



# Marion School

*“Providing our children with a safe, enriching environment in which to prepare them to thrive in an ever-changing and dynamic world.”*

## **2025-2026 K-8 Student Handbook**

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Marion, MT 59925  
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# Introduction

Welcome to the 2024-2025 school year. Our mission is to provide our children with a safe, enriching environment in which to prepare them to thrive in an ever-changing dynamic world.

This mission can be achieved by collaborating with staff, families, and students. This Handbook is meant to serve as an outline of school policies that affect our school community. A complete copy of the School Board Policy is available on the school website at: [marionschoolmt.com](http://marionschoolmt.com). School laws can be found at:

<https://leg.mt.gov/bills/mca/index.html>

# Marion School Staff

Superintendent/ Principal/Title IX	Julia Maxwell
Assistant Principal/ Title 1	Becky Schrade
Clerk	Shannon Kvaalen
Secretary/Homeless Liaison	Tresa DeLaughder
Kindergarten	Michele Hagen
1 <sup>st</sup> Grade	Echo Curtis
2 <sup>nd</sup> Grade	Brenda Knoll
3 <sup>rd</sup> Grade	Brad Swartswalter
4 <sup>th</sup> Grade	Deborah Shinn
5 <sup>th</sup> Grade	Carley Ervin
6 <sup>th</sup> Grade	Katie Theis
7 <sup>th</sup> Grade/ Library	Deborah Johnson
8 <sup>th</sup> Grade	Wendy Davis
MS Science/ Health	Christine Sampley
Technology & P.E.	Tess Brist
Music	Eryn Conti
Psychologist	Heidi Raab
Counselor	Lisa Jones
Speech Therapist	
Special Education	
Occupational Therapist	Haley Broth
Physical Therapist	Heather Massey
Paraprofessionals	Stephanie Scuderi
	Ford Jones
	Raeleen Lindsted
Title 1 Aide	Kodi Watkins
Classroom Aide	Rhonda McCully
Cook	Teri Seymour
Asst. Cook	Sandy Engeland
Kitchen Assist.	Heather Elmore
Maintenance	Gary Webster
Maintenance Assistant	Connor Schrade

# General Information

## Arrival/Dismissal

**\*NOTICE: The bus route schedule will be published separately after drivers determine stop times.\***

**\*SEE APPENDIX A FOR PARKING/TRAFFIC FLOW**

### ***ARRIVAL:***

Parent drop off for driving kids to school in the mornings will be between 7:50 am - 8:05 am.

Bus Drop off will be at 7:55 am.

### ***DISMISSAL:***

All students in K-8 will be dismissed at 3:30 pm. Staff members will be on outside duty to maintain a safe and organized dismissal. The buses will pick up students at the front gates and leave at 3:35 pm. On early release days, dismissal will be at noon, and the bus will leave at 12:05. THE BUS WILL NOT WAIT. Students remaining because they missed the bus will stay in a specified space supervised by available school staff.

After-school arrangements must be made ahead of time. Students can only call during the school day to change after-school plans in an emergency. Written permission must be on file for students to be allowed to leave school with families other than their own. Notes should be provided by both parties involved—parental changes in after-school plans should be made before 2:00 so all parties can be notified.

## Attendance

POLICY REF: 3122

Legal Reference: 20-5-103, MCA Compulsory Attendance

Attendance is a vital component of a successful school experience. Parents are expected to make every effort to have their children in regular attendance. Appointments, travel, and extracurricular activities should be scheduled after school hours.

### ***ABSENCE:***

When students must be absent, please get in touch with the school office (854-2333) between 8:00 am and 9:00 am to notify the secretary of the absence. A student arriving after 9:30 will be considered a half-day absence for the morning. If a student leaves before 2:30, it is counted as a half-day absence for the afternoon.

The school should receive notification of each student's absence. The failure of a parent/guardian to do so will result in an unexcused absence. If a student is absent for an extended period, parents should contact the school to arrange to pick up the child's books and assignments. Please allow 24-hour notice before picking up the materials for the teacher to assemble the work.

#### *ACTIONS:*

**Both excused and unexcused absences will count for the following actions.**

- If a student is absent for ten days, a letter will go home to parents/guardians.
- At 20 days of absence, a meeting will be scheduled between the parent, administrator, and Teacher. A plan of improvement will be developed, including a plan to make up for missing academic time.
- At 30 days of absence, the parent and child must appear at a board meeting to ascertain the cause of the ongoing problem and to create an action plan to ensure that the student attends school regularly. This plan may include possible retention or an extended school day.

#### *TARDY & LEAVE EARLY:*

The Office will handle tardiness to school in the morning. If a student is tardy, **a parent should escort them to the Office** to sign them in, where they will receive a pass to their classroom.

Parents should communicate with the Office when tardiness is due to illness or a doctor's appointment. Tardiness between classes will be documented. A leave early means being checked out between 2:30 and 3:25. This counts as tardiness. Remember that after 9:30, the student is no longer tardy but is considered absent for the morning. Also, if a student is checked out earlier than 2:30 in the afternoon, it is counted as a half-day absence.

Tardiness can usually be avoided. If another teacher detains a student, that Teacher will sign a pass for admittance to the next class. The Office would write no excused passes unless a student were detained. Tardies will become a discipline issue if excessive.

## Board of Trustees



### *LIBRARY:*

Marion School, in cooperation with Imagine If, operates a Branch Community Library for use by the residents from the surrounding areas in the form of a pick-up and drop-off system.

The Imagine IF Library offers adults library cards to check out books on their website and pick them up or drop them off at the Marion School Office.

## Communications

Communication is the key to a successful partnership with our school and the families we serve. There are several ways you will receive information throughout the year. We encourage you to contact the school staff with questions, concerns, or ideas. The following are some of the avenues of communication which are used regularly.

### *School Remind App*

At the beginning of school, you will be invited to join the school's remind system. This will allow you to get updates on your phone. The join code for the system will always be posted at the office entrance.

### *Facebook Page*

Brief updates are added to our Facebook page often. You can message the staff and/or comment on the page. It is a great way to stay connected to the school. Find us by searching for "Marion School."

### *School Website*

Our school website includes links to important documents, schedules, teacher pages, and current events. The web address is "www.marionschoolmt.com".

## Daily Schedule (Subject to Change)

7:55 – 8:00	Buses arrive at the school
7:50 – 8:05	Parents who drive kids to school - - drop them off in the parking lot
7:50 – 8:05	Breakfast will take place in the lunchroom
8:05	School Begins
10:00-10:15	Recess K – 2
10:15-10:30	Recess 3 -5
11:35-11:55	Lunch/Recess K/1
11:40-12:00	Lunch/Recess 2/3
11:45-12:05	Lunch/Recess 4/5
12:20-1:00	Lunch/Recess 6-8

**Early Dismissal time is noon.**

## Dress Code

POLICY REF: 3224

### **Appropriate Dress**

Students are expected to be dressed in modest, comfortable, appropriate attire for the season, recess, and other class activities. The student's appearance is a valuable determinant of their self-esteem. It also has a significant influence on the impressions left by others. In the interest of an effective educational environment, fulfilling federal and state mandates, and promoting healthy attitudes, Marion School has developed the following guidelines:

### **Expectations**

Students must wear neat, clean, and tasteful clothing appropriate for their age and school activities. School administrators have discretionary authority to make decisions regarding attire and appearance-related matters. This dress code ensures consistency and interpretation are implemented schoolwide, thus providing equitable treatment for all students.

### **General Rules**

- Undergarments may not be exposed at any time. This rule includes bra straps, underwear, waistbands, and tops of boxers or briefs.
- Clothing, patches, buttons, jewelry, armbands, or other accessories adorned with references to and/or suggestions of a drug, sex, race, violence, pornography, tobacco, illicit acts, obscenity, or vulgar displays will not be permitted.
- Wearing, possessing, using, sharing, distributing, or selling any clothing, headgear, apparel, jewelry, emblem, badge, symbol, sign, or other items which are evidence of membership in or affiliation with any gang and/or representative of any gang or any antisocial behavior will not be permitted.

### **Specific Rules**

#### ***TOPS***

Blouses/shirts that expose any portion of the waist, hips, or midriff are prohibited. Tops must be worn in such a way as to cover the beltline at all times when standing, sitting, or raising arms above the head. Blouses/shirts inappropriate for school include low-cut, see-through, backless, or tube tops.

### ***BOTTOMS***

These pieces of clothing must be worn at the waist so as not to expose undergarments while standing or sitting. Shorts, skirts, and slits in attire must be two inch above top of knee cap or less. Pants with holes above the mid-thigh are not considered suitable attire for school wear, unless the student wears leggings, not tights or fishnets, under their pants. Chains on pants are not allowed.

### ***LEGGINGS***

Leggings may be worn if they are of quality fabric, that does not expose undergarments or student anatomy when worn or bending over. Leggings with netting may be worn if the netting does not extend above two inches above the knee cap. Leggings with ruching along the rear end seam may not be worn.

