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WELCOME
Dear Parents,

Welcome to a new school year. It is our desire to make this school year a success. Marion Community Schools believes that every individual can learn and is entitled to the best educational program we can offer. Through the support of administrators, teachers, parents, patrons, support staff, and business services, we will work cooperatively to meet the needs of your student.

Successful schools require ongoing and quality communication. Communication is the key to developing a partnership between educators and parents, and we encourage parents to be involved in their student’s education. If you have a question or concern dealing with in-class events, we would ask you to talk with the teacher first. If you feel your question or concern was not handled to your expectations, we would then ask you to follow the chain of communications established by MCS:

1) Teacher  
2) Building Principal  
3) Superintendent  
4) Board Member

Your cooperation and support will greatly enhance our success in meeting the needs of the students. We are looking forward to serving you and your family.
Dear Elementary Parent or Guardian,

Let us be one of the first to welcome you to Marion Community Schools!

The teachers, support staff, and we are eager to see that your child’s needs are met and that their mind is challenged to be their very best every day. We are committed to giving each student an incredible educational experience. Our expectation is that children will work hard to be at their personal best not only academically but also socially. This is the philosophy that you will see from everyone who works with your child each day.

As the principals, we believe it is our job to encourage students to come to school ready to learn, willing to follow directions, and eager to build relationships that will last a lifetime. Teachers are dedicated to being prepared for each class, not only with general activities that will make the overall learning experience outstanding for your child, but also with the specific things your child needs to achieve personal success. We have a fantastic group of teachers who truly love children! Our support staff works extremely hard at all they do in order to make our school a safe, positive, and meaningful place for each child to learn in.

Many of our families as well as community members have approached us about the wonderful things that are happening for children in our school. As the year goes by, you and your child will see and be active in the many powerful activities that our staff develops to help students achieve and grow.

The pages that follow are a good resource for you as the year progresses. We trust that you will take time to look through them at your convenience. Please make sure to share this information with your son/daughter as well.

We are eager to get to know you and your children better as we begin this very important school year. It is going to be unbelievable!

Sincerely,

MCS Elementary Principals
HOW TO CONTACT US:
Allen Elementary School

1115 E. Bradford St.
Marion, IN 46952
765-664-7355

On the Web: http://allen.marion.k12.in.us

<< Scan this code with your smartphone to link directly to our school website!

➢ Visit our website for teacher contact info, school menus, calendar events, school news and more!

Like us on Facebook: https://www.facebook.com/AllenElementarySchool

<< Scan this code with your smartphone to link directly to our Facebook page!
HOW TO CONTACT US:
Frances Slocum Elementary School

2909 S. Torrence St.
Marion, IN 46953
765-664-0589

On the Web: http://slocum.marion.k12.in.us/

<< Scan this code with your smartphone to link directly to our school website!

➢ Visit our website for teacher contact info, school menus, calendar events, school news and more!

Like us on Facebook: https://www.facebook.com/FrancesSlocumElementary

<< Scan this code with your smartphone to link directly to our Facebook page!
HOW TO CONTACT US:
Kendall Elementary School

2009 W. Kem Rd.
Marion, IN 46952
765-662-7364

On the Web: http://kendall.marion.k12.in.us/

< Scan this code with your smartphone to link directly to our school website!

➢ Visit our website for teacher contact info, school menus, calendar events, school news and more!

Like us on Facebook: https://www.facebook.com/KendallElementarySchool

< Scan this code with your smartphone to link directly to our Facebook page!
HOW TO CONTACT US:

Riverview Elementary School

513 W. Buckingham Dr.
Marion, Indiana  46952
765-662-2427

On the Web: http://riverview.marion.k12.in.us/

<< Scan this code with your smartphone to link directly to our school website!

➢ Visit our website for teacher contact info, school menus, calendar events, school news and more!

Like us on Facebook: https://www.facebook.com/MCSRiverviewElementarySchool

<< Scan this code with your smartphone to link directly to our Facebook page!
Office hours: At all Marion Community Schools elementary buildings, office hours are 7:00 a.m. to 3:00 p.m. Monday through Friday.

Student day: At all Marion Community Schools elementary buildings, doors open to students at 7:20 a.m. Monday through Friday. Classes are in session from 7:45 a.m. to 2:15 p.m. Late arrivals can be counted tardy.

- Students should NOT be dropped off before doors open. Entry areas are not supervised before then. Marion Community Schools partners with the Grant County Family YMCA for before- and after-school child care. Call 664-0544 for more information on those programs.
- Every student is expected to be ready to begin when class starts. (This means they need to be dropped off a few minutes earlier than that, so they have time to get to class!) Some buildings and classrooms may have certain procedures in the morning that set a specific tardy time. Please contact your school office if you need clarification on specific tardy procedures.
- Attendance/Tardies: Students are required by state law to attend school regularly. This means students are to be in their classrooms by the start of class and here through the end of the school day. An accurate daily record is kept of all absences, tardies and early departures. Multiple unexcused absences or tardies violate state law and may be categorized as truancies. Situations resulting in multiple truancies or tardies will be turned over to the proper authorities.
  - Parents are required to notify the school office when a child is absent from school. Please call the office between 7 and 8 a.m. The school phone numbers are listed on Pages 5-8. If a call cannot be made, then parents will need to send a note to school with the child on the day he/she returns explaining the absence.

Talk to a teacher: Parents are encouraged to contact their child’s teacher. However, please understand that teachers may be unable to speak with you if they have students, but will return your call or respond to your message as soon as possible.
- Refer to the previous “How to Contact Us” pages for telephone numbers for each school.
- To contact a teacher by email, visit us online at www.marion.k12.in.us (or at your school’s website listed on the previous “How to Contact Us” pages).

Visit us: Parents are invited to visit their school, but we ask that all visitors follow certain procedures:
- For the safety of all children, visitors are required to stop first at the office to sign in.
- Parents will then be given a visitor’s badge to wear. Parents not wearing a badge will be sent back to the office to get one, so please don’t forget to pick one up after you sign in. (And make sure to return badges to the office before you leave and to sign out.)
- Any parent who refuses to sign in or to wear a badge will not be allowed on school property.
Meet with a teacher: Parents wanting to meet with their child’s teacher must call the office and set an appointment at least 24 hours in advance. This is a requirement written into the teacher contract which the administration is required to honor in good faith.

Attend class: Parents are welcome to come and watch their child’s class. Parents interested in this opportunity will need to contact the principal to make arrangements about observations.

Birthday treats: Parents may make arrangements with their child’s teacher to bring a small treat at the end of the school day to celebrate their child’s birthday. Parent must notify the teacher at least a day in advance for any birthday plans. Due to food allergies, make sure to ask your child’s teacher if anyone in the classroom is allergic to any type of food. Many students today are allergic to things such as peanuts and milk. Treats must be packaged or commercially prepared.

Policy review: Please visit the Marion Community Schools website, www.marion.k12.in.us, to view the full Board Policies, including series 5000 regarding students.
STUDENT HANDBOOK

District Information
2018-2019
DISTRICT OFFICE INFORMATION

Location: Marion High School, 750 W. 26th St., Marion, IN 46953 (enter Door 22)

Phone: 765-662-2546
Web: www.marion.k12.in.us
Office hours: 7:30 a.m. to 4:30 p.m. Monday through Friday

Department contacts

Superintendent’s Office
Brad Lindsay, Superintendent
Email: blindsay@marion.k12.in.us

Business Office
Bob Schultz, Assistant Superintendent for Business Affairs/CFO
Email: bschultz@marion.k12.in.us

Instructional Services and Curriculum
Michele Smith, Director of Elementary Education / Title I Administrator
Email: msmith@marion.k12.in.us
Lynn Gosser, Director of Exceptional Learners and Secondary Education
Email: lgosser@marion.k12.in.us

Food Service Department
Teal Keenan, Coordinator
Email: tkeenan@marion.k12.in.us

Special Services Department
Information: Call 662-2546 x. 139

Human Resources Department
Shelley Preston, Director
Email: spreston@marion.k12.in.us

Support Services
David Khalouf, Director of Operations
Email: dkhalouf@marion.k12.in.us

Facilities / Maintenance
Phone: 765-674-6929

Transportation Department
826 E. 30th St.
Phone: 765-664-4237
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Health/Environmental Information
HEALTH REQUIREMENTS

By state law, all students must be properly immunized in order to enroll in school. State law requires written medical evidence of immunization of specific contagious illnesses that are a public health concern. Please see the Indiana State Department of Health’s School Immunization Requirements for the current year (included on the following pages) for more information.

Children entering preschool, kindergarten or first grade for the first time are also required to have a physical examination by a licensed physician.

Please talk with your child’s doctor to make sure his or her immunizations are up-to-date. Information is also available online through the Indiana State Department of Health’s Children and Hoosier Immunization Registry Program (CHIRP) at https://chirp.in.gov.

Information and some vaccinations are also available through the Grant County Health Department, 401 S. Adams St., on the first floor of the Grant County Complex. Please call the Health Department for times and fees: 662-0377.

No student will be permitted to remain in school beyond 20 school days following enrollment without written documentation that the student meets the immunization requirements. (Board Policy 5320 and the Indiana Department of Health)

All records of your child’s immunizations must be brought to our school office for school record purposes.

The Indiana High School Athletic Association also requires physicals for participation in athletics. For current requirements and forms, visit the IHSAA online at www.ihsaa.org.

ALLERGIES

Parents/guardians should mention any allergies (medication, food, environmental, etc.) at time of registration. Marion Community Schools is committed to maintaining a learning environment that is as safe as possible for all students. A physician’s input is often needed to craft the best plan to deal with a student’s needs. Contact your child’s principal to further discuss any such issues.

Marion Community Schools has guidelines in place that address the care of students with life-threatening allergies. For more information, see Board Policy 8530 and 8530AG (online at www.marion.k12.in.us).

IN-SCHOOL HEALTH SCREENINGS

By state law, public schools are required to provide periodic vision and hearing tests for students. Parents are informed via letter if potential problems are discovered during these screenings.

IN-SCHOOL USE OF MEDICATIONS

No medication shall be administered to a student without the written and dated consent of the student’s parent and, in the case of prescription medication, a doctor’s prescription.
Prescription medication to be dispensed at school must be in its original container, labeled with the student’s name, date, and exact dosage.

All over-the-counter medication to be dispensed at school should be accompanied by a statement describing the medicine, the dosage, and the time for it to be administered to the student.

>> NOTE: Parent/guardian MUST fill out the form “Parent Permission to Give ‘Occasional' Over-the-Counter-Medication”, available at your school office. This completed form (on green paper) must be on file for your student to receive OTC medication at school.

No student shall be allowed to keep medicine at school except as provided by state law. Any medicine to be administered to a student shall be brought to either the principal's or school nurse’s office where it will be kept in a secure place. The medication will be administrated to the student by the school nurse or a person designated by the school nurse or designated by the school principal.

In certain circumstances, students with chronic medical conditions will be permitted to possess and self-administer medication while traveling to and from school, while at school, or while at a school-sponsored activity. Written permission from the parent/guardian and doctor’s authorization must be on file with the school office. Documentation from the doctor must include that the child has a chronic disease or medical condition for which medication has been prescribed; that the student has been instructed in how to self-administer the medication; and that the nature of the disease or medical condition requires emergency administration of the medication. (Board Policy 5330 and Indiana Code 20-33-8-13)

ACCIDENTS/INJURIES AND FIRST AID

If a student is injured at school or at a school event, he or she must report the injury to a teacher and/or school official immediately. An incident report form must be completed and turned in to the school principal's office.

School nurses are trained in first aid, as are many other school employees. In the case of an emergency, school nurses and/or other personnel can administer first aid. In the case of an accident or emergency that requires further medical attention, the parent/guardian will be called. Please ensure that your school office has a current telephone number on file so that we can reach you in the event of an emergency.

STUDENT ILLNESS AT SCHOOL

A student who becomes ill during the school day should report to the school nurse. In a non-emergency situation, students should abide by school building requirements on when a hall pass is required, including passes to visit the nurse.

If the student needs to go home because of his or her illness, the nurse will contact the parent/guardian, and he or she will be released from school by the nurse (who will inform the Attendance Office). If this procedure is not followed and the student leaves school without properly checking out, the student will be counted truant, which could lead to disciplinary measures.

Please ensure that your school office has a current telephone number on file so that we can reach you in the event that your student is ill and needs to return home.
INDOOR AIR QUALITY

If you have any questions or concerns about Indoor Air Quality in any Marion Community Schools building, please contact the Marion Community Schools Indoor Air Quality Coordinator:

Dave Khalouf  
Director of Operations  
Marion Community Schools  
765-674-6929  
dkhalouf@marion.k12.in.us

AHERA – ASBESTOS NOTIFICATION

In accordance with the U.S. Environmental Protection Agency's AHERA Standard (ref: 40 CFR 763.80), all information concerning asbestos-containing materials in Marion Community Schools buildings is available for review and copying by students, staff, and parents/guardians during normal office hours in the main office at each school or at the MCS District Offices at Marion High School, 750 W. 26th St.

PESTICIDE USE AND NOTIFICATION REGISTRY

Marion Community Schools has adopted a Pest Control Policy committed to providing students and staff a safe learning environment that seeks to prevent them from being exposed to pests and pesticide. (Board Policy 8432)

During the non-winter months lawn pesticide use is a normal activity at Marion Community Schools to provide fertilization and weed control to lawns surrounding our buildings as well as our athletic fields. The chemicals used to treat these areas are the same as is used in residential lawn care. In almost all cases, the treatments of lawns will take place in the evenings or on weekends after the students have left to insure that students will not walk through treated areas for a minimum of four hours after treatment. The school building affected will be notified of the planned treatment a minimum of 48 hours prior to the treatment.

If you would like to be notified in advance of such planned treatments, please contact your building principal to be placed on the notification list. Contact information for each school is listed at www.marion.k12.in.us.
TO: Parents, guardians and students

FROM: Marion Community Schools

SUBJECT: Meningococcal disease and vaccine

Indiana law requires that parents/guardians be informed each year “about meningococcal disease and its vaccine” (Indiana Code 20-30-5-18).

Meningococcal disease is a dangerous disease that can strike children and youths. The disease can progress rapidly and within hours of the first symptoms and may result in death or permanent disability including loss of hearing, brain damage, and limb amputations.

Symptoms of meningococcal disease often resemble the flu and can include a fever, headache, nausea, and stiff neck, making the disease difficult to diagnose. The bacteria that cause meningococcal diseases are transmitted through air droplets and by direct contact with the infected person.

Fortunately, there is an immunization available and the U.S. Centers for Disease Control and Prevention recommends routine meningococcal immunizations.

The Indiana State Department of Health requires this vaccination for students. Please see the ISDH School Immunization Requirements for the current year for more information, and talk with your child’s health care provider about meningococcal disease and vaccination.
Meningococcal: Questions and Answers

Information about the disease and vaccines

What causes meningococcal disease?
Meningococcal disease is caused by the bacterium Neisseria meningitidis. This bacterium has at least 13 different subtypes (serogroups). Five of these serogroups, A, B, C, Y, and W-135, cause almost all invasive disease. The relative importance of these five serogroups depends on geographic location and other factors.

How does meningococcal disease spread?
The disease is spread person-to-person through the exchange of respiratory and throat secretions (e.g., by coughing, kissing, or sharing eating utensils). Meningococcal bacteria can't live for more than a few minutes outside the body, so the disease is not spread as easily as the common cold or influenza.

How long does it take to show signs of meningococcal disease after being exposed?
The incubation period of meningococcal disease is 3 to 4 days, with a range of 2 to 10 days. Meningococcal bacteria can make a person extremely ill by infecting the blood (septicaemia) or by infecting the fluid of the spinal cord and around the brain (meningitis). Because this disease progresses quickly, it is important to be diagnosed and start treatment as soon as possible.

What are the symptoms of meningococcal disease?
The most common symptoms are high fever, chills, lethargy, and a rash. If meningitis is present, the symptoms will also include headache and neck stiffness (which may not be present in infants); seizures may also occur. In overwhelming meningococcal infections, shock, coma, and death can follow within several hours, even with appropriate medical treatment.

How serious is meningococcal disease?
Meningococcal disease is very serious. About 10 to 15% of people with meningococcal disease die even with appropriate antibiotic treatment. Of those who recover, up to 20% suffer from some serious aftereffects, such as permanent hearing loss, limb loss, or brain damage.

How is meningococcal disease diagnosed?
The diagnosis is made by taking samples of blood and spinal fluid from a person who is sick. The spinal fluid is obtained by performing a spinal tap, where a needle is inserted into the lower back. Any bacteria found in the blood or spinal fluid is grown in a medical laboratory and identified.

Meningococcal disease is uncommon in the United States, and the symptoms can be mistaken for other illnesses, which unfortunately can lead to delayed diagnosis and treatment.

Can't meningitis be caused by a virus too?
Yes, the word "meningitis" refers to inflammation of the tissues covering the brain and spinal cord. This inflammation can be caused by viruses and fungi, as well as bacteria. Viral meningitis is the most common type; it has no specific treatment but is usually not as serious as meningitis caused by bacteria.

Is there a treatment for meningococcal disease?
Meningococcal disease can be treated with antibiotics. It is critical to start treatment early.

How common is meningococcal disease in the United States?
Fewer than 1000 cases of meningococcal disease are reported each year in the United States. An estimated 100 deaths from meningococcal disease occurred in the United States in 2011.

The disease is most common in children younger than 5 years (particularly children younger than age 1 year), people age 16–21 years, and people age 65 years and older.

What people are at special risk for meningococcal disease?
In addition to certain age groups, people at increased risk include travelers to places where meningococcal disease is common (e.g., certain countries in Africa, and in Saudi Arabia), people with damaged or missing spleens, and people with persistent complement component deficiency (an immune system disorder). Other factors make it more likely an individual will develop meningococcal disease, including having a previous viral infection, living in a crowded household, having an underlying chronic illness, and being exposed to cigarette smoke (either directly or second-hand).

Studies have also shown that college freshmen who live in a dormitory are at an increased risk of meningococcal disease compared with others their age.
How common is meningococcal disease in the world?
Meningococcal disease occurs throughout the world, but is more common in the area of Africa known as the "meningitis belt." Serogroup A is responsible for most of the meningococcal disease in sub-Saharan Africa. This serogroup is uncommon in the United States.

Can you get meningitis more than once?
Yes. Meningitis can be caused by different serogroups of the meningococcal bacterium, by other bacteria such as Streptococcus and Haemophilus, as well as by viruses and fungi. Being vaccinated against Neisseria meningitidis or having had the disease will not protect you against meningitis from other bacteria or viruses.

If a child is diagnosed with meningococcal disease, can anything be done to protect the other children with whom he has contact?
Individuals who have been exposed to a person with bacterial meningitis can be protected by being started on a course of antibiotics immediately (ideally within 24 hours of the patient being diagnosed). This is usually recommended for household contacts and children attending the same day care or nursery school. Older children and adults (e.g., who are in the same school or church) aren't usually considered exposed unless they have had very close contact with the infected person (e.g., kissing or sharing a glass).

In addition to the antibiotic treatment, vaccination may be recommended for people 2 months of age and older if the person's infection is caused by meningococcus serogroup A, C, Y, or W-135, which are contained in 3 of the 4 meningococcal vaccines available in the United States.

What meningococcal vaccines are available in the United States?
Four meningococcal vaccines are currently available in the United States. A quadriivalent meningococcal polysaccharide vaccine or "MPSV4" (Menomune by sanofi pasteur) was licensed in 1981 for people ages 2 years and older. It protects against four serogroups of meningococcus—A, C, Y, and W-135. The first quadriivalent meningococcal conjugate vaccine (MCV4, Menactra by sanofi pasteur), was licensed in 2005 and is approved for persons age 9 months through 55 years. A second quadriivalent conjugate vaccine (MCV4, Menveo by Novartis) was licensed in 2010 and is approved for persons age 2 months through 55 years. A bivalent conjugate meningococcal vaccine containing serogroups C and Y combined with Haemophilus influenzae type b vaccine (MenHibrix by GlaxoSmithKline) was licensed in 2012 for children age 6 weeks through 18 months.

Either MPSV4 or MCV4 can be given to a person age 56 years or older, according to the recommendations of CDC's Advisory Committee on Immunization Practices. The clinician will decide which vaccine is appropriate depending on individual circumstances.

Meningococcal conjugate vaccines are believed to give better protection and are more effective in young children than the polysaccharide vaccine. Unfortunately, no U.S. licensed vaccine protects against meningococcal serogroup B which causes about one third of all meningococcal disease in the United States. About 60% of meningococcal disease in infants age one year or younger are caused by serogroup B.

