**2022-2023**

# **MARION COUNTY HIGH SCHOOL**

## STUDENT HANDBOOK

\*Policies in this handbook are current as of 07/27/2022 and are subject to change. Anything omitted from this handbook is subject to policies set out by the Marion County Board of Education.

**Marion County High School**

**160 Ridley Avenue**

**Jasper, Tennessee 37347**

**Website:** [**www.marioncountyhigh.org**](http://www.marioncountyhigh.org)

**Larry Ziegler, Principal**

**Chuck Keef, Assistant Principal**

**Phone Numbers:**

* Office: (423) 942-5120

 (423) 942-5161

* Fax: (423) 942-5544
* Cafeteria: (423) 942-6706
* Guidance: (423) 942-5202
* Central Office (423) 942-3434

**SCHOOL VISION**

Marion County High School is dedicated to providing all students the opportunities to become responsible citizens. Students are supported and nurtured in the transition from eighth grade to high school. Students and parents will learn how student attendance relates to future success. By increasing graduation rates and creating a supportive learning environment, all students can achieve the maximum potential.

**SCHOOL MISSION**

###### The Mission of Marion County High School is to provide a quality education in a supportive learning environment that will prepare all students for college and careers.

**MCHS CORE BELIEFS**

1. Respect between all members of the Marion County High School family.
2. High expectations for all students.
3. Create an environment where all stakeholders contribute to the school.
4. Rigorous curriculum that will prepare all students for their future.

**SCHOOL HOURS**

School hours for students are 7:00 a.m. to 3:30 p.m. The school office hours are 7:30 a.m. – 3:30 p.m. All students must be picked up by 3:30. Classes begin at ***8:00.***

**SCHOOL CLOSINGS**

School closings will be announced through the school call out, school website, Remind 101, MCHS Facebook page and on local television stations.

**GENERAL INFORMATION**

**ARRIVAL/DISMISSAL**

**Arrival:** No student should arrive at school before 7 a.m. All students who arrive before 7:45 a.m. must go to the cafeteria. We are not responsible for any students who arrive at school before 7 a.m*.* ***Any student not seated in their class at 8:00 a.m. will be counted tardy and must check in with the school office before reporting to their classroom. All tardiness are unexcused and will require a medical note to be presented to the school office within three days of the tardy.***

**Dismissal:** If a student must leave the school during the school day, the parent or person who is picking up the student must go to the office to sign out the student. No parents are allowed to go to the classrooms. If a student is to be released from school in a way other than their normal way home, a parent/guardian must call the school to notify of any changes***. If a student is picked up from school before 3 p.m. it is considered an unexcused early dismissal unless a parent note or medical excuse is presented to the school office within 3 days. Students will not be permitted to leave campus for the purpose of purchasing lunch***. Only students riding the 1st load of buses will leave on the bell at 2:50. All students driving, walking, will leave at 2:57. Students being picked up by parents will leave at 3:10. Students that ride the 2nd load of buses will leave at 3:15. This is by order of the Director of Schools. For your child’s safety, only designated persons shall pick up students. These persons shall be on file in the school office.

**Dismissal During Exams:** Please note that during exams, including standardized testing such as End of Course, ACT, etc. students may not be permitted to leave school early. Please be mindful of your child’s schedules when making appointments.

**SCHOOL ANNOUNCEMENTS**

Announcements will be made at 1:45 everyday. If a message needs to be left for a student, please call before 1:00.

**REGISTRATION INFORMATION**

Your child must have the following on file at Marion County High School. These will have to be presented to the school Counselor’s office. School Board policy states that these documents must be on file (30) days after the date of registration: Social Security Card, Copy of Birth Certificate, Physical and Immunization Record, Proof of Residency, Legal Guardianship Papers if applicable. If you have any questions, please call the guidance office at 423-942-5202.

**CHANGE OF ADDRESS & PHONE NUMBERS**

It is very important that the school has current addresses, phone numbers, and emergency information. Please notify the school if there are any changes to this vital information.

**VISITORS**

Students will not be permitted to bring friends or relatives to visit them during school hours. Visitors in classrooms always result in some disruptions and disturbance of class procedure. All visitors must report to the school office with the exception of visitors attending school athletic events, open house or any other similar event. All visitors must present a valid driver's license that will be scanned in the Raptor System and wear a photo identification name tag while in the building. If it is necessary for a parent to bring a book, coat, lunch, or deliver a message during school hours, he/she should come to the office. This helps prevent classroom interruptions. If it is necessary for a parent to speak with his/her child, the child will be called to the office.

**DELIVERY OF GIFTS TO STUDENTS**

Deliveries of gifts to students are accepted in the main office at Marion County High School and must arrive by 1:00 p.m. Gifts will be given to students at the end of the school day.

**SCHOOL ASSEMBLIES**

School assemblies are a privilege, not a right for students. Student discipline, attendance, and academics can be used to determine assembly participation. Visitors to assemblies will have to receive permission to assemblies and must sign-in in the school office.

**FIELD TRIPS**

Field trips are a privilege students must earn at Marion County High School. Marion County High School policy for earning this privilege include passing three out of four classes, having good attendance, good discipline record, and must be signed off by current teachers for approval to earn privilege.

**SCHOOL TELEPHONE**

If a student becomes sick, the school office will notify a parent or guardian. Students may not be called out of class to accept any phone calls. If a message is needed to be given to a student you may leave it with the school office, which will ensure that the student receives the message before the end of the school day. School phone lines are for business use, students may not use the school phone unless directed to do so by the Principal.

**MEDICINE**

No school official or teacher will routinely dispense medication to students except in unique situations in which the child’s health is dependent upon medical aid. If under exceptional circumstances a child is required to take oral medication during school hours, and the parent cannot be at the school to administer the medication, only the Principal or the Principal’s designee will administer the medication in compliance with the following regulations. Written instruction signed by the parent will be required and include:

1. Child’s name

2. Name of medication

3. Name and signature of physician

4. Time to be administered

5. Dosage and directions for administration

6. Possible side effects, if known.

7. Termination date for administering the medication.

The medication must be delivered to the main office, in person, by the parent or guardian of the student unless the medication must be retained by the student for immediate administrations (i.e. student with asthma). The medication must be brought to the school in a container appropriately labeled by the pharmacy or physician. Unless these requirements can be met, medication will not be administered at school.

The administrator/ designee will:

 1. Inform appropriate school personnel or the medication being administered.

 2. Keep an accurate record of the administration of medication.

3. Keep all medication in a locked cabinet except medication retained by a student per physician’s order.

4. Return unused medication to the parent or guardian only.

The parent or guardian is responsible for informing the designated official of any change in the student’s health or change in medication. Forms must be completed and returned to the main office before any medication can be administered. Any medication not picked up by the parent/guardian by the last school day will be destroyed.

**Dress Code**

**Rationale**

The principals, designated by the Board of Education as the educational leaders of Marion County Schools are

generally responsible for the attitude, manners, and conduct of the students and staff. Therefore, the principal,

subject to confirmation by the Director of Schools and the Board of Education, has specific authority to

determine a standard of dress and good grooming that will be compatible with a wholesome school situation.

All students are expected to adhere to common practices of modesty, cleanliness and neatness; to dress in

conformity with the accepted standards of the community; and to contribute in such manner to the academic

atmosphere and not detract from it. No attempt will be made to dictate fashion styles as long as they are in

keeping with Marion County Schools' policies. It should be noted, however, that it is the responsibility of the

student and parent to adhere to the Dress Code. The Administrators of the Marion County Schools shall have

the right to appraise any current fashion or fad and determine whether or not it is appropriate for school.

Fashions that the principal deems a distraction to the educational process will not be allowed. In manners of

opinion, the judgment of administrators will stand.

In order to provide a safe and secure school, strengthen the educational focus, and establish an orderly learning

environment while preparing students for success in the professional workplace, students, parents and faculty at

Marion County Schools have established the following standards for student dress and appearance.

