

# ***MARION SCHOOL DISTRICT***

*Preparing learners today for success in tomorrow's world*

## ***Middle & High School STUDENT HANDBOOK***



*Revised – September 2015*

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## **INTRODUCTION**

This handbook has been prepared to provide students and parents with basic information relative to the efficient and successful operation of the-middle school/senior high school. **For further information, please refer to the district policy handbook available in the administrative office or on the Marion School website.**

The overall goal of the school is to provide the most appropriate and best education possible for all students. The rules and regulations in this handbook are an attempt to provide an atmosphere where the school goals can be attained.

We cannot have a rule for every situation that may arise during a school year, but there are four rules that will cover inappropriate behavior not covered specifically in the student handbook. We will address behaviors, both psychological or physical, that:

1. injures people or property.
2. infringes on a teacher's right to teach.
3. infringes on the rights of other students to learn.

If any situation not specifically covered should arise, the administration will make every effort to act fairly and quickly.

## **STUDENT EDUCATIONAL RECORDS**

All student educational records shall be considered confidential. Schools may make public certain non-confidential "directory information" in association with recognition for such things as academic excellence, extra-curricular honors and awards, or participation in officially recognized school-sponsored activities. "Directory information" may include such things as name, address, date and place of birth, dates of school attendance, and specific information relating to recognition (such as height and weight of athletic team members). Any parent, legal guardian, or student of legal age who does not wish the school district to release such "directory information" must notify the principal of the school.

A high school diploma is a certificate that indicates that a student has successfully completed 12 years of formal education. The most important thing that students and parents should be concerned about is the student's permanent record or transcript.

Students need to realize that the transcript reflects what they did in school and what type of preparation a student has for employment or advanced schooling.

The information that is used by employers and post-secondary institutions that is found on a transcript includes:

1. The courses that were taken by the student and the grade earned
2. The attendance record.
3. ACT Scores, if an ACT exam was taken

## **CHANGE OF ADDRESS**

The attendance center office should be informed of a change in address or phone number in order for help to be obtained in case of an emergency, as well as for correspondence.

**MARION HIGH SCHOOL  
GRADUATION REQUIREMENTS**

**Students graduating in 2016 must have a minimum of twenty-three (23) credits. Students graduating in 2017 and beyond must have a minimum of twenty-four (24) units of credit to graduate from Marion High School.**

<u>Required courses:</u> (Grades 9-12)	<u>Units of Credit</u>
English/Language Arts	4
1 and ½ units of Writing      ½ unit of speech	
1 and ½ units of Literature, including ½ unit of Am. Lit.	
Mathematics (Algebra I, Algebra II, Geometry)***	3
Laboratory Science (Physical Science, Biology, and Chemistry or Physics)***	3
Social Science	3 ½
½ unit of Geography      1 unit of U.S. History	
1 unit of Government      1 unit of World History	
Computer Science	½
Physical Education	½
Health	½
Economics or Personal Finance	½
Fine Arts	1
Senior Capstone	½
Careers	½
<b>Electives</b> (2016 graduates only need 5½)	6½
<b>Total Credits</b> (2016 graduates need 23)	<b>24</b>

**REQUIREMENTS**

Course	Marion	State	SD College	SD Tech Inst	Out of State
Language Arts	4 cr.	4 cr.	4 cr.	4 cr.	4 cr.
Laboratory Science	3 cr.	3 cr.	3 cr.	2 cr.	3 cr.
Mathematics	3 cr.	3 cr.	3 cr.	2 cr.	3 cr.
Social Studies	3½ cr.	3 cr.	3 cr.	3 cr.	3 cr.
Computer Science	. ½ cr.		½ cr.	½ cr.	½ cr.
Fine Arts	1cr.	1 cr.	½ cr.	½ cr.	½ cr.
Careers	½ cr.				
Foreign Language					2 cr.
Capstone Experience, CTE or World Language	½ cr.	½ cr.			
Physical Ed & Health	1 cr.	1 cr.			
Personal Finance or Economics	½ cr.	½ cr.			
Electives	6½ cr.	6 cr.	6 cr.	8 cr.	6 cr.

\*\*\*With school and parent approval, a student may be excused from Algebra II or Geometry (but not both). With same approval, a student may be excused from Chemistry or Physics. The student must still earn 3 credits of math and 3 credits of science

- **Student must have all graduation requirements fulfilled in order to participate in graduation ceremonies.**
- A year-long class will earn a student one credit towards graduation. A semester class earns 0.5 credits towards graduation.
- Required courses must be taken and successfully completed in order to meet graduation requirements.
- Elective courses are those courses chosen to take and must be successfully completed in order to meet graduation requirements and help obtain your educational goals.
- Successful completion of all chronological and pre-requisite courses is necessary prior to advancement in grade level and/or subject matter.

### **CLASSIFICATION**

Classification is determined by the number of semesters in attendance and the number of credits earned.

Sophomore	=Two (2) semesters attended and five (5) credits earned.
Junior	=Four (4) semesters attended and ten (10) credits earned.
Senior	=Six (6) semesters attended and fifteen (15) credits earned.

Students are allowed only one study hall per day.

Successful completion of all chronological and pre-requisite courses is necessary prior to advancement in grade level and/or subject matter. A failed required course must be repeated during the next school year.

### **CREDIT RECOVERY**

The Marion School District shall offer online credit recovery courses to those students who have failed a class. Such coursework will be offered to the student at no charge to the student during the regular school year. Administration shall determine the eligibility of a student for online credit recovery on a case by case basis. If students desire to complete credit recovery courses during the summer, the courses must be pre-approved by the Marion School administration and students are responsible for any costs associated with a summer school course.

### **CREDIT REQUIREMENTS**

A failing semester grade means that the entire semester must be repeated and a passing grade attained before credit will be given. Required classes must be made up but elective classes are optional. If a student fails a class twice, they cannot take it again from a Marion teacher unless the high school principal approves it. They will have to take it as an online course or a summer school course at an accredited school approved by the Marion School Administration. See CREDIT RECOVERY.

## **GRADING**

A serious attempt is made at all times to evaluate in the best possible manner the progress of the student. An A, B, C, D, F, I letter grade will be placed on report cards and permanent records.. A four point grading scale will be used to figure the grade point averages at the end of each nine weeks and semester.