### ***FOOTWEAR***

Appropriate footwear, such as casual or athletic shoes, must be worn. Shoes with cleats or rollers are not allowed in the building. Street shoes will not be worn on the gym floor. Student footwear for field trips, science labs, and athletic activities should be safe and appropriate. Flip flops do not offer protection for the feet; and, therefore, are not recommended.

### ***HEADWEAR***

Headwear is not to be worn in any school building. Headwear includes, but is not limited to, hats, scarves, bandanas, hoods, caps, or sunglasses.

### ***P.E. CLOTHING***

Students in grades 6 through 8 must dress in shorts and shirts (different from their school-day clothing), wearing non-marking shoes suitable for P.E. activities. The school dress code will be followed. The use of non-aerosol deodorant is strongly recommended. Elementary students must wear non-marking shoes (no street shoes) suitable for P.E. activities.

### ***ATHLETIC CLOTHING***

In connection with the sponsor, coach, or another person in charge of an extracurricular activity, the Principal may regulate the dress and grooming of students participating in any extracurricular activity. If a conflict arises, the Principal or Designee has sole authority over judgmental decisions.

### ***INFRACTIONS***

The Administration and staff have the responsibility and right to determine whether individuals violate dress guidelines. Violators of this policy may be asked to wear an

appropriate garment provided by the school, or parents will be asked to bring a change of clothes. Continual minor infractions will result in disciplinary action.

## Early Pick Up

POLICY REF: 3440

If parents need to pick a student up from school early, they must report to the Office and sign the child out before the child is released. The parents should notify the school in advance that the child will be picked up before the end of the day.

If someone other than a parent will be picking the child up, the parent must notify the school regarding the specific arrangements and send written approval.

When a parent has sole custody of the child, and the other parent has been denied visitation rights, the custodial parent must notify the school in writing and provide a copy of the court documentation giving school personnel the right to refuse that non-custodial parent access to the child.

## Emergency Drills/Emergency Procedures

Emergency drills such as fire, earthquake, lockdown, etc., at regular intervals, are required by law and are essential for safety reasons. Lockdown drills are a means of securing a safe environment for students and staff.

If there is an actual emergency, parents will be notified by phone. The students will continue to be supervised by school staff. Regular checkout procedures will apply. The staff's priority is always the safety of the students.

## Emergency School Closing

POLICY REF: 2221

School officials will confer on a decision to close the school before the school day has begun. The I.M. phone system will be initiated to send out a notification message automatically.

If the school must close early, parents will be notified by phone as to the estimated time they should pick their child up, or the bus will be delivering the students home. If the parent is unavailable, the school will contact the emergency numbers provided by the parent to make arrangements for the student's supervision. PLEASE PRINT THESE NUMBERS ON THE REGISTRATION FORM AT THE TIME OF ENROLLMENT. KEEP THE SCHOOL OFFICE INFORMED OF ANY CHANGES IN PHONE NUMBERS.

Students will only be released from school if suitable supervision is arranged.

Students will be kept in school if it is determined that district-provided and private transportation is unsafe due to blizzards and/or other weather-related phenomena.

## Remote Learning

If the decision is made to close school, we will transition to a remote learning day. In lieu of a make-up day at the end of the year, all students will learn from home remotely. Teachers are prepared for this scenario and will reach out to students that morning, via email, Google Classroom, remind, and/or other learning platforms.

**Asbestos Management Plan** The District has an Asbestos Management Plan available in the maintenance supervisor's Office. The plan is available for inspection by contacting the Superintendent.

## Enrollment/Registration Procedure

POLICY REF: 3110

Legal Reference: §20-5-101, M.C.A. Admittance of a child to school

Admission: School District #54 shall admit to school all children five (5) years of age on or before the tenth (10) day of September of the year they enroll. All new students must provide a copy of their birth certificate and immunization record at enrollment. If documents are not sent to the Marion School, the student may be tested for grade placement, if necessary, by the classroom teacher and administrator. All home school students will be tested for placement.

## Education of Homeless Children

POLICY REF:

3125

Legal Reference: 42 U.S.C. §11431, et seq. McKinney Homeless Assistance Act

§ 20-5-101, M.C.A. Admittance of a Child to School

Every child of a homeless individual and every homeless child (as defined in the McKinney- Vento Homeless Assistance Act) are entitled to equal access to the same free, appropriate public education as other students. Students who meet the definition of homeless will be admitted to school whether or not they can produce records typically required for enrollment. We will not require an out-of-district attendance agreement for a homeless child.

Homeless students will have access to services comparable to those offered to other students, including, but not limited to, transportation, Title 1, programs for children with disabilities, and school nutrition programs.

For additional information, please get in touch with our Homeless Student Liaison, Tresa DeLaughter, in the school office.

## **Equal education and Nondiscrimination**

POLICY REF: 3210

Legal Reference: 20 USC 1681 Discrimination  
Art X, Sec 7 MT Constitution-Non-discrimination in education  
§49-2-307, M.C.A. Discrimination in education  
24.9.1001 to 1011, A.R.M. Sex Discrimination in education

**Marion School District has adopted policies and procedures to ensure that discrimination does not take place.**

The Marion School District does not discriminate based on race, color, religion, sex, age, national origin, or disability in admission, access, treatment, or employment in its programs, services, and activities. Applicants, students, parents/guardians, employees, referral agencies, and all organizations holding agreements with the District are hereby notified of these policies.

Discrimination in education because of sex, race, color, creed, religion, national origin, age, physical or mental disability, political beliefs, marital or parental status, and economic or social conditions is prohibited. Our District is committed to taking any appropriate and feasible remedial action necessary to eliminate existing discrimination and its effects. Inquiries regarding discrimination or intimidation should be directed to the Marion School Administrator.

Name: Julia Maxwell

Position: Principal

Address: 205 Gopher Lane, Marion, MT 59925

Phone Number: 406-854-2333

Email: [jmaxwell@marionschoolmt.com](mailto:jmaxwell@marionschoolmt.com)

Marion School District is committed to a policy of nondiscrimination and equal opportunity for all students, staff, parents/legal guardians, visitors, and community members, who participate or seek to participate in its programs or activities. Accordingly, the District does not discriminate against any individual on the basis of race, religion, sex (including pregnancy, childbirth, or any related medical conditions), color, disability, age,

genetic information, national origin, or any other applicable status protected by local, state, or federal law.

For questions or to file a complaint please contact:

Office for Civil Rights,

*Seattle Office*

U.S. Department of Education

915 Second Avenue, Room 3310

Seattle, WA 98174-1099

Telephone: (206) 220-7900

Facsimile: (206) 220-7887

TDD: (206) 220-7907

Email: [OCR.Seattle@ed.gov](mailto:OCR.Seattle@ed.gov)

## Immunization

POLICY REF: 3413

Legal Reference: §20-5-403, M.C.A. Immunization requirement

§20-5-404, M.C.A. Conditional attendance

§20-5-405, M.C.A. Medical or religious exemption

§20-5-406, M.C.A. Immunization record

Those students enrolling in school must be immunized according to Montana state laws. A copy of the immunization record will be accepted at registration. An official immunization record must be supplied to the school within 30 days of enrollment. All immunizations must be current before a student can attend school, including boosters needed before entering grade 7. Religious or medical exemptions must be notarized and submitted before the student attends school.

## Facilities

POLICY REF: 4330

***PLAYGROUND:***

The Marion School playground facilities are available for community members after regular school hours. Those who use the outside facilities are asked to take good care of the equipment, supervise their children, clean up after themselves, and leave the area as they find it. The Board of Trustees assumes no responsibility or liability for injuries that may occur on the playground.

### *INDOOR*

Use of the school facilities can be arranged by submitting a written request to the Principal. A designated adult supervisor must be present when extracurricular or community activities occur. A district-approved person must be present to open and secure the building. This coverage should be arranged with the Principal when the request is submitted.

Authorization for each use of school facilities shall not be considered an endorsement of or approval of the activity, group, or organization, nor for the purposes represented. The group or organization is responsible for payment of the rental, will at the time of the rental of a school facility and as part of the rental agreement, be advised they are required to utilize a disclaimer for any advertising relating to the activity for which the facility is to be used. This requirement ensures there will be no implied or inferred sponsorship or endorsement by the Board of the purpose or activity for which the facility is to be used.

All activities, including practices and rehearsals, must be adequately supervised. Children and adults are to confine themselves to the rented area and not access other areas of the building.

## **Lost and Found**

We have a lost and found area in the gym to assist students who have lost articles. This location is the first place to check for or bring a lost item. Valuable or fragile items may be held in the Office.

We encourage parents and students to check the lost and found regularly, as we send items not claimed to a charity about once a month. The school cannot assume responsibility for students' losses.

***Please mark all items such as jackets, coats, backpacks, lunch boxes, etc.***

## **Non-Instructional Operations**

POLICY REF: 8200

### Food Services

The District supports the philosophy of the National School Lunch Program and shall provide wholesome, delicious, and nutritious meals for children in the District's schools. The Board may authorize a portion of the federal funds received in lieu of taxes to provide free meals for federally connected indigent pupils.