**General Information**

Students are expected to adhere to dress code at all times while on campus during regular school hours. The

school staff will correct any fixable violations, with repeated violations possibly carrying disciplinary

consequences. If a student arrives at school and cannot comply with the dress code, he/she will not be allowed

to attend classes. The student will be isolated, and a parent called to bring appropriate clothing. If there is a

question regarding a questionable item, please obtain clarification from the school administration before

wearing the item.

**All Apparel:**

• Must be size appropriate, and free from holes, rips, tears, cuts, or frayed hems.

• No article of clothing may be worn which implies or otherwise promotes alcohol, sex, tobacco, drugs,

violence, gangs, racial or offensive language. This includes belt buckles and jewelry

• Extraneous zippers, metal studs, or dangling cloth strips are forbidden.

• Any item bearing the logo of any school other than the school the student attends is strictly forbidden.

College, military or professional sports team logos are acceptable.

• Solids and patterns are permitted.

 No undergarments should be visible at any time.

 No holes that show skin or undergarments.

**Bottom Wear:**

Shorts and skirts length must be at or below fingertips.

Slacks, shorts or skirts will be worn at or above the hip point and be able to stay up without a belt, NO

undergarments are to be visible at any time.

Leggings are required to be covered by clothing that extends to or below the fingertips.

**Dresses and Skirts**

For female students, dresses or skirts are acceptable if they meet guidelines for top/bottom wear.

Dresses or blouses must have sleeves, no slender straps or tanks, no cold shoulders.

**Shirts:**

Shirts must cover the midriff area and have a modest neckline. Any style or pattern is acceptable as

long as it is modest and appropriate.

Unacceptable items include but are not limited to: items with a low neckline, made of see- through

material, shirts with cutouts, or jerseys unless issued by school.

Shirts must be worn under team jerseys.

**Shoes**

Shoes must be worn at all times. House shoes or slippers are not allowed. Shoes must have a back or

heel strap no flip flops/slides.

**Coats/Jackets**

Lightweight jackets including sweaters, vests, sweatshirts, or raincoats are permitted.

No long or trench coats are allowed, no exceptions.

Coats are not permitted to be worn in the school building (exception: when entering or leaving the

building or when there is a defect in the heating system)

Coats are defined as items that are normally associated with outdoor wear and/or worn over indoor

clothing for protection from outside elements.

**Accessories**

Headwear is not to be worn by any student while in the school building.

This includes hats, ball caps, wool hats, beanies, bandanas, do-rags and skull caps.

Large, long and/or heavy chains, studded or chained accessories are prohibited including wallet or

belt chains.

Sunglasses indoors are prohibited.

**Special Situations**

If a student cannot comply with the standardized dress code based on religious belief, vertical disability or by the request of a doctor, a parent or guardian may write a letter explaining the situation to the principal with a copy to the Director of Schools. Each case will be evaluated on an individual case by case basis and if the parents and student are not satisfied an appeal may be sent to the Director of Schools.

**DEBTS**

Students who do not return all school property (library books, athletic equipment, textbooks, etc.) and pay fines or debts will be notified. Report cards, student records, and transcripts will be held.

**RETURNED CHECKS**

For any defaulted checks there will be a $25 service charge.

**CAFETERIA**

Marion County Schools operates on a closed lunch period. **Students are not permitted to leave campus for lunch.** Students will return trays and utensils to the proper rack and dispose of trash in appropriate containers. **Students who litter the cafeteria will be assigned clean up duty in those areas** at the discretion of the administration. Only school lunches and sack lunches from home will be eaten in the cafeteria. In order to promote the National School Lunch Program and to insure that each child receives a nutritious meal, deliveries from commercial restaurants will not be allowed in our schools.

This year Marion County Schools will be participating in the Community Eligibility Provision (CEP). IF a student brings lunch, milk or juice will cost $0.50. Complete meal must be taken to receive the meal at NO COST. One breakfast and lunch meal per day, per student at no cost. Students are not permitted to charge extras. If you want your student to purchase Ala Cartes or extras please send cash daily or make prepayments on their lunch account.

 The school cafeteria telephone is 423-942-6706.

**LOST TEXTBOOKS, UNIFORMS, EQUIPMENT, FINES, ETC.**

Tennessee law authorizes school systems to withhold diplomas, grades and transcripts as well as to postpone the taking of final exams if students have lost textbooks, uniforms, equipment belonging to the school system or owe fines, tuition, or any other money regardless of whether the school in on the free or reduced lunch program. More than ever, it is vital that the students be responsible for books and equipment issued to them from the school. Every effort will be made to retrieve the lost items or the fines and cost of replacement for the items, or to cooperate in the prompt payment thereof, replacement for the items.

Textbooks used in the school are property of the Marion County Board of Education. If a textbook is damaged the book will be assessed and fine will be determined by the teacher and/or principal. The following charges shall be made to students for lost textbooks:

1-2 year------------100% of cost

 3-4 years----------- 75% of cost

 5+ years------------ 50% of cost

**LOCKERS**

1. Lockers will be rented in the office and in classes.
2. Cost for a locker is $10.00. LOCKS MUST BE ON LOCKERS AND LOCKED AT ALL TIMES.
3. **No personal locks** (only school locks) be used.
4. Combinations will not be given to anyone other than the person the locker was issued to.
5. There will be a charge of $8.00 for replacement of stolen or vandalized locks.
6. The person to whom a lock is issued is responsible for the lock and the locker.
7. Do not write or mark on the lockers, place stickers on or in the lockers, etc., as this is vandalizing school property.

9. **NO SHARING OF LOCKERS**.

10. Locks must be placed on the lockers at the end of the school year, or be charged $8.00.

**THE SCHOOL DOES NOT INSURE NOR ACCEPT RESPONSIBILITY FOR PERSONAL PROPERTY BROUGHT TO SCHOOL. IT IS WISE TO LEAVE VALUABLES AT HOME.**

**STUDENT PARKING/AUTOMOBILE REGULATIONS**

1. Parking permits will be sold in the office for $20.00 for reserved parking. Permits will only be issued to licensed driver who has PROOF OF DRIVER’S LICENSE, CURRENT PROOF OF INSURANCE, AND REGISTRATION.

2. Remember, driving on school property is a privilege and not a right, and privileges can and will be taken away if abused.

3. Students are not to sit in cars before or during school hours.

4. Cars are not to be moved from the parking area during school hours without permission from the office.

5. **Speed limit on school campus is 15 MPH**.

6. Any students driving any motor vehicle to school must meet all state and school regulations.

7. Once students arrive on school property, they may not leave school property until school is dismissed unless permission is granted through the office.

**ANNUAL NOTICE TO PARENTS**

In compliance with state and federal law, the Marion County school district will provide to each protected student with a disability without discrimination or cost to the student or family, those related aids, services or accommodations which are needed to provide equal opportunity to participate in and obtain benefits of the school program and extracurricular activities to the maximum extent appropriate to the student’s abilities. In order to qualify as a protected student with a disability, the child must be of school age with a physical or mental disability which substantially limits or prohibits participation in or access to an aspect of the school program.

These services and protections for “protected students who are disabled” are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs.

For further information on the evaluation procedures and provision of services to protected handicapped students, contact Becky Bigelow at (423)-942-3434.

**ATTENDANCE**

Attendance is a key factor in student achievement and therefore, students are expected to be present each day school is in session. Continued unexcused tardiness and /or skipping school classes are considered a violation of compulsory attendance. Unexcused tardiness includes any late arrival when the student fails to bring an acceptable note upon arriving. Excused and unexcused absences are the only two (2) types of excuses recognized by the Marion County School System. Students and parents must accept full responsibility for regular school attendance. It is the student's responsibility to monitor his/her unexcused absences and tardiness. Students not in attendance during at least 50% (3:50 hours) of the school day are not allowed to participate in afterschool programs.