### **Grading Scale:**

Percent	Letter Grade	Grade Points
100	A+	4
96-99	A	4
94-95	A-	4
92-93	B+	3
89-91	B	3
87-88	B-	3
84-86	C+	2
80-83	C	2
77-79	C-	2
75-76	D+	1
72-74	D	1
70-71	D-	1
0-69	F	0

Grading criteria and procedures will be established by the individual teacher(s) for each class and/or department. Students will be informed by the classroom teacher how the student is assessed and graded in their course. Depending on the nature of the course, grades will be based on evidence from daily work, tests, projects, performance, participation, and/or improvement. Cooperative learning is a valuable instructional tool and may be utilized by teachers. Students will be informed how group work or collaborative work is graded.

Extra credit is not required to be granted. If a teacher grants extra credit opportunities, these guidelines will be followed:

1. The opportunity must be given to all students in the course
2. The activity or assignment must relate to the course content and missed learning
3. Extra credit cannot be granted for non-academic work.
4. Extra credit does not replace regular assignments in the course.
5. Extra credit cannot change a student's grade more than one letter grade.

### **HOMEWORK/MAKE-UP WORK POLICY**

1. Homework assigned will be relevant to the class and therefore be an extension of the class.
2. All assignments are due by the date assigned. Assignments are expected to be turned in at the beginning of class when the bell rings. Anything turned in after this point will be classified as late.
3. Assignments turned in late will be penalized up to 20% off at teacher's discretion. The grade for the assignment will be determined by the quality of the student's work and then adjusted for being late.

4. When students are absent, they must make up the work they have missed. Students will have two (2) days to make up the work for each day missed.
5. Students with absences known about in advance shall have the homework made up in advance unless prior arrangements are made with the instructor.
6. A student missing school on the day of a previously announced test will be expected to take the test on the first day back to school.
7. At the end of the semester, students that have been absent due to an extended illness or injury will be given a maximum of 2 weeks to complete all make-up work.

### **HONOR ROLL AND HONOR STUDENTS**

The honor roll will consist of three categories: High Honors, Honors, and Honorable Mention. A grade point average of 4.00 (all A's) is required for High Honors. A grade point average of 3.5-3.999 earns Honors, and a grade point average of 3.0-3.499 earns Honorable Mention. A cumulative grade point average of 3.3 is required for a sophomore, junior, or senior student to be considered as a candidate for the selection process for National Honor Society.

### **PROGRESS REPORTS**

Parents and students can access grades through Infinite Campus at any time. Report cards will be distributed as soon as possible during the week following the end of each nine-week grading period. At mid-term, grade reports are mailed home for students in grades 6-12. Additional grade checks are completed by administration approximately 2 weeks into the quarter and 2 weeks before the quarter ends. Parents of any students whose grades have dropped, are unacceptable, or failing are contacted by the classroom teacher.

### **6<sup>TH</sup>, 7<sup>TH</sup> AND 8<sup>TH</sup> GRADE RETENTION POLICY**

1. Students who fail 3 of 4 quarters of 3 of 5 of their core classes will be retained.
2. Students who fail 2 of 4 quarters of 3 of 5 of their core classes will be referred to the core team for possible retention.
  - a. students will be evaluated on their classroom skills, grade performance, extenuating circumstances, social skills and other factors
  - b. parents will be informed and given a chance for input, but the Principal, Core Team, and counselor will make the decision
  - c. Retention of I.E.P. students will be determined by the I.E.P. team

### **SCHEDULE CHANGES**

All schedule changes will be made through the principal's office and no changes will be considered without parental signature on the DROP/ADD Form. No schedule changes will be made without more than one of the following conditions being met:

1. Senior needs adjustment in order to graduate.
2. Student needs adjustment due to failed course.
3. Student desires to add more courses than required.
4. Student who registered for more courses than required desires to drop a course.
5. Desired changes occur within the first three (3) days of the semester.
6. Yearlong courses may only be dropped or added during the first three (3) days of the course.

## **STUDENT WITHDRAWAL PROCEDURE**

Student withdrawal from school may be classified into two categories: transfer to another school system, public or private, or withdrawal from permanent attendance in any school system. Students wishing to withdraw from the Marion School System must obtain a withdrawal form from the principal who will then give instruction pertaining to the procedure.

### **STUDY HALLS**

Study halls will be used for studying and not for sleeping or other forms of wasting time. No distractions will be tolerated. Study halls do not earn credit.

### **ATTENDANCE AND TARDIES**

Regular attendance is vital for school success. The District realizes that there are times it is necessary for students to be absent. All absences are tracked and reported to the state, both excused and unexcused.

#### **STEPS TO FOLLOW WHEN ABSENT:**

1. The parent/guardian should phone the school and inform the office of a student's absence prior to 8:05 a.m. or prior to the day of a planned absence.
2. A student who was absent shall provide the office with written verification of the absence from their parent/guardian. The note must include the student's name, date of day absent, reason for absence, and signature of the parent/guardian. An Unexcused Absence will be issued if no verification is received from the parent/guardian.
3. School policy allows two (2) days for each day of absence to complete make up work. For absences due to school sponsored activities, students must complete work prior to the absence.
4. Students are responsible to notify each teacher of classes missed for admission into class and gathering of assignments.
5. Any work not completed in the allotted time may be reflected in the student's grade and may be penalized up to 20% off unless prior extension of time was granted. Tests are at the discretion of each teacher.

When student absenteeism becomes excessive or when a student is truant, the school will implement the following procedures:

1. On the student's 4th tardy of the quarter they will be required to serve a 30 minute detention before or after school. Subsequent tardies will result in additional detentions for each tardy.
2. Students who have unexcused absences/skipping classes will be required to make up the time missed before/after school at the principal's convenience.
3. On the fifth (5<sup>th</sup>) partial or full day absence (whether excused or unexcused) or the tenth tardy during a school term, a referral will be made to the Principal. If deemed necessary, a letter will be sent home to the parent(s)/guardian(s) outlining attendance responsibilities, possible consequences of escalating absences, and other instructions.



4. On the eighth (8<sup>th</sup>) partial or full day absence (whether excused or unexcused) or the twentieth (20<sup>th</sup>) tardy during a school term, if warranted, truancy charges will be filed, a letter will be sent home and a phone call made to the parent(s) or guardian(s) re-emphasizing responsibilities, and stating probable consequences (including loss of credit). The administration may require students to make up time missed due to excused or unexcused absences.

### **BUS TRANSPORTATION**

Inappropriate conduct on the bus may result in depriving a student of this privilege. The operator of the bus has the same authority over the students in their bus as does the instructor in the classroom, and their rules must be complied with. Failure to comply may result in utilization of the School's Discipline Procedure and possible loss of bus privileges.

### **CHURCH OBSERVANCE**

Recognizing the importance of the family and church in the lives of youngsters, the school shall schedule no activities on Sunday or after 6:00 p.m. on Wednesday evenings. This policy applies only to those situations where the school has control over the scheduling. It does not apply when non-school organizations do the scheduling involving school students or groups. Any exceptions to this policy must have expressed consent of the parents and the local ministerial association.