What kind of vaccines are they?
The MPSV4 vaccine is made from the outer polysaccharide capsule (sugar coat) of the meningococcal bacteria. The meningococcal conjugate vaccines are made by chemically linking the capsular polysaccharide antigens individually to a protein. The vaccines do not contain live bacteria.

How is this vaccine given?
The MPSV4 vaccine is given as an injection into the fatty tissue of the upper arm. The MCV4 vaccines are given in a leg muscle of a young child or the deltoid (arm) muscle of an older child or adult.

Who should get the meningococcal vaccine?
MCV4 is recommended for all children and teens, ages 11 through 18 years. Vaccination is also recommended for other people at increased risk of meningococcal disease; this includes:
- People younger than 22 years of age if they are or will be a first-year college student living in a residential hall.
- People age 2 months and older who have persistent complement component deficiency (an immune system disorder), or are at risk during an outbreak caused by a vaccine serogroup (MenHibrix may be used for children age 6 weeks through 18 months in this group).
- People age 2 months and older who have a damaged or missing spleen (MenHibrix may be used for children age 6 weeks through 18 months in this group).
- People working with meningococcus bacteria in laboratories.
- People age 2 months and older who reside in or travel to certain countries in sub-Saharan Africa as
well as to other countries for which meningococcal vaccine is recommended (e.g., travel to Mecca, Saudi Arabia, for the annual Hajj).

• U.S. military recruits.

Should college students be vaccinated against meningococcal disease?
College freshmen living in residence halls, are at an increased risk of meningococcal disease relative to other people their age. The MCV4 vaccine is recommended for previously unvaccinated first-year college students, age younger than 22 years, who are or will be living in a residence hall. Some colleges and universities require incoming freshmen and others to be vaccinated; some may also require that a meningococcal vaccination have been given since the age of 16 years. The vaccine may be available from the college health service. Although the risk for meningococcal disease among other college students (such as those 22 years or older, or not living in a residence hall) is similar to that of the general population of the same age, students who wish to decrease their risk of meningococcal disease can be vaccinated.

How many doses of meningococcal vaccine are needed?
The number of doses recommended depends on the age when the vaccine is given and the presence of certain medical conditions or risk factors. All adolescents should be vaccinated at ages 11 through 12 years and need a booster dose at age 16 years. All teens who were vaccinated at ages 13 through 15 years need a booster dose at age 16 through 18 years (at least 8 weeks after the first dose). First-year college students younger than 22 years who are living in a residential hall should get a booster dose if their previous dose was given before age 16 years. People ages 2 months and older who have certain risk factors such as no spleen or a damaged spleen, or persistent complement component deficiency (an immune system disorder), may need more than one dose. In addition, vaccinated people who remain at risk, such as people without a spleen, microbiologists who work with meningococcus, or those who travel repeatedly to parts of Africa, should receive a booster dose of MCV4 every 5 years.

How soon after their first dose should people who remain at risk for meningococcal disease be vaccinated again?
The time between the primary (initial) doses(s) and the first booster varies. Children who received their primary dose(s) before their seventh birthday should get their first booster 3 years after their primary dose(s). Children who received their primary dose(s) at or after age 7 years and all adults should get boosters 5 years after their primary dose(s).

How safe is this vaccine?
Both types of meningococcal vaccines are very safe. Polysaccharide (sugar) meningococcal vaccine has been used extensively since 1981, and millions of doses of meningococcal conjugate vaccine have been given since they were first licensed in 2005.

What are the side effects of this vaccine?
Up to about half of people who get meningococcal vaccines have mild side effects, such as redness or pain where the shot was given. These symptoms usually last for one or two days and are more common after MCV4 than after MPSV4. A small percentage of people who receive the vaccine develop a fever. Severe reactions, such as a serious allergic reaction, are very rare.

How effective is this vaccine?
The MPSV4 vaccine is 85 percent to 100 percent effective at preventing infection from the subtypes of meningococcus found in the vaccine (A, C, Y, and W-135). However, the vaccine does not protect against serogroup B disease. Based on results of laboratory studies, MCV4 is believed to be as effective as MPSV4.

Who should not receive meningococcal vaccine?
• People who have had a serious allergic reaction to a previous dose of either meningococcal vaccine or to one of the vaccine components.
• People who are moderately or severely ill.

Can a pregnant woman get meningococcal vaccine?
Studies of vaccination with MPSV4 during pregnancy have not documented adverse effects among either pregnant women or newborns. Post-licensure safety data suggest no concerns with the safety of MCV4 during pregnancy. Pregnancy is not considered to be a contraindication to either MPSV4 or MCV4.

Can the vaccine cause meningococcal disease?
No. Only the Neisseria meningitidis bacterium can cause meningococcal disease. The vaccine contains only the sugar capsule of the microbe.
TO: Parents, guardians and students

FROM: Marion Community Schools

SUBJECT: Pertussis (whooping cough) and vaccine

The Indiana State Department of Health and the Indiana Department of Education have asked that school systems provide important information to parents and guardians of students about pertussis (whooping cough) and the vaccines available to prevent this serious illness.

Pertussis is a highly contagious respiratory infection. The bacteria that cause pertussis are transmitted through air droplets, such as when the infected person coughs or sneezes. Pertussis causes severe coughing fits. During the fits, the affected person may be short of breath and appear distressed. The coughing fit may be followed by vomiting and exhaustion. Young infants are at highest risk for developing complications like pneumonia and seizures from the disease.

Infants and young children are typically vaccinated against pertussis, but the vaccine loses effectiveness as children get older and vaccinated children can become infected. Adolescents and adults who have been previously vaccinated may have milder disease, but they can still spread pertussis to others.

Fortunately, there is an immunization available and the U.S. Centers for Disease Control and Prevention recommends routine pertussis immunizations.

The Indiana State Department of Health requires this vaccination for students. Please see the ISDH School Immunization Requirements for the current year for more information, and talk with your child’s health care provider about pertussis and vaccination.
Pertussis (Whooping Cough): Questions and Answers

Information about the disease and vaccines

What causes pertussis?
Pertussis, commonly known as whooping cough, is caused by a bacterium, *Bordetella pertussis*.

How does pertussis spread?
Pertussis is spread through the air by infectious droplets and is highly contagious.

How long does it take to show signs of pertussis after being exposed?
The incubation period of pertussis is commonly 7 to 10 days, with a range of 4–21 days.

What are the symptoms of pertussis?
Pertussis disease can be divided into three stages:

- **Cataarrhal stage**: can last 1–2 weeks and includes a runny nose, sneezing, low-grade fever, and a mild cough (all similar symptoms to the common cold).
- **Paroxysmal stage**: usually lasts 1–6 weeks, but can persist for up to 10 weeks. The characteristic symptom is a burst, or paroxysm, of numerous, rapid coughs. At the end of the cough paroxysm, the patient can suffer from a long inhaling effort that is characterized by a high-pitched whoop (hence the name, "whooping cough"). Infants and young children often appear very ill and distressed, and may turn blue and vomit. "Whooping" does not necessarily have to accompany the cough.
- **Convalescent stage**: usually lasts 2–6 weeks, but may last for months. Although the cough usually disappears after 2–3 weeks, paroxysms may recur whenever the patient suffers any subsequent respiratory infection. The disease is usually milder in adolescents and adults, consisting of a persistent cough similar to that found in other upper respiratory infections. However, these individuals are still able to transmit the disease to others, including unimmunized or incompletely immunized infants.

How serious is pertussis?
Pertussis can be a very serious disease, especially for infants. Infants (6 months of age and younger) are the children most likely to die from this disease. Rates of hospitalization and complications increase with decreasing age. The breathing difficulties associated with this disease can be very distressing and frightening for the patient and his or her family.

Although adults are less likely than infants to become seriously ill with pertussis, most make repeated visits for medical care and miss work, especially when pertussis is not initially considered as a reason for their long-term cough. In addition, adults with pertussis infection have been shown to be a frequent source of infection to infants with whom they have close contact.

What are possible complications from pertussis?
Younger patients have a greater chance of complications from pertussis than older patients. The most common complication is secondary bacterial infection, which is the cause of most pertussis-related deaths. Pneumonia occurs in one out of 20 cases; this percentage is higher for infants younger than age 6 months.

Infants are also more likely to suffer from such neurologic complications such as seizures and encephalopathy, probably due to the reduction of oxygen supply to the brain. Other less serious complications include ear infection, loss of appetite, and dehydration.

Adults with pertussis can have complications such as pneumonia (up to 5% of cases) and rib fracture from coughing (up to 4% of cases). Other reported side effects include (among others), loss of consciousness, female urinary incontinence, hernias, angina, and weight loss.

How do I know if my child has pertussis?
The diagnosis of pertussis is usually made based on its characteristic history and physical examination. A laboratory test may be done, which involves taking a specimen from the back of the patient's throat (through the nose).

Is there a treatment for pertussis?
Antibiotics are necessary in treating pertussis cases. The drug of choice is usually a form of erythromycin that is also given to all household and other close contacts of the patient to minimize transmission, regardless of age and vaccination status.

Patients also need supportive therapy such as bed rest, fluids, and control of fever.

All close contacts younger than seven years of age should complete their DTaP vaccine series if they have not already done so. If they have completed their primary four dose series, but have not had a...
dose from age 4 to 6 years, they should be given a booster dose if it has been at least 6 months since the last dose. People age 10 years and older should receive a dose of Tdap if they haven’t received it already.

**How long is a person with pertussis contagious?**
People with pertussis are most infectious during the catarrhal period and during the first two weeks after onset of the cough (approximately 21 days).

**How common is pertussis in the United States?**
Before a vaccine against pertussis was available, pertussis (whooping cough) was a major cause of childhood illness and death in the United States. From 1940–1945, over one million cases of pertussis were reported. With the introduction of a vaccine in the late 1940s, the number of reported pertussis cases in the U.S. declined from approximately 200,000 a year in the pre-vaccine era to a low of 1,010 cases in 1976.

Since the 1980s, the number of cases of pertussis has increased, especially among babies younger than 6 months and teenagers. In recent years, several states have reported a significant increase in cases, with outbreaks of pertussis reaching epidemic levels in some states. Many infants have died from whooping cough during this epidemic.

**Can you get pertussis more than once?**
Reinfection appears to be uncommon but does occur. With natural infection, immunity to pertussis will likely wane as soon as seven years following disease; reinfection may present as a persistent cough, rather than typical pertussis.

**When did vaccine first become available for diphtheria, tetanus, and pertussis?**
The first inactivated toxin, or toxoid, against diphtheria was developed around 1921, but it was not widely used until the 1930s. In 1924, the first tetanus toxoid (inactivated toxin) was produced and was used successfully to prevent tetanus in the armed services during World War II. The first pertussis vaccine was developed in the 1930s and was in widespread use by the mid-1940s, when pertussis vaccine was combined with diphtheria and tetanus toxoids to make the combination DTP vaccine. A series of 4 doses of whole-cell DTP vaccine was quite (70–90%) effective in preventing serious pertussis disease; however, up to half of the children who received the vaccine developed local reactions such as redness, swelling, and pain at the injection site. In 1991, concerns about safety led to the development of more purified (acellular) pertussis vaccines that are associated with fewer side effects. These acellular pertussis vaccines have replaced the whole cell DTP vaccines in the U.S.

In 2005, two new vaccine products were licensed for use in adolescents and adults that combine the tetanus and diphtheria toxoids with acellular pertussis (Tdap) vaccine. These vaccines are the first acellular pertussis-containing vaccines that make it possible to vaccinate adolescents and adults against pertussis.

**How are vaccines made that prevent diphtheria, tetanus and pertussis?**
These vaccines are made by chemically treating the diphtheria, tetanus, and pertussis toxins to render them nontoxic yet still capable of eliciting an immune response in the vaccinated person. They are known as “inactivated” vaccines because they do not contain live bacteria and cannot replicate themselves, which is why multiple doses are needed to produce immunity.

**What’s the difference between all the vaccines containing diphtheria and tetanus toxoids and pertussis vaccine?**
It’s like alphabet soup! Here is a listing of the various products:
- DTaP: Diphtheria and tetanus toxoids and acellular pertussis vaccine; given to infants and children ages 6 weeks through 6 years. In addition, three childhood combination vaccines include DTaP as a component.
- DT: Diphtheria and tetanus toxoids, without the pertussis component; given to infants and children ages 6 weeks through 6 years who have a contraindication to the pertussis component.
- Tdap: Tetanus and diphtheria toxoids with acellular pertussis vaccine; given to adolescents and adults, usually as a single dose; the exception is pregnant women who should receive Tdap during each pregnancy.
- Td: Tetanus and diphtheria toxoids; given to children and adults ages 7 years and older. Note the small “d” which indicates a much smaller quantity of diphtheria toxoid than in the pediatric DTaP formulation.

**How are these vaccines given?**
The DTaP and DT preparations are all given as an injection in the anterolateral thigh muscle (for infants and young toddlers) or in the deltoid muscle (for older children and adults). Tdap and Td are given
in the deltoid muscle for children and adults age 7 years and older.

**Who should get these vaccines?**
All children, beginning at age 2 months, and all adults need protection against these three diseases—diphtheria, tetanus, and pertussis (whooping cough). Routine booster doses are also needed throughout life.

**How many doses of vaccine are needed?**
The usual schedule for infants is a series of four doses of DTaP given at 2, 4, 6, and 15–18 months of age. A fifth shot, or booster dose, is recommended between age 4 and 6 years, unless the fourth dose was given late (after the fourth birthday).

For people who were never vaccinated or who may have started but not completed a series of shots, a 3-dose series of Td should be given with 1 to 2 months between dose #1 and #2, and 6 to 12 months between dose #2 and #3. One of the doses, preferably the first, should also contain the pertussis component in the form of Tdap.

Because immunity to diphtheria and tetanus wanes with time, boosters of Td are needed every ten years.

**When adolescents and adults are scheduled for their routine tetanus and diphtheria booster, should they get vaccinated with Td or Tdap?**
Immunization experts recommend that the first dose of Tdap be given to all adolescents at age 11–12 years as a booster during the routine adolescent immunization visit if the adolescent has finished the childhood DTaP schedule and has not already received a dose of Td or Tdap. If a child age 7–10 years did not complete a primary series in childhood, a dose of Tdap may be given earlier as part of the catch-up vaccinations.

All adults should receive a single dose of Tdap as soon as feasible. Then, subsequent booster doses of Td should be given every ten years. Pregnant teens and women should receive Tdap during each pregnancy. Adolescents and adults who have recently received Td vaccine can be given Tdap without any waiting period.

If someone experiences a deep or puncture wound, or a wound contaminated with dirt, an additional booster dose may be given if the last dose was more than five years ago. This could be a dose of Td or Tdap, depending on the person’s vaccination history. It is important to keep an up-to-date record of all immunizations so that repeat doses don’t become necessary. Although it is vital to be adequately protected, receiving more doses than recommended can lead to increased local reactions, such as painful swelling of the arm.

**Who recommends the use of these vaccines?**
The Centers for Disease Control and Prevention (CDC), the American Academy of Pediatrics (AAP), the American Academy of Family Physicians (AAFP), and the American College of Physicians (ACP) all recommend this vaccine.

**What side effects have been reported with these vaccines?**
Local reactions, such as fever, redness and swelling at the injection site, and soreness and tenderness where the shot was given, are not uncommon in children and adults. These minor local and systemic adverse reactions are much less common with acellular DTaP vaccine; however, a determination of more rare adverse effects can only be made when additional data are available following extended use of DTaP.

Side effects following Td or Tdap in older children and adults include redness and swelling at the injection site (following Td) and generalized body aches, and tiredness (following Tdap). Older children and adults who received more than the recommended doses of Td/Tdap vaccine can experience increased local reactions, such as painful swelling of the arm. This is due to the high levels of tetanus antibody in their blood.

**How effective are these vaccines?**
After a properly spaced primary series of DTaP or Td/Tdap, approximately 95% of people will have protective levels of diphtheria antitoxin and 100% will have protective levels of tetanus antitoxin in their blood. However, antitoxin levels decrease with time so routine boosters with tetanus and diphtheria toxoids are recommended every 10 years. Estimates of acellular pertussis vaccine efficacy range from 80% to 85%—a level believed to be far more efficacious than the previously-used whole cell pertussis vaccine.

**Can a pregnant woman receive Tdap vaccine?**
Yes. All pregnant women should receive Tdap during each pregnancy, preferably between 27 and 36 weeks’ gestation. Because infants are not adequately protected against pertussis until they have received at least 3 doses of DTaP, it is especially important that all contacts (family members, caregivers) of infants younger than age 12 months are vaccinated with Tdap. If a new mother hasn’t been vaccinated with
Tdap, she should receive it before hospital discharge, even if she is breastfeeding.

**Who should not receive these vaccines?**
Generally, any person who has had a serious allergic reaction to a vaccine component or a prior dose of the vaccine should not receive another dose of the same vaccine. People who had a serious allergic reaction to a previous dose of DTaP or Tdap vaccine should not receive another dose.

Certain rare adverse events following pertussis vaccination usually serve as a precaution against receiving further doses. Such events include a temperature of 105°F or higher within two days, collapse or shock-like state within two days, persistent crying for more than three hours within two days, or convulsions within three days. Even if one of these precautions exists, there may be occasions when the benefit of immunization outweighs the risk (for example, during a community-wide outbreak of pertussis). A person who developed one of these adverse events after pediatric DTaP vaccine may receive Tdap as an adolescent or adult.

A person with a recognized, possible, or potential neurologic condition should delay receiving DTaP or Tdap vaccine until the condition is evaluated, treated, and/or stabilized. Although DTaP vaccine does not cause neurological disorders, receiving the vaccine can cause an already-present underlying condition to show itself.

**Can the vaccine cause the disease?**
No.
September 22, 2017

Dear Parent or Guardian:

According to the Centers for Disease Control and Prevention (CDC), the human papillomavirus (HPV) causes more than 26,000 new cases of cancer in U.S. men and women each year, including cervical and oral cancers. Many of these cancers can be prevented with a safe, effective vaccine that is available to boys and girls starting at age 11. Indiana Code 20-34-4-3 requires that the Indiana State Department of Health make you aware of HPV, its link to cancer, and the available vaccine.

The CDC has stated that, based on recent studies, HPV is so common that nearly all sexually active people will get it during their lifetime. That is why it is important to vaccinate children before they could be exposed to the virus. According to the CDC, American Academy of Pediatrics, American Academy of Family Physicians and the American College of Physicians, all boys and girls ages 11 or 12 should get vaccinated. Although older teens and young adults can receive the vaccine through age 26, studies have shown that the vaccine produces a better immune response at earlier ages.

The HPV vaccine offers long-lasting protection against nine types of HPV and has proven to be effective in preventing numerous types of cancers, including cervical and oral pharyngeal cancers. It also protects against genital warts. The vaccine can be given at the same time as other recommended vaccines and is administered in a two- or three-dose series, depending on the age of the patient when the series is initiated. It is important to complete the series.

These vaccines have been studied carefully for safety. As with any vaccine, preteens and teens should sit or lie down for about 15 minutes after receiving the HPV vaccine to protect against fainting.

While HPV is not a required Immunization in Indiana, it is one of the few tools available to prevent cancer. We urge you to discuss the vaccine with your child’s healthcare provider. Questions may be directed to the Indiana State Department of Health Immunization Program at (800) 701-0704.

For more information on HPV and the vaccine, please visit:
Centers for Disease Control & Prevention (CDC) HPV website: http://www.cdc.gov/std/hpv/default.htm
CDC HPV Vaccine Website: http://www.cdc.gov/vaccines/vpd-vac/hpv/
Immunization Action Coalition (IAC) HPV Website: http://www.vaccineinformation.org/hpv/

Yours in Health,

The Indiana State Department of Health Immunization Division

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1 http://www.cdc.gov/hpv/whatishpv.html
2 http://www.cdc.gov/std/HPV/STDFact-HPV.html
3 https://www2.aap.org/immunization/illnesses/hpv/hpv.html
# INDIANA 2018–19
Required and Recommended School Immunizations

<table>
<thead>
<tr>
<th>Age Group</th>
<th>REQUIRED</th>
<th>RECOMMENDED</th>
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| 3-5 years old | • 3 Hepatitis B  
• 4 DTaP (Diphtheria, Tetanus & Pertussis)  
• 3 Polio | • 1 Varicella (Chickenpox)  
• 1 MMR (Measles Mumps & Rubella) | • Annual Influenza |
| K-4th grade | • 3 Hepatitis B  
• 5 DTaP  
• 4 Polio | • 2 MMR  
• 2 Varicella  
• 2 Hepatitis A | • Annual Influenza |
| 5th grade | • 3 Hepatitis B  
• 5 DTaP  
• 4 Polio | • 2 MMR  
• 2 Varicella | • Annual Influenza  
• 2 Hepatitis A |
| 6th grade | • 3 Hepatitis B  
• 5 DTaP  
• 4 Polio  
• 2 MMR | • 2 Varicella  
• 2 Hepatitis A  
• 1 MCV4 (Meningococcal)  
• 1 Tdap (Tetanus, Diphtheria & Pertussis) | • Annual Influenza  
• 2 HPV (Human Papillomavirus) |
| 7th-11th grade | • 3 Hepatitis B  
• 5 DTaP  
• 4 Polio  
• 2 MMR | • 2 Varicella  
• 1 MCV4 (Meningococcal)  
• 1 Tdap (Tetanus, Diphtheria & Pertussis) | • Annual Influenza  
• 2 Hepatitis A  
• 2/3 HPV |
| 12th grade | • 3 Hepatitis B  
• 5 DTaP  
• 4 Polio  
• 2 MMR | • 2 Varicella  
• 2 Hepatitis A  
• 2 MCV4  
• 1 Tdap | • Annual Influenza  
• 2 MenB (Meningococcal)  
• 2/3 HPV |

Hep B: The minimum age for the 3rd dose of Hepatitis B is 24 weeks of age.