The attendance supervisor shall oversee the entire attendance program which shall include:

1. All accounting and reporting procedures and their dissemination;

2. Alternative program options for students who severely fail to meet minimum attendance requirements;

3. Ensuring that all school age children attend school;

4. Providing documentation of enrollment status upon request for students applying for new or reinstatement of driver's permit or license; and

5. Notifying the Department of Safety whenever a student with a driver's permit or license withdraws from school.

Student attendance records shall be given the same level of confidentiality as other student records. Only authorized school officials with legitimate educational purposes may have access to student information without the consent of the student or parent/guardian.

GRADES K-12

The building principal, in determining excused and unexcused absences, may use some discretion. The school office will need approved excused notes turned in and filed to aid the attendance supervisor in documenting attendance. All excuses must be turned in within 3 days of the student returning to school. For the purpose of record keeping, late check-ins and early check-outs are considered as tardies. Five (5) tardies will accumulate into one (1) day absent. More than six (6) parent notes for any reason per one hundred eighty days (180) shall require a doctor's or dentist's excuse. These parent notes are accepted to the Principal’s discretion. The following shall be accepted by any certified employee of the Marion County School System as an excuse for absences, tardiness and early dismissal.

Excused absences shall include.

1. Medical reason:

a. Only six (6) parent notes, whether consecutive or not, can be excused in the one hundred eighty day (180) school year.

b. All absences due to illness must be accompanied by a medical note.

2. Illness of immediate family members;

a. immediate family member refers to a person's parent(s)/guardian(s) or sibling.

3. Death in the immediate family: absences not to exceed three days: (parent, guardian, step-parent, brother, sister, grandparent, aunt, uncle, or any other family member that resides in the student's house.

4. Legal, (court order, attorney, subpoena, summons, truancy board, etc.)

5. A one day excused absence shall be granted for students whose parent or guardian is leaving for active military duty or returning from active military duty, Documentation must be provided to student's school

6. School Bus Transportation Issue

7. Religious observances

8. School-sponsored activities or school endorsed activities College Visits, Field trips

9. Other excuses for "good cause" shall be granted, provided prior approval is obtained from the principal. Anticipated absences shall be excused in advances by the building principal. Forms will be available from the principal's office.

10. For grades nine through twelve (9-12) where twelve weeks constitutes one full credit, more than three (3) total unexcused absences per twelve (12) week session shall constitute failure for the session. Where thirty-six (36) weeks constitutes one full credit, more than three (3) total unexcused absences per 12- week session shall constitute failure of the session in courses.

11. The parent shall notify the school of the absence of the child before 8:30 AM each day the student will be absent.

**Absolutely no absence will be excused without a parent or doctor's note. Parent notes may be sent by email or fax as long as parent/guardian's contact information is included:**

1. Parent notes will include: name of student, the current date, date of student's absence, reason for absence, working phone number, and parent/guardian's signature. **Parent notes do not automatically "excuse" the absence for the student.**

2. A written excuse from a doctor, dentist, or dentist, or other medical professional must have the following: the date and time of the appointment must be specified. Only dates specified on the note will be excused as medical. Only doctor's excused for the diagnoses and treatment of illnesses within the area of the doctor's certification will be accepted. Students who have office visits not involving an illness (ex; tests, physicals, visits to the dentist, or health department) are expected to return to school and will be excused for reasonable travel time.

**The Principal or their designee shall be responsible for ensuring that:**

1. Attendance is checked and reported daily for each class;

2. Daily absentee sheets contain sign in/sign out sheets and indicate students present or absent for the majority of the day;

3. All student absences are verified;

4. Written excused are submitted for absences are verified;

5. System -wide procedures for accounting and reporting are followed.

**Truancy**

**General**

Students shall be present at least fifty (50) percent of the scheduled school day in order to be counted present. Students receiving exception Education services may attend part-time days, alternating days, or for a specific amount of time as indicated in their Individualized Education Plan.

 If a student is required to participate in a remedial instruction program outside of the regular school day where there is no cost to the parent(s) and the school provides transportation, unexcused absences from these programs shall be reported in the same manner.

Students who are absent five (5) days without adequate excuse shall be reported to the Director of School/designee who will, in turn, provide written notice to the parent(s)/ guardian(s) of the student's absences. The Director of Schools /designee shall also comply with state law regarding the reporting of truant students to the proper authorities. If the student accumulates a total of five (5) unexcused absences, then he/she is subject to referral to juvenile court.

The Director of Schools/designee shall develop appropriate administrative procedures to implement this policy.

**Military Service of Parent/ Guardian**

School Principals shall provide students with a one day excused absence prior to the deployment of and a one day excused absence upon the return of the parent or custodian serving active military service.

Principals shall also allow up to ten (10) excused cumulative absences per year for students to visit a parent/guardian during a deployment cycle. The student shall provide documentation to the school as proof of his /her parent's/guardian's deployment. Students shall be permitted to make up schoolwork missed during these absences.12

**School Based Extra Curriculum Activities**

State guidelines for students and schools; students are expected be in school 93 percent of the school year, which only allows 13 absences per year. Student with more than 13 absences may be denied school based extra curriculum activities. Examples; field trips, ball games, dances, and graduation activities, etc. These decisions will be decided on a case by case bases by a school-based team comprised of Principal/ Assistant Principal, school counselor, member of the Marion County Schools Attendance office, a student's teacher and SRO.

**Make-up Work**

The length of time for completion of make-up work shall be two (2) days per day missed.

**STATE-MANDATED ASSESSMENT**

Students who are absent the day of the scheduled EOC exams must present a signed doctor's excuse or must have been given an excused release by the Principal prior to testing to receive an excused absence. Students who have excused absences will be allowed to take a makeup test. Excused students will receive an incomplete in the course until they have taken the EOC exam.

Students who have an unexcused absence shall receive a failing grade on the course exam which will be averaged into their final grade.

**CREDIT/PROMOTION DENIAL**

Credit/ promotion denial determinations may include student attendance; however, student attendance may not be the sole criterion'3. If attendance is a factor; prior to credit/promotion denial, the following shall occur:

1. Student and the parent/guardian shall be advised if student is in danger of credit/promotion denial due to excessive absenteeism.

2. Procedures in due process are available to the student when credit or promotion is denied.

12 TCA 49-6-3019

13 TCA 49-2-203(b)(7)

**Driver's License Revocation**

More than ten (10) consecutive or fifteen (15) reported unexcused absences by a student during any ninety (90) days semester renders a student ineligible to retain a drivers' permit or license, or to obtain such if of age.

In order to qualify for reclaiming a driver's permit or license, the student must make a passing grade in at least three (3) full unit subjects of their equivalency at the conclusion of a subsequent grading period'4

**Attendance Hearings**

Students with excessive (more than 5) unexcused absences or those in danger of credit/ promotion denial shall have the opportunity to appeal to an attendance hearing committee appointed by the Director of Attendance and Principal. If the student chooses to appeal, the student or his/her parent(s)/guardian(s) shall be provided written or actual notice of the appeal hearing and shall be given the opportunity to address the committee. The committee will conduct a hearing to determine if any extenuating circumstances exist or to determine if the student has meet the requirements that would allow him/her to pass the course or be promoted. Upon notification of the attendance committee decision, the principal shall send written notification to the Director of Schools/designee and the parent(s)/guardian(s) of the student of any action taken regarding the excessive unexcused absences. The notification shall advise parent(s)/guardian(s) of their right to appeal such action within two (2) school days to the Director of Schools/designee.

**The appeal shall be heard no later than ten (10) school days after the request for appeal is received.**

Within five (5) school days of the Director of Schools/designee rendering a decision, the student's parent(s)/guardian(s) may request a hearing by the board, and the board shall review the record. Following the review, the board may affirm or overturn the decision of the Director of Schools/designee. The action of the board shall be final.

