

MARION JR.-SR. HIGH SCHOOL

2024-2025 School Year

Web site www.marioncs.org

Main Office	926-4228	Health Office	926-2406
Counseling Office	926-2400	Athletic Director	926-2404
District Office	926-2300	CSE Office	926-2401
Food Service	926-2409		

STUDENT/PARENT HANDBOOK

This handbook belongs to:

Name _____

Grade _____



EXCEPTIONS AND DEVIATIONS

The Junior-Senior High School principal, or designee, reserves the right to deviate and/or make exceptions to the procedures included within the student handbook and code of conduct. Such deviations and exceptions will be made sparingly due to extenuating and/or unforeseen circumstances. Due to confidentiality the principal, or designee, will not publically divulge specific information relating to any exception or deviation to the procedures articulated in this document.

DIVERSITY STATEMENT

Marion Central School District believes that equity is an important educational imperative. As a district, we are committed to working together to provide all our stakeholders with the knowledge, mind-set, beliefs, and tools to create a district that is equitable for all students.

STUDENT RIGHTS AND RESPONSIBILITIES

Student Rights

The district is committed to safeguarding the rights given to all students under state and federal law. In addition to those rights, all district students have the right to:

1. A safe, healthy, orderly and civil school environment.
2. Take part in all district activities on an equal basis regardless of age, race, religion, color, national origin, sex, sexual orientation or disability.
3. Present their version of the relevant events to school personnel authorized to impose a disciplinary penalty as in connection with the imposition of the penalty, and
4. Access school rules and, when necessary, receive an explanation of those rules from school personnel.

Student Responsibilities

All district students have the responsibility to:

1. Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect to other persons and to property.
2. Be familiar with and abide by all district policies, rules and regulations dealing with student conduct.
3. Attend school every day unless they are legally excused and be in class on time and prepared to learn.
4. React to direction given by teachers, administrators and other school personnel in a respectful, positive manner.
5. Work to develop mechanisms to control their anger.
6. Seek help in solving problems that might lead to discipline.
7. Dress appropriately for school and school functions.
8. Accept responsibility for their actions.
9. Conduct themselves as representatives of the district when participating in or attending school-sponsored extracurricular events and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship.

ACADEMIC ELIGIBILITY

Explanation

The academic eligibility system is created to help students stay involved in extracurricular activities, even if they are struggling academically. Communication between school staff, parents/guardians, and the student are critical within this system.

Eligible

Eligible students may participate freely in extra-curricular activities without complying with any additional expectations. A student will be assigned a status of eligible if they are passing all classes.

Probation

Students on probation may participate in practices/meetings and competitions provided that they comply with academic interventions and other additional expectations. A student will be assigned a status of Probation if they are failing 1 course on an eligibility report.

Ineligible

A student will be considered “ineligible” if they are failing 2 or more classes on an eligibility report. In order to continue participating in their activity, they must schedule a meeting with the principal or counselor and their parent/guardian within 5 school days of the eligibility report. During that meeting, a contract will be developed to help the student improve their grades. The student and parent/guardian will sign the contract and the student will be permitted to continue participation in their activity as long as they are meeting the terms of the contract. If they do not meet the terms of the contract, they will immediately be removed from the activity. A student cannot have an eligibility contract during two consecutive 5 week marking periods.

Academic Status Reporting Schedule: Appendix A

WEDNESDAY EXTRACURRICULAR STUDY HALL

- A. Athletic Study Hall: Those students participating in athletics and/or extracurricular activities that practice/rehearse after 3:00 pm on Wednesdays must attend extracurricular study hall between 2:00 and 3:00.
- B. No students should be in the hallways between 2:00 and 3:00 on Wednesdays.
- C. Transportation after 2:00 will only be available to students attending WTCC.

MIDDAY INTERVENTION/LUNCH PERIODS

- A. All students will be assigned to a lunch period, home base, academic lab, or enrichment location during the midday periods. Students are expected to be in that location unless they have signed out with the supervisor’s knowledge to go to another location for academic assistance.

1

ATTENDANCE

- A. When a student misses school, even when they are legitimately ill, their learning suffers as a result. The school will be following up with students and families when their attendance falls below 90%.
- B. The compulsory education law requires that any student in New York State must remain in attendance until the last day of the school year in which they reach the age of 16.
- C. Absences

1. Excused absences: Personal illness, death or illness in the family, court appearance, religious observance, approved college visits, health related appointment, road tests/DMV appointments, school sponsored field trip, approved interscholastic sports participation, other (as approved by administration).
2. Unexcused absences: Include, but are not limited to, vacation, hunting/fishing, missed bus, oversleeping, visitations, caring for a child, hair appointment, etc.

D. Tardiness

1. To school: Students arriving to school after 7:40 am will be considered late to school. Students will receive three late arrival warnings per month, then they will receive a lunch detention for each successive late arrival in the month. Excessive tardiness may result in parental conference with administration and/or school counselor.
2. To class: Repeated tardiness may result in disciplinary action.

E. Attendance Procedures

1. A parent or guardian must notify the school when their student will be absent. This can be completed through phone call, email, or the attendance Google form linked on the school website and attendance communications from school.
2. Note: School staff may complete the attendance Google form on behalf of a parent/guardian with their permission.
3. Students are not allowed to leave the school premises during the school day without parent/guardian or administrative permission prior to leaving. A **written excuse via paper, email, or Google form** must be provided **before** a student will be excused from school.
4. Students must be in attendance **the entire day** of any event, game or practice in order to participate that day. An administrator must approve any exception to this rule.
5. Homework requests can be made through the Counseling Office at 926-2400. Assignments will be available as soon as possible after the request has been made.

