

WELCOME
TO
MARION JR./SR. HIGH SCHOOL
HOME OF THE EAGLES!



STUDENT/PARENT HANDBOOK
2011-2012

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**WELCOME TO THE MARION EAGLE
TRADITION
OF
SUCCESS AND EXCELLENCE**

We are happy to have you join the Marion High 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 their learning and preparation for a successful and productive life. Students are encouraged to become contributing members of the many extra-curricular organizations, events, and teams that are an important part of 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.

We ask that students and parents thoroughly read this handbook as there have been changes that may affect you. As always, please contact the Principal's Office with any questions.

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 POSITIVE

BE FRIENDLY

BE YOURSELF

BE DEPENDABLE

BE ON TIME

BE PREPARED, STUDY, AND DO YOUR HOMEWORK

BE KIND TO OTHERS

BE INTERESTED IN OTHERS

KEEP YOUR LOCKER NEAT AND LOCKED

HAVE RESPECT FOR YOURSELF AND OTHERS

ASK FOR HELP WHEN YOU NEED IT

COMMUNICATE WITH YOUR PARENTS AND TEACHERS

INVOLVE YOURSELF IN SCHOOL ACTIVITIES

BE ACCOUNTABLE FOR THE CHOICES YOU MAKE

ADMINISTRATION

Mr. Greg Mikulich.....Superintendent of Schools
Mr. Beth A. RobbHigh School Principal
Mr. Beth A. RobbAthletic Director
Mrs. Lisa Holmes.....Counselor
Mr. Mike Hodges Technology Director

OFFICE STAFF

Mrs. Terry Kennedy Administrative Assistant
..... Office Manager

FACULTY

Mrs. Stacy Baker.....HS/JH Spanish
Mr. Tony Baldwin..... HS/JH Math
Mrs. Pam Bontekoe.....HS/JH Special Education
Mr. Adam Cole..... HS/JH Industrial Arts/Art
Mrs. Karen Flemming..... HS/JH Science
Mr. Kurt Gillespie History/JH Social Studies/Health
Mrs. Michelle Grimm HS Math
Mr. Mark Johnson HS/JH Instrumental Music/JH Social Studies
Mr. Jason Keeler..... HS/JH Science
Mrs. Debra LaLone.....HS English
Mr. Tim Michell..... JH Math
Mrs. Danyel PrielippHS English
Ms. Shelly Reed.....JH Physical Education/Strength
Mrs. Stacie Suttan JH English/Social Studies
Ms. Kris VanAgtmael HS/JH Special Education

FOOD SERVICE STAFF

Mrs. Georgia Salisbury Mrs. Lisa Sembach

CUSTODIAL STAFF

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

PARA PROFESSIONALS

Mr. Chad Jenema Mrs. Becky Tomich

Marion Jr./Sr. High School
2011-2012 School Calendar

September	6	First Day for Students
	8	Picture Day
	26	} Homecoming Week
	Thru 30	
October	7	Progress Reports due
	10	Progress Reports will be sent home with students
	11	} MEAP
	Thru 19	
	20	Picture Re-takes
November	1	No School - ISD In-service
	4	Grades due - End of Marking Period 1
	9	Parent/Teacher Conferences 3:45-5:30 & 6:00-8:00
	10	Parent/Teacher Conferences 3:45-5:30 & 6:00-8:00
	11	No School
	15	Deer Day - No school
	24	No School - Thanksgiving
	25	No School - Thanksgiving
December	9	Progress Reports due
	12	Progress Reports will be sent home with students
	22	} No School - Winter Break
Thru		
January	2	} School Resumes
	3	
	25	Locker Clean out
	26	Half Day - Exams 1 st , 2 nd , 3 rd periods
		1 st 8:00 - 9:10
		2 nd 9:25 - 10 ;35
		3 rd 10:50 - 12:00
		Dismissal at Noon
	27	Half day - Exams 4 th , 5 th , 6 th
		4 th 8:00 - 9:10
		5 th 9:25 - 10:35
	6 th 10:50 - 12:00	
	Dismissal at Noon	
27	1 st Semester Ends Grades due in computer	
30	Report Cards mailed - Marking Period 3 and Semester 2 begins	

2011-2012 School Calendar (continued)