**\*\*\* The Director of Schools /designee shall ensure that this policy is posted in each school building and disseminated to all students, parent(s)/guardian(s), teachers, and administrative staff.**

TCA 49-6-3017(c)

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| --- |
| TRR/MS 0520-01-02-17Legal References: Cross References:1. TRR/MS 0520-1-3-.08(1)(a) Extracurricular Activities 4.3002. TRR/MS 0520-1-3-.03(15); TCA 49-6-2904 Reporting Student Progress 4.6013. TCA 49-2-203(b)(7) Promotion and Retention 4.6034. TCA 49-6-3006 Recognition of Religious Beliefs 4.8035. TCA 49-6-3002 Student Records 6.6006. TCA 49-6-3007; 30087. TCA 49-6-3009; 30108. TRR/MS 0520-1-3-.06(2) |

**ACADEMICS**

**COURSE CHANGES**

Requests for course changes will only be accepted within 2 days of the start of the semester. Student and Parents, both, must attend an after school meeting with administration/counselor for a change to be considered.

Course changes due to graduation/passing grades/failure/Program of Study will be made by administration, in such an event a meeting is not required.

**EXTRA-CURRICULAR ACTIVITIES**

**Athletics**

**Band**

**Beta Club**

**FBLA**

**FCA**

**FCCLA**

**STUDENT COUNCIL**

**SADD**

**GRADING SCALE**

|  |  |  |  |
| --- | --- | --- | --- |
| A(90-100) | B(89-80) | C(70-79) | D(69-60) |
| 4.0 | 3.0 | 2.0 | 1.0 |

**HONOR ROLL-STAR HONOR ROLL**

Principal’s List: 90 - 100 - Every subject must be an A.

A/B Honor Roll: 80 and above - Every subject must be an A or B.

**MARION COUNTY SEAL OF EXCELLENCE**

In order to receive the Marion County Seal of Excellence a student must:

1. Achieve a grade of B or above in at least 10 accelerated courses

2. Achieve a 3.20 GPA

**VALEDICTORIAN AND SALUTATORIAN**

To become valedictorian or salutatorian, a student must be enrolled in the high school at least the last seven (7) of the fifteen (15) nine-week grading periods preceding the final nine week period. The final nine-week grading period will not be used in determining class ranking.

The top ten students, including the valedictorian and salutatorian, will be designated from those students with the highest rankings who have qualified for Marion County High School Seal of Excellence. Should there not be as many as ten students who meet the requirements for the Seal of Excellence; the remaining “TOP 10” will be determined by students’ average at the end of the 15 nine-week grading period.

**RANKING**

1. The Valedictorian and Salutatorian will be designated from those students with the highest

 rankings that have qualified for a Marion County Seal of Excellence.

2. Three points will be added to each semester average of accelerated courses. Only these

 accelerated grades may exceed 100. Class rank will be determined by the average of all

 grades.

3. Students who achieve SOE will be ranked above students without SOE.

**EXAM EXEMPTION**

As an incentive the following final exam exemption procedure will be followed:

* Only final exams (18 week exams) may be exempted
* No more than one absence (excused or unexcused) per nine weeks
* Absences from class for 45 minutes or more count as one absence; five tardies and/or early dismissals will be treated as one absence
* Average for the class “A” or above
* Satisfactory discipline record

Final grades to be determined in the following manner:

For NOT exempt

Mid Term Avg. 42.5%

Final Term Avg. 42.5%

Exam 15.0%

For Exempt

 Mid Term Av 50%

 Final Term Avg. 50%

**GRADUATION REQUIREMENTS**

**Math: 4 Credits** – Algebra I , II, Geometry and a fourth higher level math course. Students must take at least one math course per year.

**Science: 3 Credits –** Including Biology, Chemistry or Physics, and a third lab course.

**English: 4 Credits**

**Social Studies: 3 Credits –** World Geography/ History, U.S. History, Economics and Government

**Physical Education and Wellness: 1.5 Credits**

**Personal Finance: .5 Credits**

**Foreign Language: 2 Credits of the SAME language**

**Fine Arts: 1 Credit**

**Computer Education: 1 Credit of Computer Applications**

**Program of Study: Minimum of 3 Credits**

**Programs of Study at MCHS 2022-2023**

**Welding** The welding program of study is designed to prepare and certify students as entry-level welders, focusing on safety, cutting and welding applications, print reading and sketching, quality control methods, and AWS welder qualifications/requirements are presented.

**Machining Technology**
 The machining technology program of study is designed for students interested in careers such as machinist, computer-numerical-control (CNC) machine operator, machine setter, or tool and die maker. This program is structured to offer students an overview of concepts related to the field of manufacturing.

**Automotive Collision Repair** The automotive collision repair program of study prepares students for entry into careers as professional service technicians. Content emphasizes customer service skills, proper use of tools and equipment, safety, shop operations, engine fundamentals, damage analysis, cost estimation, painting and refinishing, and structural and non-structural repair in a hands-on environment.

**Engineering- Project Lead the way** Project Lead the Way (PLTW) is designed for students interested in the various disciplines of engineering and engineering technology. Course content provides students with the opportunity to develop critical thinking skills and understanding of engineering concepts.

**Business Technology** The business technology program of study focuses on the knowledge and skills needed to be effective administrators and support specialists in a variety of business settings. Course content covers spreadsheet, database, and presentation software; business writing, effective communications, and digital citizenship; and advanced coursework in business management and computer applications.

**Marketing Management**
 The Marketing Management program of study is designed to prepare students for employment in a career where learned techniques and strategies are used to convey ideas and information about ideas, goods, and services through marketing communications, toward the end of increasing sales and profitability through market analytics.

**Social Health Services** The social health services program of study focuses on skills and knowledge needed for occupations that support the everyday functioning of society, such as social services workers, counselors, and family mediators. In this program of study, students investigate human needs and their impact on lifespan development, and overview of the human and social services fields.

**Teaching as a Profession**
 The teaching as a profession program of study is designed for students interested in becoming an educator. In this program of study, course content covers the components of teaching strategies, lesson planning, special education, education technology, and classroom management.

**Nursing Services**
 The nursing services program of study prepares students to pursue careers or further education in nursing directly out of high school. Students who have completed this program of study will be eligible to sit for the Certified Nursing Assistant (CNA) exam.

**Math and Science** The math and science program of study is designed for students interested in probing deeper into scientific research, mathematical applications, and STEM topics. Students must complete a minimum of three credits in math and science beyond regular graduation requirements. Potential options include Physics, Biology II, Chemistry II, Pre-Calculus, Statistics, and Scientific Research.

**Humanities**
 The humanities program of study is designed for students interested in delving into human culture, with an emphasis in history. Students must complete a minimum of three credits in humanities beyond regular graduation requirements. Potential options include Psychology, Speech, African American History, Bible History, and Contemporary Issues.

**Fine Arts**
 The fine arts program of study is designed for students interested in the arts. Students must complete a minimum of three credits in fine arts beyond regular graduation requirements. Potential options include Instrumental Music, Theatre Arts, Chorus, and History of Popular Music.

**DISCIPLINE/ATTENDANCE**

# Students with discipline and/or attendance problems will lose privileges. Administration discretion will determine the loss of privileges. The privileges to be considered may include, but are not limited to driving to school, parking spots, attendance to assemblies, intramurals, pep rallies, prom, etc.

**RESPECT FOR AUTHORITY**

All teachers on the staff have authority over any student. Courtesy and respect for their authority is expected of the students at all times. Any teacher has the right and responsibility to discipline any student during school hours or at a school function. Disrespect to staff members can result in an automatic suspension of 5 days, or more.