### **SCHOOL CLOSING**

In the event of severely inclement weather or mechanical breakdown, school may be closed or starting time delayed. The same conditions may also necessitate early dismissal. School closing, delayed starting time, or early dismissal will be announced through the school messaging system, over radio station WNAX (570 AM) and the area television stations. If no report is heard, it can be assumed that school will be in session.

### **SCHOOL DANCES/ACTIVITIES**

Throughout the school year various organizations sponsor dances and social activities. The Student Handbook, District Policy, and the following rules are applicable to all dances and social activities:

1. Out-of-school date forms must be completed and on file in the office at least one (1) day prior to the dance or activity. All out-of-school dates are subject to the Principal's approval. **NO FORM, NO ADMITTANCE!**
2. Out-of-school dates must be less than 21 years of age.
3. Doors will close 45 minutes after the dance or activity is scheduled to begin. Once the doors are closed, no admittance is allowed, and if anyone leaves they may not return.
4. Dances and activities shall have designated times and be on the school master calendar.
5. Decorating for dances and activities shall be done outside of school time. An exception to this is decorating for prom.

## **STUDENT DRESS AND APPEARANCE**

The School Board recognizes that it is the prerogative of parents to determine what is appropriate dress and grooming for their children in accordance with the age and grade of these students. It is hoped that decisions made by parents and students in these matters will reflect favorably upon the individual, the school, and the community.

There are certain restrictions necessary on a student's dress and grooming when such dress and grooming may create a health or safety hazard, invade the rights of others, or be disruptive to the educational environment by detracting from the decency and decorum in school.

In order to promote a positive and safe learning environment, all students need to follow the guidelines.

1. Students may not wear clothing with writing, slogans, pictures, or symbols that depict alcohol, tobacco, or drugs.
2. Students may not wear clothing with writing, slogans, pictures, or symbols that depict obscenities, vulgarity, racism, sex, sexual innuendo, sexism, violence or gang affiliation.
3. Students may not wear immodest clothing, which includes clothing that exposes undergarments or inappropriately exposes the body. (Examples would include but are not limited to: spaghetti strap tops, tube tops, low cut tops, halter-tops, midriff tops, backless tops, "muscle" tops, and skirts or shorts that are above the mid thigh.
4. Shoes are to be worn at all times. Slippers are not acceptable footwear.
5. Students may not wear pants in a sagging manner (below the hips and/or exposing undergarments).
6. Students may not wear or carry caps, hats, head wraps, bandanas, or other head apparel during the school day, unless it is part of a student's customary attire.
7. Students may not wear chains that hang down or are used as belts.
8. Students may not wear clothing or accessories with spikes//sharp objects
9. Students may not wear sunglasses during the day.
10. Students may not wear winter coats during the school day.
11. Students may not wear shorts after October 15th and before April 1st.

Violation of the dress code will be handled in the following manner:

1. Students will be asked to put away or remove the offending item(s). It may be necessary to call a parent/legal guardian to provide alternate clothing.
2. Students may be given an alternate item of clothing to wear for the day.
3. Multiple violations will be handled as insubordination.

## **STUDENT DRIVERS**

Students will not drive vehicles or ride in or on vehicles during the school day for any reason without the permission of the principal or superintendent. Any unauthorized driving or riding will result in suspension. All student vehicles are to be in the areas designated for parking. Cars or vehicles that are illegally parked on school property may be towed away. Violation of traffic laws will be reported to the proper authorities.

## **ELECTRONIC DEVICES/CELL PHONE**

Personal electronic devices like cell phones, ipods, pagers, etc. are allowed on the school premises but their use by middle and high school students is limited. If parents need to contact their student during school hours, they should call the school office. The school is not responsible for lost or stolen devices.

1. Cell phones can be used before and after school and during lunch. During other times, the cell phone is to be turned off.
2. Music players can be used during study hall if the student is working and the teacher grants permission.
3. Volume on music devices should be controlled so no one else can hear the music.
4. Each student uses their own headphones.
5. The electronic devices are not to be used for internet or games.
6. The students cannot access the school's internet provider on their personal device.
7. Headphones and music are not to be on in the hallways.
8. A device may be used during class IF teacher grants permission and it is not instructional time.
9. If a device becomes a distraction to the owner or others, its use can be terminated.

Failure to follow these guidelines will result in the device being confiscated for the remainder of the day. Frequent violations will result in further disciplinary action.

## **FIRE AND DISASTER DRILLS**

Fire and disaster drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given everyone obeys orders promptly and clears the building or goes to designated areas by the prescribed route as quickly as possible. The teacher in each classroom will give the students instructions.

## **GUESTS**

Any student that wants to bring a guest to school must notify the principal for approval at least one day in advance. School administration reserves the right to approve or disapprove guest attendance at school.

## **GUIDANCE**

Students may consult with the Superintendent, Principal, Counselor, or trusted teacher if they need advice or assistance. The school has the capacity, through its testing program and records, to give students a better idea of what they should consider regarding preparation for the future.

## **ILLNESS OR INJURY DURING SCHOOL**

A student who is too ill to remain in class shall report to the office. Every attempt will be made to insure that a student who is injured will receive medical attention. School personnel will contact the parents/guardians of a student who is too ill to remain in school, who reports to a doctor, or who is injured in school.

## **STUDENT LOCKERS**

A locker will be assigned to each student at the beginning of the school year. Students are responsible for the care and upkeep of the locker during the school term. Locker changes **MUST** be made through the office. Generally, locks are not used; we rely upon the honesty of all. It is recommended that students do not keep valuables in their lockers. If a student uses a lock, they must provide their own lock. The combination or key **MUST** be on file in the office. The school district does not assume any financial responsibility for students' personal items.

The right of inspection of students' lockers is inherent in the authority granted to school districts. This authority may be exercised as needed in the interest of safeguarding student and school property, prevention of locker use for illicit activity, as well as the promotion of a wholesome educational environment.

## **NEGATIVE LUNCH BALANCE POLICY**

For any food service family balance that is below a negative ten dollars (\$10), those students will no longer be able to charge full meals against the family account. The family shall be sent a notice informing them as such, and the student will then be required to pay cash up-front (in the lunch line) before eating, or will be given a sandwich of whatever is currently available in the line for that day. This policy will be followed for any family coming into a new school year with a negative balance.