Because of the District's potential liability, the food services program shall only accept food donations with the express approval of the Board. Should the Board approve a food donation, the administrator shall establish inspection and handling procedures for the food and determine that the provisions of all state and local laws have been met before selling the food as part of the school meals.

Commodities

The District shall use food commodities made available under the Federal Food Commodity Program for School meals.

Free and Reduced Price Food Services

The District shall provide free and reduced-price meals to students according to the National School Lunch Program terms and the state's laws, rules, and regulations. The District shall inform parents of the eligibility standards for free or reduced-price meals. The identity of students receiving free or reduced prices will be confidential under the National School Lunch Program guidelines. A parent can appeal any decision concerning their application for free or reduced-price food services to a designated hearing official.

The Board may establish programs whereby meals may be provided in the District under National School Lunch Program guidelines.

The amount charged for such meals shall be sufficient to cover all costs of the meals, including preparation labor, food costs, handling costs, utility costs, and equipment costs.

Legal Reference: 20-10-204, MCA Duties of Trustees  
20-10-207, M.C.A. Food services fund  
20-10-205, M.C.A. Allocation of federal funds to School fund

services

fund

The District shall provide school meals that meet or exceed the nutritional standards required by state and federal lunch programs.

The administrator shall establish rules for the sale of food during the school day. To encourage eating nutritious lunches, competitive food services shall not be permitted to operate anywhere on school premises during or for one hour before and after lunch.

Any food sales of an occasional nature must have the prior approval of the Principal.

## **Non-Resident Students**

POLICY REF: 3141

Except as law provides, admission to Marion School for out-of-district students is a privilege. As such, the District will screen all out-of-district students and only consider those who meet the criteria outlined in Policy 3141.

## **Parent Teacher Organization**

POLICY REF: 4210

The Marion School Parent Teacher Organization (P.T.O.) meets regularly throughout the year. P.T.O. Officers and contact volunteers will also be determined at the beginning of each school year.

The goals of the P.T.O. include, but are not limited to, the following:

- Enhancing communication between the parents, community, and school personnel.
- Establishing consistent goals and expectations among parents, school personnel, and the community.
- Providing a method for communication to keep the parents and community informed of various school activities and programs throughout the Flathead Valley.
- Assisting the school in securing parent volunteers for various assignments such as room parents, student coverage, transportation, etc. Feel free to call the Office at 406-854-2333 for additional information.

## **Pledge of Allegiance**

Legal Reference: 20-7-133

Marion School students and teachers honor our country by reciting the Pledge of Allegiance at the beginning of every school day. Participation is voluntary, but keeping others from doing so, or interfering with others' right to do so, will not be tolerated.

## **Recess**

Students will be expected to remain outdoors before the first bell in the morning and at recess throughout the day as long as weather permits and the temperature/wind chill factor remains above zero (0) degrees Fahrenheit. Students well enough to attend school are well enough to go out of doors for recess.

# Medications, Sickness, or Injury at School

POLICY REF: 3431

Legal Reference: 16.10.1117, ARM Health Supervision

## *LOGAN HEALTH MOBILE CLINIC*

Logan Health will operate a mobile health clinic on school grounds on Fridays and Saturdays from 8:30 am to 4:00 pm. These services will be at the cost of the patients and not the school's responsibility.

Included services are Included Services.

1. Wellness and Sports Physical Exams
2. Health care for illness and injury
3. Health education for students/staff
4. Follow-up for chronic conditions
5. Behavioral health assessment and treatment
6. Some CLIA waived lab services

## *EMERGENCY:*

Parents will be immediately notified of an emergency. Suppose the parents or emergency contacts cannot be reached. In that case, the Board empowers the Principal or designee to authorize emergency transportation and/or treatment of the child at the nearest medical facility. Financial responsibility for such transportation or treatment will be on the parents.

Upon registration, parents will provide the school with at least two (2) names and phone numbers to use in an emergency when a parent cannot be reached.

## *NON-EMERGENCY:*

POLICY REF: 3416

A sick child shall be removed from the Classroom if possible. Parents will be notified and asked to come for the child if indicated. If parents cannot be reached or are unavailable to come to get their child, the Principal or emergency contact designee indicated on the emergency number is authorized to transport the child to the adult(s) indicated on the registration form.

The school will work with parents to enable students to receive required prescription medication during school hours. The parents must send the medication, complete with written instructions from the prescribing physician and written permission from the

parent. The school will not dispense aspirin, Tylenol, or any other nonprescription drugs without the written consent of the child's parent or guardian.

No sick or injured child shall be sent home unattended.

## Contagious Conditions:

POLICY REF: 3417

Legal reference: 16.28.101, et seq, A.R.M. Communicable Disease Control

### *ILLNESS*

No child with a contagious illness or fever of 100 degrees or above shall be permitted in school nor allowed to remain in the Classroom if they become ill. Students may return to school following a contagious illness only after all danger of transmitting the disease to others has passed and the school has received written verification from a physician.

POLICY REF: 3420

### *HEAD LICE*

All students will periodically be screened for head lice. A student with head lice must be kept out of school unless treated, and their hair must be free of lice and eggs (nits). Parents or guardians will be informed of lice infestation by a letter explaining the situation and listing the treatment procedures and the requirements for reentering school. Upon discovering head lice, every attempt will be made to contact parents or guardians immediately. Parents will be asked to come to the school to pick up the student and begin treatment immediately. A child may return to school after being successfully treated so that no live lice are present. To help prevent the spread of head lice, please remind your child not to share hats, coats, headbands, combs, brushes, etc., with others.

**[Safe Return to In-Person Instruction and Continuity of Services Plan for 2024-2025](#)**  
**[Located on our Website](#)**

## Student Council

- The student council allows students to become involved and get experience in the basic operations of representative government.
- There is one representative for each grade 3rd through 8th. Each classroom elects representatives. Officers are elected from grades 6 through 8 by the student body.
- A parental permission form must be on file for a student to run for a student council position. Students on academic probation may not attend student council meetings or participate in student council events. Any officer or representative on academic or behavior probation for eight weeks or longer will be asked to resign.

## Student Insurance

Student insurance is NOT available at Marion School District. **The school district is not responsible for a student's accidents or injuries which may occur during the school day or when participating in athletic or extracurricular events.**

Consequently, the School Board recommends all students have private insurance coverage. A physical is recommended.

All students participating in extracurricular athletic events are strongly encouraged to have private coverage BEFORE participation. The Marion School Board and staff are not liable for accidents or injury of students during any activities.

## Student Sales

Students can only sell items at school for profit if the principal grants permission. All money-making projects at Marion School must have this approval, and organizations are only permitted to have students sell goods or operate concessions with this approval. Private enterprises should only use school grounds to sell their goods with administrative permission.

## Student Support

### *504 PROGRAM*

POLICY REF: 2162

Section 504 covers qualified students with disabilities who attend schools receiving Federal financial assistance. To be protected under Section 504, a student must be determined to (1) have a physical or mental impairment that substantially limits one or more major life activities; (2) have a record of such an impairment, or (3) be regarded as having such an impairment. Section 504 requires that school districts provide free appropriate public education (FAPE) to qualified students in their jurisdictions with a physical or mental impairment substantially limiting one or more major life activities.

### *TITLE I*

POLICY REF: 2160

This program is designed to assist students with language and/or math difficulties and working below their grade placement. Children receive assistance on a one-to-one or small-group basis. This program supplements their regular classroom instruction. Parents will be notified if their child receives regular support services from our staff.

Marion School is a **Title I schoolwide program**. A Title I schoolwide program is a method of delivering Title I services in eligible schools. It allows the school to address the educational needs of students living in a community with an economically disadvantaged student population of 40% or greater. As a Title I schoolwide program, our Title services can provide comprehensive strategies for improving the entire school so every student achieves high levels of academic proficiency.

**schoolwide programs serve all children in the school.** All staff, resources, and classes are part of the schoolwide program. The purpose is to generate high levels of academic achievement in core subject areas for all students, especially those most in need. The goal is achieved through:

- High-quality instruction.
- Programming is based on the use of scientifically based research.
- Strategies and methods to improve teacher quality and professional development.
- Consolidated use of funds from other sources, as needed.

As a parent of a student in a Title 1 school, you have the right to request teacher credentials if you wish. You will also be asked and encouraged to get involved with our school programs, including attending and participating in meetings throughout the year. Working together is the best way to foster success for our students.

***SPECIAL EDUCATION/RESOURCE PROGRAM:***

POLICY REF: 2161

Students with a disability or combination of disabilities that make learning or other activities difficult may receive assistance through Special Education.

Special Education includes Resources, Speech/Language, and other programs determined by the student's needs. These programs support students with Learning Disabilities, Speech/Language Impairment, Attention Deficit and Attention Deficit/Hyperactivity Disorders, and others.

A student is referred for a special education evaluation through various avenues. The evaluation and placement of a child in these programs require parental permission and involvement. Some special services may be contracted through the Flathead Special Education CO-OP.

If a parent has questions regarding the special education services available at Marion School, please get in touch with the school principal or resource teacher.