**GANG ACTIVITIES OR ASSOCIATION**

Policy number 6.3131 – Gangs which initiate, advocate, or promote activities which threaten the safety of well-being of persons or property on school grounds or which disrupt the school environment are harmful to the educational process. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or any other attribute which indicates or implies membership or affiliation with such a group, presents a clear and present danger. This is contrary to the school environment and educational objectives and creates an atmosphere where unlawful acts or violations of school regulations may occur. Incidents involving initiations, hazing, intimidations, and/or related activities of such group affiliations which are likely to cause bodily danger, physical harm or personal degradation or disgrace resulting in physical or mental harm to students are prohibited.

**SEXUAL HARASSMENT**

Marion County Board policy prohibits sexual harassment from occurring among its employees and/or students and will make efforts to prevent it from happening by advising its employees and students of its prohibition in handbooks.

**USE OF PERSONAL COMMUNICATION DEVICES IN SCHOOL**

Students may possess personal communication devices and personal electronic devices, including but not limited to cell phones, laptops, tablets, mp3 players and Android Devices/IPods on school property as long as such devices are turned off and stored in backpacks, purses or personal carry-all-bags. However, a teacher may grant permission for the use of these devices into their class work. The principal or his/her designee may also grant a student permission to use such a device at his/her discretion. The principal and her designee can also deny classroom use.

Unauthorized use or improper storage of a device will result in confiscation until such time as it may be released to the student’s parent or guardian. A student in violation of this policy is subject to disciplinary action. The Marion County Board of Education will not be liable for any devices lost, stolen or destroyed. Accountability And maintenance for the device will be the sole responsibility of the student, parents, or guardian. Principal will treat repeated offense with disciplinary action

**RADIOS, CD/TAPE PLAYERS, BOOM BOXES, ETC.**

Due to the distraction in classrooms, the risk of theft and fights, personal radios, CD and tape players, earbuds/headphones, cellular phones, boom boxes, or other electronic devices are not allowed inside the building. Any equipment of this nature, when found on a student, may be taken and returned only to a parent. Marion County Schools assumes no responsibility for any of those banned items. Students are not to buy, sell, or trade items with other students at school, nor are they to bring personal items to schools. Any item that could be disruptive to class will be taken up and held in the office with principal's discretion. The following are examples: cassette players, tapes, video games, toys, sport cards, radios, TV’s, cameras, magazines, caps, etc.

**CORPORAL PUNISHMENT**

Tennessee is a corporal punishment state. Paddling is a discipline option at MCHS. Any principal, assistant principal or teacher may use corporal punishment in a reasonable manner against any student for good cause in order to maintain discipline and order within the classroom. Teachers do not use paddling as a first choice. If you choose for your child not to be paddled, you must notify the office for the current school year. Please be advised that other forms of punishment such as suspension will be substituted for paddling

**TENNESSEE LAW CONCERNING SUSPENSION**

The Administration of Marion County Schools is authorized to carry out disciplinary and related procedures necessary for the successful operation of the school under Tennessee Law concerning suspension and disciplinary action. Tennessee law allows principals to suspend students for good and sufficient reason upon satisfaction of due process. Category II, III, and IV offenses can result in long-term suspension by the principal or expulsion by Marion County Board of Education.

**SCHOOL SPONSORED ACTIVITIES**

School sponsored activities include field trips, athletic contests, tournaments, conventions, academic competitions, home or away social activities, workshops, and any other related function recognized by the school which is held on or off the campus. Each student who participates or attends is a representative of Marion County Schools and will conduct himself/herself as such. Students who violate regulations at these activities are subject to disciplinary action as defined in the Student Code of Conduct. No student who is in In-School Suspension, Out of School Suspension, or Alternative School may attend or participate in any school-sponsored activity on any day that he/she is on suspension**.**

**FIELD TRIP & EXTRACURRICULAR ACTIVITY STUDENT PARTICIPATION**

Field Trips and Extracurricular Activity student participation is at Principal’s discretion.

**SEARCHES**

Tennessee laws authorize the principal and his/her designee to conduct searches of students and any visitor entering the building for reasonable suspicion of any violation of illegal drugs, weapons, or items not allowed by school rules. This law extends to cover the search of all automobiles driven to the school by students or visitors. All automobiles, lockers, book bags, purses, or other items brought onto school grounds are subject to search by school officials, police or police drug or bomb-sniffing dogs at any time. T.C.A. 40-6-4201.

**UNSAFE SCHOOL CHOICE POLICY**

There are no Unsafe Schools in Marion County. But, if a school is considered unsafe, parent or guardians of all students attending the school must be notified that the school has been designated by the Tennessee Department of Education as a persistently dangerous school and provide for all students to be given safe school choice as provided for under the No Child Left Behind Act of 2001.

**TRANSFER OPTION FOR STUDENTS VICTIMIZED BY VIOLENT CRIME AT SCHOOL**

Under the Tennessee State Board of Education’s Unsafe School Choice Policy, any public school student who is the victim of a violent crime as defined under the Tennessee Code Annotate 410-38-11)g), or the attempt to commit one of the offenses as defined under Tennessee Code Annotate 39-12-101, shall, be provided an opportunity to transfer to another grade-level appropriate school within the district.

**REPORT BULLYING**

MCHS is committed to providing a safe environment for its faculty, staff and students. MCHS will be implementing the Olweus Bulling Program (OBPP) to reduce or prevent bullying. OBPP is a program that deals with bullying at the schoolwide, classroom, individual and community levels. Students are encouraged to report all bullying to a member of faculty, staff or administration immediately. All incidents will be investigated fully.

**STUDENT CODE OF CONDUCT**

Student offenses are in four categories as prescribed in Board of Education policy. Most of these are listed below. Administrators responsible for discipline will classify any offense not listed below unless directed by the Board of Education. Students are subject to all Categories set out by the Board of Education, found in board policy, “in the event it was omitted from this handbook.”

**CATEGORY I --** Offenses to be administered by the school that may result in detention, loss of privilege, demerits, corporal punishment, or suspension due to severity of incident. THIRD OFFENSE, OR PRINCIPAL’S DISCRETION, WILL RESULT IN SATURDAY SCHOOL.

1. Refusing to do assigned work
2. Tardiness (class or school)
3. Refusing to participate in required school activities
4. Minor violations of school or classroom rules
5. Conduct that disrupts the peace or good order of the school or the learning environment (impudence, profanity, disorderly conduct, and disregard for authority, etc.)
6. Inappropriate dress or appearance considered disruptive to the school
7. Unauthorized presence on another school campus
8. Loitering (no student should remain at school beyond last bus departure)
9. Inappropriate public display of affection
10. Open food or drink in school without permission
11. Unauthorized use of copying machines, computer, phones, or printers

**CATEGORY II --** Offenses that may result in suspension or referral outside the school.

**\*\*\***If any student is placed in ISS or is in OSS, he/she will not be allowed to participate in ANY school function including field trips, athletic practices or contests, etc.

 **1st Time Category II Offense:** 5 days suspension

 **2nd Time Category II Offense:** 10 days suspension

 **3rd Time Category II Offense:** Referral to Board of Education for expulsion

1. Fighting (both parties, unless one was attacked for no apparent reason)
2. Use of foul or abusive language
3. Disrespect to teacher/staff/peer
4. Harassment (verbal or physical)
5. Assault (verbal or physical)
6. Use or possession of tobacco in any form
7. Use of possession of any incendiary device (i.e., lighter, matches)
8. Insubordination (not following a directive from a teacher, administrator, or other school system employee)
9. Leaving school grounds or class without permission--including the lunch period
10. Repeated refusal to do assigned work
11. Chronic disruption
12. Failure to provide correct identity/address
13. Dishonesty (copying, cheating, forging signatures, etc.)
14. Misuse/destruction of school property
15. Extortion
16. Sexual misconduct (see board policy)
17. Participation in a school disruption
18. Receipt, sale, possession or distribution of stolen property (reported to legal authorities)
19. Trespassing on school property
20. Prescription policy violation
21. Unauthorized possession or use of school keys
22. Gambling (i.e. pitching pennies, dice or other activity)
23. Computer hacking or tampering
24. Stealing (may be reported to police)
25. Bullying, threatening, hazing, or intimidating behavior.
26. Defiance
27. Possession of a laser pointer.