## **OPEN CAMPUS**

Students in the Marion Middle/Senior High School are entitled to utilize their lunchtime on or off school grounds. Students who stay on school grounds must stay in the old gym or courtyard area or other area that administration designates. Students are not to loiter in parking lots during lunch time. No pop or liquid items are allowed in the gym. Failure to abide by these guidelines and other school policies may result in the discontinuation of open campus. All students will have open campus privileges unless a written request for denial, by the parents or guardians, is on file in the administrative office. Students are not allowed to drive during lunchtime **UNLESS** they have been approved for senior privileges.

## **SCHOOL SONGS**

(ON WISCONSIN)

On for Marion, On for Marion,  
Fight now for your fame,  
Take the ball right down the hall, (field)  
A basket (touchdown) sure this time.  
Rah! Rah! Rah!

On for Marion, On for Marion,  
Fight now for your fame,  
Fight fellow, fight, fight, fight,  
We'll win this game,  
Rah! Rah! Rah!

Song for the Menno/Marion Razorbacks:

**Fight On! (USC fight song)**

We are the Razorbacks.  
The Menno-Marion Razorbacks.  
We go! We fight! We win!  
We are one team until the end.  
Fight Razorbacks  
Fight Razorbacks

**TELEPHONE**

The office telephone is for school business and it may be used only in case of emergency with the permission of the secretary or principal. Students may use the phone to:

1. Tell parents about change in their arrival time at home.
2. Tell parents about a book or instrument needed at school.
3. Messages and deliveries from home should be left in the office.
4. Students will be called out of class only in an emergency.

**MISCELLANEOUS REGULATIONS**

STUDENTS ARE EXPECTED TO BEHAVE REASONABLY AND NOT VIOLATE STATE LAW.

No passes will be given out to any student for something that can be done out of school hours.

Work passes will be given only in cases of emergency and the parent must call the principal or the student must bring a written note from their parents before the student will be released. If the student is needed at home for more than two days, they should acquire a Student Work Release from the principal's office. Students released for work must be working for their parents.

Students shall not be dismissed from class unless absolutely necessary.

Parents who need to talk to their child during the school day must report to the office. The office staff will get the child from the classroom.

Students that are living at home when 18 years old are considered to be the parent's responsibility. Students must have parent/guardian permission for anything involving school.

## **STUDENT CONDUCT, DISCIPLINE AND SUSPENSION**

Students in the District are expected to act in an appropriate and responsible manner. Such behavior will reflect favorably on the student and on the school, will show consideration for other students, school employees and guests at the school, and will create a positive school environment in which to learn and work. All students have individual responsibilities and obligations in their conduct toward other people and with respect to property.

Example of student conduct on school grounds or at school activities which will subject a student to suspension, expulsion or other disciplinary action, and which may be reported to the legal authorities and subject to legal consequences, include, but are not limited to:

1. Intentionally or recklessly causing or attempting to cause damage to school property, or stealing or attempting to steal school property.
2. Intentionally or recklessly causing or attempting to cause damage to private property, or stealing or attempting to steal private property.
3. Intentionally or recklessly causing or attempting to cause physical injury to another person, except in self-defense, or threatening to do so.
4. Possession of any firearm, knife, explosive or other dangerous object.
5. Possession, use, transmitting, or being under the influence of any controlled drug or substance without a physician's prescription.
6. Possession of, use or under the influence of alcohol and possession or use of any tobacco product.
7. Making false fire alarms or bomb threats or similar threats.
8. Cheating with respect to schoolwork or tests.
9. Using lewd, profane or obscene language, or displaying lewd, profane or obscene language or pictures; the inappropriate touching of another person in the manner which could constitute sexual harassment, regardless of whether or not the person being touched has consented.
10. Sexually harassing or harassing any other person.
11. Playing electronic games or devices during school hours unless for a previously approved school project.
12. Repeatedly and intentionally defying the valid authority of school employees and personnel, or conduct that disrupts, interrupts and interferes with the educational process or the rights of other students to learn.

### **DISCIPLINE PROCEDURE**

#### **STEP 1: DETENTION**

- A student assigned detention will report on the day specified to the individual issuing said detention or designated person and location.
- Detention length to be determined by the person assigning the detention, not to exceed one hour per day. Detention time may be served/ assigned before or after school by arrangement with the staff member assigning the detention.
- Transportation problems and emergency situations on assigned days of detention are the only legitimate reasons for a postponement of a detention. Work, extra-curricular activities, etc., do not excuse individuals from detention.

- Failure to fulfill a detention will result in one additional hour added to the detention for each "absence."
- The school office will be notified and keep record of all detentions. School personnel have the right to determine detention activities, i.e. cleaning, study time, written project, etc.

#### STEP 2: IN-SCHOOL SUSPENSION

- The student will spend one full school day in a designated suspension room or the school office. Class assignments for the day will be obtained by the student prior to the start of the school day from each teacher and completed during the day.

#### STEP 3: SATURDAY DETENTION

- Detention hours are from 8:00 a.m. to 11:30 a.m.
- Saturday School may be assigned due to an accumulation of more than 3 detentions, unexcused absence/skipping, excessive missing work

#### STEP 4: EXTENDED IN-SCHOOL SUSPENSION

- The student will spend not less than two (2), nor more than five (5) full school days in a designated suspension room or the school office.
- The parents/guardians will be notified that the student has been assigned to In-School Suspension for the second time and a meeting arranged, during the school day, or as soon as possible, to discuss the situation.

#### STEP 5: OUT-OF-SCHOOL SUSPENSION

- A student may be suspended from school for not less than one (1), not more than ten (10) full school days.
- The student will be required to come to school before or after school to get their assignments and to meet with the teachers.
- The parents/guardians will be notified that the student has been suspended from school, and a meeting arranged with the Superintendent and/or building level Principal to discuss the situation prior to the student's return to school.

#### STEP 6: EXPULSION

- A student may be expelled from a class or school upon recommendation of the Superintendent and School Board action.

Relative to the infraction, the school reserves the right to forego any or all steps of the Discipline Procedure. Procedural Due Process will be afforded the student. When necessary, law enforcement agencies may be notified per Marion School District Policy and SDCL.