F. Classroom Attendance

1. A student will be considered present if they are in attendance 20 minutes or more during a class period.
2. Students who are absent will be expected to make up missed work. The student should contact their teacher(s) to make arrangements:
 - a. Regarding assignment/assessment completion and due dates with the teacher.
 - b. To take any quizzes or exams given while absent.

ACADEMIC HONESTY

A. Responsibilities

1. Student:
 - a. The student is the person most responsible for their own education.
 - b. Under no circumstances should a student claim any work that is not their own. Unauthorized sharing of one's work is not tolerated. This includes, but is not limited to the following:
 1. submitting another student's work as their own
 2. Using words copied verbatim from other sources - such as websites, databases, AI generative apps, etc.
 3. Using words/ideas from a source without proper citation

2. Parents/Guardians:
 - a. As partners in the education process, parents/guardians should teach and support honesty.
 - b. It is the parents/guardians' responsibility to share the school's academic honesty policy.
3. Teachers:
 - a. Teachers will clarify academic honesty expectations for their classroom.
 - b. If a teacher suspects that a student has plagiarized or used AI to generate work, teachers reserve the right to orally quiz students on the process they followed for their work to ensure that the work performed is their own. Students who fail to show an understanding of the material and/or fail to show the process followed for assignments, may face grade-related penalties in accordance with the academic integrity policy.

B. Disciplinary Procedures

1. Any/all students who are involved in cheating or plagiarism will be considered equally guilty and may face the same consequences.
2. If academic dishonesty occurs, the following procedures will be followed:
 - a. A staff member will talk with the student about the suspected incident.
 - b. If the student denies responsibility and the staff member is convinced that the student's actions were accidental, the matter is dropped.
 - c. If a staff member believes that intentional academic dishonesty has taken place, the following procedure will be followed:
 - 1) Parents/guardians will be notified to discuss the matter. If the student is found to be guilty, the following consequences including, but not limited to, the following may be issued:
 - a) Redo the assignment or complete an alternative assignment.
 - b) No academic credit for assignment.
 - c) Notification of incident to building administrator and counselor.

DISTRICT CODE OF CONDUCT

(PUBLIC CONDUCT ON SCHOOL PROPERTY)

The district has developed and implemented a set of expectations for conduct on school property and at school functions. The entire Marion CSD Code of Conduct can be found by clicking this link: [Code of Conduct](#). All members of the school community will be held accountable for behaving in accordance with the complete version of the Code of Conduct and are encouraged to review the entire Code of Conduct annually. Other expectations, specific to Marion Jr. Sr. High School, are listed below. In addition, all other information in this handbook can be used for guidance.

DISRUPTION OF THE EDUCATIONAL PROCESS

- A. Any student who is found to be repeatedly disruptive of the educational process or substantially interferes with the teacher's authority over the classroom may be removed for a period of 1-5 days.
- B. A conference will be held between the student, teacher, administrator and parents to discuss the student behavior.

Alcohol, Tobacco, Other Drugs And Associated Paraphernalia

The possession, consumption, sale of, attempted sale of, distribution, and exchange of alcohol, tobacco, other drugs, and associated paraphernalia (e.g. alcoholic beverages, cigarettes, smokeless tobacco, electronic cigarettes (vapes), illegal drugs, and other intoxicants) is a violation of the Marion Jr./Sr. High School Code of Conduct.

ELECTRONIC DEVICE USAGE

Students are permitted to use their cell phones during passing times, lunch, and traditional study halls (not structured study halls). The use of cell phones and other electronic devices during instructional times is prohibited. Students must store their cell phones out of sight during instructional times. There will be a designated location in each learning space where students may place their cell phone. If a student is using their cell phone during an instructional time, the following procedure will be followed by staff:

1. The staff will remind the student to put their cell phone out of sight. If the student refuses, or continues to use their cell phone:
 - a. The staff will direct the student to place their cell phone in the designated area for cell phones. If the student refuses, or continues to use their cell phone:
 - i. The staff will direct the student to the main office. When the student arrives at the main office, they will need to place their cell phone in the designated area within the main office. If the student refuses, or continues to use their cell phone:
 1. Administration will determine the appropriate consequence, up to and including suspension.

FOOD/DRINKS

- A. Students are not permitted to order food for delivery during school hours (e.g. ordering pizza). Food deliveries based on these orders will be refused by the attendance desk. Any financial obligation related to these situations falls on the student/family.
- B. Food brought in from outside vendors should be for personal consumption only.

PUBLIC ACTS OF AFFECTION

All student acts of affection should be respectful of the individuals in their surroundings. Generally, hand holding, brief hugs, and brief kisses are appropriate.

REPORTING VIOLATIONS OF THE CODE OF CONDUCT

Any student observing a student committing a violation of the code of conduct on school property or at a school function, shall report this information immediately to school staff.

USE OF BICYCLES, SKATEBOARDS, ROLLERBLADES, & SNEAKER SKATES ON SCHOOL PROPERTY

- A. Bicycles should be parked and locked in the appropriate area. The school is not responsible for stolen or damaged bicycles.
- B. Skateboards, roller blades/skates, and sneaker skates are not to be used on school property at any time.
- C. Skateboards, roller blades/skates can be stored in a student locker or the main office during the school day.