**CATEGORY III –** Offenses in this category are not automatically considered zero tolerance, but will be treated as such by the principal unless there are extenuating circumstances.

1. Pulling a fire alarm or otherwise causing one to sound when no fire or smoke is visible.
2. Possession or detonation of an incendiary or explosive material (firecracker or greater, as well as stink/smoke bombs, poppers, etc.)
3. Destruction of school property.
4. Sexual harassment as defined in the school board policy.
5. Inciting a school disruption (i.e., stopping normal proceedings in school)
6. Repeated violation of bus rules
7. Verbal or physical assault on a student

**CATEGORY IV –** There shall be zero tolerance for the following offenses and these offenses shall be reported to the Director of Schools and board for expulsion and will also be reported to law enforcement officers.

1. Possession/use of alcohol, and/or other drugs (shall be reported to law enforcement pursuant to the provisions of T.C.A. 52-1439, as amended May, 1981)
2. Possession/sale/distribution of drug paraphernalia (including rolling papers)
3. Arson
4. Bomb Threat
5. Possession, sale, use or distribution of alcohol, illegal drugs or controlled substances.
6. Possession and/or use of weapons, any instrument used as weapon to injure someone intentionally, or any instrument or toy intended to be a weapon.
7. Indecent exposure
8. Battery on a school employee

**Marion County Schools Bus Rules**

Rule 6, Rules and Regulations, formulated by the State Board of Education:

"A pupil shall become ineligible for pupil transportation when his or her behavior is such as to cause dissension on a school bus, or when student disobeys state or local rules and regulations pertaining to pupil transportation." 1. Be on time at the designated school bus stop. Be at the bus stop prior to the bus arriving. This helps keep the bus on schedule. 2. Do not stand or play in roadway while waiting for the bus. 3. Wait until the bus comes to a complete stop before attempting to enter or leave the bus. Observe the ten (10) feet rule around the bus.

 4. Do not, at any time, extend arm head, or any part of the body out of the bus window.

 5. Do not leave your seat or move about while the bus is in motion.

 6. No loud talking or yelling that could divert the driver's attention from operating the bus. Be absolutely quiet when approaching or crossing a railroad track or traveling up and down a mountain. No talking may be used at driver's discretion at any time..

 7. No profane or immoral language, smoking or use of tobacco, drugs, or intoxicating beverages in any form or any improper conduct will be tolerated.

 8. Keep books, packages, coats, and all other objects out of the aisles

 8a.Do not, at any time, throwing any object on the bus or throw anything out of the bus windows. 9. Do not, in any way, damage seats or anything inside of bus. Person(s) responsible for damage of any kind to bus will be made to pay for cost of repairs and bus privileges will be denied. Student(s) will be held responsible for actual replacement repair cost in addition to other discipline actions. Writing or marking on seats has a cost of $25.00. If marks or writing does not come off, then $75.00 replacement cost will be charged to the student and bus service denied in accordance with School District disciplinary actions. Cutting of seats is an automatic $75.00 replacement charge. Student will not be allowed back on bus until damage is paid in full or a payment plan is implemented. Students are responsible for the seat they are setting. 10. Pupils must obey the driver at all times and the bus driver has the authority to assign seats to pupils. 11. Pupils must not cross the road in back of the bus. Always cross in front of bus. If you cross the street, loading and unloading, wait for the driver's signal and cross well in front of the bus. 12. In case of a road emergency, remain in the bus until instructions are given by the driver. 13. No eating or drinking permitted while on the bus. No chewing gum 14. Fighting is a major offense which will result in immediate removal from the bus. 15. Any other actions that disrupt the normal procedures of bus transportation or could result in any accident: 16. Cell Phones are not to be out or used at any time, unless Driver has granted permission for an emergency. Will follow current cell phone policy 17. Students placed in Alternative School are denied bus privileges, unless Transportation Supervisor gives approval for modified service. **Disciplinary Actions**

1. **Minor Offense** 1st Time: Bus driver talks to child about misbehavior 2ndTime: Bus driver sends Bus Conduct Report home with student to the parent(s) guardian(s), and copy to Central Office**.**

. 3rd Time: The Bus Driver will complete bus conduct report and the Principal suspends student from the bus 5 days.

 4th Time: The Bus Driver will complete bus conduct report and the Principal suspends student from bus for ten (10) days.

5th Time: The Bus Driver will complete bus conduct report and the Principal suspends student from the bus until Parent/guardian request a DHA Hearing with the Marion County Schools Transportation Office number (423-942- 0945 Ext: 110). DHA Members will reconsider future bus privileges. Director of Transportation will not be a voting member of the DHA Committee nor Chair the Meeting,but will be there to support driver and Contractor. **Major Offenses:**

Rules #7, 8a, 9, 14, and 15 (with 15 being at the discretion of the Principal) 1st Time: The Bus Driver will complete bus conduct report and the Principal suspends student from bus 5 days.

2nd Time: The Bus Driver will complete bus conduct report and the Principal suspends student from bus ten (10) days. 3th Time: The Bus Driver will complete the bus conduct report and Principal will suspend student until Parent(s)/ guardian request a DHS Hearing with the Marion County Schools Transportation Office number (423- 942-0945 Ext: 110). DHA Members will consider future bus privileges. Director of Transportation will not be a voting member of the DHA meeting nor Chair the meeting, but will be present to support the driver and Contractor. **Major Offenses:** Once the discipline report is signed by principal, student will be off bus and have to contact parent/guardian for transportation home at the end of the School day.

\*\*\* **Any student denied bus privileges will be denied privileges on all other buses.**

**\*\*\*** **Students placed in Alternative School are denied bus privileges, unless Transportation Director gives approval for modified service.**

**ATHLETICS**

Currently MCHS has the following athletic programs:

Baseball

Basketball

Cheerleading

Football

Golf

Soccer

Softball

Track

Volleyball

Wrestling

Participation in athletics is a privilege, not a right for students. Students can lose this right if they are not in good standing. “Good Standing” includes academics, discipline, and attendance.

Marion County High School is a TSSAA school and follows all TSSAA eligibility requirements. Your students coach or the school athletic director can answer any questions concerning eligibility.

**FAN BEHAVIOR**

Students and parents are reminded that they represent the school when they are a fan at an athletic event. We urge them to be enthusiastic and set an example for all around them. Students are subjected to all school rules at school functions.

**PARENT / COACH RELATIONSHIPS**

Both parenting and coaching are extremely challenging responsibilities. By establishing an understanding of each position, we are better able to accept the actions of the other and provide a greater benefit to children. As parents, when your children become involved in athletics, you have the right to understand what will be expected of them.. It begins with clear communication from the coach of your child's program.

Communication you should expect from your child's coach-

* Philosophy of the coach
* Expectations and goals the coach has for your child as well as for the team and season
* Locations and times of all practices and contests
* Team requirements, special equipments, strength, and conditioning programs
* Procedure if your child is injured during participation
* Team rules, guidelines, and consequences for infractions

Communication Coaches should expect from parents-

* Concerns expressed directly by the coach
* Notifications of any schedule conflicts in advance
* Notifications of illness or injury as soon as possible

Being involved in the programs at Marion County High School will provide your child with some of their most cherished memories. It is important to understand that there will also be times when things do not go the way he/she wishes. At these times, discussion with the coach is encouraged and expected. It is the first and most important step towards resolving potential problems.