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# 6-12 PROGRESSIVE DISCIPLINE PLAN

Inappropriate Behavior	Consequences		
	First Offense	Multiple Offense (2-4)	Habitual Disobedience
<b>Class One (per semester)</b>			
<ol style="list-style-type: none"> <li>1. Breaking Building Rules</li> <li>2. Physical aggression or bullying</li> <li>3. Inappropriate Dress</li> <li>4. Disruption of classroom, study hall, library, hallways, or lunchroom</li> <li>5. Inappropriate Technology use</li> </ol>	Incident report, detention, Loss of privileges, Parent contact	Incident report, Parent contact, detention, ISS	Incident report, OSS (1-10 days)
<b>Class Two (per semester)</b>			
<ol style="list-style-type: none"> <li>1. Insubordination/Disobedience</li> <li>2. Disrespectful/obscene language or actions</li> <li>3. Deliberate physical aggression</li> <li>4. Minor vandalism</li> <li>5. Pornographic Materials</li> </ol>	Incident report, ISS, Detention, OSS (1-5 days), Behavioral plan, Restitution	OSS (3-5 days)	OSS (5-10 days), Recommend anger management /conflict resolution training, reassignment
<b>Class Three (per year)</b>			
<ol style="list-style-type: none"> <li>1. Violence/fighting</li> <li>2. Assault (physical/verbal)</li> <li>3. Intimidation</li> <li>4. Tobacco</li> <li>5. Theft</li> <li>6. Physical Injury</li> <li>7. Destruction of Property</li> <li>8. Harassment/Hazing</li> <li>9. Retaliation</li> <li>10. Major Vandalism</li> </ol>	Parent conference, Police referral when appropriate, ISS or OSS (1-5 days), restitution, Referral to appropriate agency	Parent conference, Police referral when appropriate, ISS or OSS (1-10 days), restitution, Referral to appropriate agency	Long-term suspension, expulsion, Legal action, Recommend emotional/behavioral assessment
<b>Class Four (per year)</b>			
Possession/Use/Under the Influence of Drugs/Alcohol; Possession of Drug Paraphernalia	OSS (10 days), Parent conference, Police referral, Drug evaluation and counseling may be recommended	Long-term suspension (up to 90 school days), Police referral, Drug evaluation and counseling before return to school	OSS (10 days) and recommendation for expulsion
<b>Class Five (per occurrence)</b>			
<ol style="list-style-type: none"> <li>1. Sale/Distribution of controlled substances</li> <li>2. Weapons</li> <li>3. Bomb threat</li> <li>4. Arson</li> <li>5. Endangering or Threatening the life of others</li> <li>6. False Fire Alarm</li> </ol>	Long-term suspension, Expulsion, Parental conference, Referral to authorities, Completion of support group sessions, 12 month expulsion		



## 6-12 DEFINITIONS

<p><b>Activity (Participation) Rules</b> – Any student who violates Classes 4 and 5 and who is involved in extracurricular activities, shall be removed from the activity as specified in the activity rules. See JICG</p> <p><b>Arson</b> – Damage to school or personal property by burning.</p> <p><b>Assault</b> – A physical blow to another or conduct that threatens the immediate harm of another</p> <p><b>Bus Behavior</b> – While on district-provided buses, students shall adhere to the same behavior expectations, standards, and consequences as at school.</p> <p><b>Computer Violation</b> – Consequences for computer violations will be applied according to the nature of the offense on the Discipline Plan. Violation may result in restriction and/or loss of computer privileges.</p> <p><b>Conflict Resolution</b> – Programs designed to teach students to deal with conflict in a constructive manner.</p> <p><b>Deliberate physical aggression</b> – Non-accidental or intentional conduct which threatens another.</p> <p><b>Destruction or stealing of property</b> – Willfully causing or attempting to cause damage to school or private property, stealing or attempting to steal private or school property, or repeated damage or theft involving private or school property. Includes alteration of student/school computer programs or systems.</p> <p><b>Disrespectful/Obscene language</b> – Use of obscene or disrespectful language or communication, verbal, written, or graphic.</p> <p><b>Electronic devices</b> – Electronic devices including, but not limited to, items such as pagers, cellular phones, I-Pod or MP3 player, and laser light are not allowed at school. Electronic devices will be confiscated unless used with administrative permission.</p> <p><b>Engaging in illegal activities</b> – Breaking any law, the consequences of which pose a threat to the student or others and are not in the best interests of the school.</p> <p><b>Exhibition/Reckless driving</b> – City and State traffic laws apply to the parking lots and streets immediately surrounding the school. Because violations of these laws pose a threat to the safety of students and staff, violators will be reported to authorities.</p> <p><b>Expulsion</b> – Denial of a student’s membership in school for a period of time.</p> <p><b>False reporting of bombs and fires</b> – Intentionally causing disruption to the educational process by reporting a fire (pulling alarms) or bomb threat that does not exist.</p> <p><b>Forgery</b> – Falsifying a signature on a document with the intent to deceive.</p> <p><b>Harassment</b> – A form of discrimination that consists of physical or verbal conduct related to a person’s race, color, religion, creed, ancestry, disability, age, gender, national origin, or other basis prohibited by law. The school district specifically prohibits any form of harassment that is sexual in nature. Harassment may include, but is not limited to, verbal harassment or abuse, implied or overt threats, physical acts of aggression, and intimidating behavior, which have the effect of substantially or unreasonably interfering with an individual’s employment, education, use of district services, or participation in district activities.</p>	<p><b>Hazing</b> – Committing an act against a student or coercing a student to commit an act that creates risk of harm to a person, in order to initiate into a student organization or class or for any other purpose. See JICFA</p> <p><b>In-School Suspension( ISS)</b> – Temporary denial to a student by a principal of participation in a class. Suspension will be served in school and credit will be earned for completed class work.</p> <p><b>Insubordination/Habitual Disobedience</b> – Student conduct deemed as unwillingness to submit to authority, refusal to respond to a reasonable request or situations in which the student is shown to be habitually disobedient.</p> <p><b>Intimidation/Threat to Others</b> – Use of coercion, force, threats, violence, intimidation, or similar conduct that constitutes a threat to a person’s safety or interferes with school purposes.</p> <p><b>Long-term suspension</b> – Temporary denial to a student by the superintendent or school board or participation in school for more than ten days and not more than 90 days.</p> <p><b>Mood-altering chemicals, substances, and tobacco</b> – Using, [possessing, selling, dispensing, or being under the influence of any mood-altering chemicals, substances, or tobacco; or possessing drug paraphernalia at school, on school property, or at a school sponsored activity; or when the conduct poses a threat to the student or others and is not in the best interest of the school. Tobacco-related items such as lighters and matches are not allowed.</p> <p><b>Out-of-school Suspension</b> – Temporary denial to a student by a principal, superintendent, or school board or participation in class or classes. Suspension will be served out-of-school</p> <p><b>Parent</b> – Parent or Legal guardian</p> <p><b>Physical Injury</b> – Causing or attempting to cause physical injury to a school employee or student. Cases that are deemed to be accidental or in self-defense shall not constitute a violation of this rule.</p> <p><b>Reassignment</b> – The Superintendent may reassign students to a different classroom or to a school other than their home attendance center because of student misbehavior.</p> <p><b>Retaliation</b> – Reprisal as a result of action taken against an individual.</p> <p><b>Skippping</b> –Unapproved absence from class within the school day. See JH</p> <p><b>Student Dress</b> – Students are expected to dress with standards that enhance a safe learning environment. Attire that creates a health or safety hazard, invades the rights of others, detracts from the decency and decorum in school, or disrupts the educational environment will not be permitted. Profanity and suggestive themes, such as alcohol, drugs, sex, death, suicide or violence will not be permitted on school attire. See JICA</p> <p><b>Theft</b> – Stealing or attempting to steal private or school property. This includes illegal confiscation of the school’s or another student’s computer files and documents. Appropriating another’s property in excess of \$200 is grand theft.</p> <p><b>Vandalism</b> – Damage to, or defacing of, property</p> <p><b>Weapons</b> – Knowingly possessing, handling, or transmitting any object or material that ordinarily or generally is considered or appears to be a weapon. Mace and pepper sprays are included as items considered as being weapons. Intentional possession of a firearm will result in a mandatory 12-month expulsion.</p>
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## **STUDENT DUE PROCESS**

