and others are not permitted
- Marion Public School acknowledges that breast cancer awareness is a necessary and an important issue in society and that it is personally important to many families. Recently, there has been a proliferation of awareness campaigns using slang terminology on clothing, bracelets, etc. to draw attention to the cause. Although such items are acceptable in many venues, they are offensive to some and are not conducive to a distraction free learning environment. Therefore, such items using slang to refer to body parts are prohibited.

The school principal or designee has the authority to make the final interpretation of the dress code policy.

BUS POLICY

It is important to remember that the school's rules apply going to and from school, at school, on school property, at school sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

Students may only ride assigned school buses and must board and depart from the bus at their assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the principal. The building principal or designee may approve a change in a student's regular assigned bus stop to address a special need, upon the building principal or designee of a signed and dated note from a parent stating the reason for the request. Requests must be made before 10:00 am.

Because some buses are at capacity, permission to ride fully-loaded runs will be denied. We regret any inconvenience, but recognize safety as our top priority. Bus drivers are authorized to discipline for rules infractions, which may include suspension from the bus riding privilege.

Parent communication regarding bus service should be directed to the Transportation Department (743-2443).

Videotapes on School Buses

The Board of Education has installed video cameras on school buses to monitor student behavior. If a student misbehaves on a bus and his/her actions are recorded on a videotape, the tape will be submitted to the principal and may be used as evidence of the misbehavior.

General Bus Rules

1. Occupy the seat assigned by the driver (if driver assigns seats) and to refrain at all times from moving around while the bus is in motion.
2. Observe classroom conduct (except for ordinary conversation) while getting on or off and while riding the bus.
3. Obey the driver cheerfully and to report promptly to the school official when instructed to do so by the driver.
4. Warn the driver of approaching danger if there is reason to believe the driver is not aware of the danger.
5. Be in the place designated, both morning and evening, ready to board the bus at the time shown on the schedule in the bus. The driver is responsible for the maintenance of this schedule and cannot wait for tardy pupils.
6. Cell phones are not to be used at any time, except when permission granted by bus driver.

Personal Safety

1. Stay off the traveled roadway at all times while waiting for a bus.
2. Wait until the bus has come to a stop before attempting to board/disembark.
3. Leave the bus only at the consent of the driver.
4. Enter or leave the bus only at the front door after the bus has come to a stop except in case of emergency.
5. Cross the traveled highway, if necessary, after leaving the bus in the following manner:
 - a. Make certain the bus is stationary.
 - b. On alighting, go to the front of the bus within sight of the driver and wait for the proper signal for crossing.
 - c. Upon signal from the driver, look both to the right and left and proceed across the highway in front of the bus.
 - d. WALK (not run) in front of the bus when crossing the highway.
2. Keep hands and head inside the bus at all times.
3. Inform the driver when absence is expected from school (743-2443 bus garage).
4. Report to the driver at once any damage to the bus that is observed.
5. Help keep bus clean, sanitary and orderly.
6. There is to be no use or carrying of intoxicants; tobacco; the various classifications of dope; or other chemically-abusive agents. Knives, guns or other instruments that could cause bodily harm to oneself or others are strictly prohibited.

Responsibility of the Parents

1. To ascertain and ensure that their children arrive at the bus stop on time in the morning. Children should be able and ready to immediately board the bus when bus arrives.
2. To provide necessary protection of their children when going to and from the bus stop.
3. To accept joint responsibility with the school authorities for proper conduct of their children.
4. To make reasonable effort to understand and cooperate with those responsible for pupil transportation.
5. Special messages to bus drivers should be by note and not verbally called in to the schools.
6. To not park in the areas of the school designated for bussing. Bus designations are for the safety and protection of our students. Violators will be asked to move.

Riding is a Privilege

Students and parents should note that transportation is provided to all students as a privilege. Due to the fact that the safety of the students is paramount, students have to be cooperative and at their best possible behavior at all times. Students unable to accomplish proper attitude and/or behavior will be denied riding privileges for short or extended periods of time including denials for the balance of the school year. If a student is suspended from their bus, they are not permitted to ride another bus. Suspensions deny privileges from all bussing and it is the parent/guardian's responsibility to arrange for transportation during the suspension period.

Parents will be informed when their child is suspended from the bus.

Field Trips Using a Bus

All rules as indicated are to be observed in the strictest possible manner. Students should remember that they represent their school and therefore be dressed properly and be as orderly as possible. No student is to go on a field trip without a proper permission slip.