Appropriate concerns to discuss with coaches-

* The treatment of your child
* Ways to help your child improve
* Concerns about your child's behavior
* Adverse affects participation may be having on your child's academics

It is very difficult to accept your child not playing as much as you would like. Statistics show that about 25% of total team rosters start. Statistics also show that who finished is just as important in the final result and in the 85% of all contests the starting and finishing teams were not the same. Coaches are professional. They make decisions based on what they believe to be the best for all student/athletes involved. As you have soon from the list above, certain things can and should be discussed with your child's coach. Other things, such as the list below, must be left to the discretion of the coach.

* Playing time
* Team strategy
* Play calling
* Other student/athletes situations

Procedures to follow if you have a concern to discuss with a coach-

* Call the coach to set up an appointment
* The Marion County High School telephone number is 423-942-5120
* Please do not attempt to discuss and issue with a coach before or immediately after a contest or practice. These can be emotional times for all concerned. Meetings of this nature usually result in embarrassing, non-productive events.

The next step-

*What to do if the meeting with the coach did not provide satisfactory resolution?*

* Call and set up an appointment with the Athletic Director
* At this meeting the next step to follow can be determined

Parent Code of Conduct-

* Make sure your child understands that win or lose, you love them
* Be realistic about your child's physical ability
* Help your child set realistic goals
* Emphasize "improved" skill performance and development, not winning
* Don't relive your own athletic past through your child
* Control your emotions at games and events. Treat other players, coaches, officials, and fans with respect.
* Be a cheerleader for your child and his/her teammates. Avoid coaching your child or other players during a game or practice.
* Respect your child's coaches. Communicate with them in a positive way. Encourage others to do the same.
* Respect the officials and opposing teams. Put yourself in their position and think how you would want people to conduct themselves if they were in your position.
* Be a positive role model; do not embarrass your and/or your child
* Do not talk about the coach in a negative manner around your child

Be sensible, responsible, and keep your priorities in order. Your child's academics and growth as a future leader and citizen of the community should always remain the highest priority. There is a lot more at stake than a win or lose record.

Students and parents are reminded that they represent the school when they are a fan at an athletic event. We urge them to be enthusiastic and set an example for all around them. Students are subjected to all school rules at school functions.

**TSSAA ELIGIBILITY REGULATIONS**

1. A student must pass at least 6 subjects per year.

2. A student who drops out of school before the end of the term shall be ineligible until he/she has been in school a term and passed at least three full unit subjects.

3. A student shall be ineligible after he/she has attended high school for eight terms.

4. A student cannot participate in athletics if he/she becomes 19 years of age on or before September 1.

5. To be able to play or practice, a student at MCHS must be present all day unless he/she has been cleared through the office.

**DRUG TESTING FOR ATHLETES**

**PURPOSE:** Marion County High School is concerned with the physical well being of its students including those who participate in all athletics. While the misuse of it is a potential problem for all students, unique pressures and risks exist for student-athletes participating in athletics and their use of drugs will not be tolerated. The term, “student athletes”, “athletes” also includes members of cheerleading squads for the purpose of this policy. The primary purposes of the drug testing policy for students-athletes are:

1. To employ education, testing and counseling to deter drug use, and where deterrence in unsuccessful, to terminate participation in athletics.
2. To educate those students on the physiological and psychological dangers inherent in the misuse of drugs and alcohol.
3. To protect those students from health related risks inherent in the misuse of drugs and alcohol.
4. To protect those students, and other with whom they compete from potential injury because of the misuse of drugs and alcohol.
5. To remove the stigma of substance abuse from the athletes who do not misuse and/or abuse drugs and alcohol.
6. To provide a testing program to identify student-athletes who are improperly using drugs and to assist them, through education and counseling, before they injure themselves or others or become physiologically or psychologically dependent.
7. To reassure athletes, parents, and the community that the health and academic progress of each of its student-athletes is the Marion County Board of Education’s primary goal.

# **DRUG TESTING PROCEDURES**

The student-athlete will subject to testing for the use and/or abuse of illegal or controls substances as well as prescription and over-the counter substances, drugs and medications. Student-athletes who are under the care of a physician and must take a prescribed medication must provide a letter from the physician for the head coach. This letter should demonstrate medical history indicating a need for the regular use of that drug as a part of that care. Testing will be accomplished by the analysis of urine specimens, or other recognized analyzed procedures, obtained from the student at the direction of the head coach or physician.

The testing procedures will ensure that the specimen being analyzed is identified with appropriate student and that the purity of the sample is maintained. Columbia HCA Laboratories will conduct all chemical analysis.

# **FREQUENCY OF TESTING**

1. All athletes will be subject to testing at the time of their pre-participation physical. (This is the only test that will be announced prior to testing.)
2. All athletes will subject to random drug testing throughout the year.
3. All past positives will be subject to future drug testing throughout the year and will be paid by the athlete.
4. An athlete can be tested whenever medically warranted.

# **TEST RESULTS**

The results of the drug tests will be forwarded to the principal and head coach. The following action will be taken:

**FIRST POSITIVE**-The head coach, principal, parent/guardian and the athlete will be notified. The athlete will be placed on probation for a period of 30 days and will not be allowed to participate in any regularly scheduled TSSAA activity for a period of 30 days. If the first positive occurs during the off-season, there will be a 30-day probationary period including 12 hours of additional activity and 2 weeks suspension from regularly scheduled TSSAA activity. After 30 days the athlete will be retested. The athlete will be reinstated with a negative test as long as other disciplinary action and a drug-counseling program (determines by a professional counselor) has been completed. The athlete must produce a normal urine sample for testing. The athlete will be subject to periodic retesting throughout the year. The head coach and/or the team physician will counsel the athlete and parent/guardian by concerning the assistance that is available and the consequences of any subsequent drug tests.

**SECOND POSITIVE**-A positive drug test at any time after the 30-day probationary period for a first positive will constitute a second positive. The head coach, principal, parent/guardian and student-athlete will be notified of the positive test results. The program at Marion County High School in any capacity for the reminder of the school year. After any positive, the athlete has the opportunity to challenge the results. He may ask for a retest. Using the same lab, if the test is negative, the school will incur the expenses, if the retest is positive, then the family will pay for the test.

**CONSENT TO PERFORM URINALYSIS FOR DRUG TESTING**

I hereby consent to have a sample of my urine collected and tested for the presence of drugs in accordance with the Marion County High School’s Athletics Drug Testing Program.

I have read and understand the policy relative to drug testing and procedures. I have received a current copy of such policy and procedures.

I understand that this testing will occur at such times as deemed appropriate by the team physician, my head coach, or certified athletic trainer. I understand that any urine samples will be sent only to a licensed medical laboratory for actual testing, and the samples will be coded to provide confidentiality.

I hereby authorize the release of such urine testing results to the team physician, head coach, certified athletic trainer, and high school officials as deemed appropriate. I understand that these results will also be made available to me.

I understand that I am free to withdraw this consent for urinalysis testing. However, I also understand that should I refuse to submit to testing at the time requested, I will not be permitted to participate in any sporting program or cheerleading until such time as by head coach and principal shall deem appropriate.

I hereby authorize the release of the results of such testing to my parent/guardian upon receipt by the high school of a specific request by my parent/guardian.

I hereby release the Marion County School Board of Education and my high school from any legal responsibility or liability for the release of such information and records as authorized by this form.

**Marion County High School's Family Guide to RTI**

**Marion Countv High School** is committed to helping all children succeed. We have many ways to help children who are struggling to learn and who need additional supports to be successful. Response to Instruction and Intervention (RTI) is one form of support. **RTI** involves the frequent monitoring of progress in order to apply student data to make important education decisions about instruction.

**\\'hat is RTI?**

A multi-tiered delivery system that uses a data-driven problem-solving model to identify specific

students need and match appropriate instructional strategies.

**What does the RTI Framework look like?**

The RTI Framework has three tiers. Each tier provides differing levels of support.

• In Tier 1, all students receive research-based, high quality, general education instruction that incorporates ongoing universal screening and ongoing assessment to inform instruction.