Each student within the Marion School District is entitled to due process as it relates to the manner and/or method involved with implementation or enforcement of policies, rules, and/or regulations.

In the context of the administrative procedures regarding the legal authority to deal with disruptive students or student misconduct by school personnel, the school system shall act in accordance with the established policy following the chain of command. For further explanation refer to District Policy Book

## **DISMISSAL FROM CLASS**

If a student is sent out of class for disciplinary reasons, the student will be sent to the principal's office for due process proceedings and the parents may be notified.

## **CONFISCATED ITEMS**

Items removed from a student by a District employee will be handled in the following manner:

1. The item may be returned to the student by the end of the school day; if not returned by the end of the school day, the item shall be turned into the Principal's Office within 24 hours. It will be tagged with the student's name and be picked up prior to the end of the school year. All items not called for by this time shall be disposed of by the principal.
2. If the item is one prohibited by School Board policy and/or by law (i.e., alcohol, or other drugs, tobacco, items which endanger the safety of students), it will not be returned to the student. If possession of the item violates the law, law enforcement officials will be notified.

## **STUDENT ALCOHOL AND OTHER DRUG USE/ABUSE**

The School Board recognizes that alcohol and other drug use and abuse poses a serious threat to the health and well-being of the district's students and is detrimental to the learning process and the effective operation of the schools. Furthermore, the Board recognizes that alcohol and other drug abuse is a social and personal health problem which needs to be treated, not merely punished. Therefore, the Board expresses the following policies and provides for administrative guidelines to carry them out. The rules and prohibitions apply to students regardless of age and regardless of whether or not they may legally use the products. As required by law, violations will be reported to appropriate authorities, including law enforcement officials. This policy does not apply to prescription medications.

1. Students are forbidden to possess, use, sell or distribute:
  - a. Alcohol or other drugs
  - b. Controlled substances
  - c. Mind altering or mood altering substances
  - d. Intoxicants
  - e. Paraphernalia
  - f. Anything purported to be any of the substances previously listed

g. Paraphernalia for using any of the substances previously listed

This prohibition exists in school, on school properties, at school activities, or in any other area where school functions are occurring. The pretense to possess, use, or sell any of the above is also forbidden.

2. Students are forbidden to be under the influence of:

- a. Alcohol or other drugs
- b. Controlled substances
- c. Mind altering or mood altering substances
- d. Intoxicants
- e. Anything purported to be any of the substances previously listed

This prohibition exists in school, on school properties, at school activities, or in any other area where school functions are occurring. The pretense to possess, use, or sell any of the above is also forbidden.

3. Possession, Use, and Distribution Disciplinary Actions

A. Possession, use of or attendance under the influence of a controlled substance, alcoholic beverage or any item represented or believed to be a controlled substance or alcoholic beverage is forbidden. Policies JICH and JICH-R will be followed. Parents will be notified and requested to come to the school. Law enforcement officials will be notified.

The following disciplinary action will be taken:

1. First Offense – Suspension for ten (10) or more school days
2. Second Offense – Suspension for up to ninety (90) school days.
3. Third Offense – Long term suspension or expulsion

B. Distribution or Sale of controlled substances, alcoholic beverages or any items believed or represented to be a controlled substance or alcoholic beverage is forbidden. The police may be contacted for professional and legal assistance.

1. First Offense – Long-term suspension or expulsion.

4. Students and parents/legal guardians are encouraged to seek assistance for alcohol and other drug abuse problems. Students and parents/legal guardians can be assured that these problems will be handled in a professional manner and confidentiality will be protected to the full extent permitted by law.

5. Administrators, teachers, and other employees are to be alert to alcohol and other drug abuse problems and are to follow the guidelines accompanying this policy.

The Board shall provide an appropriate curriculum regarding alcohol and other drug abuse, provide training to its staff, and cooperate with other resources in the community in order to alleviate alcohol and other drug abuse problems.

## **Guidelines for Searches of School Building by Drug Detection Canines**

1. At the discretion of the school superintendent, the fact that a search will be performed at some time in the future may be announced to the students. The date of the search itself should not be announced.
2. The school superintendent or the superintendent's designate should be present during the search.
3. A limited number of other school staff and faculty – like guidance counselors and drug and alcohol counselors – may be present during the search, at the discretion of the superintendent. Also, the handler can limit the number of persons in attendance to ensure the professionalism of the search and to protect potential evidence.
4. During the search itself, students will not be present in the immediate areas of the search.
5. The handler will conduct a “pre-search” of the area prior to introducing the drug dog to that area.
6. During a search of student lockers, the drug dog may alert to a particular locker. At the discretion of the Highway Patrol, that locker will either be secured and subsequently searched or searched immediately by the Highway Patrol or law enforcement officers.
7. If illegal drugs are found in a locker, the South Dakota Highway Patrol or law enforcement officers will seek out and question the user(s) of the lockers. When the identity of the person possessing the illegal drugs is established, an arrest will be made immediately.
8. If illegal drugs are not found in a locker to which the drug dog has alerted, the identification of that locker will be reported to the superintendent for action the school deems appropriate. Drug dogs alert to the odor of illegal drugs, which does not always indicate the presence of the drugs themselves. The dogs can smell drug odor for up to two weeks after the drugs are taken out of the locker. They can also detect the odor from the clothing and other personal belonging of a person who does not use drugs but who has recently been around people who do. If a drug user has recently leaned against another student's locker, the dogs may detect drug odor on the innocent student's locker. The South Dakota Highway Patrol strongly supports school administrators who have a zero tolerance policy toward drugs in schools, but cautions that absent actual evidence to the contrary, students are deemed innocent of drug violations. We are united in our stand to eradicate drugs from our schools, but we must never allow an innocent person's reputation to be destroyed.