The directions of the teacher and sponsors are to be followed to the letter. All rules of the school or the special bus rules apply on a field trip both on the bus or in the physical area of the places visited.

Students on field trips are at no time at liberty to participate in actions that would bring dishonor on themselves or fellow classmates.

Students 18 years of age or over have to follow the same rules or regulations as other students whether on the bus, field trip, school building or other school activities. The school allows no differentiation between chronological maturity in regards to rules or regulations.

DRIVING POLICY

Student vehicles are to remain in the student parking area all day except by permission of the Principal.

Vehicles must be registered in the Principal's Office and have a parking permit displayed in the lower left corner of front window. Notify the office of any vehicle changes throughout the year. Students are to park their vehicles only in the designated area, which is the west parking lot. Students are not to park in the north parking lot, which has been designated for visitors and staff only. Students are not to be in or on their vehicles during the school day. Any report of unsatisfactory use of vehicles will result in a loss of driving privileges.

1st Offense – Loss of driving privilege for 10 school days.

2nd Offense – Loss of driving privilege for 90 school days.

3rd and Subsequent Offenses – Loss of privilege for 90 school days up to permanent revocation.

*Offenses are cumulative over the duration of a student's high school career.

CLOSED CAMPUS

We are a closed campus and under no circumstances should a student ever leave the school or its property during school hours regardless of age. Contact the Principal's Office for further information.

STUDENT CONDUCT AT EXTRACURRICULAR ACTIVITIES

Students should build a reputation for sportsmanship and goodwill. Many times a school is rated good or bad simply on the basis of the way their spectators behave.

All school policies are in effect while a student is attending any extracurricular activity, whether the activity takes place on school property or not. Once a student leaves a school activity s/he cannot return.

SCHOOL DANCES

Dances may be held throughout the school year. These are sponsored by school organizations with the written permission of the Principal. Junior High students may not attend High School dances. High School students may not attend Junior High school dances as guests. If a student leaves the dance early, he/she may not

return. Guests must be approved prior to the dance by a completed dance pass form. Junior High students may not bring guests to dances.

ACADEMIC, COLLEGE, AND CAREER READINESS SERVICES

Academic and Career Readiness services are available to all students. In order to see the Academic and Career Readiness teacher, students are encouraged to go to the Academic and Career Readiness teacher's office before school begins, between classes, at lunchtime, or after school. This process allows for the Academic and Career Readiness teacher to spend meaningful time with each student.

PERSONAL CURRICULUMS

A personal curriculum can be requested by a student and/or parent when a student has shown a pattern of academic struggles or successes in core classes. The state of Michigan has allowable modifications specifically outlined according to the Michigan Merit Curriculum Personal Curriculum guidelines. Personal curriculums can only be granted in accordance to state law.

SECTION 504 PLANS

The 504 coordinator should be contacted if you feel your child may qualify for a Section 504 Plan according to the Rehabilitation Act of 1973, that prohibits discrimination based upon disability. Section 504 is an anti-discrimination, civil rights statute that requires the needs of students with disabilities to be met adequately as the needs of the non-disabled are met.

INTERNET POLICY

Any student desiring to use the Internet must have a signed Acceptable (Internet) Use Policy on file in the High School Office. Violation of the policy may result in permanent loss of this privilege.

Students are only permitted to use the Internet if they have submitted a signed Acceptable Use Policy and 1:1 Agreement on file in the High School Office. Policies must be acknowledged and signed yearly by both student and parent. Violation of this policy may result in permanent loss of internet use. Students who have not signed and submitted this policy will not be permitted to use technology.

HOT LUNCH/BREAKFAST PROGRAM

Marion Public Schools offers a Type A hot lunch and breakfast program. We participate in the Community Eligibility Option which allows all registered students in the school one free reimbursable breakfast and one free reimbursable lunch each day. Students may purchase additional items ala carte with cash or if the student has available funds on their Meal Magic account.

LUNCH POLICY

Students are required to stay in one of the following areas during their lunch time to prevent distractions and interruptions while other students are learning:

1. Cafeteria
2. Designated hallways
3. Outside in designated areas determined by staff on duty
4. Students are to remain in designated areas, unless student has received permission from school authority

MEDICATION POLICY

Definition:

Michigan state law requires that school districts have on file *written consent from physicians for administering prescription medications*, including inhalers and EpiPens®, to students while they are in attendance at school.