February	17	No School – Presidents’ Day weekend
	20	No School – Presidents’ Day weekend
March	2	Progress grades due in Computer
	5	Progress Reports will be sent home with student
	6	ACT for Juniors – NO school for all other students
	30	End of Marking Period 3
	2	
	Thru	No School – Spring Break
April	6	
	9	School Resumes – Marking Period 4 begins
	11	Parent/Teacher Conferences 3:45 – 5:30 & 6:00 – 8:00
	12	Parent/Teacher Conferences 3:45 – 5:30 & 6:00 – 8:00
	13	No School
	TBA	Prom
May	TBA	6 th Grade Junior High Orientation 9:00-11:00 a.m.
	TBA	9 th Grade Orientation 5:00-7:00 p.m.
	TBA	High School Honors Banquet and NHS Induction 6:30
	4	Progress grades due in computer
	7	Progress Reports sent home with students
	18	Senior Meeting
	21	Seniors’ Last Day
	23	High School and Junior High Awards Assembly 1:00 (Senior Awards practice 9:50)
	TBA	5 th Gr. Teachers meet with 6 th Gr. Teachers (Staff Dev. Time)
	25	Graduation 7:00 p.m. (Graduation practice 9:50)
28	No School – Memorial Day	
June	8	Locker Clean –out
	11	Half Day – Exams 1 st ,2 nd ,3 rd 1 st Period Exam – 8:00 – 9:10 2 nd Period Exam – 9:25 – 10:35 3 rd Period Exam – 10:50 – 12:00 Dismissal at Noon
	12	4 th Period Exam – 8:00 – 9:10 5 th Period Exam – 9:25 – 10:35 6 th Period Exam - 10:50 – 12 ;00 Dismissal at Noon
	12	Last day of School
	18	Report Cards will be mailed home this week

**DAILY SCHEDULE
2011-2012**

**Monday, Tuesday,
Thursday, Friday**

1st Period	8:00 – 9:10
2nd Period	9:14 – 10:19
3rd Period	10:23- 11:28
A Lunch	11:28 – 12:58
4th Period	11:32 – 12:37
B Lunch	12:37 – 1:07
4th Period	12:02 – 1:07
5th Period	1:11 - 2:21
6th Period	2:25 – 3:30

**Wednesday
Late Start**

1st Period	9:35 -10:30
2nd Period	10:34 – 11:24
3rd Period	11:28 – 12:18
B Lunch	12:18 – 12:48
3rd Period	11:58 – 12:48
A Lunch	11:24 – 11:54
5th Period	1:46 – 1:42
6th Period	2:40 – 3:30

*Schedule for half days when applicable

1st Period	8:00 – 9:10
2nd Period	9:25 – 10:35
3rd Period	10:50 – 12:00

Dismissal at 12:00

REQUIREMENTS FOR GRADUATION

A. Total number of credits needed for graduation: 24

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

*Waived only by doctor's statement

**Includes United States History and Government/Consumer Economics

Class of 2012 = 24

Class of 2013 = 23*

Class of 2014 = 22*

* 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 with the Principal's approval.

NO SCHEDULE CHANGES WILL BE MADE AFTER SEPTEMBER 8, 2008.

HONOR ROLL

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

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

D- = 0.667

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 are encouraged to contact their child's teacher if there are questions regarding these reports.

ACADEMIC AND EXTRA-CURRICULAR AWARDS

Awards will be presented to students for superior performances in academic and extracurricular activities.

Academic Awards are given to those students in grades 11-12 who have maintained an accumulative B average.

Scholastic Awards will be given to the boy and girl in each grade (7 through 12) who have the highest grade point average the first three, nine-week grading periods.

An award shall be given to the Best All-Around Student based on sportsmanship, school citizenship, school participation and positive contribution to the student body. Nominees for the "Maurice Allen" Award will be nominated by a committee composed of the president and vice-president of each class (9-12), the counselor and the Principal. Names will be put on a ballot and the staff will make the selection by secret ballot.

No more than one athletic letter will be awarded per year, per person for all or any activity. If a student wins more than one award per year, the extra award will consist of a paper certificate.

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 counselor.

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 trouble.

ATTENDANCE POLICY

Attendance at Marion High School is a very important part of academic success. Time spent outside of the classroom results in gaps in the learning process, thus, leaving students without a firm educational foundation.

Marion High School encourages all students to arrive to school everyday on time and ready to learn. It is the primary responsibility of the student, as well as his/her parent or guardian, to maintain satisfactory attendance. It is the responsibility of the Marion High School Staff to hold students and parents accountable for the practice of these skills by keeping accurate records of students' attendance and promptness. By working together to teach the effects of attendance on learning, we can assure our student body, staff, and community that MHS students are developing academic and personal habits that will make them successful citizens of society.