Following the search, the handler will complete a Recap Report for use by the South Dakota Highway Patrol.

## **STUDENT BULLYING**

The Marion School District is committed to maintaining a constructive, safe school climate that is conducive to student learning and fostering an environment in which all students are treated with respect and dignity.

Persistent bullying can severely inhibit a student's ability to learn and may have lasting negative effects on a student's life. The bullying of students by students, staff, or third parties is strictly prohibited and shall not be tolerated.

Bullying consists of physical, written, or electronic conduct directed toward a student that is so severe, pervasive and objectively offensive that it:

1. Has the purpose of effecting or creating an intimidating, hostile or offensive academic environment, or
2. Has the purpose or effect of substantially or unreasonably interfering with a student's academic performance which deprives the student access to educational opportunities.

This policy is in effect while students are on property within the jurisdiction of the Board; while students are in school-owned or school operated vehicles; while students are attending or engaged in school-sponsored activities; and while students are away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district.

It shall be the responsibility of the superintendent to develop administrative regulations, in accordance with this policy, to protect the district's students from the harmful effects of bullying. Regulations accompanying this policy shall include, but are not limited to:

1. Additional definition, if necessary, to assist in the implementation of this policy;
2. A procedure to report incidents of bullying;
3. A process to investigate reported acts of bullying;
4. A procedure to provide appropriate consequences for any individual found to have engaged in bullying;
5. A statement prohibiting retaliation against individuals who, in good faith, report acts of bullying; and
6. A process to inform staff, students, and parents of the districts bullying prevention policies and efforts.

This policy shall not be interpreted to prohibit civil exchange of opinions or debate protected under the state or federal constitutions where the opinion expressed does not otherwise materially or substantially disrupt the education process or intrude upon the rights of others.

## **CYBER BULLYING**

Cyber bullying is all forms of harassment over the internet or other forms of electronic communications, including cell phone. Students and staff will refrain from using communication devices or District property to harass or stalk another. The District's computer network and the Internet, whether accessed at school or away from school, during or after school hours, may not

be used for the purpose of cyber bullying. All forms of cyber bullying are unacceptable and viewed as a violation of this policy and the District's acceptable use policy.

Users are responsible for the appropriateness of the material they transmit. Hate mail, harassment, discriminatory remarks, or other antisocial behaviors are expressly prohibited. Cyber bullying includes, but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or web site postings, including blogs. It is also recognized that the author (poster or sender) of the inappropriate material is often disguised (logged on) as someone else.

Students and community members who believe they have been the victims of such misuses of technology, as described in this policy, should not erase the offending material from the system. A copy of the material should be brought to the attention of a principal or teacher.

The administration shall fully investigate all reports of cyber bullying.

In situations in which cyber bullying originated from a non-school computer, but brought to the attention of school officials, any disciplinary action shall be based upon whether the conduct is determined to be severely disruptive of the educational process so that it markedly interrupts or severely impedes the day-to-day operations of the school. In addition, such conduct must also violate a school policy. Such conduct includes, but is not limited to, threats, or making a threat off school grounds, to harm a member of the school staff or a student.

Malicious use of the District's computer system to develop programs or to institute practices that harass other users to gain unauthorized access to any entity on the system and/or damage the components of an entity on the network is prohibited.

Disciplinary action may include, but is not limited to, the loss of computer privileges, detention, suspension, or expulsion for verified perpetrators of cyber bullying. In addition, when any kind of threat is communicated, it shall be reported to local law officials.

### **HAZING**

It is the goal of the Marion School District to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational process and are prohibited at all times.

No student, administrator, teacher, volunteer, contractor, or other employee of the School District shall plan, direct, encourage, aid, or engage in hazing. No student, administrator, teacher, volunteer, contractor, or other employee of the School District shall permit, condone, or tolerate hazing.

Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.

This policy applies to behavior that occurs on or off school property to include before, during and after school hours.

A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization (see definition in JICFA-R) shall be subject to discipline for that act.

The School District will act to investigate all complaints (formal or informal, verbal or written) of hazing and will discipline or take appropriate action against any student or other school staff who is found to have violated this policy

### **SEXUAL HARASSMENT POLICY**

It is the district's policy that sexual harassment is illegal, unacceptable and shall not be tolerated: that no employee or student of the school district may sexually harass another. Any employee or student will be subject to disciplinary action including possible termination for violation of this policy.

Any unwelcome sexual advances, solicitation or sexual activity by promise of rewards, coercion of sexual activity by threat of punishment, verbal sexist remarks or physical sexual assaults constitute sexual harassment. This conduct has the effect of unreasonably interfering with an individual's academic or work performance or of creating an intimidating, hostile or offensive employment or educational environment regardless of intent.

School district officers, employees and students are responsible for maintaining a working and learning environment free from sexual harassment. Workshops and activities will be provided by the school district to explain the policy and laws. Careful scrutiny will be undertaken of all allegations of sexual harassment. False allegations that are malicious or ill-founded may constitute libel or slander. Copies of the policy will be available at all administrative offices.

#### **Complaints**

Any employee who believes that he or she has been a subject of sexual harassment by a district employee or officer should report this incident immediately to his or her immediate supervisor. If the immediate supervisor is involved in the activity, the violation should be reported to the supervisor's immediate supervisor. Students should report such incidents to the guidance counselor and/or the responsible administrator. All reported incidents will be thoroughly investigated and subject to disciplinary action. Confidentiality consistent with due process will be maintained.

If an employee or student files a written complaint because of dissatisfaction with the handling of the complaint, he or she may utilize any applicable grievance procedure.

## **STEALING/VANDALISM**

Students caught stealing or vandalizing will be turned over to the proper authorities. Depending on the magnitude or frequencies of offenses, a student may be suspended from school.

## **TOBACCO POLICY**

District Policy JICG refers to the use of tobacco and tobacco products in school, on school premises, or at school activities. Because the use of these products represents health hazards to the student, administrators should deal with the students on these issues as disciplinarians and as health educators. It is important to work in concert with parents, counselors, legal authorities, and community agencies in handling these problems.

1. Parents/legal guardians and appropriate legal authorities must be notified in incidents involving possession or use of tobacco or tobacco products. All incidents must be documented and a record must be kept of pertinent facts, actions, and contacts made with parents/legal guardians, legal officials, and other appropriate agents or agencies.
2. The first violation of policy JICG will result in a suspension of one to five days.
3. A second violation of policy JICG will result in a three to five days.
4. A third violation of policy JICG will result in a five day suspension, and in consultation with the Superintendent, a recommendation for long term suspension or expulsion.