As stated in the Marion Board of Education Handbook, “Medication” includes prescription, non-prescription and herbal medications, and includes those taken by mouth, by inhaler, those that are injectable, and those applied as drops to eyes, nose, or medication applied to the skin.”

Forms

Medication consent forms can be obtained from the High School Office. Your family physician may fax completed forms to the High School Office. Please note, completed forms must be returned to the High School Office ***before medication can be administered***. Many medications (e.g., antibiotics, etc.) can be administered at home and are often not necessary to take to the student’s school.- A physician’s signature is not required for non-prescription medications; however, a parent’s/guardian’s signature is required.

Administering Medication

A school administrator, teacher or other school employee authorized by the school administrator, may administer medication to a pupil in the presence of another adult employee pursuant to written permission of the pupil’s parent(s) or guardian(s), and in compliance with the written instruction of a physician. Each time medication is administered, it will be recorded by the employee(s) that administered it.

Storage

All medication must be kept in their original, labeled container as prepared by a pharmacy, physician, or pharmaceutical company with the pupil’s name, the name of the medication, dosage, and the frequency of administration. We will **not** accept medication provided in baggies, envelopes or the like.

All controlled-substance medications will be counted and recorded upon receipt from the parent/guardian. The medication shall be recounted on a regular basis (monthly or biweekly) and this count shall be reconciled with the medication administration log/record.

SIGNS, POSTERS AND DISTRIBUTION OF LITERATURE

Signs and posters will be permitted in appropriate, designated areas of the building only after approval of the faculty advisor or Principal.

Any material handed out by students or displayed on school grounds must be approved by the High School Principal before it may be distributed or displayed to other students.

ASSEMBLY PROGRAMS

An assembly displays more than any other activity the conduct and manners of the student body. Every person taking part in an assembly program - - fellow students, teachers, staff members; or individuals from outside the school - - are entitled to respect and attention from the student audience. Students are expected to sit in the areas designated by their teacher and participate in assemblies in a respectful manner.

LOST AND FOUND

Lost and found articles should be turned in to the Principal’s Office. Marion Jr. / Sr. High School is not responsible for lost or stolen articles. Students are cautioned not to bring valuable items to school and are reminded to keep their possessions locked. After reasonable time, disposal of said items will occur.

SCHOOL CLOSINGS

In the event of school closing, information regarding the closing can be obtained from the school website, Facebook page, via robo-call, local radio, and news stations. DO NOT call your bus driver or any school personnel.

SCHOOL ISSUED BOOKS/PROPERTY

Responsibility of Students for Textbooks/School Issued Property

-Students are responsible for the proper care of and must pay for lost or damaged textbooks, workbooks. Each student shall return all textbooks issued to him or her when he or she withdraws or transfers out of the school, when the class concludes, or at the end of the school year. Each student or his/her parents or legal guardian shall be responsible for textbooks/school issued property not returned by the student.

-Students are required to pay fines for damaged, lost, and/or stolen textbooks/school issued property in accordance with the amount of damage or cost to replace. In cases where the damage is so extensive as to render the book/school issued property unusable, the teacher should charge the student the full price of the book/school issued property. After reasonable attempts by the Principal/designee to collect, the debt shall be referred to the Superintendent's Office for further assistance.

VISITORS AND VOLUNTEERS

All visitors and volunteers on our campus must first report and check in at the High School Office to obtain a Visitor Identification Badge. We welcome and encourage your visits to Marion Jr. / Sr. High School, but strive to keep a close surveillance of our campus. We do this to ensure the safety and security of our students.

Parents that wish to meet with their child's teachers must contact the High School Office to schedule an appointment. Parents/guardians and/or visitors shall not enter a teacher's classroom without checking in at the High School Office and with prior approval from teacher and building principal.

Volunteers in the classroom, or during any school related activity (ex. field trip, sporting events) must obtain approval prior to the activity. **All volunteers must complete and submit a Volunteer Application to the Superintendent's Office 24-48 hours prior to the event.** Approval is *not* guaranteed. New Volunteer Applications must be submitted for approval each school year. Volunteer Identification Badges can be obtained at the High School Office and must be worn and visible during school hours.

Students seeking to bring a friend/relative/visitor to school for any time duration, please be advised of the following:

- A Visitor Request Application must be completed, signed by all of his/her teachers, submitted to High School Office, **and** approved by the Principal *three days prior to your visitor entering onto school grounds*. Approval is not guaranteed. This form can be obtained at the High School Office.
- Visitors that arrive with a student without prior approval will be asked to leave.
- Visitors must be at least 13 years of age.
- Visitors will not be permitted during exam days.
- Visitors are required to check in with the office and obtain a visitor identification badge. The badge must be worn and visible at all times.
- All school rules apply to the visitor. Should a discipline issue arise with the visitor, the visitor will be asked to leave school grounds immediately.
- Students are allowed only one visitor at a time.