## **School Telephone Use**

Students may be permitted to use school phones before or after school **for emergency use with permission of staff, faculty, or Principal. Cell phones are not allowed to be used during school hours.**

Students will only be called out of class for telephone calls in cases of emergency. Routine messages will be taken over the phone and delivered to the students at their earliest convenience. STUDENTS WILL NOT BE EXCUSED FROM CLASS FOR MAKING OR RECEIVING PERSONAL PHONE CALLS..

## **Cell Phones and Other Electronic Equipment**

We understand that cell phones, smart watch with calling/ messaging or internet capability, iPods, etc., are given to students to be used for safety purposes and

communication with parents. However, we do not allow them to disrupt any part of the school day. Therefore, cell phones and other electronics must be turned off and stored during the school day. If students violate this policy, disciplinary action will include confiscating the device.

**1st offense** – Confiscated until the end of the school day.

**2nd offense** – Confiscated, and parent required to pick up the device.

**3rd offense** – Confiscated, the parent must pick up, and I.S.S. assigned to a student.

## Testing Information

Marion School may administer a variety of assessments such as the Smarter Balanced Assessment Consortium (SBAC), MAST, NWEA MAP Growth testing, Dynamic Indicators of Basic Early Literacy Skills (DIBELS), WIDA (English language proficiency), etc. Results will be shared with parents when available.

## Textbooks and Library Books

POLICY REF: 3520

### *TEXTBOOKS*

Textbooks and electronics, such as laptops, are assigned to the students in each subject area at no charge. Students are responsible for the books and electronics and are expected to take good care of them throughout the school year.

If a student loses a textbook/ laptop or damages it, the student's guardians will be responsible for paying for the replacement cost (refer to discipline policy). Fines will be assessed for textbook damage, such as marks, tears, bent pages, and water damage. Fines will be assessed for damage to electronics/ laptops, including but not limited to damage, drops, cracks, damaging downloads, etc. Additional books or electronics (needed for this school year) will be issued when restitution is made. No new textbook, or device will be issued until fines are paid. Other arrangements will be made to insure student access to necessary materials during the school day.

### *LIBRARY BOOKS*

Legal reference: § 20-5-201, MCA Duties and sanctions  
§ 20-7-703, M.C.A. Free textbook provisions  
§ 20-9-214, MCA Fees

Library books may be checked out from the school library for four weeks. Grade K may check out one book. Students will be allowed to check out materials from the Library. Students are responsible for anything they have checked out and are expected to return them in the same condition they were received.

Any student who loses or damages a library book is responsible for paying to repair or replace the material. Additional texts may not be checked out if a student owes fines or has overdue materials.

## Transfer Students

POLICY REF: 3110

School district policies regulating student enrollment from other schools are designed to protect the child's educational welfare and those enrolled in the system.

Any student transferring into the district shall be admitted and placed on a probationary basis for up to two weeks.

During probation, the classroom teacher and the principal may observe the student. If there is any doubt about the grade and level placement of the student, the student may be tested using appropriate educational assessment to determine proper grade level placement. Students registering from non-public schools may also be tested to determine appropriate grade-level placement.

## Transportation Services

*SEE APPENDIX B FOR BUS STOPS AND TIMES*

POLICY REF: 8110

### *GENERAL GUIDELINES*

Marion School is responsible for providing transportation or an individual transportation contract for any student who lives farther than three miles from the school.

Riding on the bus is a privilege and will not be available for any student who continually disregards the bus rules and/or endangers the safety of others.

The specific bus rules, designed to keep the riders safe and the procedure orderly, will be shared with students on the first day of school. Any student who violates the bus rules will be referred to the Principal for the specific behavior. If indicated, an appropriate warning, assigned seat, or additional consequences will be issued. (Refer to discipline policy)

Students should ONLY USE THEIR ASSIGNED BUS STOP except in an emergency. Written notification is required to make a change. If an emergency arises during the school day, please call the Office, and we will provide a written notice to the bus driver.

### *ROUTING INFORMATION AND FEES*

POLICY REF: 8110

Legal Reference: § 20-10-106, MCA Determination of mileage distances  
§ 20-10-132, M.C.A. Duties of the county transportation committee  
§ 20-10-121, M.C.A. Duty of trustees to provide transportation

**Routes:** Marion School provides two bus routes for the students. One travels east and the other west from the school. Stops and approximate times are available at the beginning of school.

**Eligible Riders:** There is no charge for students who live beyond the three (3) mile limit. If there is an available room, a parent within the three (3) mile limit may request transportation. Fees may be charged for this service. If a bus runs over capacity, the following riders, in order, will have priority to services over the others:

1. Eligible, in-district students living beyond the three-mile limit from school.
2. Eligible Kila district students living on the Hubbard Dam Road.
3. In-district ineligible transportees living within three (3) miles of the school.
4. Out-of-district ineligible students (e.g., Lost Prairie, Pleasant Valley, Kila, etc.)

**Schedule:** Definite time schedules are established for the route and will be adhered to as closely as possible. Suppose there is a change in the schedule for mechanical reasons, hazardous road conditions, hazardous weather, or any other reason. In that case, announcements will be made via email, phone, and text messaging systems.

## **Tobacco Free Policy**

POLICY REF: 8225

Tobacco use in any form, including e-cigarettes, will be prohibited in ALL BUILDINGS and on the school grounds 24 hours a day, 365 days a year. Violators will be asked to leave the school grounds.

Effective teaching of students includes modeling what we teach. Our curriculum provides instruction in the health-related problems of nicotine addiction and other habit-forming drugs.

## **Uniform Complaint Procedure**

POLICY REF: 1700

All individuals should use this complaint procedure if they believe that the Board, its employees, or agents have violated their rights guaranteed by the State or Federal Constitution, State or Federal statute, or Board policy.

The District will endeavor to respond to and resolve complaints without resorting to this complaint procedure and, if a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies. Use of this complaint procedure is not a prerequisite to the pursuit of other remedies, and use of this

complaint procedure does not extend any filing deadline related to the pursuit of their remedies.

#### ***LEVEL 1: INFORMAL***

An informal meeting with the parties and the staff member can solve many problems. An individual with a complaint must first discuss it with the staff member involved to resolve the matter promptly and informally. The Principal will address the issue when this meeting takes place. An exception is that complaints of sexual harassment should be discussed with the first level that is not involved in the alleged Harassment.

#### ***LEVEL 2: PRINCIPAL***

If the complaint is not resolved at Level 1, the complainant may file a written complaint stating: 1) the nature of the complaint. 2) the remedy requested, and 3) be signed and dated by the complainant. The Level 2 written complaint must be filed with the Coordinator within sixty (60) days of the event or Incident or from the date the complainant could reasonably become aware of such occurrence.

If the complaint alleges a Board policy or procedure violation, the Principal shall investigate and attempt to resolve the complaint. If either party is unsatisfied with the decision, the complaint may be advanced to Level 3 by requesting that the Board review the decision in writing. This request must be submitted to the Board within fifteen (15) days of the decision.

If the complaint alleges a violation of Title IX, Title II, Section 504 of the Rehabilitation Act, or sexual Harassment, the Principal shall turn the complaint over to the Nondiscrimination Coordinator, who shall investigate the complaint. The District has appointed a Nondiscrimination Coordinator (the County Superintendent) to assist in handling discrimination complaints. The Coordinator will complete the investigation and file the report with the Board within thirty (30) days after receipt of the written complaint.

The Coordinator may hire an outside investigator if necessary. If the Board of Trustees agrees with the recommendation of the Coordinator, the recommendation will be implemented. If the Board rejects the recommendations of the Coordinator, and/or either party is not satisfied with the recommendation from Level 2, either party may make a written appeal within fifteen (15) days of receiving the report of the Coordinator to the Board for a hearing.

The Coordinator will complete the investigation and file the report with the Board of Trustees within thirty (30) days after receipt of the written complaint. The Coordinator will send a copy of the report to the complainant.

If the Board agrees with the recommendation of the Coordinator, the recommendation will be implemented.

### ***LEVEL 3: THE BOARD OF TRUSTEES***

If the Board of Trustees rejects the recommendation of the CoordinatorCoordinator, and/or either party is not satisfied with the recommendation from Level 2, either party may make a written appeal within fifteen (15) days of receiving the report of the CoordinatorCoordinator to the Board for full contested case hearing. On receipt of the written appeal, the matter shall be placed on the agenda of the Board for consideration by their next regularly scheduled meeting. A decision shall be made and reported in writing to all parties within thirty (30) days of that meeting. The decision of the Board will be final unless appealed within the period provided by law.\

### ***LEVEL 4: COUNTY SUPERINTENDENT***

Suppose the case falls within the jurisdiction of the County Superintendent of Schools. In that case, the decision of the Board of Trustees may be appealed to the County Superintendent by filing a written appeal within thirty (30) days after the final decision of the Board pursuant to the Rules of school Controversy (10.6.103, et seq A.R.M.)

## **Valuables**

Marion School discourages the bringing of valuable items to school. If you find it necessary to bring a valuable item, leave it at the school office until the end of the day. Students may bring an electronic device for educational purposes with the Teacher's permission. The best policy is to leave valuables at home. Coats and other personal belongings should be marked with suitable identification.