## **Acceptable Use Policy**

### **Computer, Internet and Electronic Mail**

The mission of the Marion Public School is to serve the students by making available print and non-print materials and technological connections that will contribute to formal or self-educational needs, and promote an unrestricted flow of ideas.

The School's computer system provides the opportunity to integrate electronic resources from information networks around the world with the School's resources. The Internet, as an information resource, enables the School to provide information beyond the confines of its own collection.

With access to computers all over the world also comes availability of material that may not be considered to be of educational value in the context of the school setting. The Marion Public School has taken available precautions to restrict access to controversial materials. However, on a global network, it is impossible to control all materials and an industrious user may discover controversial information. We firmly believe that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may obtain material that is not consistent with our educational goals.

Parents concerned about their children's use of the electronic resources are ultimately responsible for setting standards and establishing guidelines. Parents may wish to spend time on-line with their children to discuss the wealth of information available.

Internet access is coordinated through a complex association of government agencies and regional and state networks. The smooth operation of the networks relies upon the proper conduct of the end users who must adhere to responsibilities you are about to acquire. In general, this requires efficient, ethical, and legal utilization of the network resources. If a Marion Public School student violates any of these provisions, his or her access will be terminated and future access could possibly be denied.

#### **Terms and Conditions for Computer Use**

##### **Acceptable Use:**

All users are expected to use resources in a responsible, ethical manner which includes (but is not limited to) the following:

1. Using resources for educational, informational and recreational purposes only, not for unauthorized, illegal or unethical purposes.
2. Respecting the privacy of others, by not attempting to modify or gain access to files, passwords, or data belonging to others, by not seeking unauthorized access to any computer system, or damaging or altering software components of any network.
3. Not sending, receiving, or displaying text or graphics which may reasonably be construed as offensive or inappropriate.

##### **Privileges:**

The use of the Internet, computers and computer network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The Marion Public School Administration will deem what is inappropriate use. The School may deny, revoke, or suspend specific user access at any time. The administration, faculty and staff of Marion Public School may request the system administrator to deny, revoke or suspend any specific computer user's privilege.

##### **Netiquette:**

You are expected to abide by the generally accepted rules of network etiquette. These include (but not limited to) the following:

1. Be polite. Do not write or send abusive messages. Use appropriate language. Do not swear or use vulgarities or any other part inappropriate language. Illegal activities are strictly forbidden
2. Do not reveal your personal address, phone numbers or that of other students or colleagues.
3. Downloaded information shall be limited to data files. No programs/software files shall be downloaded due to the threat of acquiring a virus. Users may save programs/software to an external drive. DO NOT SAVE your programs/software to the server or C drive.
4. Network storage areas will be treated as school lockers. Network and school administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored in district servers would be private. Trespassing in another's folders, works, or files is prohibited and will result in loss of privileges. Messages relating to or support of illegal activities will be reported to the authorities.
5. Do not use the network in a way that would disrupt the use of the network by other users (intentionally wasting limited resources).
6. All communications and information accessible via the network should be assumed to be property of the assigned user.
7. Students are banned from using Chat Room, and social media sites.
8. No programs or games may be brought from home or any other source, nor downloaded from the Internet and installed on school computers.
9. No physical tampering or destruction of computers, keyboards, printers, etc.
10. No unauthorized use of other students' directories. Students must keep their passwords private. Students are responsible for all files unannounced and at random.
11. Names of students on computer suspension will be posted in the teacher workroom.

**Non-Liability:**

The Marion Public School makes no warranties of any kind whether expressed or implied for the service it is providing. The School will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, or service interruptions caused by negligence, errors or omissions. Use of any information obtained via the Marion Public School is at the user's own risk. The school is not responsible for the accuracy or quality of information obtained. The Marion Public School cannot be responsible for inappropriate or offensive material you encounter on the Internet. If offensive material would cause you personal embarrassment or other emotional or psychological damage you should not use the system.

**Security:**

Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Network, you must notify a system administrator. Do not demonstrate the problem to other users. Do not use another individual's account without written permission from that individual. Attempts to login to the Network as the system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Network.

**Vandalism:**

Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, data of another user, Internet, or any agencies or other

networks that are connected to the Network system. This includes, but is not limited to, the uploading or creation of computer viruses.

**Suspension and or termination of Computer use privilege:**

Suspension or termination of computer use privileges as per the following occurrences:

First offense: The student will lose their unsupervised computer usage for one 9 week period. This includes the servers and/or Internet. Second offense: The student's offense will result in the student being denied unsupervised computer usage for the remainder of the school year and/or possible suspension or expulsion. Additional disciplinary action in accordance with the school's disciplinary procedures may be enforced at any time in the consequence process and may be carried over into the next academic year. Should any student violate the law while using computers, referral will be made to civil authorities. Should any student's computer usage result in other legal actions, such as action to recover civil damages and penalties, etc., the school district may pursue legal action.

**Exception of terms and conditions:**

All terms and conditions as stated in this document are applicable to the Marion Public School. These terms and conditions shall be governed and interpreted with policies of the Marion Public School Board, the laws of the State of South Dakota and the United State of America. Students and their parents/guardians must have a signed computer network use contract on file in order for the student to have access to the Network.

**COMPUTER NETWORK USE CONTRACT**

**MARION PUBLIC SCHOOL COMPUTER NETWORK USER APPLICATION**

I understand and will abide by the terms and conditions for computer network access. I further understand that any violations of the regulations are unethical and may constitute a criminal offense. Should I commit any violation my access privileges may be revoked and appropriate legal action may be taken.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Name (Please Print) \_\_\_\_\_

Grade \_\_\_\_\_ Date of Birth \_\_\_\_\_

PARENT OR GUARDIAN (A parent/guardian must also read and sign this agreement).

As a parent or guardian of this student, I have read the terms and conditions for computer network access. I understand that this access is designed for educational purposes and that the Marion Public School has taken available precautions to eliminate controversial material. However, I also recognize it is impossible for the Marion Public School to restrict access to all controversial materials and I will not hold the School responsible for materials acquired on the network. I hereby give my permission to grant access for my child and certify that the information on this form is correct.

Parent/Guardian  
Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian (Please print) \_\_\_\_\_

Street Address \_\_\_\_\_

Home Telephone \_\_\_\_\_ Daytime

Telephone \_\_\_\_\_

**Complete and return to the Technology Coordinator (Mr. Kippes).**