TEACHER DISCIPLINARY REFERRALS (TDR)

Teachers can write teacher discipline referrals to address student behaviors. It is important to note that although these referrals will appear in SchoolTool, they are not part of the student's permanent disciplinary record. A teacher disciplinary referral may be given for the following reasons:

- A. **Unprepared for Class:** The student is present in class but is consistently not prepared with expected materials (Chromebook, folder, writing utensil).
- B. **Late to Class:** The student arrives to class after the bell without a signed pass.
- C. **Inappropriate Language:** Includes words or phrases that the teacher deems as inappropriate for the classroom setting. This could include profane language if it is used in a casual conversation, or is not directed at another individual.
- D. **Disrespectful to Staff Member:** Includes disrespectful behavior aimed at staff that undermines their ability to maintain a positive school environment.
- E. **Disrespectful to Another Student:** Includes disrespectful behavior aimed at another student.
- F. **Insubordination:** Includes a student's refusal to abide by a reasonable request from a staff member. A reasonable request is any request that a staff member makes that does not place the student, or another, in an unsafe situation (refusing to move to another seat when directed to by staff, refusing to complete work, leaving the classroom without permission).
- G. **Insubordination (Personal Device):** Includes a student's refusal to abide by a reasonable request from a staff member regarding the use of a personal electronic device.
- H. **Disruption of Education:** This includes any behavior that impacts the ability of a staff member to teach their lesson or for other students to learn.
- I. **Dishonest Acts:** This includes lying, forgery, and other dishonest acts. Examples include being late to class and lying about the reason, or arriving late to class and providing a pass that has been altered or signed with a fraudulent signature.
- J. **Failure to Attend Teacher Appointment:** Teachers have the authority to assign "appointments" during the midday periods for any compelling educational reason. A failure to attend one of these appointments is considered the same as not attending a lunch detention.

OFFICE DISCIPLINARY REFERRALS (ODR)

All staff have the authority to complete electronic disciplinary referrals for the following issues that may arise in school. These referrals will be addressed by an administrator and will be placed in the student's permanent disciplinary record.

- A. **Frequently Late to Class:** Despite the efforts of the classroom teacher, a student continues to arrive late to class without a signed pass or valid excuse from another staff member.
- B. **Late to School:** Student arrived after 7:40 a.m. without a legal excuse.
- C. **Vulgar/Profane Language/Gestures:** This includes repeated use of casual profanity, gestures, or inappropriate talk in various settings. In addition, it includes profanity and gestures directed at another person, or language designed to denigrate another because of their real or perceived race, ethnic group, national origin, color, religion, religious practice, disability, gender, sexual orientation, sex, weight or other attributes.
- D. **Disrespectful to a Staff Member:** Includes disrespectful behavior aimed at staff that undermines their ability to maintain a positive school environment.
- E. **Insubordination:** Includes a student's refusal to abide by a reasonable request from a staff member. A reasonable request is any request that a staff member makes that does not place the student, or another, in an unsafe situation (e.g. moving to another seat, ceasing cell phone use, wearing a mask appropriately, maintaining social distancing).
- F. **Insubordination (Personal Device):** Includes a student's refusal to abide by a reasonable request from a staff member regarding the use of a personal electronic device.

- G. **Gross Insubordination:** Includes a student's persistent refusal, over the course of a specific time frame, to abide by a reasonable request from one or more staff members. A reasonable request is any request that a staff member makes that does not place the student, or another, in an unsafe situation.
- H. **Disruption of Education:** This includes chronic, or extreme, behavior that impacts the ability for a staff member to teach their lesson, or for other students to learn. This also includes disruptions that pose a threat to the safety and well-being of any person in the school, and school staff's ability to operate the school in a nominal fashion.
- I. **Dishonest Acts:** This includes lying, forgery, cheating, plagiarism, academic dishonesty and other dishonest acts of a serious nature.
- J. **Sent from Class:** When a student is removed from class based on the teacher's discretion.
- K. **Left Class Without Permission:** When a student leaves their assigned location without permission from a staff member. This includes all locations within and outside the building that students may be assigned to.
- L. **Not Present in Assigned Location:** When a student does not report to the location that they are assigned to. This includes skipping class, in addition to other scenarios.
- M. **Present in Off-limit Area:** When a student is in an area that they do not have permission to be in. Including entering a classroom during a class that they are not assigned to without permission, or going to the cafeteria when it is not their lunch period.
- N. **Driving/Riding/Parking Infraction:** Including acts that are not aligned with the parking and driving procedures.
- O. **Condoning or Encouraging a Violation of the Code of Conduct:** Includes actions that support another student's violation of school rules.
- P. **Endangering the Welfare of Self or Others:** Includes any actions that place a person's physical wellbeing at risk.
- Q. **Acceptable use Violation (Computer/Internet Network):** Includes any violations of the Marion Central School District Acceptable Use Policy both through district issued technology, student Chromebooks, and personal devices both through the MCS network at school and any violations through a personal cellular network at school.
- R. **Inappropriate Video and Audio Recording:** Includes the audio and video recording of another person in the school without their consent. This also includes any audio and video recording, consensual or not, where there is an expectation of privacy (e.g. locker room, main office, bathroom, nurses office etc.)
- S. **Damage to School/Personal Property/Vandalism:** Includes both temporary and permanent damage to school property and the personal property of others.
- T. **Theft/Possession of Stolen Property:** Anytime a student takes, or is the possession of, the property of another student or staff member without permission.
- U. **Harassment/Bullying:** The creation of a hostile environment by conduct or by threats, intimidation, or abuse, including cyberbullying, that has, or would have, the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional, or physical well-being; or reasonably cause or would reasonably be expected to cause, a student to fear for his or her physical safety; or reasonably cause or would reasonably be expected to cause physical injury or emotional harm to a student; or occurs off school property and creates or would foreseeably create a risk of substantial disruption within the school environment, where it is foreseeable that the conduct, threats, intimidation, or abuse might reach school property.