Attendance Policy Definitions

- Daily Attendance is being present in class the entire school day (8:25 a.m. – 3:30 p.m.).
- Promptness is arriving to school as well as each class on time and being in your seat before the tardy bell rings.
- Excused absences are absences in which parents have prior knowledge and provide an explanation to the Principal's Office via phone call, note, or personal visit within three (3) school days of the absence. Failure to provide explanation within three (3) school days will result in the students receiving an unexcused absence. Examples of excused absences are family emergencies, illnesses, a medical appointment or a pre-excused absence through the school office made by the student's parent or legal guardian.
- Unexcused absences are absences in which parents have no prior knowledge (such as a student deliberately missing a class) or do not provide an explanation for the absence within three (3) school days of the absence.
- A Tardy is the result of a student not being in their classroom and in their seat before the tardy bell rings for each class period.

Attendance Policy Guidelines

1. Students who miss school are responsible for making up missed assignments. Each student will be given 10 school days to complete missing assignments in order to receive full credit. For each two week period that the homework is not turned in, the student will lose 10% of the possible credit.
2. Students who miss school are responsible for bringing in the proper documentation (written explanation from parent or doctor) to excuse the

absence within three (3) school days of the absence. No “blanket” excuse will be accepted; i.e., if a student has missed an excessive number of days, the parent/guardian may not call in weeks/months later and excuse all absences.

3. Any student missing school due to an unexcused absence, such as out-of-school suspension, will still be expected to complete missing assignments.
4. Any student who intentionally misses a class without a teacher or parent’s permission will receive an unexcused absence for that class period.
5. The Career Technical Center (CTC) is an extension of the Marion School system and therefore, any student attending CTC falls under the rules and regulations of the Marion Schools. Conversely, any student absenting himself/herself from CTC will find the absence charged against him/her in the same application as would be established at Marion Jr./Sr. High School. CTC students must comply with the rules and regulations of both schools. CTC students must attend MHS in the morning (unless excused by administration) in order to attend CTC in the afternoon. If a student misses the bus s/he is to report directly to the office. Driving is strictly prohibited (please refer to the CTC section of this handbook).
6. Students will not be allowed to attend school activities on the day they are absent, unless excused by the administration.
7. Any student having more than twelve (12) absences per class period, per semester, whether excused or unexcused, will lose credit for the course for the semester.
8. Any student missing ten (10) consecutive school days without notification to the school through written parental, medical, or legal documentation will be dropped from enrollment and will need to complete the proper enrollment process to re-enroll in school.

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. The following summarizes the consequences for tardies:
 - 1st Tardy – student will receive a verbal warning
 - 2nd Tardy – student will be seated in their classroom in designated chair and write out their RTP plan. Student will spend their lunch hour in the RTC (if they receive 1
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 -
 -
 - 8 Tardies – 2 absences
 - 10 Tardies – 3 absences
 - 15 Tardies – Loss of credit for the course

Hall Passes

Hall passes will be issued to any student who is outside of their 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 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 unexcused pass.

Safe-T-Net

Just as we encourage all students to maintain satisfactory attendance, we also feel that it is important to be able to re-establish a good record of attendance. We have built into our Attendance Policy opportunities for earning back the status of good standing. In order to avoid the loss of credit for a course, there will be chances for students to attend after school interventions to make up lost class time.

After School Intervention

After school intervention will be made available to students to make-up absences on an hour-by-hour basis. Each absence above the allotted 12 per semester may be made up during after school intervention with a Marion High School Staff member. Sign-in lists will be delivered to the Principal's Office at the end of the intervention session for recording purposes. Students may not serve after school interventions for the purpose of accumulating hours. Only recorded absences may be made up.

Students attending after school intervention must report to the designated classroom no later than 3:40 p.m. and must stay until the 4:30 p.m. dismissal time. Any student arriving late or leaving early will not be granted credit for attendance.

***Any student attending an after school intervention is responsible for providing their own transportation.*

TRUANCY POLICY

Under Michigan Law it is the responsibility of a parent to make sure their child attends school on a daily basis. By living up to that duty, parents teach their children important lessons about responsibility and accountability that lasts a lifetime.

A child is considered truant when the student has no valid reason for missing school. At the Principal's discretion, records may be forwarded to the truancy coordinator at the Wexford-Missaukee ISD for review.