## **Visitors**

**All visitors must sign in at the Office and wear a visitor's badge.**

POLICY REF: 4301

### ***ADULTS***

Marion School occasionally has requests from parents and professionals to sit in on various classes at Marion. We encourage visitors to view our school but ask that all requests to visit the school's educational program or a teacher be made through the Principal at least 24 hours in advance. Substitutes, volunteers, and family must check in with the Office before going beyond the office area. School-appropriate behavior is expected consistently.

### ***STUDENTS***

Visiting students can only attend another student's classes with the teacher's and Principal's consent at least 24 hours in advance. If any issues arise, parents will be contacted, and the visiting student will be asked to leave.

#### *PETS*

Students are only allowed to bring pets to school if approved in advance by the classroom teacher and Principal. The pet must be contained in an appropriate cage or container. Parents should be sure that a family pet does not follow their child to school, as the County animal warden will need to be called to remove the animal from school property.

#### *SCHOOL THERAPY DOG*

According to the Alliance of Therapy Dogs: "Their responsibilities are to provide psychological or physiological therapy to individuals other than handlers."

- Stable temperaments, friendly, easy-going personalities
- They are encouraged to interact and be pet by a variety of people while they are on duty
- Give children with learning disabilities confidence
- Therapy dogs provide many healing effects, including:
  - o Reduced stress and anxiety
    - o Decreased feelings of depression, loneliness, and feelings of isolation
    - o Decrease in aggressive behaviors
    - o Increased socialization resulting in a sense of happiness and well-being
    - o Increase in mental stimulation

#### Methods of Implementation

Poppy has one handler: Mrs. Brist. The therapy dog will always be in the presence handler or an assigned teacher. There will also be a kennel for Poppy in each of her Classroom

- Teachers can sign up with Mrs. Brist to have the dog come to their Classroom whenever she is available.
- Teachers may incentivize kids to spend time with the dog to improve academic performance.

## **Academics**

### **Eighth Grade Requirements**

Marion School is committed to ensuring all eighth graders are ready and prepared for the ninth grade. Students will receive one (1) credit per class for each quarter in which a passing grade is received. To complete eighth grade, students must accumulate at least nine quarter credits in core classes: math, science, English, writing, and social studies,

and one credit in an elective. They will be retained in the eighth grade if they do not meet these requirements.

Marion School students should note that below-average work and effort could improve their chances for success in the next grade level. Students must do their assignments and study regularly. This can only be done with the help of parents/guardians. Home and school must work together for the success of our children.

## Graduation

Graduation ceremonies are held at the close of the academic year. Those students that have earned enough credits to graduate may participate. The dress is semi-formal. Strapless gowns may not be worn, nor any other garments that do not meet the dress code.

## Grades

### *REPORT CARDS*

Grades for the core curriculum in grades K-2 are broken down into specific standards or skills. Indicators are given to inform parents about the child's progress toward meeting certain grade-level expectations. Task completion, attendance, cooperation, and willingness to learn are factored into this reporting system. Grades will be reported at each midterm and the end of the quarter.

Grades 3-8 will use A, B, C, D, and F grading scales in academic achievement. We encourage parents to contact their child's homeroom teacher throughout the school year regarding their performance. Formal conferences with parents are scheduled in November after the end of the first quarter. The honor roll is calculated for grades 4 through 8 at a 3.2 or higher GPA.

<b>Grade</b>	<b>Score</b>	<b>Points</b>	
<b>A</b>	90%-100%		4.0
<b>B</b>	80%-89%	3.0	
<b>C</b>	70%-79%	2.0	
<b>D</b>	60%-69%	1.0	
<b>F</b>	0%-59%		0

## Homework

Learning is an active behavior. To truly learn and be able to use new skills requires practice. Teachers provide instruction and practice time during class. Unfinished assignments and/or those that need extra work time may come home as homework. The length of time required will vary with the student's grade level. If your child has excessive

assignments, they may not use their in-class study time wisely. Please call your child's Teacher with any questions or concerns.

## **Must Pass Policy**

POLICY REF: 2421

Marion Public School District #54 implements a "Must Pass" program for our students in grades 6-8. This program states that if a student fails a core class for a quarter, they are to make up the failed work the **next quarter**, along with the present quarter's result.

They will do this correspondingly, and the work will be completed two weeks before the end of the current quarter. A redo packet will be assigned if a student in grades 6 to 8 fails one or more classes: English, writing, science, math, and social studies.

Students failing a quarter core class must make up FAILED work during the next quarter. The classroom teacher shall determine the materials that must be completed.

When a teacher issues an "F" quarter grade, the parent will be notified, and the student will receive a written report outlining the work that has received failing grades. The student will make arrangements to complete the work to pass the course. The grade will then be changed to a passing grade of "D."

If a student should be deemed to be at risk for retention, the teachers, Principal, and parent(s) will meet to determine the appropriate course of action.

## **Student Awards and Recognition**

Marion School strives to provide a positive atmosphere that fosters self-confidence and respect for others. The school holds an awards ceremony each quarter to assist in this effort. Parents are encouraged to attend and support those students who are recognized for their accomplishments in the following areas:

1. Attendance
2. School Spirit
3. Volunteerism
4. Outstanding Performance
5. Good Character
6. Effort
7. Academic Excellence

# Athletics

## Eligibility

Marion School recognizes the importance of athletics and extracurricular activities in developing a well-rounded adult. The school does not determine eligibility based on students' academic achievement. However, students will be held to behavior expectations during athletic/ extracurricular events and school, which will determine eligibility.

## Athletics Behavior Contract

While participating in Marion School Athletics, students must meet and uphold the following behavior standards. If students do not meet this standard, student-athletes may be subjected to suspension and or expulsion from athletics until students are back in compliance with the following criteria.

### On-the-field/ court behavior (Practices and Games)

- Unsportsmanlike behavior will not be tolerated. Players will be given three (3) strikes with increasing consequences for each Incident. Unsportsmanlike behavior is as follows; destruction of property; inappropriate behavior towards staff, officials, opponents, crowd members, or teammates; using swear words or inappropriate language; arguing with teammates, coaches, officials, or opponents; as well as pushing, shoving, punching, kicking, or making any non-athletic related physical contact with a coach, official opponent or teammates.

### Consequences for inappropriate behavior on the field/court

- **First Strike:** Players will be suspended from all athletic events, including practice and games, for two (2) days. The coach may also call a meeting with the Principal and Parents if necessary.
- **Second Strike:** Players will be suspended from all athletic events, including practice and games, for five (5) days. The coach may also call a meeting with the Principal and Parents if necessary.
- **Third Strike:** Permanent removal from the team; Removal from the team until possible reinstatement, as agreed upon by coach and Administration
  - Students may be held financially responsible for replacing any items that they break or damage)

### In-school Behavior

The way you act and communicate with teachers and peers during school matters. You are expected to make good decisions on and off the field. Behaviors prohibited in school as a Marion athlete are as follows; using swear words or inappropriate language; sleeping in class; destruction or vandalism of school property; arguing with classmates or adults; any physical altercation with students or adults during the school day; and any inappropriate behavior toward students or staff. Teachers have been asked to

immediately notify the Athletic Director and the coach(s) if any problems or incidents occur during the school day. In addition, you will receive a write-up and be directed to the Principal.

#### Consequences for inappropriate behavior in school

- A student receiving a 3rd behavior-related office referral (level 2) will miss that day of practice or game, depending on the schedule.
- A student receiving Out-of-School suspension (O.S.S.) will miss the next two sports matches.
- A student receiving In School Suspension (I.S.S.) cannot participate in athletics that day. After 2 I.S.S. incidents, there will be a one-week suspension from the team.
- A 3rd I.S.S. suspension will result in removal from the team until reinstatement, as agreed upon by the coach and the Administration.

#### Athletic Attendance

- Attendance to practice and games is vital to the success of our programs. Student-athletes are expected to attend each scheduled practice/ game on time and stay for its duration. Understandably, unforeseen circumstances do happen, and athletes may have to leave early or miss events; when this does happen, it is the responsibility of the parents to communicate with the coach about these situations so that they are aware of what is going on. If athletes are late or miss a practice/game, the coaching staff can limit participation in the next scheduled competition.

## **Sporting Event Guidelines**

1. Spectators must remain seated in the bleachers during the game. You may leave for the restroom during the quarter and half breaks and between games.
2. Spectators must display good sportsmanship towards visiting teams and their spectators. Do not distract the referees or players.
3. Spectators must always walk around the perimeter of the gym, avoiding the basketball court itself. Only coaches, players, and game officials are allowed on the court anytime.
4. Failure to follow the above rules may end the privilege of attending games.

## **Supervision**

All minors must be accompanied by an adult during school athletic events and always remain with their parents. With our small facilities, not allowing the children to run around

unsupervised is imperative. We expect parents to help their children follow school rules and expectations during these events.