TORNADO/FIRE DRILLS AND LOCKDOWNS

Students are to familiarize themselves with the tornado and fire drill requirements as they are posted in each room. Teachers will go over same with their students. Periodic drills will be held.

Marion Public Schools conducts 'lockdowns' periodically throughout the year. The purpose of these lockdown drills is to establish a procedure that outlines the responsibilities of employees and students in response to violent or potentially

violent critical incidents that may occur on or near school property. Students are expected to cooperate during these important drills.

CAMERA SURVEILLANCE SYSTEM

In our ongoing effort to provide an educational environment that is safe and drug free, Marion Public Schools has installed a surveillance camera monitoring system in the Marion Jr./Sr. High School. Cameras are **not** present in bathrooms or locker room areas.

TITLE IX

It is the policy of the Marion Public Schools not to discriminate on the basis of sex in its educational program, activities, or employment policies as required by Title IX of the 1972 Educational Amendments. Inquiries regarding compliance with Title IX may be directed to the Superintendent's Office (231-743-2486), or to the Director of the Office of Civil Rights, Department of Health, Education and Welfare, Washington, D.C.

HEALTH DEPARTMENT

Policies relating to immunization, Communicable Disease Control Blood borne pathogens, as well as a number of other areas, are adopted by the Board of Education. The school will work closely with students, parents and various health agencies to attempt to handle the needs of our school community. A cooperative spirit will be followed in trying to assist or fulfill the requirements that are to be fulfilled.

DUAL ENROLLMENT PROGRAM

Students in grades 9 through 12 have the opportunity to enroll in a college course. They may receive college or high school credit or both, however, this will be determined prior to the start of a class. No changes will be made after the start of any course. The tuition, up to a specific amount will be paid by the school district. Students who are interested in dual enrollment should see the Academic, College and Career Readiness teacher for more details.

ELIGIBILITY

- Students must be in ninth (9th), tenth (10th), eleventh (11th), or twelfth (12th) grade
- The student must be in good standing.
- The student must be working toward graduation requirements (not eligible if he/she has completed all graduation requirements)
- The ACCR and the principal must approve the student for the program.
- The number of courses must be approved by the ACCR teacher and principal.
- Have taken the PLAN, PSAT, SAT or MME
- Obtain a minimum score on one of the above tests (see the Academic, College, & Career Readiness Teacher for a list of qualifying scores)
- Be enrolled in at least one high school course
- Take no more than 3 courses total each term (total tuition and fee support not to exceed the percentage allocated from the district's foundation allowance)
- There is a 10 course limit throughout the student's high school career
- Cost of books NOT covered

DUAL ENROLLMENT

Payment by the school district for college courses is limited to:

- Courses not offered by the school district
- Courses offered but not available to the student due to a scheduling conflict
- Students will receive credit or no credit.
- Academic courses: not activity, hobby craft, recreational, physical education, theological, divinity or religious courses

A student may take college courses during the school day or in the evening during the regular academic year. Classes may be taken on or off campus, on the weekend, on the internet or television.

CREDIT

Courses taken through dual enrollment and paid for by the school district may be awarded high school, college credit or both. The school district determines the amount of high school credit that will be granted for each course. These dual enrollment credits may be included on the high school transcript; the course title will include the name of the post-secondary institution and where the course was taken.

DROP AND ADD POLICY

If a student elects to drop a dual enrollment course after the published drop and add date for the college in which he/she is enrolled, he/she (parent legal guardian) must reimburse the school district for the funds which are retained by the college. He/she will also receive an E for that dropped class on his/her school transcript if high school credit is chosen. If a student earns a C- or less in a dual enrollment class, he/she (parent/legal guardian) must reimburse the district the full amount spent by the district for that course. No further dual enrollment classes will be allowed for any student that receives a C- or less.

CREDIT RECOVERY

Credit recovery allows high school students an opportunity to recover credits in a self-directed manner. Students are given the opportunity to recoup credits through online classes which cover the content originally delivered in a face-to-face class. Courses must be approved through a board approved program or institution. Parents/guardians/students are responsible for all fees associated. Students will receive credit or no credit.