If your child is identified as truant, the Principal and our counselor will make attempts to work with you and your student before involving the truancy coordinator. This process will generally begin on or around the fifth absence. Intervention practices include but are not limited to, developing a Student Engagement Plan, referral to counseling services, and meetings with teachers. Once we feel all resources have been exhausted and attendance has not improved, a referral will be made to the truancy coordinator.

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

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

CAREER TECHNICAL CENTER (CTC) POLICY

Expectations

The Wexford-Missaukee Career Technical Center (CTC) provides a wonderful opportunity for our students to take coursework that is not offered at our school. It is a privilege, not a right, for students to be enrolled in CTC. We expect them to exhibit behavior that indicates the maturity necessary to be involved in this program. We are hopeful that our students will take advantage of this opportunity and not create problems that will lead to being dismissed from CTC.

The following are expectations for students attending CTC:

- Students are to remain in the lunchroom after dismissal from class. The restroom may be used before going to the lunch room and immediately before boarding the CTC bus.
- Proper conduct is expected in the lunchroom. Please follow directives issued by school personnel.
- Proper conduct is expected on the CTC bus.
- Hats are strictly prohibited
- CTC students are to refrain from littering on school property.
- Upon return from CTC, students are to either go to their cars or to quietly wait in the school until dismissal.
- Students are to behave in a proper manner while at CTC.

Bus Policy

On the bus, we expect our students to act in a mature manner. The primary focus of our drivers should be the road and not the misbehavior of children. Safety demands that we not allow disruptive or distracting behavior. Therefore, improper behavior on the CTC bus will result in penalties up to and including removal of the student from CTC for the remainder of the school year. They will lose credit in the classes they are taking and will be enrolled in on-campus courses when scheduling permits. Conduct that will result in removal includes, *but is not limited to*:

- | | |
|---|--|
| * Throwing objects | * Theft and/or vandalism |
| * Inappropriate language | * Serious misconduct; harassment |
| * Possession, distribution and/or use of tobacco products, alcohol or drugs | * Any action that endangers the safety of bus passengers |

Discipline

Violators of CTC policies will be handled in the following manner:

- Step 1/First violation – Conference with student
- Step 2/Second violation – Written notification to parent
- Step 3/Third violation – Dismissal from CTC

Serious or flagrant violations of policy may result in students immediately moving to Step 2 or an immediate dismissal from CTC.

Driving

Those students who attend CTC are provided transportation as a condition of their enrollment and are expected to ride the bus to and from CTC. In general, students are **not** allowed to drive or ride in a personal vehicle for any reason except for work-release programs that are an essential part of the CTC program.

- A parent/guardian conference will be held to discuss the validity of the request.
- The proper waiver forms must be signed by the parent/guardian, student, the school Principal and CTC personnel.

It is understood that the student driver will adhere to the following rules:

1. The student will follow all traffic laws and drive in a safe and sane manner to and from the Career Tech Center.
2. No one will ride with a student driver.
3. If and when the special circumstances that required the student to drive ends, he/she will report this directly to the high school Principal and begin to ride the CTC bus instead of driving a private vehicle.
4. The parent will assume all liability for any accident or injury that might occur as a result of this driving being done.

Any violation of the driving regulations will immediately result in the complete loss of driving privileges for an entire school year and possible disciplinary action up to and including removal from the CTC program.

Questions regarding this policy should be directed to the High School Principal.

RULES AND REGULATIONS

Students are expected to be punctual, prepared and courteous to their classmates and all staff. Students are to obey the directions and request of their teachers and other adult supervisors. This will assure a positive learning environment and help students avoid embarrassing and time-consuming disciplinary actions.

All students who enjoy the rights of citizenship in the school community must also accept the responsibilities of citizenship. These rules and regulations are intended to provide an atmosphere that will encourage students to learn and study. This system provides for a fair and firm enforcement of school rules and regulations.

Parents and students should know the consequences for misconduct and persistent disobedience to school rules.

It is hoped that most problems regarding student conduct can be resolved through teacher/student or teacher/parent conferences. However, detention may be an appropriate response for some minor violations. Students may be asked to spend time before school, during their lunch period or after school with the staff member issuing the detention. If a student is to be detained beyond the regular school day, parents should be notified of this twenty-four hours in advance.