DTaP: 4 doses of DTaP/DT/PDT/PDT are acceptable if 4th dose was administered on or after child’s 4th birthday.

Polio: *3 doses of Polio are acceptable for all grade levels if the third dose was given on or after the 4th birthday and at least 6 months after the previous dose with only one type of vaccine used (all OPV or all IPV).

*For students in grades K–6th grade, the final dose must be administered on or after the 4th birthday and be administered at least 6 months after the previous dose.

Varicella: Physician documentation of disease history, including month and year, is proof of immunity for children entering preschool through 10th grade. Parental report of disease history is acceptable for grades 11–12.

Tdap: There is no minimum interval from the last Td dose.

MCV4: Individuals who receive dose 1 after their 16th birthday only need 1 dose of MCV4.

Hep A: The minimum interval between 1st and 2nd dose is 6 calendar months. 2 doses of Hep A is required for grades K–4, 6 and 12.

*For grades 5, and 7–11, 2 doses of Hep A vaccine are recommended.

Number under vaccine denotes the number of cumulative doses needed.
Academic Information
ROLES AND RESPONSIBILITIES

The thrust of any school, including Marion Community Schools, is to assist students in academic growth, as well as prepare them to be contributing and productive citizens within this or any community. With that in mind, the following responsibilities are EXPECTED.

Role of the Student

It is the expected responsibility of the student:

- To Attend School Regularly.
- To come into the school and classroom with a positive attitude and willingness to learn and try.
- To complete assignments as given, and turn them in on time. If the assignment is unclear, the student should ask for clarification from the teacher. All students should make sure that they have a clear understanding of the homework material before leaving school for the day. Students must also understand when an assignment is due and what needs to be completed.
- To develop good study habits, both in and out of school.
- To be organized. Students should have a plan for remembering assignments and taking home the books and materials needed to complete school assignments.
- To use effectively the study time available during each school day.
- To abide by all school policies, regulations, rules, and state and federal laws.

Role of the Teacher

It is the expected responsibility of the teacher:

- To be at school regularly.
- To communicate expectations to students and parents.
- To provide a safe and caring environment.
- To provide clear instruction to all students, recognizing individual needs.
- To assess students regularly for the purpose of measuring progress and refining instruction.
- To provide homework assignments which are an extension of daily lesson instruction.
- To expect the very best of all students while being sensitive to and celebrating the individual differences, needs, and abilities of each student.
- To provide timely and meaningful communication to students and parents/caregivers.
- To abide by all school policies, regulations, rules, and state and federal laws.

Role of the Parent

It is the expected responsibility of the parent:

- To see that the child attends school regularly and is punctual with his/her attendance.
- To visit school regularly.
- To show interest in the child's lessons and encourage the child to work hard for academic improvement.
- To help the child understand the role education plays in preparing them for a successful adult life.
- To provide an appropriate time and place for the child to complete daily homework.
- To work as a team member with school personnel at all times and especially when academic progress or student behavior is in question. (See Board Policy 5601 for more information.)
- To abide by all school policies, regulations, rules, and state and federal laws.

(continued on next page)
Role of the Administrator

It is the expected responsibility of the building administrator:

- To be at school regularly.
- To communicate the philosophy and purpose of education to teachers, parents, students, and community.
- Serve as the instructional leader.
- To analyze academic progress and work with the staff for successful curriculum implementations.
- To work as a team member with all involved parties who have the success of students as a primary goal.
- To be an advocate for children and encourage daily achievement.
- To abide by all school policies, regulations, rules, and state and federal laws.

FIELD TRIPS

Well-planned field trips can extend the learning process far beyond the normal confines of the regular classroom. Field trips to enrich students’ educational experiences may be scheduled throughout the school year. Field trip requests must be approved at the district level. (See Board Policy 2340).

Parents will be notified when these trips occur and will be requested to grant permission for their child to leave the school premises. Most field trips carry a cost for transportation and admission.

HOMEWORK POLICY

All students will have homework responsibility that is age and grade level appropriate. Parents are encouraged to provide a study area at home where children can complete homework responsibilities.

Students and/or parents/guardians should arrange for make-up work when they return to school following a brief absence. If a student is ill for three days or longer, parents/guardians may request homework by calling the school office to get in touch with the teacher. Assignments will be arranged within 24 hours after notification has been received.

Homework is an important component of education, and is defined as “lessons to be studied or schoolwork to be done outside of the classroom.” It provides a means of extending the available classroom time and can assist in strengthening student self-discipline. It can also serve as an important tie between parents and the school by providing a means by which parents can become more involved in the education of their child. (Board Policy 2330)

INTERVENTION AND GRADE ADVANCEMENT

It is the intent of the Board that students will be instructed in the most appropriate educational setting. It shall be the policy of the Board that when each student achieves grade-level expected proficiency of academic standards, s/he shall be advanced to the next educationally appropriate grade level. Determination of proficiency shall include:

A. Standardized assessments (primary determinant)
B. Standards based report card (primary determinant)
C. Attendance and other appropriate behaviors (secondary determinant)
D. Other unique factors, such as but not limited to previous retentions (secondary determinants)

The building principal shall have final authority to determine proficiency, after receiving the recommendation from professional staff and conferencing with the parent/caregiver. No student shall be retained without intervention, as described in the administrative guidelines, to remediate student skill deficits.

A student enrolled in special education shall be promoted, placed or retained based on the outcome of the Case Conference and the student’s Individual Education Plan.

No student who has completed a grade successfully shall be retained or allowed to repeat a grade in order to improve his/her ability or lengthen his/her eligibility to participate in extra or co-curricular programs.

District resources for remedial and supplemental instruction shall be allocated in the following priority:
A. Students deficient in reading by the end of grade three (as determined by an appropriate assessment),
B. Students who fail to meet performance levels required for advancement consistent with this policy and accompanying guidelines, and
C. Other needs, as identified.

- Students deficient in reading by the end of grade three (as determined by an appropriate assessment),
- Students who fail to meet performance levels required for advancement consistent with this policy and accompanying guidelines, and
- Other needs, as identified.

Policy References:
511 IAC 6.2-3.1-3
I.C. 20-19-2-8, 20
I.C. 20-32-8.5-4
I.C. 20-20-31
I.C. 20-31
I.D. 20-32-8.5
Board Policy 5410

PARENT-TEACHER COMMUNICATION

Parents are encouraged to contact their child’s teacher(s). However, please understand that teachers will return your call or respond to your message as soon as possible. Parents can also meet with teachers or sit in on classes, but arrangements must be made through the school office. Please contact your school office for more information. Email addresses for individual teachers are also listed at www.marion.k12.in.us.

POWERSCHOOL AND PARENT PORTAL

To access your student’s current grades and attendance via the PowerSchool Parent Portal online (https://powerschool.marion.k12.in.us/public/) you will need your student’s confidential username and password. For more information, please contact your school office. Once you have set up your account, you may view the information on your child at any time. Please note: the information to access your student’s report is confidential and should not be shared.
If you do not have Internet access, you may contact your student’s school to arrange access to your student’s report. You may also visit the YMCA or the Marion Public Library to gain Internet access via public computers.

PARENT VOLUNTEERS
(AT SCHOOL AND FIELD TRIPS)
Parent involvement is crucial to the success of students. Parents who would like to volunteer at school or on field trips should contact their school office for information. To volunteer in any capacity at school or for a school trip mentioned above, parents/guardians must fill out a Limited Criminal Background Check Form and return it to the school office. A copy of this form may be obtained at any school office or online at www.marion.k12.in.us.

VOLUNTEER APPROVAL PROCEDURES

Classroom or Event Volunteers
All volunteers who have unsupervised access to students or who have repeated contact with students must be approved by the building principal.

The approval procedures are:

1. Each volunteer will complete a volunteer application and will submit to a Limited or Expanded Criminal History Check based on volunteer activity.
2. The principal/director/supervisor will approve all volunteers for his/her building.
3. The building principal will maintain a file of all volunteer applications and criminal history information.
4. The building principal will maintain a list of all current volunteers.

Athletic Program Volunteers
All volunteers for athletic programs must be approved by the Assistant Superintendent. The approval procedures are:

1. Each volunteer will complete a volunteer application and Expanded Criminal History request.
2. The principal/director/supervisor will make a recommendation to the Assistant Superintendent.
3. The Assistant Superintendent will review the volunteer application, references, and the expanded criminal history.
4. The Assistant Superintendent will approve or deny each volunteer and notify the principal/director/supervisor of the decision.
5. The Human Resources Department will maintain a file of athletic program volunteers.

No volunteer should have any contact with students prior to approval by the Assistant Superintendent.
Marion Community Schools Parent Compact

Families and schools must work together to help students achieve high academic standards. The following are agreed upon roles and responsibilities that we as partners will carry out to support student success in school and in life. (NOTE: This model was created with input from teachers, families, students, and community representatives, and is reviewed every year at the school and district level.)

**Staff Pledge**

I agree to carry out the following responsibilities to the best of my ability:

- Provide a safe and supportive learning environment.
- Teach classes with an interesting and challenging curriculum that promotes student achievement.
- Motivate my students to learn.
- Set high expectations and help every child to be successful in meeting the Indiana academic achievement standards.
- Communicate frequently and meet annually with families about student progress and share how the school-parent compact is being implemented.
- Provide opportunities for parents to volunteer, participate, and observe in my classroom.
- Participate in professional development opportunities that improve teaching and learning and support the formation of partnerships with families and the community.
- Actively participate in collaborative decision making with parents and school colleagues to make our school accessible and welcoming for families.
- Respect the school, students, staff and families.

**Student Pledge**

I agree to carry out the following responsibilities to the best of my ability:

- Come to school ready to learn and work hard.
- Bring necessary materials, completed assignments and homework.
- Know and follow school and class rules.
- Communicate regularly with my parents and teachers about school experiences so that they can help me to be successful in school.
- Limit my TV watching, video game playing, and internet usage.
- Study or read every day after school.
- Respect the school, classmates, staff and families.

**Family / Parent Pledge**

I agree to carry out the following responsibilities to the best of my ability:

- Provide a quiet time and place for homework and monitor TV viewing.
- Read to my child or encourage my child to read every day (20 minutes K-3, and 30 minutes for grades 4-6).
- Ensure that my child attends school every day and gets adequate sleep, regular medical attention and proper nutrition.
- Regularly monitor my child’s progress in school.
- Participate, as appropriate, in decisions about my child’s education.
- Attend parent-teacher conferences.
- Attend as many parent workshops as possible.
- Communicate the importance of education and learning to my child.
- Respect the school, staff, students, and families.

________________________        _________________________        _________________________
Student                                           Teacher                                             Parent/Guardian
MARION COMMUNITY SCHOOLS
TITLE I PARENT INVOLVEMENT POLICY (DISTRICT)

LOCAL EDUCATION AGENCY POLICY

The Marion Community Schools Board of School Trustees intends to follow the parental policy guidelines in accordance with the No Child Left Behind Act of 2001 as listed below. The Marion School Board will distribute this policy to parents of students participating in the Title 1 program. (NOTE: This model was created with input from teachers, families, students, and community representatives, and is reviewed every year at the school and district level.)

Guidelines

Marion Community Schools will:

- Involve parents in the activities of schools served under Title I, Part A
- Involve parents in jointly developing our district’s local plan [Section 1112] and in the process of school review and improvement [Section 1116]
- Build Title I, Part A, schools’ capacity for strong parental involvement by:
  - Providing coordination, technical assistance, and other support necessary to assist schools in planning and implementing effective parental involvement activities with the primary goal of improving student academic achievement and school performance
  - Providing information and training to school staff on how to build stronger, more effective ties between home and school
  - Provide guidance on involving parents in planning the use of parent involvement funds
  - Other reasonable support for parental involvement activities requested by schools
- Build parents’ capacity for effective involvement by providing them with:
  - Description and explanation of curriculum to be used
  - Information about academic assessments used to measure student progress
  - Information about proficiency levels students are expected to meet
  - Opportunities for decision-making related to the education of their children
  - Materials and training on how they can improve their child’s achievement
  - Information provided in a language and form parents can understand, to the extent possible
  - Other reasonable support for parental involvement activities requested by parents
- Coordinate and integrate, as appropriate, parental involvement strategies under Title I, Part A, with parental involvement strategies under other programs, such as Early Head Start, Head Start, On My Way Pre-K, and other area preschool programs, as well as with Title III language instructional programs
• Conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of the schools served with Title I, Part A, funds, including:
  o Identifying barriers to greater participation by parents in parental involvement activities, with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background
  o Using the findings of the evaluation to design strategies for more effective parental involvement
  o Revising, if necessary, the LEA’s parental involvement policy

Expectations for Parent Involvement
The Marion School Board intends that parents of students at schools served under Title I, Part A, be provided with frequent and convenient opportunities for full and ongoing participation in the Title I program. This shall include opportunities to jointly develop the Title I program plan and suggest modifications in the process for school review and improvement.

Any comments indicating parents’ dissatisfaction with the district Title I program must be collected and submitted along with the Title I Application for Grant to the Indiana Division of Compensatory Education. The Title I program must be designed to assist students to acquire the competencies and achieve the goals established by law, as well as the goals and standards established by the Marion School Board. These goals and standards must be shared with parents in a manner that will enable them to (1) participate in decisions concerning their child’s education and (2) monitor and improve the educational achievement of their child.

School Policy
Each school must submit its Title I school parent involvement policy, which must meet all legal requirements. This policy must be:
• Developed jointly with parents
• Distributed by the school to parents of students at schools served under Title I, Part A
• Updated annually

A copy of each school's parent involvement policy shall be kept on file with the school's Title I program plan in the Marion Community Schools District Office.

References
Section 1118 of No Child Left Behind Act (NCLB) of 2001
http://www.nochildleftbehind.gov
REPORT CARDS

Report cards are provided to students and parents at the end of each grading period. Please refer to the school calendar at www.marion.k12.in.us for grading period dates.

SCHOOL NEWS ONLINE

Log on to www.marion.k12.in.us for the latest information about Marion Community Schools and your school building, including:

- School News blog
- Events calendar
- PowerSchool link
- School menus
- Online payments
- Information from district departments including Special Services, Food Services, and more
- Messages from the Superintendent
- School-specific info including clubs, teams, course descriptions, student handbooks and more
- School Board information including meeting schedule, minutes, and more
- Board Policies, including information on rules for students and more

Marion Community Schools also provides information via its Facebook pages and Twitter accounts. Links to these pages can be found at www.marion.k12.in.us.

Consent to broadcast or publish

Parents/guardians should notify their school office if they DO NOT give consent for their student to be included in any broadcast, publication, display, or distribution of information to the public about a school program or activity or for any other educational purpose.
Attendance Requirements,
Scheduling Information
ENROLLMENT
All students must be enrolled before the first official day of school unless he/she can verify that he/she has been enrolled in another school, has been under doctor’s care, or was unable to enroll as a result of unusual circumstances.

A student who applies for admission after the first official day of school may petition the administration to enroll. Please contact your school office for more information. Contact numbers for each school can be found at www.marion.k12.in.us

A student who has been expelled and plans to re-enroll may do so in December for second semester or May for the next fall.

Full-day kindergarten enrollment / attendance
Indiana Code 20-33-2-2 and 20-33-2-4 establishes a statewide entrance eligibility date for public school kindergarten. A student residing in Indiana must be 5 years old on or before Aug. 1 of that school year to enroll in public school kindergarten.

The terms “mandatory” and “required” as pertaining to kindergarten attendance sometimes cause confusion. Even though it is not mandatory that parents enroll their child in kindergarten, once a child is enrolled in kindergarten, the child is required to adhere to all state statutes, including attendance guidelines. (Source: Indiana Department of Education)

ATTENDANCE
Research shows repeated absences can have a negative impact on a student’s achievements and test scores. The statistics also show there is a strong link between attendance and graduation rates. Our goal is for your student to be successful at school and beyond.

In short, after five unexcused absences, a letter is sent to parents advising them of school attendance policy. At eight, another letter is sent stating any further absences must be accompanied by appropriate documentation explaining the reason for the absence (i.e. doctor’s note). At 10 absences, the case can be referred to the prosecutor’s office.

There are also rules in place regarding tardies at the elementary and intermediate level, and at the junior high and high school level.

For more information about absences and tardies, please review MCS’s attendance policy (Board Policy 5200 and the accompanying administrative guidelines, 5200AG) or speak with your school administrators.

A student’s parent/guardian has the responsibility to notify the school each day the student is absent from school. Parents are expected to contact the school by telephone on the day of the absence. If this is not possible, written documentation from the parent must be delivered to the school office upon the day of the student’s return. Documentation of absences must be received within 24 hours of the absence.

Excused absences are defined as absences that the school corporation regards as legitimate reasons for being out of school, as included in the school policy (see Board Policy 5200 and 5200AG). Unexcused absences are absences not covered under the definition of excused or exempt.
Thank you for your attention to this important matter. Together, we can help your student succeed.

**APPOINTMENTS**

All children must be dismissed to an adult if leaving for an appointment. Students will be called from the classroom after an adult signs the student out in the office.

**BEFORE- AND AFTER-SCHOOL CARE**

The Grant County YMCA provides child care services before school for students in kindergarten through grade six at some Marion Community Schools buildings, and after-school care is available at the Y, with transportation from schools to the YMCA provided by MCS.

At least five students must be registered before on-site care can be added at an individual school building.

There is a fee for the program, but financial assistance is available for those who qualify.

For more information, contact the YMCA at 664-0544, or visit their website, [www.grantcountyymca.org](http://www.grantcountyymca.org). Students must be registered for the program at the YMCA (not through the school). Please note: If you are unable to deliver or pick up your students from the Y programs on time, you must make arrangements with an outside agency to care for student.

**SCHOOL CALENDAR**

For start and end times at your school building, please see the school-specific section of this handbook or go online to [www.marion.k12.in.us](http://www.marion.k12.in.us).

For the most up-to-date information on the school district calendar, see the MCS website at [www.marion.k12.in.us](http://www.marion.k12.in.us).

For school events, see the online calendar at [www.marion.k12.in.us](http://www.marion.k12.in.us).

**SCHOOL CLOSINGS/DELAYS**

In case of inclement weather or other school emergencies, the closing or delay of school will be announced on local radio stations WBAT (1400 AM), WCJC (93.3 FM), WMRI (860 AM), and WXXC (106.9 FM); Indianapolis TV stations WISH, WRTV, WXIN, WTHR; and also on the MCS website ([www.marion.k12.in.us](http://www.marion.k12.in.us)) and school Facebook page ([www.facebook.com/MarionCommunitySchools](http://www.facebook.com/MarionCommunitySchools)).

When school is delayed, the daily schedule within the building may change. More information on delay schedules at particular buildings is available at [www.marion.k12.in.us](http://www.marion.k12.in.us).
Transportation Information / Rules
BUS TRANSPORTATION

All students are expected to follow all school rules during their travel to and from school, whether that time is spent walking or driving to school or riding an MCS bus. Please review Appendix A: MCS Rules, Consequences, and Supports K-12.

Marion Community Schools provides transportation to those students who live outside of designated walk zones around each school building. To find out whether your home is in a walk zone or on a bus route, use the InfoFinder I tool on the Transportation Department’s section of the MCS website, www.marion.k12.in.us.

If your student rides an MCS bus, please have him or her ready at the specific time given for the bus arrival. At times, bad weather or road conditions may cause bus route delays, but in general we try to maintain as much consistency as possible.

If your student is picked up at a home stop, please call the Transportation Department at 664-4237 if he or she will not be riding the bus that day or on any specific dates.