- V. **Sexual Harassment:** The creation of a hostile environment either in person, or on the internet, that is similar to the definition of harassment given above, but is focused through sexual comments or advances.
- W. **Indecent Exposure:** Any incident involving a person revealing an intimate part of their body to another person.
- X. **Intimidation/Threats:** This includes threatening and intimidating behavior both verbal and non-verbal.
- Y. **Inappropriate Physical Contact:** Unwanted physical contact from one student to another, both of a playful, potentially violent, or sexual nature. This can also include consensual acts of affection that go beyond social norms.
- Z. **Physical Altercation:** This is an exchange of physical acts between two, or more, students with the intent to hurt another. Self-defense will only be considered if one party literally has no opportunity for egress away from the confrontation prior to the altercation.
- AA. **Under the Influence of an Intoxicant:** When a student is present at school, or a school event, and they are under the influence of an illegal or forbidden substance. Examples include alcohol, marijuana, tobacco, inhalants, amongst others.
- BB. **Use/Possession/Sale of Nicotine or Associated Paraphernalia:** When a student is using, possessing, or selling items that are related to smoking, vaping or other nicotine products. This includes e-cigarettes and vapes that are “empty,” and when said devices contain a nicotine infused oil (e.g. vape juice, juul pods)
- CC. **Use/Possession/Sale of Intoxicant:** When a student is using, possessing, or selling an illegal or forbidden substance. Examples include alcohol, marijuana, tobacco, inhalants, amongst others.
- DD. **Use/Possession/Sale of Drug Paraphernalia:** When a student is using, possessing, or selling items that are related to an illegal or forbidden substance. This includes e-cigarettes and “vapes,” when said devices contain an illegal substance such as marijuana infused oil.
- EE. **Excessive Tardiness to School:** When a student arrives late to school an excessive number of times.
Left school without permission: When a student leaves the school building, and/or school grounds without permission from both a parent/guardian and a school official.
- FF. **Unexcused Absences/Tuancy:** This includes a student being absent from school without a valid excuse from a parent/guardian.
- GG. **Failure to Attend Assigned Consequence:** This is when a student does not report to a consequence assigned by their teacher or an administrator.
- HH. **Unlawful and Egregious Acts:** These include actions by a student that do not conform to basic social norms and may be against the law. Example include: Use possession or sale of alcohol, use possession or sale of drugs, weapons possession, rioting or gang activity, false alarms, bomb threats, larceny/theft, criminal mischief, burglary, intimidation/harassment/menacing/bullying, physical altercations, reckless endangerment, assault with physical injury, kidnapping, arson, robbery, sex crimes, and homicide. The aforementioned list was derived from the NYS SSEC report (School Safety and the Educational Climate) submitted annually to the state.

RANGE OF ADMINISTRATIVE CONSEQUENCES

- A. Conferences: Meetings involving students, parents, counselors, and/or administrators.
- B. After-School Accountability: The student is required to spend a period of time during or after school at the direction of a teacher or administrator.
- C. Saturday Accountability: The student is required to spend a period of time on a Saturday at the direction of a teacher or administrator.

- D. Teacher removal of a student: According to NYS SAVE Legislation, a teacher may remove a student from the classroom for a period of 1-5 days. Students will be placed in the In-School Suspension Room during the time of suspension.
- E. In-School Suspension:
 - 1. Assignment of students to In-School Suspension (ISS) will be made by the administration only.
 - 2. The student is required to be in school at the regular time, but will not be permitted to attend any classes.
 - 3. The student will be assigned to a designated area for study to complete class work assigned during the period of in-school suspension.
 - 4. A student assigned to In-School Suspension for one-half day or longer may not be allowed to participate in any extracurricular activities for that calendar day.
 - 5. Their classroom teacher will supply students with their class work for the day. Completed work will be returned to the classroom teachers at the end of the day.
 - 6. Students must use the restroom in the nurse's office while in ISS.
 - 7. Rules and regulations of in-school suspension are posted in the ISS room.
- F. Out of School Suspension:
 - 1. The student may not be on school property, attend classes, or take part in any school events for the duration of their suspension.
 - 2. If the period of out-of-school suspension spans a weekend, the student will be prohibited from participating in any weekend school activities.
- G. When a student is suspended out of school, an alternative educational program will be provided, usually through tutoring. Parents have the right to refuse the alternative educational program. The student's tutor will act as a liaison between the family and school by obtaining assignments from the school.
- H. Students will be expected to complete the assignments while suspended out of school and make arrangements to make up any missed exams upon their return to school.
- I. Superintendent's Hearing: A hearing before the Superintendent of School or a duly appointed hearing officer that may result in long term suspension from school (6 or more school days).
- J. Suspension from Transportation
 - 1. If a student does not conduct themselves properly on a bus, the bus driver is expected to bring such misconduct to the building administrator's attention.
 - 2. Students who have a serious disciplinary problem may have their riding privileges suspended by the building administrator or the Superintendent.
 - 3. In such cases, the student's parent will become responsible for seeing that their child gets to and from school safely.
- K. Referral to a qualified substance abuse counseling service in regard to alcohol or drug related incidents.
- L. Law enforcement authorities may be called to assist with code violations involving illegal activity.
- M. **Progressive Discipline:** Students and families should expect that consequences will intensify for repeated violations of the code of conduct. For example, if a student is disruptive in class they may be given an after school detention for the first infraction, two after school detentions for the second infraction, in-school suspension for the third infraction etc. It is conceivable for a student to be suspended out of school for a minor infraction, if it is repeated.
- N. **Restorative Practices:** Whenever possible, students will be encouraged to engage in some form of restorative practices. It is important to recognize that the goal of restorative practices are used to repair the damage that an incident has caused a victim or relationship. The victim can be a single student or staff member. In addition, a victim could be an entire classroom of students, or even the

entire school community. This process takes time, and careful planning in order to ensure that the process yields the intended result. For example, if a student uses profanity in class, they will be encouraged to apologize to the teacher and/or classmates or if a student damages/destroys school property, they will pay to have it fixed or replaced.