GENERAL RULES GOVERNING THE STUDENT BODY

- 1. It is your responsibility to know the information and follow the regulations set down in this handbook.**
2. No battery operated devices (radio, tape or CD player, laser lights, cameras, etc.) will be permitted in school without special permission from a teacher or Principal. These devices will not be allowed to interfere with normal school activities at any time.
3. Any teacher 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.
4. 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.
5. No opened beverage containers are allowed in lockers.
6. Substance abuse issues will be reported to the school liaison officer.
7. No trading or selling of any items is permitted in school.
8. Students will be permitted in the building at 8:10 a.m. on M-T-Th-F and 9:30 a.m. on Wednesday and must exit the building by 3:45 p.m., unless under the supervision of a staff member.
9. Once students arrive at school they are to remain. Leaving school property must be done according to established procedures outlined in this handbook.
10. Outdoor garments such as hats and coats are not to be worn to class. Other excluded items are sunglasses, bandannas, various insignias, and clothing with inappropriate sayings or messages.
11. Students refusing to follow school rules, requests by teachers and staff, or who show disrespect, will be subject to suspension.
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 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.
- 14. Students taking medication must have it on file in the office. Please refer to the Medication section of this handbook for further clarification.**
15. All students are to keep their lockers locked when not in use.

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.

DISCIPLINARY ACTION

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 students 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

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 his assistant. Students are to refer to the attendance policy section for make-up 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 days.

Expulsion – upon the recommendation of the building Principal and the Superintendent, the school board 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.

RULES INFRACTIONS

These fall within the definition of gross misdemeanor, but are not an exclusive list. Unless otherwise noted, all infractions assume student-to-student contact or student-to-staff contact. Please refer to p. 17 for Discipline Level definitions.

<u>CATEGORY</u>	<u>DISCIPLINE LEVEL</u>	<u>DEFINITION</u>
A. Alcoholic Beverages	3 – 6	Under the influence/use/sale or possession (on campus or in building).
B. Arson	5,6	The burning or attempt to burn school property or buildings.
C. Assault	3 – 6	A threat (verbal or physical) or offer to do violence to another with or without battery. (e.g., holding an object in a threatening manner.)

MICHIGAN STATE LAW REGARDING ASSAULTS AT SCHOOL

Sec. 1310 (1) If a pupil enrolled in grade 6 or above commits a physical assault at school against another pupil and the physical assault is report to the school board, school district superintendent, or building principal, the school board shall expel the pupil from the school district for up to 180 school days.

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.

<u>CATEGORY</u>	<u>DISCIPLINE LEVEL</u>	<u>DEFINITION</u>
D. Battery (fighting)	3 – 6	An unlawful physical contact with another by beating, wounding or even by touching in an offensive manner.
E. Blackmail	3 – 6	Any payment extorted by intimidation as by threats or injurious revelation or accusations.
F. Burglary	4 – 6	Felony of breaking into and entering of any of various buildings, rooms, or lockers by night or day. To rifle by burglary and carry away property of another.
G. Destruction of Property	3 – 6	
H. Disturbance	4,5	Leading or participating in an outbreak of disorder; a breach of public peace.
I. Explosives	1 – 6	Possession/sale/use/damage/injury caused by any explosive materials or devices.
J. Extortion	3 – 6	The crime of obtaining money or other items of value when none is due.
K. False Alarm	3 – 6	To report or sound alarms for fire, tornado, lockdown, or bomb threat.
L. 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.
M. Gambling	1 – 3	Student involvement in betting or wagering.
N. Insubordination	1 – 4	Refusal to follow the request of a teacher or staff member.
O. Intimidation	1 – 3	To force another to deter from some action by inducing fear.

P. Loitering	2,3	Unauthorized presence.
<u>CATEGORY</u>	<u>DISCIPLINE LEVEL</u>	<u>DEFINITION</u>
Q. Misuse of school property	2,3	Use of an item for other than its intended purpose (restitution).
R. Use of profanity Use of obscenities	1 – 5	Toward staff or other students.
S. 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.
T. Use and/or possession of tobacco	3 – 6	Including smokeless tobacco or smoking materials.
U. Slander	3 – 6	Toward staff or other students.
V. 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.
W. Theft	3 – 6	Act of stealing; the wrongful taking and carrying away of personal goods of another; larceny.
X. Truancy	1 – 3	Absent from school without parent's permission, leaving school without checking out through the office, not being where you are scheduled to be without your teacher's or the administration's permission.
Y. Unauthorized material	2,3	Distribution or sale.
Z. Weapons	4 – 6	Possession of any instrument for use in attack or used to threaten the personal well-being of any student, staff member

or at a school-sponsored activity (e.g., fake or look-alike guns [CO², air pump, etc.], etc.)