## **Student Conduct/Discipline Code (also see Appendix C)**

### **Articles Prohibited In School**

Items that may threaten the safety of students or staff or cause a significant distraction to the learning environment at school are NOT allowed on or near the school grounds. Examples include sharp tools, matches, toy weapons, chains (including those on wallets), and fireworks. Such items will be confiscated and only released to the child's guardian. Additional consequences may be given, depending on the circumstances. There is a zero-tolerance policy for any illegal substances, such as tobacco, alcohol, drugs, and weapons, such as guns, knives, etc., brought to school. Law enforcement will be called, and consequences up to and including expulsion will result. Other items such as stereos, electronic items, or other fragile or expensive items should only be brought to the school if the Teacher requests such an item for educational purposes. The parent is under no obligation to send such things. The school's insurance does not cover personal property.

### **Assemblies**

- Be prompt; enter quietly and orderly; students will sit with their class.
- Give courteous attention to the speaker or student leader throughout the program.
- Students failing to be courteous and attentive at an assembly may be excluded.

### **Bicycles and Skateboards**

Students are encouraged to ride bicycles to school. Parents should review and promote their student(s) to follow all safety precautions and rules of the road. The use of helmets is encouraged. Students who ride their bikes or skateboards to school are encouraged to lock them. The school cannot be responsible for lost or stolen bikes or skateboards.

**Bicycles and skateboards must not be ridden on the school grounds and must be parked in the designated area.** Bike riders and skateboarders are to leave the school grounds immediately upon dismissal.

### **Bus Rules**

POLICY REF: 8124

### *BEFORE BOARDING THE SCHOOL BUS*

1. Be on time and wait for the bus at the appropriate school bus stop.
2. Stay off the road while waiting for the bus.
3. Refrain from destructive activities or behavior that is irritating to others.
4. Wait for the school bus to come to a complete stop before attempting to board.
5. Do not run toward the bus to be the first to Board. Form a line before the arrival of the bus.
5. Cross the road only after making sure the bus is stopped, the flashing red lights are operating, and looking both ways to ensure all traffic stops.

### *WHILE RIDING THE SCHOOL BUS*

1. The driver is in full charge of the bus and students. The students will comply promptly with any requests and will have no part in the operation of the bus.
2. At the discretion of the driver, seats may be assigned.
3. Outside of ordinary conversation, classroom conduct is to be observed by students. Any pupil guilty of unbecoming conduct, fighting, using inappropriate language, or disrespecting the driver or other pupils, forfeits the privilege to ride on the bus.
4. Littering is prohibited (in the bus or out through the windows).
5. Safety dictates that no portion of the body be extended out the bus windows.

#### Students

- will adjust windows only when instructed to do so by the bus driver.
6. Students may not reserve seats or change seats once seated without the driver's permission.
7. Students are asked to be quiet while the bus is stopped at a railroad crossing.
8. Smoking and tobacco chewing are prohibited.
9. **Food, gum, and drinks may not be consumed on the bus.**
10. Students will only exit from the emergency door if an emergency or a bus evacuation exercise is conducted.
11. Students are expected to wear warm clothing (hat, gloves, and boots) during cold weather.
12. Students may not damage the bus or any other personal property.
13. Any damage to the bus should be reported to the driver.
14. Matches and lighters are not allowed on the bus.
15. No weapons are allowed on the bus. (see policy for an explanation of weapons)
16. The rated capacity of a bus in the State of Montana is based on three (3) passengers per seat. Students will sit in three (3) to a seat if the bus driver requires it.
17. Due to safety reasons, no animals will be permitted on the bus without the expressed permission from the bus driver (call your driver).

### *WHEN LEAVING THE SCHOOL BUS*

1. Do not run or push while unloading from the bus—exit from front to back.
2. Stay away from the wheel wells and the side of the bus, significantly when departing toward the bus's rear.
3. When required to cross the street at the bus stop, walk ten (10) feet in front of the bus making sure the bus has stopped, the flashing red lights are operating, and all traffic is stopped.
4. Go directly home from your bus stop.
5. **The bus will ONLY pick up or drop off the students at established bus stops.**
6. **NOTE: Students may not board or depart from the bus at a stop other than their own without the written consent of a parent or guardian.**

### *CONSEQUENCES FOR VIOLATING BUS RULES*

The bus driver has the responsibility and authority to take responsible measures relative to behavior problems on the bus, including communicating the issue to the Principal and, in extreme cases, not allowing the student to ride the bus. Such action will be reported immediately to the Principal, who will notify the parents of the pupil involved. If the problems continue and the bus driver cannot resolve them, the problem will be referred to the Principal for action. All disciplinary actions will follow the school discipline matrix.

### *DISCIPLINE*

Legal Reference: §20-4-302, MCA Power over pupils  
20-5-210, M.C.A. Duties and sanctions

## **Discipline procedures**

Marion recognizes different levels of disciplinary actions that exhibit fairness and consistency. Every effort will be made to work cooperatively with students, parents, teachers, and Administration will attempt to deal with disciplinary situations without interrupting the student's educational process. However, there may be times when this is impossible or impractical. Marion School believes that everybody is important, and it is committed to providing an environment whereby a healthy self-concept is nurtured. The following enhances this self-concept:

- The right to make decisions and have the maturity to accept the consequences of their decisions, both positive and negative.
- Exhibiting responsibility in one's school work, relationships with others, and community commitment.
- Demonstrating self-discipline, good conduct, and proper consideration of others.

# Marion Discipline Matrix

At each level, the teacher is expected to establish and maintain parent contact.

Tier 1	The teacher will follow the hierarchy of consequences and any other classroom consequences below and document behavior.
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## Examples of Tier 1 Behaviors (but not limited to)

<ul style="list-style-type: none"> <li>● Any violation of posted classroom and schoolwide expectations</li> <li>● Mild disruptive behavior/ talking/ off task</li> <li>● Not following directions/ not prepared/failing to do assigned work</li> <li>● Minor inappropriate comments</li> <li>● Damaging materials</li> <li>● Bus infractions</li> </ul>	<ul style="list-style-type: none"> <li>● Mild horseplay</li> <li>● Mild teasing</li> <li>● Insubordination</li> <li>● Meltdown (crying, stomping, refusing to work)</li> <li>● Disrespect: talking back, gestures, refusal to comply</li> <li>● Dress code violation</li> <li>● Inappropriate behavior in the hallways</li> </ul>
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## Hierarchy of Tier 1 Consequences (Teacher Handled)

<b>1st Incident</b>	Verbal Warning-Teacher will help the student identify inappropriate behavior and how to correct the behavior
<b>2nd Incident</b>	Teacher will help the student identify inappropriate behavior and how to correct the behavior.
	Natural Consequence-( letter of apology, loss of privileges, replace with the desired behavior, etc.)
	Teacher Documented in Infinite Campus and Notify Parents
<b>3rd Incident</b>	Teacher will help the student identify inappropriate behavior and how to correct the behavior
	Natural Consequence-( letter of apology, loss of privileges, replaced with the desired behavior, etc.)
	Structured Recess/ lunch-walk the track, sit inside at lunch break/recess (teacher will determine longevity, not to exceed 3 days
	Teacher Documented in Infinite Campus and Notify Parents
<b>4th Incident</b>	Teacher assigned and administrated Detention or submit a referral to Tier 2/ Level 2

Tier 2	Submit a discipline referral to the office- the administrator will come to retrieve students from class, students do not need to come to the office.
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### Examples of Tier 2 Behaviors (but not limited to)

<ul style="list-style-type: none"> <li>● Continued Tier 1 behaviors</li> <li>● Physical contact against a student or adult</li> <li>● Inappropriate language or gestures toward a student or adult</li> <li>● Vandalism/ destruction/ minor theft</li> <li>● Using articles (not considered a weapon) to harm another person- includes throwing objects</li> <li>● Excessive missing assignments</li> </ul>	<ul style="list-style-type: none"> <li>● Walking or running out of class</li> <li>● Technology violation- use of phone in class or visiting unauthorized websites</li> <li>● Food fight</li> <li>● Bus infractions</li> <li>● Cheating/plagiarism</li> <li>● Lying/ forgery</li> <li>● Insubordination/ disrespect above level 1</li> <li>● Bullying</li> </ul>
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### Hierarchy of Tier 2 Consequences

<b>1st Incident</b>	½ day ISS
	Teacher Documented in Infinite Campus and Notify Parents
<b>2nd Incident</b>	Full day ISS
	Adult/Teacher Documented in Infinite Campus and Notify Parents
	Student not to participate in school trips for 1 month
<b>3rd Incident</b>	2 days ISS
	Referral to SAT/ Student Success Team
	Adult/Teacher Documented in Infinite Campus and Notify Parents
	Student not to participate in school trips for 1 month
<b>4th Incident</b>	3 Days ISS
	Referral to SAT/ Student Success Team
	Adult/ Teacher Documented in Infinite Campus and Notify Parents
	Student not to participate in school trips for 1 month
	Tier 3 referral

Tier 3	Offenses that require immediate action by an administrator.
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### Examples of Tier 3 Behaviors (but not limited to)