WEXFORD-MISSAUKEE CAREER TECH CENTER

We are pleased to inform you that as a Junior or Senior you are eligible for the many educational opportunities provided at the Wexford Missaukee Career Technical Center (CTC). You will be enrolled for a half day and transportation will be provided. CTC courses are hands-on with academic training and ACT WorkKeys for Applied Math, Reading for Information, and Locating Information. Michigan Merit Curriculum Credits can be earned while attending CTC.

Students who attend the CTC have an opportunity to explore and train for career options in one of fifteen state-approved Career and Technical Education Programs to help you prepare for career success after high school whether it is college, employment, or the military. For a complete listing of programs and course descriptions visit www.wmisd.org. The teaching and learning that takes place at CTC is relevant to your career pathway and will help prepare you for help in your field of study. See you high school counselor during scheduling in your sophomore year to register for classes at CTC.

PROGRAMS CURRENTLY OFFERED AT CTC

Agriscience and Natural Resources	Hospitality, Retailing & Entrepreneurship (HRE)
Applied Construction Technology	Allied Health
Automotive Technology	Health Science Careers (First year Seniors and all second year students)
Business Management Administration	Metal Fabrication/Welding
Computers, Networking & Electronics Technology (CNET)	Manufacturing Technologies
Digital Media Production	Power Sports & Equipment
Heavy Equipment Mechanics	Public Safety
Career Skills	Teacher Academy

SCHOLARSHIPS

Several different scholarship opportunities are available through CTC. For more information, see your CTC counselor in your senior year.

CO-OPERATIVE EDUCATION

The Co-Operative Education Program is available to students enrolled in CTC who have completed the minimum objectives of the program in which they are enrolled. Co-Op is a job directly related to the student's Career and Technical Education program. The Co-Op program also provides the students the opportunity to obtain high school credit and earn \$\$ at the same time.

DUAL ENROLLMENT COURSES/DIRECT CREDIT

The Wexford-Missaukee Career Technical Center will offer the students the opportunity to receive college credits while attending the CTC at little or NO cost through post-secondary partners such as, but not limited to, Baker College, Ferris State University, and West Shore Community College. The future savings to you and your family is priceless when earning these credits NOW.

PESTICIDE APPLICATION

If during the course of the school year, the school intends to apply pesticide on the school grounds, the school will notify parents at least 48 hours before each application. You will be notified via the Marion Public School website and the school's Facebook page.

ASBESTOS

The Asbestos Hazard Emergency Response Act Notice of the school's asbestos management plan and any asbestos-related activities is available on the Marion Public School website.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Directory information can be provided upon request to any individual or third party, other than a for-profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release, you may wish to consult the Board's annual Family Education Rights and Privacy Act (FERPA) notice which can be found in the High School Office.

Other than directory information, access to all other student records is protected by (FERPA) and Michigan law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age. Confidential records include test scores, psychological reports, behavioral data disciplinary records, and communications with family and outside service providers.

MCKINNEY-VENTO HOMELESS ASSISTANCE ACT

McKinney-Vento Homeless Assistance Act guarantees educational rights and supports for students experiencing homelessness, and seeks to remove any barriers these students may face in succeeding in school. These services for eligible students may be obtained through our Academic, College, and Career Readiness Teacher.

NON DISCRIMINATION

Marion Jr. / Sr. High School does not discriminate in admissions or employment on the basis of race, color, ethnicity, religion, national origin, sex, disability, pregnancy, sexual orientation, age, marital status, military status, genetic information, or any other legally protected characteristics.

INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA)

Parents/guardians of a child with a disability can contact the High School Office for procedural safeguards.

CONCUSSION AWARENESS

A student cannot participate in a school sponsored or operated athletic activity until the student and his/her parent have each received and read the concussion fact sheet for students and the concussion fact sheet for parents, respectively. Each must also sign and return a form acknowledging the receipt of the fact sheet or other concussion awareness educational material. Marion Jr. / Sr. High School will keep these acknowledgement forms in a permanent file as long as the student participates in a school sponsored or operated athletic activity.

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

Contact a Special Education Teacher to obtain information.