If you need to make changes to your usual transportation arrangements on a specific afternoon, you must call your school office. Alternate transportation will not be permitted unless we hear directly from you.

TRANSPORTATION GUIDELINES:
BUS SAFETY RULES AND CONSEQUENCES

It is a privilege for students to receive transportation by school bus in the Marion Community Schools district. If this privilege is abused, steps will be taken — up to and including suspension — until some agreement on conduct on the part of the student is reached with the student, parent, or school. Listed below are the steps to be followed for action in the event of improper conduct by a student while a passenger on a school bus:

A. The bus driver will complete the School Bus Conduct Report and provide it to the Supervisor of Transportation. The supervisor will review the report, sign it, and provide the form to the official responsible for discipline at the respective school, to inform the official of the need for action. If the driver does not know the child’s name or fails to acquire it, school personnel will be asked to meet the bus and assist in positive identification.

B. As soon as the official responsible for discipline in the school receives the Bus Conduct Report, the official should make an investigation. The school official will then decide the level of referral based on the driver recommendation and the official’s own decision. There are five levels of referral that result in bus suspension that can be chosen based on the action reported:

1. Loss of bus riding privilege in the afternoon only (transportation will still be provided in the morning).
2. Loss of bus riding privilege for three days (morning and afternoon).
3. Loss of bus riding privilege for one week (morning and afternoon).
4. Loss of bus riding privilege for two weeks (morning and afternoon).
5. Loss of bus riding privilege for the remainder of the year (morning and afternoon).
Depending on the severity of the offense, the above consequences may be waived and immediate removal from the bus may occur.

The Supervisor of Transportation has the authority to expel a child from the bus on a morning run, providing the Supervisor has contacted the parent and the principal. If bus-riding privileges are limited or denied (as authorized above), the parent must be contacted prior to such action. The denial or limitation of privileges must be followed by a letter of explanation to the parents. If an investigation finds the bus driver to be at fault, a written explanation must be sent to the Business Office and the Supervisor of Transportation by the appropriate school official. A copy of the letter to the parents should be sent to the Supervisor of Transportation.

**BICYCLE USE**

All bicycles brought to school must be secured with some type of lock. The school is not responsible for theft or vandalism. Students who endanger themselves or others with how they ride their bicycle to and/or from school will lose this privilege.

**PERSONAL VEHICLE USE**

Students driving to school should abide by school building requirements regarding parking permits, fees, parking areas and traffic patterns. For more information, contact your school office.
School / Student Safety Information
SCHOOL/STUDENT SAFETY

- All Marion Community Schools school buildings have access restricted by buzz-in from the office. Some buildings have security badge access. All have security cameras.

- All visitors to schools must enter through a secure entrance and check in with the school office. For the safety of all children and staff, we adhere to a strict sign-in and badge policy for visitors. Visitors who refuse to sign in or wear a visitor badge will not be allowed on school property. School staff will involve security officers or law enforcement if necessary for uncooperative or confrontational visitors.

- MCS has a nationally recognized director of safety who coordinates security and safety planning. Each school building also has a certified school safety specialist on staff.

- All school employees are given a copy of MCS's safety/emergency guidelines, which address plans for various hazards and emergencies. We practice drills periodically with students and staff in each building, including evacuation, lockdown/intruder, tornado, and earthquake.

- Marion High School has a school resource officer who is available during all school hours, and other security officers are also present at MHS and at Marion Regional Career Center. Marion Community Schools works closely with local emergency responders, some of whom serve on our District Safety Team. Emergency personnel also observe safety drills and collaborate on our safety and security plans.

- Each building is equipped with an automated external defibrillator.

- MCS's School/Student Safety Hotline is available 24 hours a day, 7 days a week. If you know of anything that threatens the safety of our students or schools please call or text message 765-997-8585, or email hotline@marion.k12.in.us. MCS doesn't tolerate threats, violence, harassment, bullying, vandalism, weapons, theft or abuse. YOU have the power to make a difference in our schools.

If you have questions or concerns about emergency plans or any other school/student safety information, contact Marion Community Schools Safety Director at 662-2546.

DISASTER PROCEDURES

In case of a disaster, such as a sighted tornado, all students, staff, and any visitors present in the building should follow disaster procedures that are posted in each room. All school employees are given a copy of MCS's safety/emergency guidelines, which address plans for various hazards and emergencies. We practice drills periodically with students and staff in each building, including evacuation, lockdown/intruder, tornado, and earthquake.

Students will NOT be released to parents during an emergency school lockdown. Marion Community Schools works closely with local emergency responders, some of whom serve on our District Safety Team. Emergency personnel also observe safety drills and collaborate on our safety and security plans.

In the event of a storm warning, tornado alert, or other serious weather conditions, children will be retained at school. If severe storm warnings come at the time school is normally dismissed,
the principal will use his/her discretion regarding the release of students. (When a tornado warning is in place, students will be held in shelter. Staff members will also be in shelter and supervising / directing / acting as needed. If a tornado warning comes near usual dismissal time, dismissal will be delayed and students will be held in shelter until the warning expires or is lifted. If buses are on the road when a tornado warning is issued, they will comply with Transportation Department procedures and instructions, with the priority of getting all involved to the safest place possible as quickly as possible. School buildings are among the safest spaces during a severe storm. Any parents or visitors on school property at the time of a severe weather warning are encouraged to come inside and shelter with us.)

In the event of an extreme emergency, Marion Community Schools will provide as much information as possible via available channels, including our website, social media, local media outlets, and School Messenger. It is very important that all parents/guardians review their emergency contact information regularly, to make sure that your school has current information and an up-to-date emergency phone number.

For more information, see the “Care of Students in an Emergency” notice in Appendix B: Policies and Notices.

BULLYING

Marion Community Schools will not tolerate bullying in any form. Bullying behavior toward a student whether by other students, staff, or third parties is strictly prohibited and will not be tolerated.

DEFINITION OF BULLYING

Indiana law (IC 20-33-8-0.2) defines bullying as aggressive behaviors that involve unwanted negative actions that are repeated over time and involve an imbalance of power or strength. Such behaviors can include:

- overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically)
- physical acts
- aggression

In bullying situations, these types of actions are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile student environment that:

- places the targeted student in reasonable fear of harm to the targeted student’s person or property.
- has a substantially detrimental effect on the targeted student’s physical or mental health;
- has the effect of substantially interfering with the targeted student’s academic performance.
- has the effect of substantially interfering with the target student’s ability to participate in or benefit from the services, activities, and privileges provided by the school.

If you suspect bullying, the best way to prompt an investigation is to report such incidents in writing to your school office. Several forms (for use by parents, targeted students, and
student witnesses) are available in Appendix C: Forms, as well as at all MCS school offices and at the district's website, www.marion.k12.in.us. Once such a form is submitted to an MCS administrator, a required investigation will begin.

Though such formal reports are the most effective, MCS understands tipsters sometimes need anonymity. That’s why we offer the MCS Hotline. MCS’s School/Student Safety Hotline is available 24 hours a day, 7 days a week. If you know of anything that threatens the safety of our students or schools please call or text message 765-997-8585, or email hotline@marion.k12.in.us.

INAPPROPRIATE ways of addressing alleged bullying that WILL NOT start a required investigation by MCS staff include:

- Posts on social media sites/feeds.
- Gossip.
- Complaints to anyone besides school staff.

All Marion Community Schools students and staff are trained annually on recognizing the signs of bullying and ways to prevent it. More information can be found in Appendix B: Parent Notices or online at www.marion.k12.in.us.

**ACCIDENTS / INJURIES**

If a student is injured at school or at a school event, he or she must report the injury to a teacher and/or school official immediately. An incident report form must be completed and turned in to the school principal’s office.
CALL THE GIANT
Stay Safe Speak Up
You have the power to make a difference in our schools.

Contact the Marion Community School Hotline if you know of anything that threatens the safety of our students or schools.

Confidential - 24 hours / 7 days a week

Marion Community School Hotline
Phone Number: 765 997-8585
Text Message: 765 997-8585
E-Mail: HOTLINE@MARION.K12.IN.US
Student Services Information
ACCESS TO ELECTRONIC INFORMATION, SERVICES AND NETWORKS

Students utilizing district-provided Internet access must first have the permission of professional school staff. Professional staff will also supervise the use of these services. Students are responsible for good behavior online just as they are in any other school setting. The same general rules for school behavior and communication apply while using online services.

It is also important to note that files stored on school computers, electronic messages and the use of online services carry no expectation of privacy. Information in a school computer can best be related to items stored in a school locker. Administrators and professional staff may review files periodically to ensure that users are acting responsibly.

For more information, see Board Policy 7540 in Appendix B: Policies and Notices or online at www.marion.k12.in.us.

BEFORE- AND AFTER-SCHOOL CARE

The Grant County YMCA provides child care services before school for students in kindergarten through grade six at some Marion Community Schools buildings, and after-school care is available at the Y, with transportation from schools to the YMCA provided by MCS.

At least five students must be registered before on-site care can be added at an individual school building.

There is a fee for the program, but financial assistance is available for those who qualify.

For more information, contact the YMCA at 664-0544, or visit their website, www.grantcountyymca.org. Students must be registered for the program at the YMCA (not through the school). Please note: If you are unable to deliver or pick up your students from the Y programs on time, you must make arrangements with an outside agency to care for student.

BREAKFAST AND LUNCH PROGRAM

We encourage your student(s) to eat breakfast each day either at school or at home to be better prepared for a day of learning. Studies have proven children who eat breakfast show increased attention span along with many other benefits. Our MCS Food Services Department offers a balanced breakfast to every student daily. Breakfast times are determined by each individual school.

All students also have a designated lunch period. Times are determined by each individual school. The MCS Food Services Department offers lunch daily at each school building. Students may purchase a lunch at school or bring a nutritious sack lunch from home.

School staff supervises cafeterias during breakfast and lunch periods, and can provide assistance to any students who need it. Note: Soda pop is not permitted in public school cafeterias.

Monthly menus can be found on the MCS website, www.marion.k12.in.us. All basic school meals are provided free of charge to every MCS student. Additional a la cart items may be purchased at some schools. Staff meal prices are listed at the MCS website.
SCHOOL NEWS ONLINE

Log on to www.marion.k12.in.us for the latest information about Marion Community Schools and your school building, including:

- School News blog
- Events calendar
- PowerSchool link
- School menus
- Online payments
- Information from district departments including Special Services, Food Services, and more
- Messages from the Superintendent
- School info including clubs, teams, course descriptions, student handbooks and more
- School Board information including meeting schedule, minutes, and more
- Board Policies, including information on rules for students and more

Marion Community Schools also provides information via its Facebook pages and Twitter accounts. Links to these pages can be found at www.marion.k12.in.us.

Consent to broadcast or publish
Parents/guardians should notify their school office if they DO NOT give consent for their student to be included in any broadcast, publication, display, or distribution of information to the public about a school program or activity or for any other educational purpose.

DISTRIBUTION OF MATERIALS
BY STUDENTS/COMMUNITY ENTITIES

In accordance with School Board Policies 5720 and 5722, students have the right, protected by the First Amendment to the U.S. Constitution, to exercise freedom of speech. Such expression shall not interfere or be disruptive to the educational process. This includes the right to distribute or display, at reasonable times and places, written material, petitions, buttons, badges, or other insignia, except expression which:

- is obscene to minors;
- is libelous;
- is pervasively indecent or vulgar;
- advertises any product or service not permitted to minors by law;
- contains insulting or fighting words, the very expression of which injures or harasses other people;
- presents a clear and present likelihood that, either because of its content or the manner of distribution or display, it will cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

Distribution or display of material in any of the above categories is prohibited on school premises or at any school-related event.

Any person or organization wishing to distribute material on school property must first submit a copy of the material for approval by the Superintendent’s office in advance of desired distribution. Permission to distribute or display material does not imply agreement with or endorsement of its contents by either the administration, the school, the Superintendent or the Board.
ADVERTISING / MERCHANDISE SALES

Advertising, selling tickets or merchandise, or soliciting money for any non-school activity is prohibited except with advance written permission of the Superintendent.

Any poster pertaining to either a school-sponsored activity or non-school function must be approved by the principal's designee before being posted. All posters are to be removed by the person posting them as soon as the date of the advertised event has passed.

SERVICES FOR HOMELESS STUDENTS

Marion Community Schools is required to provide services for students who are considered homeless according to the McKinney Vento Act. A student is homeless if they lack a fixed, regular and adequate nighttime residence, including:

1. Sharing the housing of other persons due to loss of housing or economic hardship;
2. Living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations;
3. Living in emergency or transitional shelters;
4. Are abandoned in hospitals;
5. Awaiting foster care placement;
6. Runaway and "Throwaway" children and youth;
7. Living in public or private places not designed for or ordinarily used as a regular sleeping accommodations for human beings;
8. Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations or similar settings; or
9. Are migratory children living in conditions described in the previous examples.

RESIDENCY AND EDUCATIONAL RIGHTS

Students who are in temporary, inadequate, or homeless living situations have the following rights:

1. Immediate enrollment in the school they last attended or the school in whose attendance area they are currently staying even if they do not have all of the documents normally required at the time of enrollment;
2. Access to free meals and textbooks, Title I and other educational programs, and other comparable services including transportation;
3. To attend the same classes and activities that students in other living situations also participate in without fear of being separated or treated differently due to their housing situations.

To access services, contact the social service specialist or principal in any Marion Community Schools building. They will be able to assist you in a confidential manner. For more information contact the Special Services Department at 765-662-2546 x.139.

TUTORING

There are several opportunities for students to get additional tutoring services within our community. For a list of resources or more details, please contact your child’s teacher or school office.
Behavior / Discipline Information
DISCIPLINE

The legislature has given administrators and teachers the authority to “take disciplinary actions instead of or in addition to suspension and expulsion that is necessary to ensure a safe, orderly, and effective educational environment.” (Indiana Code 20-33-8-25).

Marion Community Schools disciplinary procedures provide for the following levels of disciplinary consequences:

Level 1: Conference
Level 2: Intervention Options
Level 3: In-School Alternative
Level 4: Out-of-School Suspension
Level 5: Alternative Consequences/Programs
Level 6: Expulsion

Please see the Appendix A: MCS Rules, Consequences, and Supports K-12 for more information on discipline.

Further considerations and allowances can be made for students with documented special needs. Please refer to the Board Policies online at www.marion.k12.in.us for more information, or contact the MCS Special Services Department at 765-662-2546 x 139.

PBIS

PBIS (Positive Behavioral Intervention and Supports) is a prevention-oriented framework for school staff to maximize the chances for academic and social success for all students.

This language comes directly from the 1997 reauthorization of the Individuals with Disabilities Education Act (IDEA). PBIS is used interchangeably with SWPBS, which is short for “School-wide Positive Behavior Supports.” PBIS is based on principles of applied behavior analysis and the prevention approach and values of positive behavior support.

PBIS is a framework or approach for assisting school personnel in adopting and organizing evidence-based behavioral interventions into an integrated continuum that enhances academic and social behavior outcomes for all students.

PBIS IS NOT a packaged curriculum, scripted intervention, or manualized strategy.

This framework is based on research and is a prevention-oriented way for school personnel to

a. organize evidence-based practices
b. improve their implementation of those practices, and
c. maximize academic and social behavior outcomes for students.

PBIS supports the success of ALL students.
**ADMINISTRATIVE DISCRETION**

In all discipline matters, the building administrators have the authority to consider the circumstances involved in a particular situation and may increase or decrease any stated penalty. Administrators may determine disciplinary action for inappropriate behavior not specifically stated in this handbook. Students deciding to violate school rules on numerous occasions should expect harsher penalties over students violating school rules for the first time. School staff will involve security officers or law enforcement if necessary. For more information, see Appendix A: MCS Rules, Consequences, and Supports K-12.

**ALTERNATIVE SCHOOL**

An expulsion hearing examiner may recommend to the superintendent that a recommendation for expulsion be temporarily suspended providing that the student attends the Marion Community Schools Alternative School for a determined amount of time. For more information, see Board Policy 2451 online at [www.marion.k12.in.us](http://www.marion.k12.in.us).

**AUTHORITY OF SCHOOL EMPLOYEES**

Marion Community Schools is committed to maintaining a safe and suitable learning environment. Though each Marion Community Schools employee has specific assigned duties and responsibilities, every MCS employee is authorized to correct a student if the need arises. If any student is corrected by any MCS employee, whether that be faculty, administration, clerical, cafeteria, custodial, or transportation staff, the student is expected to accept such corrections.

Substitute teachers are also school employees, and all rules are enforceable by them.

**BULLYING**

Marion Community Schools will not tolerate bullying in any form. Bullying behavior toward a student whether by other students, staff, or third parties is strictly prohibited and will not be tolerated.

**DEFINITION OF BULLYING**

Indiana law (IC 20-33-8-0.2) defines bullying as aggressive behaviors that involve unwanted negative actions that are repeated over time and involve an imbalance of power or strength. Such behaviors can include:

- overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically)
- physical acts
- aggression

In bullying situations, these types of actions are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile student environment that:

- places the targeted student in reasonable fear of harm to the targeted student’s person or property.
- has a substantially detrimental effect on the targeted student’s physical or mental health;
• has the effect of substantially interfering with the targeted student’s academic performance.
• has the effect of substantially interfering with the target student’s ability to participate in or benefit from the services, activities, and privileges provided by the school.

If you suspect bullying, the best way to prompt an investigation is to report such incidents in writing to your school office. Several forms (for use by parents, targeted students, and student witnesses) are available in Appendix C: Forms, as well as at all MCS school offices and at the district’s website, www.marion.k12.in.us. Once such a form is submitted to an MCS administrator, a required investigation will begin.

Though such formal reports are the most effective, MCS understands tipsters sometimes need anonymity. That’s why we offer the MCS Hotline. MCS’s School/Student Safety Hotline is available 24 hours a day, 7 days a week. If you know of anything that threatens the safety of our students or schools please call or text message 765-997-8585, or email hotline@marion.k12.in.us.

INAPPROPRIATE ways of addressing alleged bullying that WILL NOT start a required investigation by MCS staff include:

• Posts on social media sites/feeds.
• Gossip.
• Complaints to anyone besides school staff.

All Marion Community Schools students and staff are trained annually on recognizing the signs of bullying and ways to prevent it. More information can be found in Appendix B: Parent Notices or online at www.marion.k12.in.us.

CELL PHONE / MOBILE DEVICE USAGE

Students are not permitted to use cell phones or other mobile devices during school hours in such a way that may distract from teaching and learning. Please consult the Board Policies at www.marion.k12.in.us for current rules on educational usage of mobile devices, or contact your school office for more information.

DRESS CODE POLICY

Please consult the current dress code rules online at www.marion.k12.in.us.

DUE PROCESS PROCEDURES

The Board of School Trustees of the Marion Community Schools in accordance with Indiana Code 20-27-9-1 through 20-27-9-23 provides a procedure for handling student suspensions, expulsions, and exclusions from school. School is defined as either a full day of activities or a partial day of activities. A detailed look at the procedure follows. Students and parents of the Marion Community Schools who have questions concerning these procedures should contact their building principal.

Marion Community Schools does not discriminate, deny benefits to nor exclude anyone from participation on the basis of sex, race, national origin, religion, handicap, age or color of skin.
ENFORCEMENT OF RULES AND REGULATIONS

When self-discipline fails, regulations for management of school behavior must be enforced by those directly responsible for the operation of the schools. School staff members will make every effort, individually, collectively, and co-operatively with appropriate available community resources, to help each student gain acceptable self-discipline standards. The Board of School Trustees of Marion Community Schools has this legal responsibility. The Board of School Trustees has appointed administrative personnel to carry out its policies concerning student behavior. (Board Policy 5600)

A. Time Out Room (TOR) / In-School Suspension (ISS)
TOR and ISS are disciplinary alternatives used when students fail to comply with classroom rules and/or violate specific Marion Community Schools policies. TOR and ISS do not count against attendance. Students who do not follow the rules of TOR/ISS may be suspended from school. While in ISS, students may not participate in extracurricular activities. ISS may be assigned by period or full day, depending on the grade level of the student, the seriousness of the infraction and administrator discretion.

B. After-School Detainment
Students may be detained after school but not for more than one (1) hour per day. Failure to remain for detention may result in suspension.

C. Suspension by Teacher
A teacher may exclude a student from participation in any educational function under his or her charge and supervision for a period not to exceed one (1) school day if the student is in elementary school, or up to five (5) class periods if a student is in middle, junior high or high school when a student interferes with the educational function of which the teacher is then in charge. (IC 20-33-8-9(c) and IC 20-33-8-25(b)(7))

D. Suspension by Principal
A principal may deny a student the right to attend school or to take part in any school function for a period of up to ten (10) school days in the following instances:
1. When the alleged misconduct is determined to be any of the “Grounds for Expulsion” listed in the next section.
2. No short term suspension shall be made without affording the student an opportunity for an informal hearing, except where the nature of the misconduct requires immediate removal. In such situations, the notice and informal hearing shall follow as soon as reasonably possible after the suspension.

