

$$x = \frac{-b \pm \sqrt{b^2 - 4ac}}{2a}$$



Family-Student Handbook



Marion High School
2026-2027



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Welcome to Marion High School

At MHS, we believe every student belongs, every voice matters, and every path forward should be supported. We are a community built on connection, character, and the drive to grow. Whether you're beginning your high school journey or preparing for life after graduation, you are part of a school that leads with purpose.

Our mission is to help students own their future by building the skills, knowledge, and confidence needed to thrive beyond high school. That means more than coursework—it means real experiences that connect learning to life.

From college credit and certifications to career academies, internships, service learning, and hands-on electives, MHS is committed to making learning relevant. We believe students learn best when they're solving real problems, applying their knowledge, and making an impact in their community.

To support that mission, this handbook has been updated and reorganized to be more accessible, student-centered, and aligned to our core values: Respect, Responsibility, Integrity, and Safety. You'll notice streamlined sections, clearer expectations, and stronger links between support systems and behavior expectations. We want families and students to find answers quickly and understand not just the "what" but the "why."

As always, if you have questions or ideas, reach out. Our staff is here to help.

Together, we lead the pack.

-The Marion High School Team

MARION HIGH SCHOOL OFFICE STAFF

NAME	ROLE	E-MAIL	EXT
High School Office			Ph: 377-9891
Hooper, Angie	Attendance Secretary	ahooper@marion-isd.org	1120
Dittmar, Ann	Principal's Secretary	adittmar@marion-isd.org	1123
Christenson, Anna	Activities Secretary	achristenson@marion-isd.org	1124
Semler, Greg	Principal	gsemler@marion-isd.org	1125
Raymond, Chris	Associate Principal	craymond@marion-isd.org	1121
Kriegel, Scott	Activities Director	skriegel@marion-isd.org	1116
Wennekamp, Abby	Instructional Coach	awennekamp@marion-isd.org	1222
Sherryl Paige	Student Success Coordinator	spaige@marion-isd.org	1204
Counseling Office			
Turner, Bianca	Counseling Office Secretary	btturner@marion-isd.org	1127
Byers, Jennifer	Counselor, 504 Coordinator	jbyers@marion-isd.org	1128
Kettmann, Tom	Counselor	tkettmann@marion-isd.org	1129
Nurse's Office			
Eagle, Lindsey	Nurse	leagle@marion-isd.org	1126
Palmer, Emily	Health Associate	epalmer@marion-isd.org	1126

 A full staff directory with contact information is available on the **school website** and in the **Powerschool parent portal**.

COMMUNICATION PROTOCOL

At Marion High School, we value open and respectful communication between families, students, and staff. When a question or concern arises, please follow this protocol to ensure it is addressed promptly and by the appropriate person.

CONCERN TYPE	FIRST POINT OF CONTACT	IF UNRESOLVED, CONTACT
Academic performance, grades, assignments	Classroom Teacher	Assistant Principal/Principal
Attendance, tardiness	Attendance Secretary	Assistant Principal
Behavior or classroom expectations	Classroom Teacher	Assistant Principal → Principal
Technology issues	Library/Media or Tech Help Desk	Assistant Principal
IEP special education services	IEP Roster Teacher	Assistant Principal/Principal
504 services	504 Coordinator	Assistant Principal → Principal
Schedule or course questions	School Counselor	Assistant Principal → Principal
Activity or athletic eligibility	Coach/Activity Sponsor	Activities Director → Principal
Bullying, harassment, safety	School Counselor or Admin	Assistant Principal/Principal
Health-related issues	School Nurse	Assistant Principal/Principal
Transportation	Transportation Department	Assistant Principal → Principal
Facility or operations concern	Main Office	Principal

 **Pro tip for families:** Whenever possible, start with the staff member **closest to the issue** (like your student's teacher or counselor). If needed, the concern can then be escalated respectfully to administration.

BELL SCHEDULE

MARION HIGH SCHOOL

BELL SCHEDULE



Arrival Time

Breakfast starts @ 7:40

Teacher Assistance 7:40-7:55

In class by 7:55

Announcements

Block 2: Pledge of Allegiance and announcements.