COMPUTER PRIVILEGES

Marion Central School District is committed to providing students the opportunity to explore various forms of technology in order to enhance their academic career.

- A. District computer equipment is to be used for appropriate educational and administrative purposes.
- B. Inappropriate, non-approved, or illegal use of computers will not be tolerated. Examples of misuse include, but are not limited to:
 - 1. Attempting to access areas of the district computer network or computers other than the assigned user privilege given by the Technology Department.
 - 2. Entering a code-protected file.
 - 3. Plagiarism.
 - 4. Altering of a software program.
 - 5. Vandalizing hardware or software components.
 - 6. Downloading, viewing or printing inappropriate and/or sexually explicit materials.
 - 7. Downloading, viewing or printing any material that interferes with the educational or technological process.
 - 8. Downloading files from any source without expressed permission from a school administrator.
- C. Students who abuse district equipment may lose computer rights for a time period ranging from one week to the remainder of the school year (at the discretion of the administrator).

COUNSELING OFFICE

The Counseling Office is responsible for the maintenance of student records, academic and vocational counseling and planning, personal counseling, standardized testing, and maintaining a system of reporting to parents. Counselors assist students in addressing problems that are interfering with schoolwork. School psychologists, social workers, nurses, speech therapists, reading consultants, administrators, and teachers work as a team with counselors. Appointments are made at the request of students, staff and/or parents.

Schedule Changes

- 1. Students may make schedule changes, either dropping or adding classes, during the first week of the first semester. After that point, a decision to drop a course must fall within the following time span:
 - a. **Twenty-week course:** deadline is **five weeks** after the start of the semester.
 - b. **Forty-week course:** subjects may be dropped up to 10 weeks after the start of the first semester.
- 2. Courses that are twenty weeks in length may be added to a student's schedule during the first week of the second semester.
- 3. A course can only be dropped if the student is able to maintain 6.5 credits without that course.

Partial/Reduced Class Schedule

1. A partial or reduced schedule is permitted for those seniors who have part-time employment. Seniors wishing to receive this status are to obtain a reduced-class form from the Counseling Office. It is necessary to confer with the counselor during this process.
2. After the form is completed, it is to be returned to the Counseling Office. It will then be submitted to the principal for final approval.
3. It is expected that the student will maintain a passing grade in all subjects or permission will be rescinded with the student returning to a full-day schedule.
4. It is expected that all students with a partial or reduced schedule sign in/out at the attendance/health office when arriving at or leaving school property. Permission will be rescinded with the student returning to a full day schedule if the sign in/out process is not followed.

Report Cards and Progress Reports

1. Report cards will be issued 4 times a year, at approximately 10-week intervals. Included on each report is a listing of general comments and statements pertaining to all disciplines.
2. Student Progress Reports are sent to parents at 5-week intervals for grades 7-12. In conjunction with the 10-week grading periods, these reports will promote communication between the school and home.

Incomplete Grades

1. Students who receive an incomplete grade for a specific marking period must have it removed and a grade assigned by the following marking period.
2. Students will be assigned an Incomplete Passing (IP) or Incomplete Failing (IF) grade at the teacher's discretion depending on the student's level of performance at the time that incomplete grades are considered.
3. A final grade cannot be indicated by an "incomplete" unless through extenuating circumstances as approved by the building administrator.

Work Permits

1. The school, in accordance with the New York State Labor Department, issues work permits for students under the age of 18.
2. Applications are available from the Jr.-Sr. High School Counseling Office.
3. The student, due to signature requirements, must pick up the final work permit. Please allow 48 hours processing time.

Doubling Policy

1. Doubling, or taking two sequential courses in a subject area, because a course has been failed, will be discouraged because it is generally not regarded as an educationally sound practice.
2. Doubling will be limited, on a student-by-student basis, only to seniors as a final graduation option.
3. The decision to double must be reached through a meeting with the student, parent or guardian, and the school counselor within the first two weeks of school. The decision must also have the approval of the building administrator.

At-Risk Senior Meetings

1. Any senior who is failing one or more courses that are required for graduation will have an at-risk senior meeting with the school counselor/psychologist/social worker, a building administrator, and parent(s). Grades are reviewed at each 5 week interval, and at-risk meetings are scheduled as necessary.
2. Seniors must successfully complete all requirements for graduation to participate in the commencement ceremony.

Access to Student Records

1. Marion Central School District complies with the Family Educational Rights and Privacy Act of 1974.
2. Parents/Guardians of students under 18, or a student who has attained age 18, or is attending a post-secondary institution shall have a right to inspect and review any and all official records directly relating to their children or themselves (if over 18).
3. Details and necessary application forms are available in each building.

Grade Level Assignments for 9-12

The following are minimum requirements for assignment to any given grade level in the high school:

1. 9th grade - student must be registered in 5 ½ credit-bearing courses.
2. 10th grade - student must have earned 5 ½ units of credit.
3. 11th grade - student must have earned 11 credits.
4. 12th grade - student must have earned 16 ½ credits and be enrolled in all necessary courses to complete graduation requirements by June.

Course Credit

1. The minimum passing score to be obtained in order to receive course credit is 65%.
2. The granting of credit in a Regents course will not be based solely on the Regents examination score.
3. Regents credit for a Regents diploma will be given only if both the final school average and the Regents exam score are 65% or above.