SUSPENSION PROCEDURE

When a principal (or designee) determines that a student should be suspended, the following procedures will be followed:

1. A meeting will be held prior to the suspension of any student. At this meeting the student will be entitled to:
   a. a written or oral statement of the charges;
b. if the student denies the charges, a summary of the evidence against the student will be presented; and,
c. the student will be provided an opportunity to explain his or her conduct.

2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.

3. Following the suspension, the parent or guardian of a suspended student will be notified in writing. The notification will include the dates of the suspension, describe the student’s misconduct, and the action taken by the principal.

EXPULSION

A student may be excluded from school attendance for a period of time greater than ten (10) days if they are expelled.

1. An expulsion is:
   a. A denial of the right of a student to take part in any school function for any period greater than ten (10) school days; or
   b. Such a denial for ten (10) days or less, if the days involved constitute the balance of a then current school year unless a student is permitted to complete required examinations in order to receive credit for courses taken in their current semester or year.
   c. Any other disciplinary action which automatically prevents the student from completing within the normal time his overall course of study in any school in the school corporation. Expulsion requires a student procedural due process hearing. (See Section III)

2. The following types of student conduct constitute grounds for expulsion or suspension:
   a. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is illustrative of the type of conduct prohibited by this subdivision;
      (1) Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
      (2) Blocking the entrance of exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
      (3) Setting fire to or substantially damaging any school building or property.
      (4) Firing, displaying, or threatening use of firearms, destructive devices, or other weapons on the school premises for any unlawful purpose.
      (5) Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or educational function, or of any lawful meeting or assembly on school property.
      (6) Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any
other school personnel to conduct the educational function under his supervision.

This subdivision shall not, however, be construed to make any particular student conduct a ground for expulsion where such conduct is constitutionally protected as an exercise of free speech or assembly or other right under the Constitution of Indiana or the United States.

b. Causing or attempting to cause substantial damage to school property, stealing, or attempting to steal school property of substantial value, or repeatedly damaging or stealing school property of any value.

c. Intentionally causing or attempting to cause substantial damage to valuable property, stealing, or attempting to steal valuable private property, or repeatedly damaging or stealing private property.

d. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person.

e. Threatening or intimidating any student for the purpose of, or with intent of, obtaining money or anything of value from the student.

f. Knowingly possessing, handling, or transmitting a knife or any other object that can reasonably be considered a weapon.

g. Knowingly possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind.

Use of a drug authorized by a medical prescription from a physician is not a violation of this subdivision.

h. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function.

i. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.

j. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or educational functions.

k. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or educational functions and are validly adopted under sections 2 and 3 of this chapter.

3. Grounds for Expulsion apply when student is:
   a. On school grounds immediately before, during and immediately after school hours and at any other time when the school is being used by a school group;
   b. Off school grounds at a school activity, function, or event; or
   c. Traveling to or from school or school activity, function, or event.

4. In addition to the grounds for expulsion or suspension under subsection 3, a student may be expelled or suspended for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or educational functions.

The full text of Board Policies 5500 and 5600, addressing Student Conduct and Student Discipline, is available online at www.marion.k12.in.us. (Indiana Code 20-33-8-1 through 20-33-8-24)
EXPULSION PROCEDURE

When a principal (or designee) recommends to the superintendent (or designee) that a student be expelled from school, the following procedures will be followed:

1. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
   a. legal counsel
   b. a member of the administrative staff who did not expel the student during the current school year and was not involved in the events giving rise to the expulsion.

2. An expulsion will not take place until the student and the student's parent are given notice of their right to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure to request and to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.

3. The notice of the right to an expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the procedure for requesting the meeting.

4. At the expulsion meeting, the principal (or designee), will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student, and to present evidence to support the student's position. An attorney may not represent the student at the expulsion meeting, but the attorney may be available for consultation outside the meeting room during the course of the expulsion meeting.

5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parent.

RIGHT TO APPEAL

The student or parent has no right to appeal an expulsion decision to the school board as the school board has voted not to hear student expulsion appeals. (Board Policy 5600.01) (Indiana Code 20-33-8-18 and 20-33-8-19)

LEGAL SETTLEMENT

According to Indiana Code 20-33-8-17: “A student may be expelled if it is determined that the student’s legal settlement is not in the attendance area of the school where the student is enrolled.”

If your student is not a resident of the Marion Community Schools district but you wish to enroll him or her in Marion Community Schools, you can pick up an application at the MCS District Offices at Marion High School, 750 W. 26th St., or at any of the district’s schools. Please consult “Non-Resident Student Transfers” at www.marion.k12.in.us for MCS’s current rules on such enrollment requests.
SCOOTERS, SKATEBOARDS, HOVERBOARDS, TOYS, ELECTRONIC GADGETS

Heelies, scooters, skateboards, hoverboards, toys, and electronic gadgets such as Gameboys and MP3 players are not allowed on school property. Students who bring these items to school will have them taken away by school personnel. Parents may claim the item by contacting the school office.

SEARCH AND SEIZURE

A school administrator or designee may search a student if there is reasonable cause for the search. This search may include, but is not limited to, automobiles, pockets, purses, bags, shoes and lockers. For more information, see Board Policy 5550 at www.marion.k12.in.us.

NOTE: The rules and regulations listed in this booklet were current at the time of printing. They are subject to change as a result of Board action and/or state or federal mandates. Students and parents are responsible for following all policies set forth by the Board of School Trustees of Marion Community Schools or law. You can access all Board Policy online at www.marion.k12.in.us, or request copies of specific policies from your child’s elementary school office.
APPENDIX A:  
Marion Community Schools 
Rules, Consequences, 
and Supports K-12 

2018-2019 School Year
JURISDICTION OF SCHOOLS

Marion Community Schools students are reminded that the following MCS rules apply to them not only during school hours and on school grounds, but also from the time they leave home in the morning until they return home in the evening (whether the student is walking, driving, or riding the bus). School rules also are in effect at all school events, even those held off school property. All rules are also in effect during summer school. (IC 20-33-8-14)

Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function is prohibited, whether or not such illegal activity is specifically mentioned in the following rules.

Particularly, we note that the rules referring to cigarettes and the possession and/or use of drugs — including alcohol, marijuana, and improper use of prescription drugs — will be enforced whenever the school is responsible for the student, whether or not he or she is on school property at the time.

Students may also be subject to discipline when they commit other offenses away from school which may reasonably be interpreted as adversely affecting school climate.

Particularly, we note that bullying behavior will not be tolerated, and Indiana law mandates that schools investigate any reports of bullying behavior by staff or students.
LEVELS OF DISCIPLINARY CONSEQUENCES AND SUPPORTS

Level 1: Conference/Parent Contact

- School personnel and parent
- Conference with student

Level 2: Intervention Options

- Referral: Administration, social worker, counselor, or support staff.
- Time-out: The removal of a student from classes for one-half day or less.
- Detention: Detainment of a student for disciplinary reasons that takes place before, during or after school hours.
- School Behavior Agreement with student/parent: A written statement listing steps to be taken to improve behavior or attendance. The statement also describes the support to be provided by school staff and/or parent as well as the date when the contract will be reviewed.
- Intervention Assistance Team: A meeting of school personnel, parents, and other individuals to consider the behavior and/or progress of the student and make recommendations.
- Restricted activity: The denial of participation in school activities.
- School/community service: Assignment of student to perform school/community service.
- Saturday/evening school: Detention programs on Saturday or other non-school hours. (not covered in bullet 3 listed above)
- A combination of any Level 2 option and Level 1 conference/parent contact.
- Other options as discussed among parent, teachers, and administrators.
- Grade advancement: Board policy 5410 - please refer to the Board Policies online at www.marion.k12.in.us for full board policy.

Level 3: In-School Alternatives

- Placement of student in an in-school suspension program for one-half day or more with a parent contacted.
- Placement of a student in-school suspension program for one or more days with a parent contacted.
- Placement of a student in a specially designed in-school class or program.
- In-school community service.
- Placement as outlined above and in combination with levels 1 and 2 consequences.
- Suspension from class by the teacher – A teacher may exclude a student from participation in any educational function under that teacher’s charge and supervision for a period not to exceed one school day when a student interferes with the educational function of which the teacher is then in charge (Teacher Master Contract page 22).
- Contact BMV for the learner's permit or driver’s license to be denied. IC 20-33-2-11

Level 4: Out-of-School Suspension (1-5 days)

- Suspension with parent conference or the parent may attend school with the student for one school day.
- For each day of suspension four hours of community service may be served.
- Suspension with parent conference and contractual agreement.
- May be in combination with Levels 1, 2, and 3 consequences.
- Student Study Team (SST).
Level 5: Alternative Consequences/Programs
- Modified schedule.
- Student Study Team (SST).
- School probation with referral to social worker. School probation is a probationary period of time (to be determined on an individual basis by the teacher and administrator) in which the student must exhibit behavior free from trouble. Failure to do so will result in more severe consequences.
- School probation with referral to a community agency such as juvenile court or Safe Futures.
- School probation may be in combination with Levels 2, 3, and 4 consequences.
- Placement in alternative programs within the local school setting.
- Placement in alternative programs outside local school setting.
- Conditional school (able to attend school based upon set conditions).
- Referral for weekend at the Grant County Juvenile Detention Center.

Level 6: Expulsion Meeting/Expulsion
- Procedure with request for expulsion meeting.

RULES WITH LEVELS OF DISCIPLINARY CONSEQUENCES
- **Level 1:** Conference
- **Level 2:** Intervention Options
- **Level 3:** In-School Alternative
- **Level 4:** Out-of-School Suspension
- **Level 5:** Alternative Consequences/Programs
- **Level 6:** Expulsion

ATTENDANCE VIOLATIONS

**RULE 1**

**ATTENDANCE:** Good attendance is essential if students are to achieve and reach their potential. With a few exceptions, all children ages 7 through 17 are required by state law to attend school (Indiana Code 20-33-2).

You must be present and in attendance a minimum of 90% of school days during the school year to be eligible to participate in school functions that take place outside of normal school hours. (Examples include, but not limited to attendance/participation at: skating parties, school carnivals, sporting events, clubs, plays, productions, dances, prom, walking in graduation, etc.) The percentage will be computed at the end of each of the nine weeks starting at the beginning of the school year. The student would be unable to participate until the next nine weeks attendance is figured. First nine weeks participation will depend on the fourth nine weeks from the prior year. This includes all unexcused absences (truant, unverified, unexcused). This does not include co-curricular participation.

A. **Tardiness:** A student who comes to school within the first half of the day is considered tardy. A student who comes to school any time after the first half of the day is considered absent one-half of the day. (min. 1 max. 5 – see note listed below)

B. **Excessive Absence:** Frequent or prolonged absences that are felt to adversely affect the student’s education. (min. 1 max. 5 – see note listed below)
C. **Unexcused Absence:** Failure to report to school with an approved excuse or parent call. 
   (min. 1 max. 5 – see note listed below)

D. **Cutting Class:** Failure to report to class/school and without an approved excuse. Students are to remain on school grounds unless permission to leave is granted by the school administration. 
   (min. 1 max.5 – see note listed below)

E. **Habitual Truant:** According to the Indiana Department of Education, truancy is defined as “a student’s absence from school without the permission of a parent/guardian.” Further, Indiana Compulsory Attendance Code 20-33-2-11 “defines a child who is habitually truant as a student who is chronically absent, by having unexcused absences from school for more than ten (10) days of school in one (1) school year.” Any absence from school beyond ten (10) days requires a doctor’s note or is considered unexcused. (min. 3 max 6)

**Note:** Students who violate Rule 1 will be referred to intervention assistance teams to seek solutions to the problem. Students who do not respond to disciplinary consequences in Levels 1-3 may be referred directly to Level 5. Level 4 will be used only in rare circumstances.

**BEHAVIOR VIOLATIONS**

**RULE 2**

**REPEATED RULE VIOLATION:** Repeated violations of rules that students are expected to follow consistently. Students who continue to violate the rules will receive more severe consequences. (min.1 max. 6)

**RULE 3**

**STUDENT DRESS: MCS Dress Code Policy Discipline Procedures** - The administrator will choose an option at designated level for each offense. Students are eligible for suspension for insubordination following the 8th dress code violation. Steps will be repeated each semester.

- First Violation = Level one
- Second Violation = Level one
- Third Violation = Level two
- Fourth Violation = Level two
- Fifth Violation = Level two
- Sixth Violation = Level two
- Seventh Violation = Level three
- Eighth Violation = Level three
- Further violations will be considered insubordination

**RULE 4**

**PERSONAL PROPERTY:** A student will not use any object that has no educational purpose and may distract from teaching and learning during school hours. These items may be taken and kept until the end of the school year.

Examples include, but are not limited to:

A. **Toys:** Use of any toys, games, etc., without permission of the administration (toy weapons may result in more severe consequences, levels 1-5). (min. 1 max 2)
B. Radio or any Listening and Recording Devices: Use of radio, media player, or other electronic devices without permission of the administration. (min. 1 max 2)

C. Pagers/Cellular Telephones: Use of a telephone, pager, or similar device during school hours. (min. 1 max. 3)

**Board Policy 5501 - Student Cellular Phone/Electronic Device**

Marion Community Schools’ policies state that a student will not use during school hours any object that may distract from teaching and learning. Specifically, use of or possession of a pager / radio / listening or recording device (audio or video) or similar items during school hours is prohibited. In keeping with educational and behavioral guidelines, MCS policy herein prohibits the use of the electronic devices listed previously during school hours unless directed to do so by a teacher. Students who do not follow this policy may have items confiscated and could also be subjected to additional disciplinary consequences. Students may possess, but not use, a cellular device during school hours.

- First Offense: Parental notification and parental pick up.
- Second Offense: Parental notification and parental pick up. (Level 2 Offense)
- Third Offense: Parental notification and parental pick up. (Level 2 Offense)
- Fourth Offense: Parental notification and parental pick up. (Level 3 Offense)
- Fifth Offense: Parental notification and parental pick up; and, further disciplinary action.

Additionally, any student who refuses to surrender an electronic device to a staff member when directed or those who continue to violate this policy will receive (Level 3) disciplinary action.

D. Other: Use of any object that could disrupt the normal order of school to include, but not limited to, personal security alarms, look-alike beepers, digital cameras, laser lights or other electronic devices/toys, matches, lighters, or personal grooming items.

Electronic devices will be considered as in use if they are “on” or in sight during school hours. Items will be confiscated and may be returned to parents at the discretion of the principal/designee. (min. 1 max 3)

**RULE 5**

**MISREPRESENTATION:** A student will not lie or cheat. (min. 1 max. 4)

Examples include, but are not limited to:

A. *Altering Report Cards or Notes:* Tampering with report cards, official passes and notes in any manner, including changing grades, or forging names to excuses. (min. 1 max. 4)

B. *False Information:* Making false statements, written or oral. (min. 1 max. 4)

C. *Cheating:* Violating rules of honesty such as copying another student’s test, assignment, etc. (min. 1 max. 4)

D. *Plagiarism:* Using the work of others or published work, including electronic plagiarism. Plagiarism may cause student to fail course. (min. 1 max. 4)

**RULE 6**
**DISRESPECT:** A student will not behave in a disrespectful manner towards staff or an adult in authority. (min. 1 max. 5)

Examples of disrespectful behavior include, but are not limited to:

A. **Walking Away:** Leaving while a staff member or adult in authority is talking to the student. (min. 1 max. 5)
B. **Talking Back:** Responding orally in a rude manner to a staff member or adult in authority. (min. 1 max. 5)
C. **Inappropriate Gestures, Language and/or Actions that can be viewed as Obscene or Rude:** (min. 1 max. 5)

**RULE 7**

**INSUBORDINATION:** A student will obey the lawful direction of any staff member or adult in authority during the time the student is in school or participating in a school activity. (min.1 max.5)

Examples of insubordination include, but are not limited to:

A. **Failure to Comply with Direction or Instruction of a Staff Member or Adult in Authority:** Failure to follow any reasonable direction given by a staff member or adult in authority. (min. 1 max. 4)
B. **Refusal to Work in Class:** Failing to do assigned work in class or complete homework. (min. 1 max. 4, 5-Student Study Team)
C. **Refusal to Serve Detention:** Failure to serve detention as directed. (min. 1 max. 4, 5-Weekend Detention Center)
D. **Refusal to Participate in In-school Alternatives:** Failure to report to in-school alternatives as directed by a staff member. (min. 1 max. 4)
E. **Refusal to Report to Office:** Failure to report to the administrative office as directed by a staff member. (min. 1 max. 4)
F. **Refusal or Failure to Identify Oneself:** Failure to identify oneself when requested by a staff member or adult in charge. (min. 1 max. 4)
G. **Failure to Participate in an Alternative to Suspension Program.** (min. 1 max. 4)
H. **Failure to Comply With School Behavior Agreement.** (min. 1 max. 4)

**RULE 8**

**PROFANITY/OBSCENITY:** A student will not use profane or obscene language or make obscene gestures. (min.1 max. 4)

Examples include, but are not limited to:

A. **Swearing:** Saying anything that conveys an offensive, obscene, racially offensive or sexually suggestive message or is in poor taste for a school setting.
B. **Obscene Gestures:** Making any sign that conveys an offensive, obscene, or sexually suggestive message.
C. **Derogatory Written Materials:** Having any written material or pictures that convey an offensive, obscene, threatening, demeaning, or sexually suggestive message.
D. **Directed at Staff Member:** Writing, saying, or making gestures that convey an offensive, obscene, or sexually suggestive message toward a staff member.
RULE 9

DISRUPTION: No student may disrupt class, school, or school-sponsored event. (min. 1 max. 4)

Examples include, but are not limited to:

A. **Chronic Talking**: Repeated talking in the classroom without permission.
B. **Horse Play**: Rough or noisy play or pranks.
C. **Harassing/Teasing/Instigating**: Pestering or tormenting.
D. **Refusing to Remain in Seat**: Getting out of seat or moving seat without permission of staff member.
E. **Rude Noises**: Making any unnecessary noise.
F. **Leaving without Permission**: Leaving the classroom, building, or assigned area without obtaining approval of the teacher and/or administrator.
G. **Chronic Lack of Supplies**: Repeatedly reporting to class without necessary materials such as books, technology, or class supplies.
H. **Bus Rules**: See Transportation Guidelines.
I. **Other**: Any other action that disrupts or interferes with educational activities or the school environment.

RULE 10

THREATENING: A student will not threaten another student or staff member or other person. (min. 2 max. 5)

Examples of prohibited actions include, but are not limited to:

A. **Threats made against a Student, Staff Member, or Other Person**: Threatening to strike, attack, or harm any staff member.

RULE 11

INJURY TO OTHERS: A student will not cause or attempt to cause physical injury to other students, staff members, or others. (PK-6 min. 2 max. 6) (7-12 min. 3 max. 6)

Examples include, but are not limited to:

A. **Fighting**: Physical contact by pushing, shoving, or hitting, whether or not injury occurs, is prohibited.
B. **Shoving and/or Kicking**: Pushing and/or kicking anyone.
C. **Hitting, Biting, Spitting, or Other Conduct that causes or May Cause Injury, or Harassment to another Student or Adult**: Hitting, biting, spitting, or throwing objects at a student or adult.
D. **Throwing Objects**: Throwing any object that may cause injury in any part of the school, on school grounds, at school events, or in school vehicles.

RULE 12

IMPROPER USE OF SCHOOL TECHNOLOGY: A student will not engage in the improper use of technology. (PK-6 min. 2 max. 5) (7-12 min. 3 max. 5)

Examples include, but are not limited to:
A. Damaging or disrupting hardware or software.
B. Entering or retrieving pornographic material, inappropriate text/files (including files that may contain derogatory or inflammatory racial, ethnic, or religious slogans or symbols), or files carrying viruses.
C. Violating copyright provisions.
D. Accessing school records or another person’s information or files without permission.
E. Other improper use of equipment.

**SEVERE VIOLATIONS**

The following severe violations will result in school consequences, security staff will be notified, and police may be contacted. Parents will be notified if possible. Any violation of any state law may result in arrest.

**RULE 13**

**BULLYING** (min. 1 max 6)

1. This rule applies when a student is:
   a. On school grounds immediately before or during school hours, immediately after school hours or at any other time when the school is being used by a school group (including summer school);
   b. Off school grounds at a school activity, function, or event;
   c. Traveling to or from school or a school activity, function, or event;
   d. Using property or equipment provided by the school; or,
   e. Using data or computer software that is accessed through a computer, computer system, or computer network of the school corporation.