<ul style="list-style-type: none"> <li>Continued Tier 2 behaviors</li> <li>Serious physical aggression; physical assault; intentionally causing harm/ property damage</li> <li>Possession of weapons</li> <li>Serious verbal or written threats; statements to kill, shoot, injure or bring weapons to school</li> <li>Accessing inappropriate websites- porn/ violence with intent</li> </ul>	<ul style="list-style-type: none"> <li>Possession of tobacco or other prohibited items (see student handbook)</li> <li>Major theft</li> <li>Sexual harassment/ acts on campus</li> <li>Cheating continued</li> <li>Leaving school without permission</li> <li>Continued bullying</li> <li>False reporting (fire alarm etc)</li> </ul>
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### Tier 3 Consequences

<b>Continued Tier 2 Behaviors</b>	OSS (Up to 3 days)
	SAT-Student Student Success Team Referral
	Adult/ Teacher Documented in Infinite Campus and Notify Parents
<b>Technology Misuse</b>	Loss of use of technology
	Possible contact of law enforcement officials
	OSS (Up to 3 days)-possible expulsion
	Adult/ Teacher Documented in Infinite Campus and Notify Parents
<b>Assault/ Controlled Substance</b>	Contact law enforcement officials
	Teacher Documented in Infinite Campus and Notify Parents
	OSS (longevity determined by school administration) pending possible expulsion
<b>Possession of weapon</b>	Confiscation
	3 days OSS pending possible expulsion
	SAT/ Student Success referral
	Adult/Teacher Documented in Infinite Campus and Notify Parents
<b>Theft/ Fighting</b>	1st referral- 2 Days ISS
	2nd referral- 3 days ISS- SAT/ Student Success Committee referral

	3rd Referral- OSS/ possible expulsion
	Adult/Teacher Documented in Infinite Campus and Notify Parents for all above
<b>Bulling, Harassment, intimidation or threats</b>	Referral will be followed by an investigation. If misconduct is confirmed, the administrator may impose a suspension for up to 3 days and refer to SAT/ Student Success Committee
	Adult/ Teacher Documented in Infinite Campus and Notify Parents

m. Expulsion - The School Board has the authority to expel a student from school, which results in the permanent removal from school and school sponsored activities for the period of time deemed appropriate. The provision of "Due Process" will be integral to any such action.

***\*Any behavior referrals, in-school or out-of-school, may adversely affect trips outside of the school where the Administration deems it necessary to exclude the student.***

## Drugs, Alcohol, and/or Other Intoxicants

POLICY REF: 3310

The Marion School Board of Trustees' intent is to keep the school as free from drugs, alcohol, or other intoxicants as possible. It is also the intent to limit the harmful effects of such substance on the lives of the students attending school in this District.

- The Board of Trustees recognizes that chemical dependency is a treatable illness. Health problems of youth are primarily the responsibility of the home. However, the community and school are committed to dealing with chemical dependency problems because they interfere with behavior, learning, and student development. The Board of Trustees desires early intervention in the disease process. As a result, the district personnel will contact students manifesting signs of inappropriate behavior and try to educate and aid them.
- The district administrator is responsible for ensuring that a relevant, ongoing educational program focusing on drugs, alcohol, and/or other intoxicants use and abuse is being offered in the school.

- If, in the opinion of the Principal and one other staff member, a student is deemed under the influence of drugs, alcohol, and/or other intoxicants, the student's parents will be notified. The student will be suspended until the Student Assistance Team can meet after a parent/principal conference or after five school days, whichever occurs first.
- Each case of a student under the influence or possessing drugs, alcohol, and/or other intoxicants shall be considered on its own merits by the Student Assistance Team. The team shall comprise at least a parent/guardian, the Principal, and the classroom teacher. Any action this group takes will be based on an attempt to deal with the causes of the behavior and the symptoms.
- Any student who possesses, furnishes, sells, pushes, uses, or is under the influence of drugs, alcohol, and/or other intoxicants on the school premises or while at any school sponsored activity shall be subject to suspension, expulsion, or other disciplinary action. The Principal is required to report any offense to the Sheriff.
- Any student who fails to comply with the recommendations of the Student Assistance Team will be recommended to the Board of Trustees for expulsion.

The use or possession of illicit drugs, alcohol, tobacco, and weapons during school functions and/or on school grounds will result in the following:

- 1) Referral to the appropriate law enforcement official.
- 2) school disciplinary action that could include immediate suspension and/or expulsion.
- 3) Recommended participation in a chemical awareness program.

### *HALLWAY CONDUCT*

Marion School considers it a high priority to have a safe and secure environment for all student body members, staff, and visitors. The conduct and orderly movement of the school population within the hallways is vital to realizing this goal.

The hallways of Marion School will be a safe and quiet environment where people interact with courtesy and respect.

**The following is a list of expectations:**

- Students will move safely through the hallways:
- Face the direction you are walking.
- Walk single file.
- Walk on the right-hand side.
- Comfortable and consistent spacing.
- Hands to yourself.
- Voice level will be at zero or one.
- Students with lockers will put all belongings in lockers and close them quietly.

### **Passes**

A student away from class must have a pass slip in their possession. The student should be prepared to present a pass to any staff member who asks for it.

## **Student Harassment**

POLICY REF: 3226

### ***HAZING/HARASSMENT/INTIMIDATION/BULLYING/MENACING***

The Board will strive to provide a positive and productive learning and working environment. Hazing, Harassment, intimidation, menacing, or bullying by students, staff, or third parties is strictly prohibited and shall not be tolerated, as put forth by our OLWEUS Program.

#### **Definitions:**

"Third parties" include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, or others engaged in district business, such as employees of companies or organizations participating in cooperative work programs with the District and others not directly subject to district control at inter-district and intra-district athletic competitions or other school events.

"District" includes district facilities, district premises, and non-district property if the student or employee is at any district-sponsored, district-approved, or district-related activity or function, such as field trips or athletic events, where students are under the control of the District or where the employee is engaged in district business.

"Hazing" includes, but is not limited to, any act that recklessly or intentionally endangers the mental or physical health or safety of a student for initiation or as a condition or precondition of attaining membership in or affiliation with any district-sponsored activity or grade level attainment, including, but not limited to, forced consumption of any drink, alcoholic beverage, drug, or controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation, or any other forced activity that could adversely affect the mental or physical health or safety of a student; requires, encourages, authorizes, or permits another to be subject to wearing or carrying any obscene or physically burdensome article, assignment of pranks to be performed, or other such activities intended to degrade or humiliate.

"Harassment" includes, but is not limited to, any act which subjects an individual or group to the unwanted, abusive behavior of a nonverbal, verbal, written, or physical nature based on age, race, religion, color, creed, national origin, sex, ancestry, disability, or marital status.

"Harassment, intimidation, or bullying" means any act that substantially interferes with a student's educational benefits, opportunities, or performance that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on

school-provided transportation, or at any official school bus stop, and that has the effect of:

- physically harming a student or damaging the student's property;
- knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property;
- Creating a hostile educational environment.

"Intimidation" includes, but is not limited to, any threat or act intended to tamper with, substantially damage, or interfere with another's property, cause substantial inconvenience, subject another to offensive physical contact, or inflict serious physical injury, on the basis of age, race, religion, color, creed, national origin, sex, ancestry, disability, or marital status.

"Menacing" includes, but is not limited to, any act intended to place a school employee, student, or third party in fear of imminent serious physical injury.

All complaints about behavior that may violate this policy shall be promptly investigated. Any student, employee, or third party who has knowledge of conduct in violation of this policy or feels they have been a victim of hazing, Harassment, intimidation, bullying, or menacing in breach of this policy is encouraged to immediately report his/her concerns to the Principal, who has overall responsibility for such investigations. This report may be made anonymously. A student may also report concerns to a teacher or counselor, who will be responsible for notifying the appropriate District official. Complaints against the building principal shall be filed with the Superintendent. Complaints against the Superintendent shall be filed with the Board.

The complainant shall be notified of the investigation findings and, as appropriate, that remedial action has been taken.

Students whose behavior is found to violate this policy will be subject to discipline up to and including expulsion. Staff whose conduct is found to violate this policy will be subject to penalty up to and including dismissal. Third parties whose behavior violates this policy shall be subject to appropriate sanctions as determined and imposed by the Superintendent or the Board. Individuals may also be referred to law enforcement officials.

Retaliation is prohibited against anyone who reports or is thought to have reported a violation, filed a complaint, or otherwise participates in an investigation or inquiry. Such retaliation shall be considered a severe violation of the Board policy, whether or not a complaint is substantiated. False charges shall also be regarded as a severe offense, resulting in disciplinary action or other appropriate sanctions.

## Sexual Harassment/Intimidation of Students

POLICY REF:

3226

Legal References: Title IX , 20 U.S.C. § 1681, et seq. 34 C.F.R. Part 106

Montana Constitution, Article X, § I  
Montana Human Rights Act, § 49-3 -10 1, et seq., M.C.A.