Attendance

☎ 319-377-9891

☐ mhsattendance@marion-isd.org

Kirkwood Regional Center classes follow Cedar Rapids CSD schedule and weather delays/cancellations

**Early bird classes at MHS begin at 7:00am. These classes will be canceled if a Two-Hour Delayed Start is announced.*

Regular Schedule

Arrival	7:40 - 7:55
Block 1	8:00 - 9:25
Block 2	9:30 - 11:00
Block 3	11:05 - 12:55
A Lunch	11:00 - 11:30
B Lunch	11:45 - 12:15
C Lunch	12:30 - 1:00
Block 4	1:00 - 2:25
M Block	2:30 - 3:00
Extra	3:00 - 3:30

Early Release (2 Hr)

Arrival	7:40 - 7:55
Block 1	8:00 - 9:05
Block 2	9:10 - 10:10
Block 3	10:15 - 11:20
Block 4	11:25 - 12:30
Lunch	12:30 - 1:00
Extra	1:00 - 1:30

Delayed Start (2 Hr)*

Arrival	9:40 - 9:55
Block 1	10:00 - 11:05
Block 3	11:10 - 12:40
A Lunch	11:05 - 11:35
B Lunch	11:40 - 12:10
C Lunch	12:15 - 12:45
Block 2	12:45 - 1:50
Block 4	1:55 - 3:00
Extra	3:00 - 3:30

 Schedules may be modified for special events throughout the year.

FAMILY INVOLVEMENT & COMMITTEE OPPORTUNITIES

At Marion High School, we value strong partnerships between families and staff. One of the best ways to stay connected and make an impact is by participating in school committees, advisory groups, and booster clubs. Whether you're looking to stay informed, offer feedback, or support student experiences, there's a place for you here.

Opportunities for Involvement Include:

- **Building & District Committees:**
Serve on the Superintendent's Advisory Committee or School Improvement Advisory Committee (SIAC). These groups meet a few times per year to provide input on school goals and priorities.
- **Booster Clubs:**
Support our students through the Fine Arts or Athletic Boosters- open to all parents and community members who want to help with events, fundraising, and school spirit.
- **Event Support & Volunteering:**
Join us as a helper for school dances, performances, and other student-led events. Watch communications for sign-ups throughout the year.

If you're interested in learning more or getting involved, reach out to the MHS Main Office or email the District Office to be connected with the appropriate advisor or committee contact. **Together, we lead the pack!**

SAFETY & OPERATIONS

At Marion High School, safety is foundational to learning. We are committed to providing a secure, respectful environment where students, staff, and families can focus on academic and personal growth. This section outlines the systems, expectations, and procedures that help keep our campus safe for all.

STUDENT & VISITOR ENTRY

To support a secure and welcoming school environment, all students and visitors must enter through the main entrance during the school day.

- Student drop-off and pick-up occurs at Door #4 (stadium side of campus).
- Other entry points remain locked and are only accessible with staff presence and permission.
- Non-student visitors are required to check in at the main office. A valid government-issued ID must be scanned using the district's visitor background screening system, before access to the building is granted.
- Visitors will be given a visitor badge that must be visible at all times while in the building.
- Visitors must check out with the Office before leaving the building.

This procedure helps ensure that everyone on campus is accounted for and authorized to be here, reinforcing our commitment to safety and community trust.

DRILLS AND EMERGENCY PROCEDURES

Fire, disaster, and safety drills are conducted throughout the year to ensure staff and students are prepared in the event of an emergency. Drills include:

- 4 Fire Drills- Students will need to fully exit the building during this drill
- 2 Tornado Drills- Students will exit the classroom into the halls or the storm shelter
- 2 ALICE Drills (Alert, Lockdown, Inform, Counter, Evacuate)

SEARCH AND SAFETY PROCEDURES

Aligned with MISD Board Policy 502.8 and Iowa Code § 808A.2

To protect the safety and well-being of all students and staff, school authorities may conduct searches when there is "*reasonable and articulable suspicion*" that a student has violated a school policy, regulation, or law. These searches are conducted respectfully and in accordance with district policy and Iowa law.

Searchable areas include:

- Student lockers, which remain the property of the school

- Desks and school workspaces
- Personal belongings, including backpacks, purses, coats, or electronic devices
- Student vehicles parked on school property, when there is reasonable and articulable suspicion of a policy or legal violation. Parking on campus implies consent to such searches (*Iowa Code § 808A.2*).