EXTRACURRICULAR ACTIVITIES POLICIES

Extracurricular Mission

The mission of the Marion Jr. / Sr. High School Extracurricular programs is to promote student/athlete growth in three pillars:

Physical Development: athleticism (speed, strength, agility, endurance)

Social Development: sportsmanship (on the field) and citizenship (off the field and in the community)

Mental Development: extension of the classroom and knowledge of the sport

Winning is important... however, we believe it is a result that comes from the individual development of each student athlete. Winning is NOT our primary goal... development and growth is. Representing Marion Schools in extracurricular activities is regarded as a privilege and not a right. Students who participate in extracurricular activities while attending Marion Public School are expected to maintain and demonstrate good conduct, good sportsmanship, and good citizenship at all times, in and out of school.

Marion belongs to the West Michigan D conference. Other members are Baldwin, Bear Lake, Big Rapids Crossroads Charter Academy, Brethren, Manistee Catholic Central, Mason County Eastern, Mesick, Pentwater and Walkerville.

Extracurricular activities at Marion include baseball, basketball, competitive cheerleading, cross country, drama, football, national honor society, OYAC, MPACT, SLS, robotics, softball, track, and volleyball at the high school level. MPACT, SLS, math counts, basketball, competitive cheerleading, cross-country, volleyball, football, track, and robotics are provided for junior high students in 6th, 7th and 8^b grade.

Extracurricular activities are an extension of the classroom curriculum, not outside of the curriculum.

- I. Athlete Defined --- For the purpose of this handbook, we refer to any student participating in ANY extracurricular activity, be it a sport or a club as an athlete. Hence the following rules apply to all athletes.
 - A. Students shall be regarded as being under the Athletic Code beginning with their first day of participation in an extracurricular activity and continuing through their graduation or the last date of participation, whichever is later.
 - B. The athlete is always under the extracurricular activity code from the beginning to the end of her/his senior high school career. This includes all vacation breaks, summer recesses, and off season times.
- II. Eligibility --- To be eligible to participate in any interscholastic sport or extracurricular activity at Marion High School, the following rules apply:
 - A. To be eligible academically, a student must comply with the Michigan High School Athletic Association rules pertaining to eligibility as found in the Handbook of the Michigan High School Athletic Association, Inc. for Junior High/Middle Schools and Senior High Schools. "High School Students must have passed at least the equivalent of 66% ($\frac{2}{3}$) of their classes in the previous semester of enrollment, and must be currently passing the same on the transcript of the school they represent in competition. Junior High/ Middle School student must pass 50% of the classes in which they are enrolled."
 - B. Weekly eligibility reports will be posted on Thursdays at 2:00 pm. Students must be passing 6 out of 7 classes that the student is currently rolled in (60% or higher grade percentage). If a student is not passing 6 out of 7 classes they will be ineligible to participate in any extracurricular activity (except practices) for the duration of one week. One week is defined as Sunday 12:00 am through Saturday 11:59 pm starting the first Sunday after the report. Eligibility reports taken during the first week of each marking period will not affect a player's eligibility.

Students may appeal the eligibility report if they believe an error has been made. The student must make the appeal to the athletic director by 12:00 pm on Friday following the report in question. The Athletic Director or Designee will make a decision on the appeal before the next scheduled contest.

- C. Students must have written parental permission, concussion form signed and a physical examination form on file before participating (athletic teams only).
- D. All students must participate in at least two weeks of practice in order to play in any one of the athletic activities, otherwise noted by contractual agreements.
- E. An athlete must meet all MHSAA eligibility standards as listed in the current MHSAA Handbook.
- F. Transfer students may not compete in a game or contest until their eligibility is cleared through MHSAA regulations. These students may practice with the team.

III. Standard of Behavior at Extracurricular Events --- The athlete will act in a respectful and sportsmanlike manner at all times. They should remember that they are representing the school, the town, their family and themselves.

IV. Performance --- Athletes will strive to fulfill their potential through consistent practice and maximum effort at competitions. At all times the athlete should hold team goals above individual goals.

V. Practice --- The athlete should be prompt and punctual in the attendance at practice. No athlete should leave practice without permission from the coach.

VI. Unexcused Absence --- Athletes must contact their coach if they are going to miss a practice or contest. Unexcused absences are not tolerated and the athlete will miss the next contest. Further unexcused absences could result in suspension or dismissal from the team.

VII. Class Attendance --- In order to participate in a contest, athletes must be in attendance at all their classes, except as excused by the building principal or his designee. Students more than ten minutes late to class will be considered absent for that class. Athletes may practice, attend extracurricular activities (including dances) if they have attended four class periods with the absences from the other classes being excused absences.

VIII. Team Travel --- Athletes must travel to and return from contests with the team with the following exceptions.

- A. An athlete may leave with a parent or legal guardian.
- B. An athlete may leave with a sibling if the parent or guardian has provided signed authorization.