2. Bullying by a student or groups of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student through overt, repeated acts or gestures, including verbal or written communications transmitted, and/or physical acts committed, or any similar behavior, including instigating, is prohibited.

3. Parents or students who suspect that repeated acts of bullying are taking place should report the matter to the school principal or designee. School personnel will investigate all reports of bullying.

4. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation.

5. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.

6. All schools in the corporation are encouraged to engage students, staff and parents in meaningful discussions about the negative aspects of bullying. The parent involvement may be through parent organizations already in place in each school.

**RULE 14**
**TRESPASSING:** Entering any school property or into school facilities without proper authority. This includes any entry into school buildings, school grounds, or school activities during a period of suspension or expulsion. (min. 2 max. 6)

**RULE 15**

**GAMBLING:** Playing a game of skill or chance for money or anything of value. (PK-6 min. 4) (7-12 min. 1 max. 5)

**RULE 16**

**POSSESSION OR USE OF FIREWORKS AND/OR POSSESSION OF AMMUNITION:** This includes using or possessing any explosive amusement device or ammunition. (PK-6 min. 2 max. 4) (7-12 min. 3 max. 6)

**RULE 17**

**RECKLESS VEHICLE USE:** Using any motorized or self-propelled vehicle on or near school grounds in a reckless manner or as a threat to health and safety, or as a disruption to the educational process. (min. 4 max. 6)

**RULE 18**

**DESTRUCTION OF PROPERTY/VANDALISM:** Causing damage, vandalizing school property, or the property of others. The family will be held financially responsible for damages. (PK-6 min. 2 max. 4) (7-12 min. 4 max. 6)

**RULE 19**

**POSSESSION OF MATCHES/LIGHTERS:** Having in one’s possession matches or lighter. (PK-6 min. 2 max. 5) (7-12 min. 3 max. 6)

**RULE 20**

**TOBACCO PRODUCTS:** Possession and/or use of any tobacco product or any substance or product that is represented to be a tobacco product; including, but not limited to electronic cigarettes. Tobacco products, or any likeness thereof; and, matches/lighters will also be confiscated. (min. 2 max. 5)

**RULE 21**

**PETTY THEFT:** Assisting or participating in unauthorized control of property belonging to any school, any organization, or any individual or group without prior permission. Also, possession of stolen property, or taking or accepting stolen property generally valued at less than $250. (PK-6 min. 2 max. 4) (7-12 min. 3 max. 5)

**RULE 22**

**ELECTRONIC RELATED CRIMES:** Engaging in electronic related crimes. (PK-6 min. 2 max. 4) (7-12 min. 3 max. 6)

**RULE 23**

**INAPPROPRIATE SEXUAL BEHAVIOR:** Participating in inappropriate sexual behavior including sexual harassment or public indecency on school property, at school activities, going to or from school events, or at any time where the behavior may interfere with school purposes. (PK-6 min. 2 max. 6) (7-12 min. 4 max. 6)
RULE 24
FALSE ALARMS: False fire alarm or false emergency call. False fire alarm will result in a referral by the administration to the Marion Fire Department to write a citation. (PK-6 min. 3 max. 4) (7-12 min. 4 max. 6)

RULE 25
PORNOGRAPHIC MATERIAL: Possession, viewing, picture texting and/or distribution of pornographic material which would reasonably be considered offensive by community standards for students, which are without redeeming social value, or which contain language considered to be vulgarity or profanity. (PK-6 min. 1 max. 4) (7-12 min. 2 max. 5)

RULE 26
DISORDERLY CONDUCT: Engaging in fighting or tumultuous conduct and/or making unreasonable noise that disrupts the educational atmosphere and refusing to cease the disruption when requested. (PK-6 min. 2 max. 6) (7-12 min. 3 max. 6)

RULE 27
GROUP OR GANG INVOLVEMENT: Group or gang involvement includes, but is not limited to, group or gang-related coercion; intimidation; display of group or gang colors and paraphernalia; use of recognized group or gang signs, graffiti, related paraphernalia; and/or involvement in activity which incites any racial or ethnic group. (PK-6 min. 3 max. 6) (7-12 min. 3 max. 6)

RULE 28
HOMICIDE: Causing the death of another person, or having knowledge of another person’s intent to violate or violation of this rule and failing to report the information to a school administrator or teacher. (min. 6)

RULE 29
BATTERY: Knowingly or intentionally touching another person in a rude, insolent or angry manner. This includes causing or attempting to cause physical injury or behaving in such a way that could reasonably cause physical injury to students, staff or others. This also includes, but is not limited to, rape, molestation or criminal recklessness. (min. 5 max. 6)

RULE 30
WEAPONS: Possession, purchase, or sale of a knife, weapon, explosive, chemical agent dispenser, destructive device, or other object that can reasonably be considered a weapon. If weapons are confiscated, they will not be returned. They will be given to the proper authorities for disposal. (PK-6 min. 4 max. 6) (7-12 min. 5 max. 6)

RULE 31
ARSON: Setting fire to or damaging any school building or property, or having knowledge of another person’s violation or intent to violate this rule and failing to report the information to a school administrator or teacher. (min. 5 max. 6)

RULE 32
NARCOTICS/DRUGS: Possession, use, under the influence, and/or sale of illegal narcotics, prescription, over the counter medication or drugs such as steroids, marijuana, barbiturates,
amphetamines, alcoholic beverages, intoxicants, inhalants, or any substance that is represented to be a narcotic/drug or alcoholic beverage. This includes paraphernalia and improper use of over-the-counter medications. (min. 5 max. 6)

**Board Policy 5525 – Substance Abuse**

**Philosophy and Purpose**

The Board recognizes that the use of controlled substances and the problems associated with such use are becoming increasingly commonplace in our society and among youth. The Board believes that abuse of alcohol/drugs may lead to chemical dependency, which is a problem of major proportions in our society. The Board recognizes that chemical dependency is chronic, progressive, but treatable.

The Board believes that a penalty of suspension or expulsion is appropriate for those who choose to use or be in possession of alcohol or other illicit drugs at school or school-related functions. The Board believes that, in addition to a penalty of disposition, help should be offered to those students found to be under the influence or in possession of illicit alcohol/drugs.

Therefore, The Board mandates that students under the influence or in possession of illicit alcohol/drugs and the parent/guardian shall meet with the Director of Special Services. Help in the form of an assessment of chemical use, education, and/or further recommendations to the family for professional counseling or treatment will be the purpose of the meeting.

**Definitions**

**School-Related Activity** is defined as any school sponsored activity, athletic or otherwise.

**Controlled Substance** is defined as any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, or mood altering drug, or an intoxicant of any kind including alcoholic beverages. Such term further includes marijuana and any other substance, which is represented as being a controlled substance (look-alikes), whether in fact such substance actually is a controlled substance.

**Dealing** is defined as selling or sharing a controlled substance.

For the purposes of this policy “drugs” mean:

A. all dangerous controlled substances as so designated and prohibited by Indiana statute;
B. all chemical vapors that are misused as intoxicants;
C. all alcoholic beverages;
D. any prescription or patent drugs, except those for which permission has been granted pursuant to Board Policy 5530;
E. any substance which is represented as being a controlled substance (look-alikes);
F. any other illegal substances so designated and prohibited by law.
RULE 33
THEFT: Assisting or participating in theft, theft by force and/or theft, repeated petty theft, possession of stolen property and/or taking or accepting stolen property generally valued in excess of $250. (min. 5 max. 6)

RULE 34
FIREARMS: Possession of a loaded or unloaded firearm, taser gun, electronic stun gun, or any weapon or device that expels a projectile by the action of an explosive, or having knowledge of another person’s violation or intent to violate this rule and failing to report the information to a school administrator or teacher. (min. 6)

Possession, purchase and/or sale of any item represented to be a firearm or any weapon or device that expels a projectile by air. (min. 5 max. 6)

RULE 35
ILLEGAL CONDUCT: Involvement in any conduct on school premises during a school function or event, or on the way to and from school or at a school event, or at any time or place which violates local, state, or federal law where such conduct poses a danger to the health, welfare, or safety of students, staff, visitors, or interferes with school purposes. (min. 5 max. 6)

RULE 36
THREAT OF ILLEGAL CONDUCT: Threat of engaging in a law violation of any kind that constitutes a danger to the safety of others or is an interference with school purposes. (min. 4 max. 6)

RULE 37
INTIMIDATION: A person who communicates a threat to another person with the intent that the other person engage in conduct against his/her will, or the other person is placed in fear of retaliation for a prior lawful act. (min. 5 max. 6)

RULE 38
PROBATIONARY CONTRACT BROKEN: Violation of a level 5 probation agreement for rules 13 through 36 with consequence of 6. (min. 4 max. 6)
APPENDIX B:
Policies and Notices

2018-2019 School Year
Policy

BOARD OF SCHOOL TRUSTEES
MARION COMMUNITY SCHOOLS

STUDENTS

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BULLYING

The Board is committed to providing a safe, positive, productive, and nurturing educational environment for all its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Marion Community Schools will not tolerate bullying in any form. Bullying behavior toward a student whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse as provided herein.

Marion Community Schools defines bullying as aggressive behaviors that involve unwanted negative actions that are repeated over time and involves an imbalance of power or strength. Bullying as defined by IC 20-33-8-0.2 means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile student environment that:

1. places the targeted student in reasonable fear of harm to the targeted student’s person or property;
2. has a substantially detrimental effect on the targeted student’s physical or mental health;
3. has the effect of substantially interfering with the targeted student’s academic performance;
4. has the effect of substantially interfering with the target student’s ability to participate in or benefit from the services, activities, and privileges provided by the school.

This type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

This policy may be applied regardless of the physical location in which the bullying behavior occurred, whenever:

1. the individual committing the bullying behavior and any of the intended targets of the bullying behavior are students attending a school within a school corporation; and
2. disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of others to a safe and peaceful learning environment.

Adopted: 6/24/98, Revised: 6/24/09, 4/12/12, 8/28/13
Policy

BOARD OF SCHOOL TRUSTEES  
MARION COMMUNITY SCHOOLS  

STUDENTS  
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Marion Community Schools, in accordance with state law, has:

(1) developed and implemented bullying prevention programs for all students;
(2) established investigation and reporting procedures related to bullying; and
(3) adopted discipline rules that comply with Indiana Code guidelines.

In addition, Marion Community Schools shall provide training to the school corporation’s employees
and volunteers who have direct, ongoing contact with students concerning this policy.

The Superintendent or his designee will be responsible for administrative guidelines to enforce this
policy.

Policy References:
I.C. 20-33-8-0.2 and 20-33-8-13.5

Adopted: 6/24/98, Revised: 6/24/09, 4/12/12, 8/28/13
BULLYING: PARENT REPORT FORM

Definition of bullying: an overt, unwanted, repeated act or gesture, including written or verbal communications or images transmitted in any manner, physical acts, or any other behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other targeted student and create for the targeted student an objectively hostile school environment.

Student Name: ___________________________________________ Parent Name: ________________________________

Think about your child’s recent alleged bullying experience. Describe what happened.

1. How was he/she bullied? (You can check more than one):
   - □ Physically (for example: hit, kicked, pushed, slapped, spat on, had property taken or destroyed, etc.)
   - □ Verbally (for example: teased, mean things said, name-calling, threats)
   - □ Socially/Relationally (for example: excluded, ignored, had rumors spread, mean things said about student to others, others were encouraged not to like student)
   - □ Communication Written/Electronic (for example: others used computers, email or phone text to threaten student or make student look bad) ___at school ___outside of school

2. Is this the first time the bullying has been reported? __yes ___no.
   If not the first time, how many times has it been reported? ___
   To whom have previous reports been made? ____________________________________________________________

3. When did this bullying take place? Where? ___________________________________________________________

   Has this happened before? When? For how long? ______________________________________________________

4. Who did this to the student? __________________________________________________________

5. What was happening before the bullying started? ______________________________________________________

6. State what the bully (perpetrator) said/did: ____________________________________________________________

7. State what your student said/did: _________________________________________________________________

8. Who else was around that saw or heard this happen? _________________________________________________

9. What steps have you already taken to help in this situation? ____________________________________________

Please note: This alleged incident of bullying will be fully investigated. Sometimes, depending on several circumstances, the investigation may take several days to complete. You will be contacted once the investigation is completed.
BULLYING: STUDENT REPORT FORM

Definition of bullying: an overt, unwanted, repeated act or gesture, including written or verbal communications or images transmitted in any manner, physical acts, or any other behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other targeted student and create for the targeted student an objectively hostile school environment.

Student Name: _________________________________

Think about your recent alleged bullying experience. Describe what happened.

10. How were you bullied? (You can check more than one):
   - Physically (for example: I was hit, kicked, pushed, slapped, spat on, had property taken or destroyed, etc.)
   - Verbally (for example: I was teased, mean things were said to me, I was called names, I was threatened)
   - Socially/Relationally (for example: I was excluded, ignored, had rumors spread about me, mean things said about me to others, others were encouraged not to like me)
   - Communication Written/Electronic (for example: others used computers, email or phone text to threaten me or make me look bad) ___at school ___outside of school

11. Is this the first time the bullying has been reported? __yes ___no.
   If not the first time, now many times has it been reported? ___
   To whom have previous reports been made? _________________________________

12. When did this bullying take place? Where? _________________________________
   Has this happened before? When? For how long? _________________________________

13. Who did this to you? _________________________________

14. What was happening before the bullying started? _________________________________

15. State what the bully (perpetrator) said/did: _________________________________

16. State what you said/did: _________________________________

17. Who else was around that saw or heard this happen? _________________________________

18. What made you decide that you needed to deal with your bullying situation? _________________________________

19. What did you do when this happened? How well did it work?
   (check all that apply)
   - I ignored it.  Did not work  Worked a little  Worked really well
   - I asked the perpetrator to stop.  Did not work  Worked a little  Worked really well
   - I told my parents / other adult relative.  Did not work  Worked a little  Worked really well
   - I told my brother or sister.  Did not work  Worked a little  Worked really well
   - I told an adult at school.  Did not work  Worked a little  Worked really well
   - I fought back verbally.  Did not work  Worked a little  Worked really well
   - I fought back physically.  Did not work  Worked a little  Worked really well
   - I got someone to help stop it.  Did not work  Worked a little  Worked really well
   - I stood up to the person doing it.  Did not work  Worked a little  Worked really well
   - I made a joke of it.  Did not work  Worked a little  Worked really well
   - I got back at them later.  Did not work  Worked a little  Worked really well
   - I distracted the bully.  Did not work  Worked a little  Worked really well
   - I did not do anything.  Did not work  Worked a little  Worked really well
   - Other: _________________________________  Did not work  Worked a little  Worked really well
BULLYING: STUDENT WITNESS REPORT FORM

BUILDING: ___________________________________

Person reporting bullying: ________________________________  □ I’d like this report to be anonymous

Today’s date: __________ Classroom teacher of person being bullied: ______________________________

WHEN did the bullying happen? _________________________________________________________________

WHO do you think was bullied? ____________________________________________ What GRADE? __________

WHO do you think doing the bullying? ______________________________ What GRADE? __________

Type of bullying (check all that apply):

□ Called mean names  □ Excluded  □ Took or damaged something
□ Threatened  □ Hit, kicked, punched  □ Told lies / spread rumors
□ Cyberbullying (online/email/text, etc.)  □ Racial/offensive comments

Where the bullying happened (check all that apply):

□ Hallway  □ Cafeteria  □ Classroom  □ Bus stop
□ Playground  □ Bathroom  □ Going to/from school  □ On the bus
□ Online/email/text

Is this the first time this has occurred?  □ Yes  □ No  □ Don’t know

Have you filed a Student Bullying Report before?  □ Yes  □ No

Who has been told about the incident / saw what happened? (check all that apply):

□ Teacher  □ Principal  □ Friend  □ Parent/guardian
□ Assistant principal  □ Students  □ Counselor  □ Nobody yet

Any other information you would like to share?
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________

Please give this form to your counselor, teacher, or another Marion Community Schools staff member.
Thank you for making this report.
ALLEGED BULLYING INCIDENT REPORT FORM (STAFF)

Date: _____ Time: ____ School: _____________ Room/Location: _________ Adult Completing Form:____________________________

Student(s) Initiating Bullying: ________________________________________________ Grade: ____ Teacher__________Counselor_________Administrator__________

Student(s) Affected: ________________________________________________ Grade: ____ Teacher__________Counselor_________Administrator__________

Student Witness(es): ________________________________________________ Grade: ____ Teacher__________Counselor__________Administrator__________

(Attach additional paper if necessary)

Type of Bullying Alleged (check all that apply):
Verbal _____ Social/Relational _____ Written Communication/Electronic _____ Physical_____

Check all spaces below that apply. Adult identified inappropriate behavior as:

______ Cyberbullying _____________ Inappropriate touching _____________ Stealing
______ Damaging property _____________ Intentional exclusion _____________ Spitting
______ Demeaning comments _____________ Intimidation / extortion _____________ Taunting / ridiculing
______ Name calling _____________ Ongoing issue/multiple Incidents _____________ Text
______ False Reporting _____________ Sexting _____________ Threatening
______ First Time Incident _____________ Shoving / pushing _____________ Writing / graffiti
______ Flashing a weapon _____________ Stalking _____________ Other________________________
______ Hitting / kicking _____________ Staring / leering
______ Inappropriate gesturing

Describe the incident: ________________________________________________

(Attach additional paper if necessary)

Physical evidence:

______ Graffiti _______ Websites/social network _______ Text Message
______ Notes _______ Voice Message _______ Other________________________
______ Email _______ Video/Audio Recording

— BELOW FOR ADMINISTRATOR USE ONLY —

Incident identified as bullying: ____yes _____no. If no, why (conflict, one-time/first incident, etc.)?:_________________

If yes, why (check all that apply)?: ____one-sided ____repeated ____imbalance of power ____on purpose ____unwanted

Determined by counselor, social worker, or principal (name):____________________________________________________________

If yes, administrator assigned:_________________ _______ ____________________________

Parent(s) of target(s) contacted? Date:______ Time:______ Parent(s) of perpetrator(s) contacted? Date:______ Time:______

Coded in Discipline _______ Coded in Discipline _______ Code used: ______

Follow-up required within one school week. Date of follow-up with perpetrator: ______ Initials: ______

Intervention/Comments:________________________________________________________

Date of follow-up with target: ______ Initials: ______

Intervention/Comments:________________________________________________________
COMPLAINT PROCEDURES (TITLE IX, TITLE VI, SECTION 504)

The person who believes he/she has a valid basis for grievance shall file the grievance with the appropriate coordinator (names are on file at each school), who shall in turn investigate the complaint and reply with an answer to the complaint. He/she may initiate formal procedures according to the following steps:

Step 1: A written statement of the grievance signed by the complainant shall be submitted to the appropriate coordinator. The coordinator shall investigate the matters of the grievance and reply in writing to the complainant.

Step 2: If the complainant wishes to appeal the decision of the local coordinator, he/she may submit a signed statement of appeal to the Superintendent of Schools. The superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant.

Step 3: If the complainant remains unsatisfied, he/she may appeal through a signed written statement to the Board of Education within five (5) business days of receipt of the superintendent’s response in step two. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representative within forty (40) days of the receipt of such an appeal. A copy of the Board’s disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting.

Step 4: If at this point the grievance has not been satisfactorily settled, further appeal may be made to the agency listed below:

Region V - Chicago (Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin)
   Valerie Morgan-Alston, Regional Manager
   Office for Civil Rights
   U.S. Department of Health and Human Services
   233 N. Michigan Ave., Suite 240
   Chicago, IL 60601
   Voice Phone: (312) 886-2359
   FAX: (312) 886-1807

Students who have a physical or mental impairment, which substantially limits the opportunity to benefit from an education, are entitled to accommodations under Section 504 of the Rehabilitation Act of 1973 and/or the American Disabilities Act.
   Compliance Officer: (Phone 662-2564 - Ext. 130)

Title IX insures an equal education, non-discriminatory school environment, and non-discriminatory practices regardless of sex. This includes freedom from sexual harassment.
   Compliance Officer: (Phone, 662-2546 - Ext. 104)

Title VI prohibits discrimination based on race, color, and national origin, including limited English proficiency.
   Compliance Officer: (Phone, 662-2546 - Ext. 104)
RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection, and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):
  1. Political affiliations or beliefs of the student or student’s parent;
  2. Mental or psychological problems of the student or student’s family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or parents; or
  8. Income, other than as required by law to determine program eligibility.

- Receive notice and an opportunity to opt a student out of:
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

- Inspect, upon request and before administration or use:
  1. Protected information surveys of students;
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Marion Community Schools will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collections, disclosure, or use of personal information for marketing, sales, or other distribution purposes.
Marion Community Schools will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Marion Community Schools will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey.