PERSISTENT DISOBEDIENCE

Persistent disobedience will be defined as the continuous disregard and violation of building and school district rules and regulations. Each step must be documented by a discipline notice signed by the student's teacher or supervisor.

1. Teacher-student conference.
2. Teacher notifies the student's parent.
3. Student referred to Principal.
4. Suspension.

BUS POLICY

If you ride a bus, it is one that has been assigned to you. Unless you have prior written permission from the school, you will not be permitted to ride another bus or change your stop. 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 could include suspension from the bus riding privilege. Parent communication regarding bus service should be directed to the Director of Transportation (743-2443).

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.

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.
- 6. Keep hands and head inside the bus at all times.
- 7. Inform the driver when absence is expected from school (743-2443 bus garage).
- 8. Report to the driver at once any damage to the bus that is observed.
- 9. Help keep bus clean, sanitary and orderly.
- 10. 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 insure that their children arrive at the bus stop on time in the morning. Children should be able 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.

CARE OF SCHOOL PROPERTY

As a student of Marion Jr./Sr. High School, you should take the very best care of it at all times. The school belongs to you and your parents. Take care of it, improve it in any way you can, and see to it that your associates do likewise. No food or drink should be taken into or consumed in a classroom or hallways.

*******CELL PHONE POLICY*******

Marion Jr./Sr. High School and the Board of Education have adopted the following cell phone policy:

- Cell phones must be kept in the student's locker and must remain turned off and may not be used during the normal course of the school day. 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 signaling the end of the school day.
- Cell phones may be used before and after school.
- Cell phones are permitted at sporting events; however, they are not to be used during the game.
- Cell phones are prohibited in classrooms, bathrooms and locker rooms.
- Cell phones are to be used for emergency purposes only when riding on the bus unless prior approval has been given by the adult in charge.
- If a student is found either making phone calls during the normal course of the school day or using a phone in the above-referenced prohibited areas, the following consequences will take place:
 - The cell phone will be confiscated and can only be picked up by a parent/guardian
 - The student's record will include a notation of the violation
 - A second violation will result in further discipline action

DRESS CODE

Appropriate appearance is desirable at any activity and varies with the degree of formality. Students are expected to be neat and clean when they come to school. Individual grooming and dress shall not be so extreme as to interfere with personal safety or the safety of others, nor shall they disrupt the learning process of either the individual or other students. An individual's attire will not be allowed to be disruptive or counterproductive to the educational environment. Clothing with drug, alcohol, tobacco, profanity or sexually suggestive writings or logos are not permitted.

In addition, bandannas, hats and scarves are not permitted. A student wearing inappropriate clothing will be required to change. Examples of inappropriate clothing

include, but are not limited to, short-shorts; midriff exposure; short skirts, clothing bearing sexual innuendo; trousers that expose undergarments; spaghetti straps; and tank tops. The discretion of the administration will prevail.

*******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. 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 cars 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.

*******LEAVING SCHOOL GROUNDS*******

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

CORRIDOR CONDUCT AND LOCKERS

The hallways of any building give a lasting impression of the institution to visitors. It is the first and last place a person observes when entering or leaving the building.

Favorable impressions can be obtained by keeping corridors clean and orderly and by students maintaining proper conduct.

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 (non-school locks are not permitted). Do not mistreat or damage the lockers. Periodic inspections may be made of all lockers.

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 and lingering embraces. Students are asked to avoid embarrassment to themselves and others by

avoiding displays of affection during the school day and at school events.

STUDENT CONDUCT AT EXTRA-CURRICULAR ACTIVITIES

Our students should want to build a reputation for sportsmanship and good will. 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 extra-curricular 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. No entrance will be permitted after 20 minutes from the start of the dance unless escorted by a parent/guardian or administration. Students must stay until the end of the dance unless a parent/guardian picks them up or a phone call is made by administration to obtain permission from the parent/guardian for the student to leave. (Guests must be approved in advance.)

GUIDANCE AND COUNSELING

Counseling services are available to all students. In order to see the counselor, students must sign up in the Principal's Office before school begins, between classes, at lunch time, or after school. This system allows for the counselor to spend meaningful time with each student. In an emergency, the counselor can be contacted at any time.

INTERNET POLICY

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

HOT LUNCH/BREAKFAST PROGRAM

Marion Public Schools offers a Type A hot lunch and breakfast program. All students registered in the school may participate.