The decision whether to allow an athlete to leave a contest with a parent, guardian or sibling rests entirely with the parent or guardian. We ask that a parent or guardian please let the coach know in advance of leaving the contest.

IX. Dress Policy Day of Contest --- It must be kept in mind that athletes are representing their family, community, and school. Therefore, appropriate clothing must be worn at all times and will be established by the head coach at the beginning of the season.

X. Equipment --- The athlete is responsible for all school equipment issued to him/her.

- A. Any equipment lost, stolen or misplaced will be charged to the athlete.
- B. An athlete who fails to return all equipment, including uniforms, at the end of a season, or compensate the school for the loss, will not be issued any further equipment for any school sponsored athletic activity until the original equipment is returned or compensation has been provided.

XI. School Policies --- Athletes are expected to comply with all school policies and regulations as contained in the student handbook and/or promulgated by school officials. Violations of those rules may result in discipline under the athletic policy, as well as general school policy.

XII. Standard of Conduct Violations --- The following behaviors constitute violations of the Marion Public School Extracurricular Activities Code and subject the athlete to discipline as outlined in the "Penalties" section of the Athletic Policy.

- A. Use, possession, sale or distribution of any of the following:
 1. Tobacco or tobacco products in any form
 2. Alcohol or alcoholic beverages in any form
 3. Illegal drugs or any substances defined as "controlled substances" by federal and/or state statute
 4. Steroids, human growth hormones or other performance enhancing drugs
- B. Misuse and/or abuse of prescription and/or non-prescription drugs or other legal substances.
- C. Theft or destruction of property belonging to the school, school personnel or students.
- D. Assault and battery.
- E. Cumulative or gross misconduct, including behavior which school officials deem to be conduct unbecoming of a Marion athlete.
- F. In attendance at or in association with gatherings that have illegal substances available and provided to minors.
- G. The following offenses may fall under Section VII of the Athletic code, depending upon the seriousness of the violation. Lesser penalties may be imposed for less serious offenses.
 1. Violation of federal, state or local laws and ordinances, including felonies and misdemeanors other than minor traffic violations.
 2. Violations of the Student Conduct as set forth in the Marion Student Handbook which result in a school suspension may also result in an athletic penalty.
 3. Inappropriate or unsportsmanlike behavior during an athletic event.

**Violations of the athletic policy may be verified by:

- Athlete or parent/guardian admission
- Law enforcement reports
- School staff member reports detailing observed violations
- *Other*

XIII. Penalties for Athletic Policy Violations

- A. First Offense
 1. Suspension for one quarter of the in-sport season (or school activity). The suspension is to take place immediately upon proof of the violation and suspended contests are to run consecutively from that point.
 2. If the suspension occurs beyond the point in the season where one-quarter suspension can be served the balance of the suspension will be served by the athlete in the next school sport (or extracurricular activity) in which they participate.
- B. Second Offense
 1. Suspension for one half of the in-sport season (or school activity). The suspension is to take place immediately upon proof of the violation and suspended contests to run consecutively from that point.
 2. If the suspension occurs beyond the point of one half suspension, the suspension or remainder of the same will take place the next time said athlete participates in any athletic sport (or school activity).
- C. Third Offense and Subsequent Offenses
 1. Suspension from participating in all athletics (or school activity) for a period of twelve consecutive months from the date of the beginning of the suspension.
 2. If a student voluntarily seeks an appropriate approved program of substance assessment/treatment, tobacco cessation or behavior modification, and fulfills any other additional requirements stipulated by the school, the suspension will be reduced by 50% to 182 calendar days.

- i Satisfaction of the assessment/treatment requirements from an agency outside the school must be verified in writing by the licensed agency.
- ii Any expenses incurred for such a program will be the responsibility of the athlete and not the Marion Public School system.

D. Dual Sport athletes will have their penalties enforced in each sport (or school activity).

E. Two suspensions during any one season will result in the athlete's immediate dismissal from that team (or school activity).

F. Penalties will be cumulative over an athlete's junior high years and again for the high school career. Penalties served by an athlete during junior high shall not carry over into high school. However, penalties for junior high infractions which have not been served during junior high will carry over into high school.