Marion Community Schools will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys.

Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:  
**Family Policy Compliance Office**  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5901
Policy

BOARD OF SCHOOL TRUSTEES
MARION COMMUNITY SCHOOLS

STUDENT DIRECTORY INFORMATION

The school corporation may release certain “directory information,” which means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information shall not be provided to any organization for profit-making purposes. The Superintendent or Superintendent’s designee may allow access to a school campus or students’ directory information to organizations that make students aware of educational or occupational options, to comply with law enforcement officials and/or to comply with Federal or State Law.

The Board designates as student directory information: a student’s name; address; telephone number; date and place of birth, eye and hair color; gender; photograph; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; the most recent education agency attendance by student; listing on honor roll; scholarships; videotape not used in disciplinary matter; general corporation news information, student work display at the discretion of the teacher if no grade is displayed.

A parent or eligible student who desires to object to disclosure of any or certain of the categories of directory information should request form (Denial of Permission to Release Certain Directory Information Without Prior Written Consent) from the superintendent’s office. An objecting parent or eligible student may use this form to deny consent for release of all directory information, or the parent or eligible student may selectively deny consent by circling those categories of directory information the parent or eligible student does not wish released.

Building principals shall ensure that parents and eligible students are informed of their right to object to the release of directory information and that they have fourteen (14) calendar days from the date of receipt of the Annual Notice to Parents and Students of Their Rights Concerning Education Records in which to file an objection.

Adopted:
DENIAL OF PERMISSION TO RELEASE CERTAIN DIRECTORY INFORMATION WITHOUT PRIOR WRITTEN CONSENT

I, ______________________________ (Parent's Name), hereby request that the following information NOT BE RELEASED for my child, ____________________________________, grade _______.

☐ Student's Name
☐ Address
☐ Telephone Number
☐ Date and place of birth
☐ Eye and hair color
☐ Gender
☐ Photograph
☐ Major field of study
☐ Participation in officially recognized activities
☐ Height and weight
☐ Membership of any athletic team
☐ Dates of attendance
☐ Date of graduation
☐ Awards received
☐ Most current education agency attendance by student
☐ Listing on honor roll
☐ Scholarships
☐ Videotape not used in disciplinary matter
☐ General corporation news information
☐ Student work display at the direction of the teacher if no grade is displayed

Date: _______________________

Completed form should be turned in to the building principal’s office.
Dear Parents and Guardians:

In accordance with the Elementary and Secondary Education Act, Section 1111(h)(6) PARENTS’ RIGHT TO KNOW, this is a notification from Marion Community Schools to every parent of a student in a Title I school that you have the right to request and receive information in a timely manner regarding the professional qualifications of your student’s classroom teachers. This information regarding the professional qualifications of your student’s classroom teachers shall include the following:

- If the teacher has met state qualification and licensing criteria for the grade level and subject areas taught;
- If the teacher is teaching under emergency or temporary status in which Indiana qualifications and licensing criteria are waived;
- The teachers baccalaureate degree major, graduate certification, and field of discipline; and
- Whether the student is provided services by paraprofessionals, and if so, their qualifications.

If at any time your student has been taught for four or more consecutive weeks by a teacher that is not highly qualified, you will be notified by the school of this information.

If you have questions or concerns, please feel free to contact the school principal. You can also contact me at 765-662-2546 ext. 132.

Sincerely,

Michele Smith
Director of Elementary Education / Title I Administrator
TO: Parents of Marion Community Schools students  
FROM: Brad K. Lindsay, Superintendent  
SUBJECT: Care of students during an emergency

This letter is intended to inform parents of plans for the care of students during an emergency situation.

Disasters can come without warning. According to policy established by the Board of School Trustees, the Superintendent of Schools is vested with the authority to temporarily close the schools when he/she feels that conditions warrant such action. These emergency conditions may be classified into the following categories:

1. Extreme weather conditions involving snow, tornado, flood, or earthquake
2. Fire or explosion
3. Loss of electrical power, water, or heat
4. Any man-made disaster

In the event of an extreme emergency, Marion Community Schools will provide as much information as possible via available channels, including our website, social media, local media outlets, and School Messenger. It is very important that all parents/guardians review their emergency contact information regularly, to make sure that your school has current information and an up-to-date emergency phone number.

The following plan has been adopted by school administrators to guide the action of school personnel in the event of an emergency when classes are in session:

**AN EMERGENCY DURING SCHOOL HOURS**

A. In the event of a storm warning, tornado alert, or other serious weather conditions, children will be retained at school. If severe storm warnings come at the time school is normally dismissed, the principal will use his/her discretion regarding the release of students. (When a tornado warning is in place, students will be held in shelter. Staff members will also be in shelter and supervising / directing / acting as needed. If a tornado warning comes near usual dismissal time, dismissal will be delayed and students will be held in shelter until the warning expires or is lifted. If buses are on the road when a tornado warning is issued, they will comply with Transportation Department procedures and instructions, with the priority of getting all involved to the safest place possible as quickly as possible. School buildings are among the safest spaces during a severe storm. Any parents or visitors on school property at the time of a severe weather warning are encouraged to come inside and shelter with us.)

B. If children know their parents are not at home, and if arrangements have not been made for an emergency home with neighbors, the children involved should remain at school until the emergency condition subsides.

C. Parents should advise their children of the home to go to in the event school is dismissed under emergency conditions when they (the parents) are not at home. Parents are encouraged to make these arrangements in advance with the party involved.

D. The Superintendent will notify the building principals and news media if the children are to be sent home in an emergency. However, if lines of communication are not in operation, the building principal will use his/her judgment in determining when the school is to be closed under emergency conditions. If the principal decides to release students, he/she will then notify the Superintendent or his/her representative, if possible, who will in turn inform the news media.
TO: Parents and eligible students  
FROM: Brad K. Lindsay, Superintendent  
SUBJECT: Family Educational Rights and Privacy Act of 1974; Public Law 93-568  

On January 2, 1975, Public Law 93-568 was signed by the President. In summary, the law provides that parents have the right to inspect and review the “education records” of their children and to have a hearing to correct inaccurate or misleading information in such records. Parents have the right, also, to insert into such records a written explanation respecting the content of such records, files, documents, and other materials which contain information directly related to a student that are maintained by the schools.  

The law forbids access to or release of education records or information contained in education records without written consent of parents, except to school officials who have “legitimate educational interest,” officials of other school systems where a transfer is made, and certain representatives of the state and federal government with various limitations.  

School systems are required to notify parents and to notify students who are eighteen (18) years of age or are attending an institution of post-secondary education of their rights under the Act. The rights of parents under this Act extend until the student is eighteen (18) years of age or is enrolled in a post-high school institution; thereafter, only the student may exercise the rights under the Act. Such students are called “eligible students.”  

In addition, high school juniors and seniors are considered “eligible students” in matters related to employment and post-high school educational planning and shall be accorded, in these matters only, the same rights as other “eligible students.” Therefore, juniors and seniors may give written permission for the release of their education records in pursuing education beyond high school or for employment purposes.  

The Marion Community Schools maintain the following types of student records: personal data, academic, attendance, health, and psychological data when students have been tested with parental consent. School principals are the officials responsible for education records of students enrolled in their buildings. Certified employees of the school corporation are allowed access to education records for purposes related to instruction of student.  

Procedures under which parents and eligible students may challenge the content of education records have been adopted by the Board, and include the right to inspect records at the school in which a student is enrolled, and an appeal process.  

Parents and eligible students may obtain copies of education records by paying a fee to cover reproduction costs.  

Certain data, called “directory information,” is released by the school corporation without parental consent. This information includes name, address, telephone listing, date and place of birth, major fields of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received, honor rolls, and most recent educational agency or institution attended by the student. Parents may inform the school corporation within a reasonable period of time that any or all of the above information should not be released without prior parental consent of their students.  

The Board of School Trustees has adopted a policy, number 8330, to implement the provisions of this Act. A copy of this policy and the Act are on file and available for inspection in each school building of this Corporation.
PARA: Padres y Estudiantes Elegibles
DE: Brad K. Lindsay, Superintendent

ASUNTO: Derechos Educacionales de la Familia y Acta Privada del 1974; Ley Publica 93-568

En enero 2, 1975, la ley publica 93-568 fue firmada por el Presidente. En resumen, la ley provee que los padres tienen el derecho de inspeccionar y revisar los registros escolares de sus hijos y pueden tener una entrevista para corregir cualquier información que no este correcta en estos registros. Los padres, también, tienen el derecho de añadir, por escrito, cualquier información, que ellos crean sea necesaria para estos registros escolares.

La ley, prohíbe acceso o la libertad de enseñar estos registros escolares o información sin el consentimiento escrito por los padres del estudiante, excepto al personal autorizado en la escuela donde el cambio se efectuara; y también al personal autorizado del Estado o agencia federal, pero esto será con algunas limitaciones.

El Departamento de Educación requiere que los padres sean notificados y notifiquen que los estudiantes de diez y ocho anos (18) atendiendo una institución de educación secundaria, sean notificado de esta ley. El derecho de los padres bajo esta ley se extiende hasta que el estudiante cumpla diez y ocho anos o este matriculado en el colegio o la universidad, después de esta fecha, solamente el estudiante es el que tiene el derecho. A estos estudiantes se les llaman “estudiantes elegibles.”

También los estudiantes de segundo y tercer ano de escuela superior son considerados “estudiantes elegibles,” en materias relacionadas hacia empleo, como si fueran “estudiantes elegibles.” En conclusión, los estudiantes en tercer y cuarto ano de escuela superior pueden dar un permiso escrito para hacer accesible sus registros escolares si es que piensan seguir otros estudios o para conseguir trabajo.

El Sistema Escolar en Marion mantiene los siguientes tipos de registros escolares: datos personales, académicos, asistencia, salud, y psicología, todos estos datos son mantenidos si los padres han firmado un consentimiento, para que los niños puedan ser examinados. El principal de la escuela es el responsable de los datos académicos de los niños matriculados en la escuela. Los empleados autorizados de la escuela también tienen acceso a los datos académicos, pero solamente para asuntos relacionados con la instrucción del estudiante.

Procedimientos bajo el cual padres y estudiantes elegibles pueden demandar el contenido de estos datos académicos, han sido aceptado por la Junta, e incluye el derecho a inspeccionar cualquier dato académico en la escuela donde el estudiante esta matriculado, y se puede apelar el proceso.

Padres y estudiantes elegibles pueden obtener copias de estos datos académicos pagando una cantidad mínima, para cubrir gastos.

Algunos datos llamados “información general” la escuela los puede dar sin la autorización paternal. Estos datos consisten del nombre, dirección, numero de teléfono, día y sitio de nacimiento, clase de estudios, participación en cualquier clase de actividad escolar, peso, estatura si pertenece a un equipo deportivo, días presentes en la escuela, honores o menciones honoríficas recibidas y el nombre de la ultima escuela en donde el estudiante estuvo. Padres deben informas a la escuela con bastante tiempo por anticipado si esta información no se puede dar sin el consentimiento paternal.

La Junta de Administradores adopto esta póliza, numero 8330 para implementar algunas provisiones de esta ley. Copia de esta Póliza y Acta se encuentra en los archivos y puede ser inspeccionada en cualquiera de las escuelas de esta comparación.
PUBLIC MEDIA RELEASE OPT-OUT NOTICE

Occasionally students attending Marion Community Schools may be photographed and/or quoted for the corporation’s use in newspaper stories, school publications, and/or the corporation’s web page (www.marion.k12.in.us).

If you DO NOT wish for your child to be photographed and/or quoted please contact your child’s principal.

Allen Elementary
664-7355
Justice Marshall Intermediate School
664-0507
Marion Regional Career Center
664-9051

Frances Slocum Elementary
664-0589
McCulloch Junior High School
674-6917

Kendall Elementary
662-7364
Marion High School
664-9051

Riverview Elementary
662-2427

Little Giants Preschool
651-2080
STUDENT INTERNET OPT-OUT NOTICE

Marion Community Schools is pleased to offer its students access to the Internet. The Internet is an electronic highway connecting hundreds of thousands of computers and millions of individual users all over the world. This computer technology will help propel our schools through the communication age by allowing students and staff to access and use resources from distant computers, communicate and collaborate with other individuals and groups around the world, and significantly expand their available information base. The Internet is a tool for life-long learning.

However, families should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. In addition, it is possible to purchase certain goods and services via the Internet which could result in unwanted financial obligations for which a student's parent or guardian would be liable.

While the District's intent is to make Internet access available in order to further educational goals and objectives, students may find ways to access other materials as well. Even though the District institutes technical methods or systems to regulate student's Internet access, those methods could not guarantee compliance with the District's acceptable use policy. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Toward that end, Marion Community Schools makes the District's complete Internet policy and procedures available via its website: http://www.marion.k12.in.us/policies.cfm

Please contact your child’s principal, if you wish for your child NOT to be given access to the Internet. Alternative activities will be made available to them.

Allen Elementary 664-7355
Justice Marshall Intermediate School 664-0507
Marion Regional Career Center 664-9051
Frances Slocum Elementary 664-0589
McCulloch Junior High School 674-6917
Kendall Elementary 662-7364
Marion High School 664-9051
Riverview Elementary 662-2427
Little Giants Preschool 651-2080
Marion Community Schools
Computer, Network, and Internet
Acceptable Use and Safety Agreement

MCS Network and Internet Access - Marion Community Schools (MCS) network access is provided to MCS students, employees, volunteers, and university placed students, subject to the terms and conditions found in this document. The purpose of the access is to facilitate communications in support of research and education. Students utilizing MCS networks and Internet access must first have the permission of and be supervised by MCS’s professional staff. MCS does filter Internet access to limit access to material that would violate the terms of this policy, but these technical means are not a foolproof means of enforcing these provisions. Parents and guardians have the option of requesting for their children alternative activities not requiring Internet use. Such a request is to be submitted to the building principal in writing.

Per Federal guidelines, the Corporation recognizes its responsibility to educate students regarding appropriate behavior on social networking and chat room sites and about cyber bullying. Students shall be provided instruction about appropriate online behavior, including interacting with other individuals on social networking and chat rooms sites and cyber bullying. The Curriculum Department of MCS shall be responsible for executing and insuring that this training takes place during each school year.

Filtering Software - All devices connected to the District’s network, either district owned or personal, will be subject to MCS internet filtering. Attempts to circumvent this filtering may result in disciplinary action.

Devices that contain District data - All devices (district owned or personal) that contain district data must be password protected. District data includes, but not limited to: All student information, Staff information, Student and Staff files, District email, and district financial information.

Privileges - The use of Network/Internet is a privilege, not a right, and inappropriate use may result in cancellation of those privileges. The Superintendent or designee reserves the right to monitor all activity on the system and to inspect any files, including email, stored on the system. Users of the Network provided by the Marion Community School Corporation shall have no expectation of privacy in the material generated or received as a result of system access through this policy. Use of the MCS Network and provided Internet must be in support of education and research that is consistent with the educational objectives of the Marion Community School Corporation. This applies to all district owned devices as well as any and all personal devices connected to the Corporation’s network.

School Email - All school business should be communicated through the use of school provided email.

Adoption Date: 5/14/2002, Revised: 5/23/2007, 3/21/2012, 6/13/12, 2/26/14, 6/13/17
Policy

BOARD OF SCHOOL TRUSTEES
MARION COMMUNITY SCHOOLS

PROPERTY 7540/page 2 of 4

Unacceptable Uses - Unacceptable use includes, but is not limited to:

1. Access, upload, download, or distribute defamatory, abusive, obscene, profane, sexually
   oriented, threatening, harassing, racially offensive, illegally discriminatory, or other illegal
   materials.
2. Violation of any local, state, or federal statute, rule, regulation, code, ordinance, or other
   authority.
3. Vandalizing, damage, or tampering with technical equipment.
4. Access another person’s materials, information, or files without permission of that person which
   includes logging in as another person.
5. Violate copyright, or otherwise using another person’s intellectual property without his or her
   prior written approval.
6. Violate any district code of conduct.
7. Installation of or connection to any software or hardware.
8. Use of the Network in such a way that would disrupt the use of the Network by other users; this
   includes sending “chain” messages.
9. Use of the Network for commercial activities, product advertisement, or political lobbying.
10. Commit the School Corporation to any unauthorized financial obligation.
11. The download of any form of executable files, shareware/ freeware programs. This includes, but
    is not limited to: weather programs, IE toolbars, iTunes (and other such programs), stock
    tickers, and desktop search programs (ie. Google desktop search).
12. Modifying computer systems in any way – including moving computers, without written
    approval from the building principal and Technology Supervisor.
13. Any use not in support of education and/or research consistent with the educational objectives of
    MCS.
14. Excessive personal Internet usage.

Installations -
All installations of software and hardware are subject to these requirements. Software or hardware found on
MCS computers or networks in violation of this policy will be removed immediately, reported to the building
principal and Technology Department.

Software - License requirements regarding the method and number of installations for all software
programs will be strictly followed. Software may only be installed on student devices by MCS
technology staff, and only under the following conditions:

1. License requirements are met.
2. Software is approved by a building principal Instructional Services Department, and the
   Technology Supervisor.
3. Original program media and licensing information are kept in the possession of technology
department personnel.

Staff will be permitted to load additional applications on MCS owned devices as long as they do so in
accordance with the district’s Acceptable Use Policy and the additional applications do not limit or
interfere with the instructional process.

Hardware - MCS reserves the right to deny non-MCS hardware and peripherals the ability to connect
to MCS computers or network. Approval may be required by the building principal and the Technology
Department. This includes, but is not limited to, computers, printers, cameras, routers and wireless
access points.

Adoption Date: 5/14/2002, Revised: 5/23/2007, 3/21/2012, 6/13/12, 2/26/14, 6/13/17
Policy

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Vandalism -
Vandalism includes, but is not limited to, defacing, disassembling, or destroying any part of the computer hardware, software, or software settings, attempting to destroy or harm data. This includes, but is not limited to, the uploading or creating of viruses. Payment for the repair or replacement of damaged hardware or for services needed to undo software changes may be required of the offender.

Privacy -
Users should not expect that any files or messages stored on any school-based computer or network server will be private. The Technology Department, Network Administrator and building principals may review files and messages to maintain system integrity and to ensure that users are acting responsibly.

Network Etiquette -
Users are expected to abide by the generally accepted rules of Network Etiquette. These include, but are not limited to, the following:

1. Do not be abusive in your messages to others.
2. Do not swear, use vulgarities, or any other inappropriate language.
3. Do not reveal your personal home address or phone number, or those of students or colleagues.
4. E-mail is not guaranteed to be private. Staff members who maintain the e-mail system have access to all mail.
5. Do not use the Network in a way that would disrupt the use of the Network by others.
6. Do not send or transmit any message or communication of any kind which contains or implies any threat of harm, violence, or illegal behavior, or which advocates such acts.

Corporation-Provided Mobile Technology -

1. Overview
MCS may provide mobile technology (laptops, tablets, iPads) to staff members and/or students to be used at school and off MCS property. The purpose of such mobile technology is to provide opportunities for collaboration within the school corporation and to provide tools to work at home on school-related materials. The corporation-provided mobile technology is not to be considered as personal property. It is corporation-owned property and should be treated accordingly. The following guidelines have been established for use.

2. Purpose
   a. Mobility for moving from room to room, within the building or around MCS schools using the wireless network.
   b. Professional development/collaboration purposes, and/or school related assignments.
   c. Use at home for educational productivity.

3. Educational Use
   a. While at school, staff and students will ensure that the mobile device is always kept secure when not in use.
   b. Mobile devices can print to the assigned network copier/printer, but are not able to print to any others in the building or district.
   c. Periodically, the mobile device must remain at school for necessary updates. Advanced notice will be given along with an approximate timeframe for such work. Updates/maintenance may occur during the school year or during summer months as needed.

Adoption Date: 5/14/2002, Revised: 5/23/2007, 3/21/2012, 6/13/12, 2/26/14, 6/13/17
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4. Home Use
   a. Mobile devices are to be used only by staff or student; other family members may not use the school-owned mobile device.
   b. If a mobile device has performance issues, then files may need to be erased and the device reformatted. Because of this potential fix, any information saved to the mobile device will be lost unless it has been backed-up to and external memory source.
   c. Personal files (pictures, videos, music, documents, etc) may be saved to the mobile device, but should be backed up to an external memory device.
   d. If accessing the Internet from home on the mobile device, filtering is not provided by MCS and is the responsibility of the user.
   e. The Technology Staff does NOT support home or personal use, including but not limited to: troubleshooting home internet service provider issues, installing personal software, printers, or providing access to non-educational websites.