Marion Public Schools participates in the Meal Magic system, which is designed to track the number of meals purchased and account for student balances. Parents/guardians send money with their child to school, which is then loaded onto their identification card. Each time a student purchases a food item, the I.D. card is swiped (or the student's name is entered) and the cashier can determine if the student

receives free, reduced or full-pay services. If a student's balance runs negative, a notice will be sent to the parent/guardian informing them of the balance.

Students who participate in the Reduced Lunch Program, as well as students who pay full price, may only "charge" their breakfast/lunch twice. Once the charge limit is exceeded, the student must either pay for their lunch or receive an alternate cold lunch, provided by the cafeteria. The alternate lunch will meet federal requirements and will generally consist of a peanut butter sandwich, fruit and milk.

High School breakfast/lunch prices are as follows:

Breakfast	\$1.50 Full Pay	
	\$0.30 Reduced	
		Milk \$0.40
Lunch	\$2.25 full pay	
	\$0.40 reduced	

LUNCH POLICY

High School students are asked to stay in one of the following areas during their lunch time:

1. The cafeteria
2. Designated hallways
3. Outside in designated areas
4. Gymnasium

Junior High students will have designated areas as the seasons change. Junior High students are not to wander the halls. The reason for this policy is that much of the student body is in session during the noon time. Therefore, students are asked to stay out of the other parts of the building so that they do not distract others from learning.

*****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

Forms can be obtained from the Principal's Office. Your family physician is welcome to fax completed forms to our office at (231) 743-9622. Please note that completed forms must be returned to the Principal's Office **before medication can be administered**. Keep in mind that 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/guardian's signature is required (forms are located in the Principal's Office).

Administering Medication

A school administrator, teacher or other school employee authorized to do so 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 logged by the employee that administered it. At the end of the year, the log will be placed in the student's record.

Storage

All medication shall 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. 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. We will not accept medication provided in baggies, envelopes or the like.

MEETINGS AND CLASS DUES

Meetings will be scheduled on an "as needed" basis and must be approved by the Principal.

Class Dues

Dues may be levied by the various classes. Guidelines are listed below:

9th Grade: \$1.00 Maximum

10th Grade: \$2.00 Maximum

11th Grade \$3.00 Maximum

12th Grade \$4.00 Maximum

As of July 1, 2006, Marion High School will charge \$5.00 (Five dollars) for checks returned for non-sufficient funds.

SIGNS, POSTERS AND DISTRIBUTION OF LITERATURE

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

ANNOUNCEMENTS

Announcement request forms must be turned into the office by 3:30 p.m. the day before they are to be distributed to the student body. All announcement requests must be approved by office staff prior to distribution.

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, 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.

TELEPHONES

School office telephones are to be used for school business only. Student usage of the 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. Please keep in mind that when office staff calls a student from class for a phone call, the entire class is interrupted.

Students are not to be excused from class to use the student telephone unless they are ill or it is an emergency situation. Students may use the office phone before/after school or between classes by permission slip from the next-hour teacher only.

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. Students are not to call home sick from a teacher's phone.

LOST AND FOUND

Lost and found articles should be turned in at the Principal's Office. Marion 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 case of school closing because of inclement weather, the information regarding same will be on local radio and television stations. DO NOT call your bus driver or any school personnel.

TEXTBOOKS

Responsibility of Students for Textbooks

Students are responsible for the proper care of and must pay for lost or damaged textbooks. Each student shall return all textbooks issued to him or her when he or she leaves 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 not returned by the student.

Students are required to pay fines for damaged textbooks in accordance with the amount of damage. In cases where the damage is so extensive as to render the book unusable, the teacher should charge the student the full price of the book. 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 check in at the Principal's Office and must wear 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 call first to find out when the teacher is available. Parents/guardians and/or visitors shall not enter a teacher's classroom without checking with the office first.

For those students seeking to bring a friend/relative to school, whether it's all day or for lunch-time visits, please be advised of the following:

- ✓ A form must be filled out and signed by all of your teachers **and** approved by the Principal *three days prior to your visitor entering onto school grounds*. Approval is not guaranteed. Forms are located in the Principal's Office.
- ✓ Visitors that show up 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's pass.
- ✓ 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.

RESIDENCY

Marion Public Schools participates in the Schools of Choice program. If you do not reside in the Marion Public Schools' district and would like to attend our school system, please contact our office for Schools of Choice enrollment procedures.

The office must know the place of residency at all times of all students as well as who

is to be notified in case of emergency.

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.