G. Self-disclosure. An athlete who by herself/himself or together with her/his parent or legal guardian, voluntarily discloses to a school employee, school official, coach, or administrator a need for assistance for alcohol or substance abuse prior to any reports, charges or complaints under the Athletic Policy will not be charged with a violation of the Athletic Policy. Under such circumstances, an athlete will be required to follow an approved substance assessment/treatment program. Self-disclosure may not be used if it determined that this procedure was done primarily to avoid a penalty, and the self-disclosure exemption may only be once during an athlete's high school career.

1. Satisfaction of the assessment/treatment requirements must be verified in writing by the licensed agency.
2. Any expenses incurred for such a program will be the responsibility of the athlete and not the Marion Public School system.

XIV. Athletes Leaving Squad

A. Coach's action (non-punitive) or permission - no penalty.

B. Coach's punitive action - Will not be allowed to go out for another sport in the same season and will not be allowed to practice in next season's sports until the previous season ends.

C. After the end of the first two weeks of scheduled practice:

1. Athlete must give coach prior notification. If not, follow penalty code as per first offense.
2. Athlete will not be allowed to go out for another sport in the same season and will not be allowed to practice in next season's sports until the previous season ends.
3. If an athlete is cut from a sport during tryouts, the athlete may go out for another sport during the same season.

XV. Team Rules --- Coaches may make/impose specific rules for their teams provided that the rules are:

- A. In compliance with extracurricular activity policies
- B. Approved by the Athletic Director
- C. Communicated to all athletes on the team

XVI. Coach's Authority --- Athletes are reminded to respect the authority of the coach and to follow directions issued to them regardless of their personal feelings or attitudes. The athlete may clarify his/her position later. Defiance will only lead to further trouble. Insubordination cannot be tolerated and may lead to penalties up to and including removal from the team.

XVII. Student Appeals Procedure --- The procedure below is to be followed in sequence.

- A. If dissatisfied with the ruling, concerning a disciplinary action, the parent or guardian, within five days of the decision request a conference with the Principal/Athletic Director.
- B. A second appeal may be made to the Superintendent of the Marion Public Schools within five days of the decision by the Principal.
- C. All final appeals may be made to the Marion Board of Education within ten days of the decision by the Superintendent.

Extracurricular Handbook Acknowledgment Page

Please sign, date and return this page to your coach in order to acknowledge that he/she not only gave you a copy of the handbook but also went over the handbook with you.

Failure to return this signature sheet does not eliminate or reduce consequences and expectations or participating in Extracurricular Activities.

Please contact the Principal's Office at 231-743-2836 if you have any questions.

Printed Parent Name

Parent Signature

Date

Printed Student Name

Student Signature

Date

Marion Eagles Dual Extra Curricular Contract

"Dual Sport" is defined as an athlete participating in two sports in the same season.

Any athlete electing to do two sports in the same season agrees to the following terms:

- A. Athlete must declare his/her preferred sport before the season competition begins.
- B. If the game/meet conflicts, the preferred sport takes precedence.
- C. The athlete must communicate with both coaches on a daily basis.
- D. The athlete may not quit the preferred sport after the declaration and subsequently switch to the other sport without both coaches' permission.
- E. If the athlete should experience academic problems, the secondary sport should be dropped.
- F. Conference/Regional meets and/or pre-district/District games may take precedence over the declared sport if there is mutual consent by both coaches ahead of time.
- G. The day of contests, the athlete must have prior approval to practice with the other team.
- H. Written parental permission is required for any athlete to participate in dual sports before the first competition of that season and be on file with the Athletic Department.

_____	_____	_____
Athlete's Signature	Printed Name	Date
_____	_____	_____
Parent/Guardian's Signature	Printed Name	Date
_____	_____	_____
Primary Coach's Signature	Printed Name	Date
_____	_____	_____
Secondary Coach's Signature	Printed Name	Date

MARION JR. / SR. HIGH SCHOOL
2019-2020 STUDENT HANDBOOK

PARENT/STUDENT ACKNOWLEDGMENT AGREEMENT

Please support your student's success at Marion Jr. / Sr. High School by reviewing the contents of this Handbook, then sign, date and return this agreement of the handbook to the High School Office to indicate you have received your copy. A copy of the handbook can be found on our school website.

Your student is to return this section, signed, to the office *by September 6, 2019.*

Failure to return this agreement does *not* eliminate or reduce consequences and expectations from your student.

Please contact the Principal's Office at 231-743-2836 ext. 2 if you have any questions.

STUDENT NAME (Printed)

GRADE

STUDENT SIGNATURE

DATE

PARENT NAME (Printed)

PARENT SIGNATURE

DATE