5. Liability
   a. MCS Staff and Students are responsible for maintaining and securing confidential files that may be stored on the mobile device.
   b. MCS Staff and Students may be financially responsible for the replacement cost of the mobile device or its accessories if damaged or stolen.
   c. MCS is not responsible for damages resulting from the use of the mobile device, which includes, but not limited to: home service interruption, spread of viruses to other personal mobile devices and loss of personal data.

Disciplinary Consequences: Any violation of the aforementioned expectations will result in appropriate disciplinary action – up to and including termination.

Disclaimer
Any violation of District policy and rules may result in loss of District-provided access to the Internet. Additional disciplinary action may be determined at the building level in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved.

Marion Community Schools makes no warranties of any kind, neither expressed nor implied, for the Internet access it is providing. The District will not be responsible for any damages users suffer, including, but not limited to, loss of data resulting from delays or interruption in service. The District will not be responsible for the accuracy, nature, or quality of information stored on District hard drives or servers; nor for the accuracy, nature, or quality of information gathered through District-provided Internet access. The District will not be responsible for personal property. The District will not be responsible for unauthorized financial obligations resulting from District-provided access to the Internet.

Staff members accessing the Internet through the Corporation’s computers/network assume personal responsibility and liability, both criminal and civil, for their own unauthorized or inappropriate use of the Internet.

FCC 11-125

Adoption Date: 5/14/2002, Revised: 5/23/2007, 3/21/2012, 6/13/12, 2/26/14, 6/13/17
Policy

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CORPORATION WEB PAGE

The Board authorizes the creation of web sites by employees and students of the Corporation to be published on the World Wide Web. The creation of web sites by students must be done under the supervision of a professional staff member. These web sites must reflect the professional image of the Corporation, its employees, and students. The content of all pages must be consistent with the Corporation’s Mission Statement.

The purpose of such web sites is to educate, inform, and communicate. The following criteria should be used to guide the development of such web sites.

A. Educate

Content provided in web sites should be suitable for and usable by students and teachers to support the curriculum and Corporation’s Objectives as listed in the Corporation’s Strategic Plan.

B. Inform

Content may inform the community about the school, teachers, students or departments, including information about curriculum, events, class projects, student activities, and departmental policies.

C. Communicate

Content may provide an avenue to communicate with the community.

The information contained on the web site should reflect and support the Corporation’s Mission Statement, Educational Philosophy, and the Academic Improvement Process.

The Board shall permit the use of educational materials, programs, and equipment which contains commercial messages providing the content of such messages and the manner of presentation has been approved by the Superintendent or designee and is in compliance with Board Policy and Administrative Guidelines.

Parent/Guardian permission must be obtained before use of a photograph, or before displaying personal or contact information relating to a student. Student’s first name only may be used on the corporation web page. Students who want their class work to be displayed on the Board’s web site must have written parent permission and expressly license its display without cost to the Board.

All links included on the pages must also meet the above criteria and comply with State and Federal law (e.g. copyright laws, Children’s Internet Protection Act).

Pages should reflect an understanding that both internal and external audiences will be viewing the information.

The Corporation retains all proprietary rights related to the design of web sites and/or pages that are hosted on the Corporation’s servers.
Policy

BOARD OF SCHOOL TRUSTEES
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CRIMINAL GANCS AND CRIMINAL GAN ACTIVITY IN SCHOOLS

The Board of School Trustees of the Marion Community School Corporation prohibits gang activity and similar destructive or illegal group behavior on school property, on school buses, and/or at school-sponsored functions and prohibits reprisal or retaliation against individuals who report gang activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or other people with reliable information about an act of gang activity and similar destructive or illegal group behavior.

The following definitions apply to this policy:

Criminal Gang means a group with at least three (3) members that specifically:
1. either:
   a. promotes, sponsors, or assists in; or
   b. participates in; or
2. requires as a condition of membership or continued membership; the commission of a felony or an act that would be a felony if committed by an adult or the offense of battery.

Gang Activity means a student who knowingly or intentionally actively participates in a criminal gang, or a student who knowingly or intentionally solicits, recruits, entices, or intimidates another individual to join a criminal gang.

Per state law, a school employee shall report any incidence of suspected criminal gang activity, criminal gang intimidation, or criminal gang recruitment to the principal and the school safety specialist. The principal and the school safety specialist may take appropriate action to maintain a safe and secure school environment, including providing appropriate intervention services. Appropriate consequences and remedial actions are those that take into consideration the severity of the offenses and consider both the developmental ages of the student offenders and the students' histories of inappropriate behaviors per the code of conduct.

Any corporation and school employee who promptly reports an incident of suspected gang activity and who makes this report in compliance with the school corporation procedures is immune from a cause of action for damages arising from any failure to remedy the reported incident.

The principal or designee shall conduct a thorough and complete investigation for each report of suspected gang activity. The investigation shall be initiated by the principal or the principal's designee within one school day of the report of the incident. The principal may appoint additional personnel and request the assistance of law enforcement to assist in the investigation. The investigation shall be completed and the written findings submitted to the principal as soon as possible, but not later than five school days from the date of the report of the alleged incident of criminal gang activity.

Adopted:
CALL THE GIANT
Stay Safe Speak Up
You have the power to make a difference in our schools.

Contact the Marion Community School Hotline if you know of anything that threatens the safety of our students or schools.

Confidential - 24 hours / 7 days a week

Marion Community School Hotline

Phone Number: 765 997-8585
Text Message: 765 997-8585
E-Mail: HOTLINE@MARION.K12.IN.US
APPENDIX C:
Forms

2018-2019 School Year
HANDBOOK RECEIPT

All Marion Community Schools student handbooks are available to view online at www.marion.k12.in.us. The student handbook contains important information from your school and the district regarding:

- rules, expectations, and discipline policies and procedures
- academic information
- student/school safety and emergency/disaster policies and procedures / safety hotline
- bullying prevention and reporting forms
- health/immunization requirements and policies
- attendance / scheduling information, rules, and policies
- transportation information, rules, and policies
- student services information, including meals, before- and after-school care, and more
- rights under the Protection of Pupil Rights Amendment (PPRA)
- Title I / Parents’ Right to Know
- Family Educational Rights and Privacy Act (FERPA)

If you do not have personal Internet access at home or via a mobile device such as a smart phone or tablet, public Internet-connected computers are available at the Marion Public Library. Hard copies of the handbooks are also available for reference at every MCS school office. For more information, call your school office.

Please sign below to confirm that you understand how to access your school’s student handbook.

__________________________________________  ____________________________________________
Parent/guardian signature                  Parent/guardian name (please print)

__________________________________________  ____________________________________________
Student name (please print)                  Grade level

__________________________________________  ____________________________________________
Date                                             School (please print)

(Policy #5850, #2340)   |   June 22, 2006
STUDENT CELLULAR PHONE/ELECTRONIC DEVICE USAGE

Marion Community Schools policies state that a student will not use during school hours any object that may distract from teaching and learning. Specifically, use of or possession of a pager / radio / listening or recording device (audio or video) or similar items during school hours is prohibited. In keeping with educational and behavioral guidelines, MCS policy herein prohibits the use of the electronic devices listed previously during school hours. Students who do not follow this policy may have items confiscated and could also be subjected to additional disciplinary consequences. Students may possess, but not use, a cellular device during school hours unless directed to do so by a teacher.

- First Offense: Parental notification and parental pick up.
- Second Offense: Parental notification and parental pick up. (Level 2 Offense)
- Third Offense: Parental notification and parental pick up. (Level 2 Offense)
- Fourth Offense: Parental notification and parental pick up. (Level 3 Offense)
- Fifth Offense: Parental notification and parental pick up; and, further disciplinary action.

Additionally, any student who refuses to surrender an electronic device to a staff member when directed or those who continue to violate this policy will receive (Level 3) disciplinary action.

Your signature does not imply agreement on your part, but that you have been informed of this policy and the consequences.

__________________________________________  __________________________
Parent/guardian signature                               Date

__________________________________________  __________________________
Student signature                                     Date
BULLYING: PARENT REPORT FORM

Definition of bullying: an overt, unwanted, repeated act or gesture, including written or verbal communications or images transmitted in any manner, physical acts, or any other behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other targeted student and create for the targeted student an objectively hostile school environment.

Student Name: _________________________________ Parent Name:_________________________________

Think about your child’s recent alleged bullying experience. Describe what happened.

1. How was he/she bullied? (You can check more than one):
   - □ Physically (for example: hit, kicked, pushed, slapped, spat on, had property taken or destroyed, etc.)
   - □ Verbally (for example: teased, mean things said, name-calling, threats)
   - □ Socially/Relationally (for example: excluded, ignored, had rumors spread, mean things said about student to others, others were encouraged not to like student)
   - □ Communication Written/Electronic (for example: others used computers, email or phone text to threaten student or make student look bad) ___ at school ___ outside of school

2. Is this the first time the bullying has been reported? __ yes ___ no.
   If not the first time, now many times has it been reported? ___
   To whom have previous reports been made? __________________________________________

3. When did this bullying take place? Where?

   Has this happened before? When? For how long? __________________________________________

4. Who did this to the student? __________________________________________

5. What was happening before the bullying started? __________________________________________

6. State what the bully (perpetrator) said/did: __________________________________________

7. State what your student said/did: __________________________________________

8. Who else was around that saw or heard this happen? __________________________________________

9. What steps have you already taken to help in this situation? __________________________________________

Please note: This alleged incident of bullying will be fully investigated. Sometimes, depending on several circumstances, the investigation may take several days to complete. You will be contacted once the investigation is completed.
BULLYING: STUDENT REPORT FORM

Definition of bullying: an overt, unwanted, repeated act or gesture, including written or verbal communications or images transmitted in any manner, physical acts, or any other behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other targeted student and create for the targeted student an objectively hostile school environment.

Student Name: _________________________________

Think about your recent alleged bullying experience. Describe what happened.
10. How were you bullied? (You can check more than one):
   - Physically (for example: I was hit, kicked, pushed, slapped, spat on, had property taken or destroyed, etc.)
   - Verbally (for example: I was teased, mean things were said to me, I was called names, I was threatened)
   - Socially/Relationally (for example: I was excluded, ignored, had rumors spread about me, mean things said about me to others, others were encouraged not to like me)
   - Communication Written/Electronic (for example: others used computers, email or phone text to threaten me or make me look bad) ___at school ___outside of school

11. Is this the first time the bullying has been reported? __yes ___no.
   If not the first time, now many times has it been reported? ___
   To whom have previous reports been made? ____________________________

12. When did this bullying take place? Where? ____________________________
   Has this happened before? When? For how long? _________________________

13. Who did this to you? ____________________________

14. What was happening before the bullying started? _______________________

15. State what the bully (perpetrator) said/did: ____________________________

16. State what you said/did: ____________________________

17. Who else was around that saw or heard this happen? _____________________

18. What made you decide that you needed to deal with your bullying situation? ____________________________

19. What did you do when this happened? How well did it work?
   (check all that apply)
   - I ignored it.  ___ Did not work  ___ Worked a little  ___ Worked really well
   - I asked the perpetrator to stop.  ___ Did not work  ___ Worked a little  ___ Worked really well
   - I told my parents / other adult relative.  ___ Did not work  ___ Worked a little  ___ Worked really well
   - I told my brother or sister.  ___ Did not work  ___ Worked a little  ___ Worked really well
   - I told an adult at school.  ___ Did not work  ___ Worked a little  ___ Worked really well
   - I told another student.  ___ Did not work  ___ Worked a little  ___ Worked really well
   - I fought back verbally.  ___ Did not work  ___ Worked a little  ___ Worked really well
   - I fought back physically.  ___ Did not work  ___ Worked a little  ___ Worked really well
   - I got someone to help stop it.  ___ Did not work  ___ Worked a little  ___ Worked really well
   - I stood up to the person doing it.  ___ Did not work  ___ Worked a little  ___ Worked really well
   - I made a joke of it.  ___ Did not work  ___ Worked a little  ___ Worked really well
   - I got back at them later.  ___ Did not work  ___ Worked a little  ___ Worked really well
   - I distracted the bully.  ___ Did not work  ___ Worked a little  ___ Worked really well
   - I did not do anything.  ___ Did not work  ___ Worked a little  ___ Worked really well
   - Other: ____________________________  ___ Did not work  ___ Worked a little  ___ Worked really well
BULLYING: STUDENT WITNESS REPORT FORM

BUILDING: __________________________________________
Person reporting bullying: ________________________________ □ I’d like this report to be anonymous
Today’s date: __________ Classroom teacher of person being bullied: ______________________________

WHEN did the bullying happen? ____________________________
WHO do you think was bullied? ___________________________ What GRADE? ______________
WHO do you think doing the bullying? _______________________ What GRADE? ______________

Type of bullying (check all that apply):
□ Called mean names □ Excluded □ Took or damaged something
□ Threatened □ Hit, kicked, punched □ Told lies / spread rumors
□ Cyberbullying (online/email/text, etc.) □ Racial/offensive comments

Where the bullying happened (check all that apply):
□ Hallway □ Cafeteria □ Classroom □ Bus stop
□ Playground □ Bathroom □ Going to/from school □ On the bus
□ Online/email/text

Is this the first time this has occurred? □ Yes □ No □ Don’t know

Have you filed a Student Bullying Report before? □ Yes □ No

Who has been told about the incident / saw what happened? (check all that apply):
□ Teacher □ Principal □ Friend □ Parent/guardian
□ Assistant principal □ Students □ Counselor □ Nobody yet

Any other information you would like to share?
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________

Please give this form to your counselor, teacher, or another Marion Community Schools staff member.
Thank you for making this report.
# Alleged Bullying Incident Report Form (Staff)

**Date:** _____  **Time:** _____  **School:** _____________  **Room/Location:** _________  **Adult Completing Form:** ______________________________

**Student(s) Initiating Bullying:**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Teacher</th>
<th>Counselor</th>
<th>Administrator</th>
</tr>
</thead>
</table>

**Student(s) Affected:**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Teacher</th>
<th>Counselor</th>
<th>Administrator</th>
</tr>
</thead>
</table>

**Student Witness(es):**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Teacher</th>
<th>Counselor</th>
<th>Administrator</th>
</tr>
</thead>
</table>

(Attach additional paper if necessary)

**Type of Bullying Alleged (check all that apply):**

- Verbal
- Social/Relational
- Written Communication/Electronic
- Physical

Check all spaces below that apply. Adult identified inappropriate behavior as:

- Cyberbullying
- Damaging property
- Demeaning comments
- Name calling
- False Reporting
- First Time Incident
- Flashing a weapon
- Hitting/kicking
- Inappropriate touching
- Intentional exclusion
- Intimidation/Extortion
- Ongoing Issue/Multiple Incidents
- Sexting
- Shoving/pushing
- Stalking
- Staring/leering
- Stealing
- Spitting
- Taunting/ridiculing
- Text
- Threatening

(Attach additional paper if necessary)

**Physical evidence:**

- Graffiti
- Notes
- Email
- Websites/social network
- Voice Message
- Text Message
- Video/Audio Recording
- Other

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**Below for Administrator Use Only**

If yes, why (check all that apply)?:

- one-sided
- repeated
- imbalance of power
- on purpose
- unwanted

Determined by counselor, social worker, or principal (name):______________________________________________________________

If yes, administrator assigned: ______________________________________________________

**Administrative action taken:**

- No action needed at this time
- Action taken (check all that apply below):

<table>
<thead>
<tr>
<th>Verbal warning</th>
<th>Loss of recess</th>
<th>Referral to social worker or counselor for follow-up</th>
<th>Alternative to suspension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lunch detention</td>
<td>Mediation</td>
<td>Conference with parent</td>
<td>Suspension</td>
</tr>
<tr>
<td>After-school detention</td>
<td></td>
<td></td>
<td>Law enforcement contacted</td>
</tr>
<tr>
<td>Restriction from after-school activities</td>
<td></td>
<td></td>
<td>Alternative to expulsion</td>
</tr>
<tr>
<td>Counseling with principal or designee regarding behavior in question</td>
<td></td>
<td></td>
<td>Expulsion</td>
</tr>
<tr>
<td>In-school suspension</td>
<td></td>
<td></td>
<td>Other</td>
</tr>
</tbody>
</table>

**Parent(s) of target(s) contacted? Date: _____ Time: _____**  **Parent(s) of perpetrator(s) contacted? Date: _____ Time: _____**

**Coded in Discipline:_____  Code used:_____**

Follow-up required within one school week. Date of follow-up with perpetrator: _____  **Initials:** _____  **Intervention/Comments:** ______________________________________________________________

Date of follow-up with target: _____  **Initials:** _____  **Intervention/Comments:** ______________________________________________________________
VOLUNTEER APPLICATION

Please complete the following information:

__________________________________________  __________________________________________
Name (Last, First, Middle) – *please print*      Phone number

Please list three references (people who know you well, other than relatives, preferably for whom you have worked in either a paid or volunteer capacity). Please include each reference’s name, address, phone or email, and relationship to you.

1) ____________________________________________
2) ____________________________________________
3) ____________________________________________

Please list your current community activities: ____________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

Please current and previous volunteer work (including brief description of duties and activities, as well as dates of service):  

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

IMPORTANT: Please list all buildings and programs for which you wish to volunteer: ________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

__________________________________________
Signature of person requesting volunteer (if applicable)

□ Volunteer Policy reviewed

__________________________________________
Signature of supervisor

__________________________________________
Date of request

____________________________________________________________________________________

☐ APPROVED    ☐ DENIED

__________________________________________
Signature of Superintendent (or designee)
VOLUNTEER BACKGROUND INVESTIGATION

Please read and complete the following information:

I understand that a consumer report (background screening report) and/or an investigative consumer report (reference checks and/or interviews) that may include information from public or private sources regarding my character, driving records, criminal history, court records (both civil and criminal), qualifications and experience, work habits, and/or other information relevant to my volunteer service may be obtained in connection with my application as a volunteer with Marion Community Schools.

I understand that, if I am approved for volunteer service by Marion Community Schools, this background check authorization will be kept on file and may be used at any time during my service to procure further information when, in the judgment of Marion Community Schools, such may be necessary.

I hereby release and discharge, to the extent permitted by law, Marion Community Schools, its employees, any individual or agency obtaining information for Marion Community Schools, and any personal or professional reference, from any and all claims, damages, losses, liabilities, costs, or other expenses arising from the retrieving, reporting and/or disclosure of information in connection with this background investigation.

I understand that I am volunteering my services and declare in no way shall I be considered an employee or subcontractor or independent contractor of Marion Community Schools.

By signing below, I, ___________________________, have read, understand and consent to the above. I further authorize that a photographic copy or a telephonic facsimile of this document shall be valid for purposes present and future. My signature below certifies that all information I have provided in connection with this background check is true, accurate and complete to the best of my knowledge.

I understand that I have specific prescribed rights as a consumer under the Fair Credit Reporting Act and may have additional rights under relevant state laws. I hereby certify that I have read the Summary of Rights under the Fair Credit Reporting Act located at https://www.consumer.ftc.gov/articles/pdf-0096-fair-credit-reporting-act.pdf.

AUTHORIZATION
(Please PRINT all information)

Name (Last, First, Middle) ___________________________ Social Security number ___________________________

Date of birth (MM/DD/YYYY) ___________________________ Gender ___________________________ Ethnicity ___________________________

Other names I have been known by: ___________________________

Current home address (including ZIP): ___________________________

Previous addresses (last 7 years): ___________________________

Have you ever plead guilty or “no contest” or been convicted in the case of any crime involving physical abuse or sexual abuse of any person, or indecency with a minor? ☐ YES ☐ NO

Signature ___________________________ Date ___________________________

>> NOTE: For Expanded Criminal History Check, please make check or money order out to Marion Community Schools for $18 if you have lived in the same county for 7 or more years, or $28 if you have lived in more than one county during the last 7 years.
DENIAL OF PERMISSION TO RELEASE CERTAIN DIRECTORY INFORMATION WITHOUT PRIOR WRITTEN CONSENT

I, ________________________________ (Parent’s Name), hereby request that the following information NOT BE RELEASED for my child, ____________________________________, grade _______.

☐ Student’s Name
☐ Address
☐ Telephone Number
☐ Date and place of birth
☐ Eye and hair color
☐ Gender
☐ Photograph
☐ Major field of study
☐ Participation in officially recognized activities
☐ Height and weight
☐ Membership of any athletic team
☐ Dates of attendance
☐ Date of graduation
☐ Awards received
☐ Most current education agency attendance by student
☐ Listing on honor roll
☐ Scholarships
☐ Videotape not used in disciplinary matter
☐ General corporation news information
☐ Student work display at the direction of the teacher if no grade is displayed

Date: _______________________

Completed form should be turned in to the building principal’s office.