Marking Period

1. Assessment of student learning in each full-year course in grades 7-12 must include a midterm assessment weighted 10% and a final assessment also weighted 10% of the overall course average.
2. Twenty week courses must have a final assessment weighted 20%.
3. Each teacher is responsible to notify their students of the form these assessments will take for each course.

Merit and Honor Roll

1. After every reporting period, the Counseling Office prepares a Merit Roll of those students whose averages are between 85-89.9% and an Honor Roll for those students whose averages are above 90%.
2. "F", below 65%, Incomplete Fail (IF), or Incomplete Pass (IP) in the current marking period disqualifies a student for Merit or Honor Roll.

“Level of Difficulty” Bonus

1. In an attempt to encourage students to take more challenging courses, a system of “level of difficulty” bonus has been established.
2. Each student’s courses will be evaluated during their senior year. A bonus of .25% credit will be given for each of the following:
 - a. 4th year of math
 - b. 4th year of science
 - c. 4th year of foreign language
 - d. 5th year of social studies or English
 - e. college course

Schooltool, Schoology, and Student Grades

Schooltool is the school management system (SMS) used by the district. Staff manage student attendance, discipline, the production of report cards, and enrollment information through Schooltool.

Parents should use Schoology to check the most recent/in-progress grades for their child. Schoology is the learning management system that teachers use to manage the courses that they teach. This includes managing a calendar for each course (i.e. posting due dates, test dates etc.); creating, assigning, collecting, and returning digital assignments/assessments, managing their gradebook, posting course materials, and sending reminders to students and parents.

EMERGENCY DRILLS

Fire Drills

1. Teachers will instruct students as to the evacuation route and outside assembly place for their classroom within the first two days of class.
2. At the sound of the fire alarm, students should be instructed to leave the room according to the posted instructions.
3. Upon evacuation of the building, students should be positioned well away from the building in order to allow for further evacuation and/or access for emergency personnel and vehicles.
4. No one is to re-enter the building until the “all clear” signal is given.

Bus Emergency Drill

1. Stay in your seat until the driver gives instructions.
2. Don’t touch emergency equipment or safety releases until instructed to do so.
3. Three students will be designated by the driver to be the first out of the bus, two will help the younger students through the emergency door and one will help lead the students away from the bus and road.
4. Bus should unload as directed by the bus driver.
5. Leave everything behind you. Duck your head as you exit the emergency door.
6. Accept the assistance of the student helpers.
7. Move quickly away from the exit so it is not blocked. Stay with the student designated to lead the group away from the bus.

Ginna Nuclear Alert or Drill

1. The office of the Superintendent will notify building administrators, the transportation director, and head custodian of an alert or drill.
2. Nurses, counselors, and clerical staff will leave immediately for the reception area to prepare and coordinate.

3. Building Administrators will use the PA system to instruct all students to immediately go to the auditorium or other designated location.
4. At the appropriate time, building administrators will load buses with students to be evacuated. Loading procedure will be in the order of bus arrival. Their homeroom teachers will escort students to the loading area. Attendance will be taken again after students have boarded. All students will be transported via school-operated vehicles. There will be no exceptions.
5. A lift bus will be available for wheelchair bound students.
6. The entire student body and staff from Marion Central Schools will be evacuated to the Reception Center located in the Newark School District.

Lockdown Drills

1. Announcement will be made; "Lockdown, Lockdown, Lockdown"
2. Principal's voice will continue to play over PA saying "Lockdown, Lockdown, Lockdown" every few seconds.
3. Students in the hallway will report to the nearest classroom.
4. Students in classrooms, auditorium, cafeteria, etc. will stay in the room and follow instructions from the supervisor.
5. Lights in all spaces should be turned off and doors should be locked immediately.
6. No additional window coverings should be added to the door, all building doors have universal stickers that allow for a larger hiding area.

EXTRA-CURRICULAR ACTIVITIES (NON-ATHLETIC)

- A. Members and participants in each activity will be made aware of the contents of the Code of Conduct by the activity advisor(s).
- B. The advisor(s) will be responsible for seeing that the activity participants adhere to the Code of Conduct.
- C. School Clubs and Activities:
 1. The activity program for each school year will be planned after student and teacher interests are determined in September.
 2. All school clubs and activities are required to have a treasurer if disbursements are to be made.
 3. If fundraising is to be done, the Fundraising and Activities Request Form must be completed and returned to the Main Office for advance approval.
 4. Clubs and activities that are currently available for students include:

Student Council	Foreign Language Clubs
Yearbook Club	Musical
Color Guard	Select Choir
Show Choir	National Honor Society
Marching Band	Jazz Band
Model UN	FFA
Jazz Band	

FIELD TRIPS

- A. In order to supplement current curriculum, field trips may occasionally be scheduled.
- B. Permission slips as well as other materials will be sent home with your child.

- C. Students will not be allowed to participate in field trips until permission slip(s) are returned.
- D. Students may be required to complete grade sheets with their teachers prior to attending field trips.