• In Tier 11, intervention is implemented when assessment indicates that a student is not making adequate gains from Tier I instruction alone. In addition to Tier I instruction, students are provided small group interventions designed to meet their specific needs. These students are progress monitored using a tool that measures changes in the student's individual skills.

• In Tier III, more intensive interventions are provided to students who have not made significant progress in Tier II, who are more than 1.5 grade levels behind, or who are below the lOth percentile. These students are progress monitored weekly or every other week using a tool that is sensitive to measuring changes in the student's individual skills.

**What to expect.**

Academic support will increase or decrease dependent upon your student's needs. Progress monitoring will be collected and used to determine if a student is improving in reading and math. RTI2 is supported by federal and state guidelines. All students are placed within RTI and can be moved between tiers during the school year. If it is identified that your student needs additional assistance offered by Tier 2 or Tier 3 RTI2 you will be notified.

**Marion County High School Family/Community Engagement Plan**

The school shall be governed by the statutory definition of parent involvement as sited in the Elementary and Secondary Education Act (ESEA), and shall carry out programs, activities and procedures in accordance with this definition.

The school shall implement the following as required by federal and state legislation:

* **The school will put into operation activities and procedures for the involvement of parents. Those programs, activities and procedures will be planned and operated with meaningful consultation with parents.**
1. Advisory council including students, parents, teachers, and community leaders.
2. Survey sent to all parents to obtain input on their wants and needs.
3. Workshops planned and held on topics of interests to parents.
4. Parent participation in athletic club and band booster club.
5. Orientation for transitioning 8th grade students to high school.
6. Fall and spring meetings of advisory committee to review engagement plan, Home/School Compact, and to address the questions and concerns of families.
* **The school shall incorporate activities and strategies that support the district-wide family and community engagement policy into its E-Plan.**
1. Meeting of advisory council to formulate strategies and review engagement plan.
2. Surveys analyzed to meet needs of parents and students.
3. Workshops held to involve families and community .
* **The school, along with parents and teachers, has designed strategies to improve homework, attendance and discipline.**
1. A parent-teacher conference held every 12 weeks.
2. Progress reports sent to parents halfway through every grading period.
3. Letters sent to parents before scheduled conferences if the student is failing.
4. ParentVue gives parents and students access to all grades.
5. School marquee gives announcements of report cards and conferences.
6. School web site provides information of school events.
7. Final exam exemption for students with A average and no more than one absence.
8. Achieve discipline by stationing teachers in hallways between classes.
9. Employ security cameras in various places.
10. Utilize the in-school-suspension and alternative school programs for student offenses.
* **The school informs parents of the right to access their children’s’ official records.**
1. Notification of rights printed in student handbook given to all students and signed by parent.
2. Notification given on school web site.
3. Notice posted in prominent place in school building.
* **To the extent practicable, the school shall provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports in an understandable and uniform format and including alternative formats upon request, and, to the extent practicable, in a language parents understand.**
1. Notification in student handbook of policy to accommodate parents with disabilities, limited English, or any other need for assistance.
2. Building maintained as handicapped accessible.
3. ESL Coordinator available.
* The school shall appoint a Family and Community Advisory Council that will annually assess, through consultation with parents, the effectiveness of the Family and Community Engagement Program and determine what action needs to be taken, if any, to increase parental and community participation. In order to accomplish this, each advisory council shall be composed of representatives from parents of students in each grade level of the school, and community business leaders.

1. Marion County High School will include parents of students from each grade level. At

. least one to two students will also be included on the committee.

1. Committee will meet each spring to access program.
* **The school will work with the LEA to ensure requirements are met for homeless students and that homeless students receive the educational services to which they are entitled:**
1. The principal and staff will work with the district’s Homeless Liaison to identify homeless students.
2. The school will adhere to the Marion County Schools’ policy on homeless students.
* **The school will work with LEA to ensure the requirements are met for migrant students and the migrant students receive the educational services to which they are entitled:**
1. The principal and staff will work with the district’s Migrant Liaison to identify migrant students.
2. The school will adhere to the Marion County Schools’ policy on migrant students.

**INTERNET USE POLICY**

The network is provided for students and teachers to conduct research and communicate with others. Independent access to network services is provided to students and teachers who act in a considerate and responsible manner. Access is a privilege, not a right. Access entails responsibility. Violations may result in a loss of access as well as other disciplinary or legal action.

The following uses of the Internet system are considered unacceptable:

**1. Personal Safety (For students only)**

**A.** Users will not post personal contact information about themselves or other people. Personal contact information includes address, telephone, school address, work address, etc.

**B**. Users will not agree to meet with someone they have not on-line without their parent's approval and participation.

**C.** Users will promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable.

**2. Illegal Activities**

**A.** Users will not attempt to gain unauthorized access to any other computer system, or go beyond their authored access. This includes attempting to log in though another person's account or access another person's files. Theses actions are illegal even if only for the purposes of "browsing".

**B**. Users will not make deliberate attempts to disrupt the computer system performance or destroy data by spreading computer viruses or by any other means. These actions are illegal.

**C**. Users will not use the internet system to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety or persons, etc.

**3. System Security**

**A.** Users are responsible for the use of their individual account and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a user provide their password to another person.

**B.** Users will immediately notify the school principal if they have identified a possible security problem.

**C.** Students shall not check email accounts at school.

**4. Inappropriate Language**

**A.** Restrictions against inappropriate language apply to public messages, private messages, and material posted on Web pages.

**B.** Users will not use absence profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.

**C.** Users will not post information that, if acted upon, could cause damage or a danger of disruption.

**D.** Users will not engage in personal attacks, including prejudicial or discriminatory attacks.

**E.** Users will not harass another person. Harassment is one persistently acting in a manner those distresses or annoys another person. If a user is told by a person to stop sending them messages, they must stop.

**F.** Users will not knowingly or recklessly post false or defamatory information about a person or organization.

**5. Respect for Privacy**

**A.** Users will not repost a message that was sent to them privately without permission of the person who sent them the message.

**B.** Users will not download large files unless absolutely necessary. This will be done, if necessary, under the direction of the classroom teacher or Internet instructor. Any file download without teacher’s permission is a violation of policy.

**C.** Users will not post chain letters or engage in "spamming." Spamming is sending an annoying or unnecessary message to a large number of people.

**D.** Users will check their e-mail frequently, delete unwanted messages promptly, and stay within their e-mail quota.

**E.** Users will subscribe only to high quality discussion group mail lists that are relevant to their education or professional/career development.

**6. Plagiarism and Copyright Infringement**

**A.** Users will not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writing of others and presenting them as if they were original to the user.

**7. Inappropriate Access to Material**

**A.** Users will not use the Internet system to access material that is profane or obscene (pornography), that advocates illegal act, or that advocates violence or discrimination towards other people (hate literature). For student, a special exception may be made for hate literature if the purpose of such is to conduct research and access is approved by both the teacher and the parent. School employees may access the above material only in the context of legitimate research.

**B.** If a user inadvertently accesses such information, they should immediately disclose the inadvertent access in a manner specified by their school. This will protect user against an allegation that they have intentionally violated this policy.

**MARION COUNTY HIGH SCHOOL INTERNET USE POLICY**

Marion County High School makes available student access to the Internet and World Wide Web as a means of providing instructional and research tools in all areas of learning. The Internet offers a vast and diverse source of information for education, entertainment, and communication. Because of our educational focus and public school setting, students are asked to follow specific guidelines for responsible use of the Internet. Most importantly, the Internet is to be used only for the educational purposes authorized and promoted by Marion County High School. Teachers will supervise student use of the Internet at all times. Students do not pay to use the Internet.

**STUDENTS SHOULD NOT CHECK PERSONAL EMAIL**.

Please read the attached Internet Use Policy and discuss it with your son or daughter. If you have any questions, please contact Mr. Larry Ziegler at (423) 942-5120.