Sexual Harassment is a form of sex discrimination prohibited in the District. An employee, District agent, or student engages in sexual harassment whenever they make unwelcome advances, request sexual favors, or engage in other verbal, non-verbal, or physical conduct of a sexual or sex-based nature imposed based on gender.

The terms "intimidating," "hostile," and "offensive" include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include but are not limited to unwelcome touching, crude jokes or pictures, discussions of sexual experiences, pressure for sexual activity, intimidation by words, actions, insults or name-calling, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Students who believe they may have been sexually harassed or intimidated should contact a counselor, Teacher, Title IX coordinator, or administrator who will assist them in the complaint process. Supervisors or teachers who knowingly condone, or fail to report or help a student to take action to remedy such behavior of sexual Harassment or intimidation, may themselves be subject to discipline.

Any District employee who is determined, after an investigation, to have engaged in sexual Harassment will be subject to disciplinary action up to and including discharge. Any student of the District who is determined, after an investigation, to have engaged in sexual Harassment will be subject to disciplinary action, including, but not limited to, suspension and expulsion consistent with the discipline policy. Any person knowingly making a false accusation regarding sexual Harassment will likewise be subject to disciplinary action up to and including discharge concerning employees or suspension and expulsion concerning students.

The District will make every effort to ensure that employees or students accused of sexual Harassment or intimidation are given an appropriate opportunity to defend themselves against such accusations.

To the greatest extent possible, complaints will be treated confidentially. Limited disclosure may be necessary to complete a thorough investigation. Retaliation against

persons who file a complaint violates the law prohibiting discrimination and will lead to disciplinary action against the offender.

The Principal shall ensure that the student and employee handbooks identify the name, address, and telephone number of the individual responsible for coordinating the District's compliance efforts.

An individual with a complaint alleging a violation of this policy shall follow the Uniform Grievance Procedure.

## **School Property and Equipment and Personal Effects**

School property shall remain under school officials' control and be subject to search. School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left on school grounds, without notice or consent of the student.

School lockers and desks are and shall remain the property of the school District. School authorities can inspect student lockers and desks when they believe this property is being used to store contraband. Contraband is any substance or object which is illegal to possess or consume, or any material, which poses a hazard to the safety and order of the schools. Periodic, random, and general inspections of school property, announced or unannounced, may be held at the discretion of school authorities.

School authorities may request the assistance of law enforcement officials and/or utilize qualified contraband detection agencies to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or material.

### ***STUDENTS:***

School authorities may search the student and/or the student's personal effects in the student's possession when there are reasonable grounds for suspecting that the search will produce evidence the particular student has violated or is violating the law or the District's policies and guidelines. The investigation will be conducted in a manner that is reasonably related to the objectives at hand. It will not be excessively intrusive in light of the age and sex of the student and the nature of the infraction.

### ***SEIZURE OF PROPERTY:***

Suppose a search produces evidence that the student has violated or is violating the law or the District's policies, rules, or guidelines. In that case, school authorities may seize and impound such evidence, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

### ***SEARCH AND SEIZURE***

To maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as students and their personal effects.

#### *SEARCH AND SEIZURE GUIDELINES*

The following rules shall apply to searches and the seizure of property by school personnel:

1. The Principal or their designees shall be authorized to conduct any searches or to seize property relative to District policy and as further provided in this procedure.
2. If authorized officials have reasonable suspicion to believe that any locker, car, or container of any kind on school premises contains any item or substances, which constitutes an imminent danger to the health and safety of any person or to the property of any person or the District, the official is authorized to conduct a search of any container and to seize any such item or substance. The authorized officials may randomly search any locker or container on school premises without notice or consent.
3. If the authorized official has any reasonable suspicion to believe that any student has any item or substance in their possession, which constitutes an imminent danger to the property of any person or the District, the administrator is authorized to conduct a reasonable search of any student and/or their possessions and to seize any such item or substance.
4. No student shall hinder, obstruct or prevent any search authorized by this procedure.
5. Whenever circumstances allow, any search or seizure authorized in this procedure shall be conducted in the presence of at least one adult witness, and the Principal or their designees shall make a written record of the time, date, and results, and a copy shall be forwarded to the School Board as soon as possible.
6. In any instance where an item or substance is found which would appear to violate the law, the circumstance shall be reported promptly to the appropriate law enforcement agency.
7. In any situation where the administrator is in doubt as to the propriety of proceeding with any search or seizure, the administrator is authorized to report to and comply with the directions of any public law enforcement agency.

## **Family Educational Rights to Privacy Act (FERPA)**

Legal Reference: 20 U.S.C. § 1232g; 34 CFR Part 99

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable U.S. Department of Education program.

FERPA gives parents certain rights concerning their children's education records. These rights transfer to the student when they reach the age of 18 or attend a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

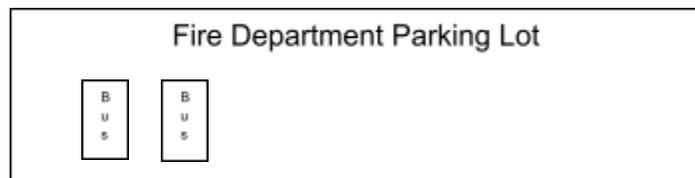
- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, parents or eligible students can't review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record stating their view about the contested information.
- Generally, schools must have written permission from the parent or eligible student to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 C.F.R. § 99.31):
  - School officials with legitimate educational interests;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities within a juvenile justice system, according to specific State law.

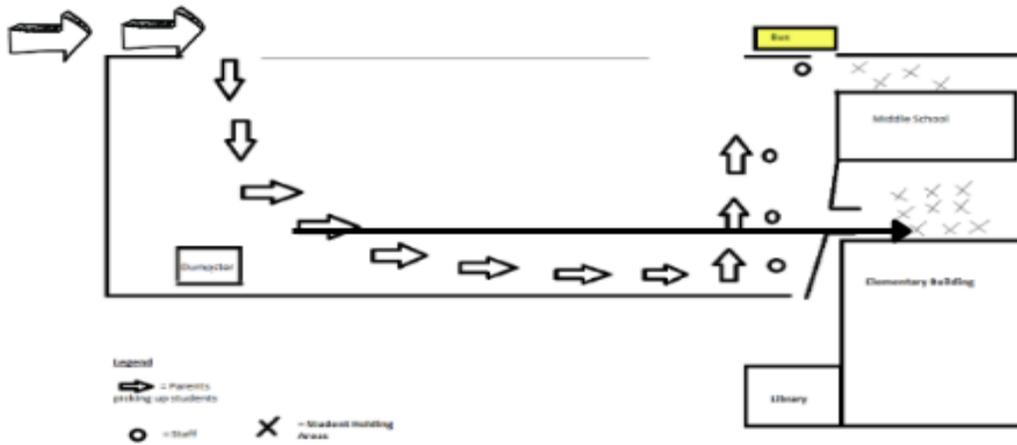
Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors, awards, and attendance dates. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a P.T.O. bulletin, student handbook, or newspaper article) is left to the discretion of each school.

## Appendix A-Traffic Flow/Parking

Picking up and dropping off students:

Below is a diagram showing the new way the parking lot will be accessible.





The buses will load students behind the school, weather permitting. Two staff members will ensure all students get on the McGregor and Ashley Lake Bus.

Students picked up by car will be kept in the walkway to the parking lot. One Teacher will call for students as the parents come around in line and be loaded and buckled into the car. We ask that parents not leave their vehicles, so the traffic flow will continue to move. We are going to load two to three cars at one time. We ask that you be patient and wait until the car in front of you is loaded and moved before you leave. Please do not attempt to go around a vehicle. This will ensure the safety of our children.

**Vehicles should take care when turning right and passing the bus while in the loading zone. When lights are flashing, and the stop sign is out, you must wait until the bus has left to proceed.**

For those parents who need to come into the building to talk to someone, we ask that you park outside the traffic flow, such as between the cones in the center of the parking lot.

Thank you for your support and cooperation in making our parking lot drop-off and pick-up as efficient and safe as possible.

## Marion School

Julia Maxwell, Principal  
Chair  
Shannon Kvaalen, Clerk

District #54

Lily Brower, Board

Tresa DeLaughter,

Secretary

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***“Our mission is to provide our children with a safe, enriching environment in which to prepare them to thrive in an ever-changing dynamic world.”***



**THIS PAGE MUST BE SIGNED & RETURNED TO THE SCHOOL  
BY Friday, September 24, 2024**



I have access to a copy of the Marion School Student Handbook for 2023-2024. I understand the Handbook contains information my child and I may need during the school year. All students will be held accountable for their behavior and subject to the disciplinary consequences outlined in the Handbook.

- To help ensure our students' safety, we ask all visitors to adhere to the Marion School Visitors Policy. Please take time to review that policy on page 23 of the Handbook.**

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

\_\_\_\_\_

Print name of student \_\_\_\_\_ Signature of student \_\_\_\_\_

Print name of student \_\_\_\_\_ Signature of student \_\_\_\_\_

Print name of student \_\_\_\_\_ Signature of student \_\_\_\_\_

Print name of student \_\_\_\_\_ Signature of student \_\_\_\_\_