CONTACTING THE PRINCIPAL

In an effort to improve customer service and assure that enough time is spent handling your needs and concerns, we ask that you please call to make an appointment with the Principal. By adhering to a specific schedule, the Principal is able to meet with parents, handle discipline issues and spend time in classrooms. Appointments can be made by calling 743-2836.

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 Mr. Greg Mikulich at 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

Eleventh and Twelfth grade students 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 the 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 counselor for more details.

ELIGIBILITY

- A student must be in eleventh or twelfth grade.
- Have taken the PLAN, ACT or MME.
- Obtain a minimum score on one of the about tests, see school counselor 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.
- Cost of books are NOT covered by the school district, student is responsible.

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
- Academic courses only – NOT activity: ex: 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/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 the 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**.

MARION JR./SR. HIGH SCHOOL
ATHLETICS POLICY
Updated August 2009



GO EAGLES!

ATHLETICS

MARION HIGH SCHOOL ATHLETIC CODE

Updated August 2009

Representing Marion Schools in interscholastic athletic competition is regarded as a privilege and not a right. Students who participate in athletics while attending Marion Public School are expected to maintain and demonstrate good conduct, good sportsmanship, and good citizenship at all times in or out of season.

Marion belongs to the Highland Conference. Other members are Beal City, Evart, Lake City, Manton, McBain, Northern Michigan Christian, and Pine River.

Interscholastic competition at Marion includes baseball, basketball, competitive cheerleading, cross-country, football, softball, track, and volleyball at the high school level. Basketball, cheerleading, cross-country and track are provided for Junior High students in 7th and 8th grade.

I. Athlete Defined – Any student participating on any athletic team or in any associated athletic program shall be considered an athlete.

A. Students shall be regarded as being under the Athletic Code beginning with their first day of participation in scholastic athletics and continuing through their graduation or the last date of participation, whichever is later.

B. The athlete is always under the Athletic Code from the beginning to the end of her/his athletic career. This includes all vacation breaks, summer recess, and off season times.

II. Eligibility – To be eligible to participate in any interscholastic sport 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 20 credit hours 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. Student must have written parental permission and a physical examination form on file before participating.

C. All students must participate in at least two weeks of practice in order to play in any one of the athletic activities, unless otherwise noted by contractual agreements.

D. An athlete must meet all MHSAA eligibility standards as listed in the current MHSAA Handbook.

E. 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 Athletic 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 practice or 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.

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

A. With the coach's permission, an athlete may leave with a parent or legal guardian.

B. With the coach's permission, an athlete may leave with a responsible adult, if a parent or legal guardian has provided a signed authorization.

C. Athletic office must be made aware of arrangement prior to the event.

The decision whether to allow an athlete to leave a contest with a parent or other adult rests entirely with the coach. However, no athlete may leave with a minor.

IX. Dress Policy Day of Contest – Options are a definite necessity due to varying economic situations of the athlete and the policy of the head coach. However, it must be kept in mind that they are representing their family, community, and school. Therefore, appropriate clothing must be worn.

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 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 Athletic Policy 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 schools officials deem to be conduct unbecoming of a Marion athlete.
- F. 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:

- 1. Athlete or parent/guardian admission
- 2. Law enforcement reports
- 3. School staff member reports detailing observed violations

XIII. Penalties for Athletic Policy Violations

A. First Offense

- 1. Suspension for one quarter of the in-sport contest. 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 in which they participate.

B. Second Offense

1. Suspension for one half of the in-sport contests. 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.

C. Third Offense and Subsequent Offenses

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

D. For first or second offenses, if an athlete is participating in two sports during one season, the penalties will be divided equally for both sports. (e.g. A half season suspension will become a quarter season suspension for both sports.)

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

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. A student who has not participated in athletics for two calendar years will be able to re-enter the athletic system without penalty.

H. 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.

XV. Team Rules – Coaches may make impose specific rules for their teams provide that the rules are

- A. In compliance with Marion Athletic Policy
- 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 by the Athletic Director concerning a disciplinary action, the parent or guardian, within five days of the decision request a conference with the Principal.

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.

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**MARION JR./SR. HIGH SCHOOL
2011-2012 STUDENT HANDBOOK
PARENT/STUDENT ACKNOWLEDGMENT**

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 section of the Handbook to indicate you have received your copy. Your student is to return this section, signed, to his/her **1st hour teacher by September 9, 2011**. Failure to return this signature sheet does not eliminate or reduce consequences to your student.

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

Parent Signature

Date

Student Signature

Date