HEALTH OFFICE

- A. If a student becomes ill in school, the nurse will determine whether or not they are able to return to classes or they must go home.
- B. If the nurse is out at the time, the student should report to the Main Office. Under no circumstances are students to skip class or leave school to go home without written permission.
- C. School Immunization Program
 - 1. Public Health Law requires all children to be immunized against Polio, Diphtheria, Measles, Rubella, Mumps, Hepatitis B, and Varicella.
 - 2. Students in school must be immunized against these preventable diseases. Per NYS Law the district cannot allow any non-medical exemptions to the immunization requirement.
 - 3. Students who do not meet legal requirements must be excluded from school until immunized.
- E. Medications at School
 - 1. Students who need to take medications at school need a prescription from their family doctor or practitioner (this includes all prescription and over the counter medications) and a written request signed by the parent/guardian. These requests are valid for one school year. Forms are available from the Health Office or the school's website at www.marioncs.org.
 - 2. All medication will be kept locked in the Health Office medication cabinets.
 - 3. **Students should never have prescription or over-the-counter medications in their possession or in their lockers.**
 - 4. Exceptions may apply to students who have inhalers, diabetic supplies and/or allergic reactions. If they are expected to have those medications with them at all times for emergencies, documentation of that requirement should be provided to the school nurse.
- F. Physical Examinations and Health Screenings
 - 1. Physical examinations by the school doctor/practitioner are given each year to students in grades 1, 3, 7 and 10. The school nurse gives annual health screenings for height, weight, vision, and hearing.
 - 2. Each year the school nurse, school doctor or practitioner will do a Scoliosis (curvature of the spine) evaluation for students ages 8-16. If your student had their physical with the family doctor, the Scoliosis screening would have been completed at that time.
- G. Positive COVID tests
 - 1. Students who return to school after a positive COVID test must wear a well-fitting mask around at school until day 10 (day 6 through day 10). If they are unable to wear a mask when around others, they should continue to isolate themselves for 10 days.

THE KNIGHT PASS

Knight Passes are awarded to students who achieved an overall average of 80.0% or higher on their report card for the previous 10 weeks, have four or less minor disciplinary referrals, have not received a discipline referral resulting in in-school, or out of school suspension, and have two or less unexcused absences.

- A. Knight Passes **MUST** be carried and presented at all times in order to receive privileges.
- B. Knight Pass holders may sign out of study hall (not structured study hall) on a designated sign-out sheet to see a teacher without a pre-signed pass, to go to the library, or go to the courtyard
- C. Knight's Pass holders may go to the courtyard during lunch. Students must present their Knight pass to a main office staff member to access the courtyard.
- D. Knight Passes are not to be used to leave the school building under any circumstance.
- E. Knight Pass holders may go to the library during homebase or study hall. They may not sign out of academic interventions or structured study halls.

LOST OR DAMAGED SCHOOL-OWNED MATERIALS

- A. Obligation letters will be sent out at the end of the school year to students who have outstanding obligations, such as, but not limited to:
 - 1. Fundraising money.
 - 2. Sport uniforms and/or equipment.
 - 3. Band, color guard, and choir uniforms (professionally dry cleaned), equipment, unpaid for supplies.
 - 4. Lunch money.
 - 5. Textbooks or classroom books (lost or damaged). Students are responsible to return the same copy number they were originally issued.
 - 6. Library books (lost or damaged).
 - 7. School issued graphing calculators.
 - 8. School issued Chromebooks.
- B. Final report cards will be held until these obligations are paid in full. For graduating seniors, their diploma will be held until the obligation is paid in full.

PHYSICAL EDUCATION/SPORTS

- A. Physical Education
 - 1. The physical education teacher will explain proper attire to be worn for class.
 - 2. All clothing should be marked with the student's name.
 - 3. Students will be required to change for weight lifting and strength and conditioning classes only. They are not required to change for general physical education classes.
 - 4. Students who have a serious illness, injury, or other medical condition will be expected to present a doctor's note explaining the restriction.
 - 5. No student is allowed in the gymnasium without supervision by school staff.
 - 6. Participation Guidelines:

- A. Students who miss more than 20% of scheduled classes within a marking period due to absence from school will be required to make up those classes. Arrangements for classes in excess of 20% should be made with the teacher before the end of the marking period.
 - B. Students who skip a physical education class or who do not have proper attire will be required to make up that class at the convenience of the PE teacher.
 - C. Students who are excused from physical education classes by the school nurse will be required to make up those classes at the convenience of the PE teacher unless otherwise instructed by the nurse.
 - D. Students will not be required to make up classes missed by reason of a certified medical excuse or if work assignments are given by the instructor in place of participation in class activities. A copy of the excuse must be on file in the Health Office.
7. Protective Eye Policy
- a. To insure safety and prevent possible financial loss due to the breakage of eyeglasses, students who are medically required to wear glasses during physical education classes will have protective goggles available by the school for certain specified activities.
 - b. Activities requiring protective goggles include but are not limited to: floor hockey, lacrosse, indoor soccer, dodge ball and related games, indoor team handball, indoor speedball, and any other activity deemed necessary by the instructor involved.
- B. Organized Sports
- 1. Parent/Guardian must sign their children up for interscholastic sports through the web-based FamilyID service. A link to this system can be found under "Athletics" on the district website at www.marioncs.org.
 - 2. The parent/guardian must complete all required paperwork within FamilyID prior to the student beginning participation in athletics.
 - 3. Students are encouraged to wear protective eye covering for interscholastic sport activities.

STUDENT DRESS CODE

- A. Students and their parents/guardians have the primary responsibility for appropriate student clothing and appearance.
- B. Teachers and all other district personnel should exemplify and reinforce acceptable student attire and help students develop an understanding of appropriate appearance in the school setting.
- C. A student's dress, grooming and appearance should:
 - 1. Be safe, appropriate and not disrupt or interfere with the educational process.
 - 2. Ensure that undergarments are covered by outer clothing.
 - 3. Not include footwear such as sneaker skates that are a safety hazard.
 - 4. Not include items that contain images, symbols, or messages that promote hate, are vulgar, sexually suggestive, obscene, or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability (e.g. swastika,

nude or sexually suggestive imagery, the confederate flag, obscene gestures such as the middle finger).

5. Not contain images or messages that advertise or promote the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.
- E. Students who violate the dress code shall be required to modify their appearance by covering or removing the offending item and, if necessary or practical, replacing it with an acceptable item.
1. Any student who refuses to do so shall be subject to discipline for insubordination.
 2. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline for gross insubordination, up to and including out of school suspension.
- G. To ensure uniform enforcement of dress code violations there will be administrative oversight of all reports of dress code violations.
- H. Students Must Wear:
1. A shirt (with fabric in the front, back, and on the sides under the arms);
 2. Pants/jeans or the equivalent (for example, a skirt, sweatpants, leggings, a dress or shorts) must be worn in a way such that genitals, buttocks, breasts, chest and nipples are fully covered with opaque fabric (not transparent and/or see through); and
 3. Shoes.
- *Courses that include attire as part of the curriculum may include assignment-specific dress.

Students May Wear:

1. Headwear that allows the face to be visible at all times.

Students Cannot Wear:

1. Violent language or images, including but not limited to hate speech, profanity, and pornography;
2. Images or language depicting or suggesting drugs, alcohol, vaping or paraphernalia (or any illegal item or activity);
3. Images or language that create a hostile or intimidating environment;
4. Any clothing that reveals visible undergarments or a "tube top" style shirt;
5. Swimsuits (except as required in class or athletic practice);
6. Accessories that could be considered dangerous or could be used as a weapon; and any item that obscures the face (except as a religious observance).

If you are in need of clothing, please contact the Health Office and/or Counseling Office

STUDENT DRIVING

- A. Students who drive vehicles to school and use the school parking lot must register their vehicle in the Main Office. A digital picture of the vehicle will be required to be on file in the main office prior to being issued a parking pass. A parking sticker will be issued and the sticker must be placed on a driver side window of the vehicle.
- B. Parking is a **privilege** that may be revoked with cause at any time.
- C. Failure to comply with parking regulations may result in towing of the vehicle at the student's expense.
- D. Regulations:

1. There is a 5 mile-per-hour speed limit (interpreted as driving very slowly) on school property. Reckless driving in any form will not be permitted and may likely result in revocation of parking privileges and notification of parents and proper authorities.
2. Students may not drive to WTCC or ride to WTCC as a passenger in a private vehicle without specific permission from both WTCC and Marion Schools.
3. Any student who uses their vehicle to leave school illegally, or any student who helps another student leave school illegally by transporting that student in their car, may have parking privileges revoked.
4. Students may not park in the Faculty/Staff designated areas in the upper parking lot or in the lots in front of the building at any time.
5. Students should park only in student designated parking spots.
6. Vehicles should not display any stickers, symbols, or images that are inappropriate for school, or cause, or would reasonably cause a disruption to the school environment.
7. The school district is not responsible for vehicles parked on school property.

STUDENTS LEAVING CAMPUS DURING SCHOOL HOURS

Students that need to leave school during school hours must have written parent/guardian permission. Emails and written notes to the attendance clerk will be accepted, text messages and other forms of written communication will not be accepted. The note must include the time of departure and time of return. Students that do not return at time noted by parent/guardian will be subject to disciplinary action. Students may not bring food other than a pre-packed lunch/snack into the building. If they attempt to bring other food into the building, they will have the choice of returning it to their vehicle or disposing of it in the garbage.

STUDENT LOCKERS

- A. Student lockers will be assigned for all students. Students are not required to use their lockers.
- B. Student lockers and such storage places are the property of the school and may be searched when deemed necessary by the administration.
- C. Care and maintenance of the locker is the student's responsibility. Failure to clean or maintain lockers may result in additional fees at the end of the school year.

VISITORS

- A. Parents may request to visit and observe the school programs at any time. Parents should notify the Principal's office at least 24 hours in advance so a schedule is prepared and the teachers notified.
- B. All visitors to the building must sign in at the reception desk first to be issued a Visitors Pass. Visitors should be prepared with a valid NYS identification card/driver's license.
- C. Student visitors will not be allowed, unless special permission is received from the principal's office.

WAYNE TECHNICAL AND CAREER CENTER (WTCC)

The Wayne Technical and Career Center in Williamson offers a variety of courses for students interested in specific trades and skills. These programs are developed for 11th and 12th grade students.

- A. Tenth grade students are given the opportunity to visit the Wayne Technical and Career Center. Interested students will spend a half-day on the WTCC campus visiting class and meeting with instructors prior to deciding on a particular vocational training program.
- B. Brochures describing the vocational courses are available in the Counseling Office.

Appendix A

Academic Status Reporting Schedule:

Report Type	Report Date	Description
Late Warning	10/1/24	Based on live gradebook data
Eligibility	10/10/24	Based on 5 Week Progress Reports
Late Warning	10/29/24	Based on live gradebook data
Eligibility	11/8/24	Based on 10 Week Report Cards
Late Warning	12/3/24	Based on live gradebook data
Eligibility	12/13/24	Based on 15 Week Progress Reports
Late Warning	1/21/25	Based on live gradebook data
Eligibility	1/31/25	Based on 20 Week Report Cards
Late Warning	3/4/25	Based on live gradebook data

<i>Eligibility</i>	<i>3/14/25</i>	<i>Based on 25 Week Progress Reports</i>
<i>Late Warning</i>	<i>4/1/25</i>	<i>Based on live gradebook data</i>
<i>Eligibility</i>	<i>4/11/25</i>	<i>Based on 30 Week Report Cards</i>
<i>Late Warning</i>	<i>5/6/25</i>	<i>Based on live gradebook data</i>
<i>Eligibility</i>	<i>5/16/25</i>	<i>Based on 35 Week Progress Reports</i>
<i>Late Warning</i>	<i>6/10/25</i>	<i>Based on live gradebook data</i>

All late warning and eligibility reports will be sent to students and parents/guardians via email. It is critical that parents and guardians have a current email address on file with the district to ensure that they receive these reports.