To support a safe school environment:

- Metal detectors may be used during safety screenings or school events
- The Marion Police Department Canine Unit may be invited to assist with proactive safety checks in buildings and parking lots
- Video surveillance in common areas and entrances enhances security and encourages positive behavior

Items that may not be possessed on school grounds include: illegal drugs, alcohol, weapons, explosives, stolen property, and drug paraphernalia. If found, such items will be confiscated and appropriate disciplinary action will follow. Law enforcement may also be involved.

LOCKERS, BAGS, AND PERSONAL BELONGINGS

Aligned with MISD Board Policy 502.7 – Student Lockers

Student lockers are provided as a convenience and remain the property of the Marion Independent School District. To maintain a clean, safe, and respectful environment, lockers may be inspected at any time by school personnel. These inspections help locate missing items, prevent damage or misuse, and ensure lockers are free of unsafe or prohibited items.

Students should avoid storing:

- Large sums of money
- Expensive personal or electronic items
- Any items not allowed on school grounds

Backpacks, bags, and purses may be restricted in size or use during the school day based on classroom safety and instructional needs. Students are expected to follow their teacher's direction for storing bags (typically under desks or in designated areas) to ensure clear pathways and safe learning spaces.

WEAPONS IN SCHOOL

School district facilities and/or school-sponsored events are not an appropriate place for weapons or dangerous objects. This would include but not be limited to objects such as knives, guns, squirt guns, water cannons, facsimiles of guns, knives, machetes, etc., as well as other objects such as broken bottles or baseball bats used to cause or threaten to cause injury. Students bringing weapons to school district facilities and/or school-sponsored events shall be disciplined up to and including expulsion.

ANTI-BULLYING & HARASSMENT POLICY

Aligned with MISD Board Policy 104 and Iowa Code § 280.28

Marion High School is committed to providing a **safe and supportive school environment** for all students. bullying and harassment are strictly prohibited and will not be tolerated.

Harassment and **bullying** are defined as: Any repeated and targeted electronic, written, verbal, or physical act or conduct toward a student that creates an objectively hostile school environment that meets one or more of the following conditions:

- Places a student in reasonable fear of harm to their person or property
- Has a substantially detrimental effect on the student's physical or mental health
- Has the effect of substantially interfering with a student's academic performance
- Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school

This includes conduct that occurs:

- On school property or at school events
- On school transportation
- Online or off-campus if it substantially disrupts the school environment

All reports of bullying or harassment will be taken seriously and investigated promptly.

👉 **TO REPORT A CONCERN, PLEASE USE THE FOLLOWING FORM: Incident Reporting Form**

Reports can be made by students, staff, parents, or guardians. Retaliation against anyone who reports bullying or harassment is strictly prohibited and will result in disciplinary action.

Student/Parent Resources:

- *Take a Stand, Lend a Hand, Stop Bullying Now!* <http://www.stopbullying.gov/>
- *Iowa Collaboration for Youth Development*
- Youth who may be experiencing dating violence or need help escaping violent relationships can contact the Iowa Sexual Abuse Hotline for confidential support and information at 1-800-284-7821

HAZING

Aligned with Iowa Code § 708.10 and MISD Board Policy 104 – Anti-Bullying/Harassment

Marion High School is committed to maintaining a safe, respectful environment for all students. Hazing in any form is strictly prohibited. This includes any intentional or reckless act (whether physical, emotional, or psychological) that is done as a condition of joining or participating in a group, club, team, or organization. *Under Iowa Code § 708.10*, hazing is defined as:

Any intentional or reckless act involving forced activity that endangers the physical health or safety of a student for the purpose of initiation, admission into, or affiliation with any group or organization connected to the school.

Examples of prohibited hazing behaviors include (but are not limited to):

- Physical brutality (e.g., hitting, whipping, pushing, forced physical exertion)
- Forced isolation or confinement
- Coerced consumption of food, alcohol, or substances
- Any act that causes emotional or psychological distress
- Acts intended to humiliate, degrade, or intimidate

Students found to have engaged in hazing will face disciplinary consequences, which may include suspension, removal from activities, or referral to law enforcement depending on the severity of the behavior.

At Marion, we believe belonging should be built through trust, respect, and shared purpose, not fear or humiliation.

ACADEMICS & SUPPORT SERVICES

Learning goes beyond the classroom. Marion High offers a wide range of extracurricular activities that allow students to explore interests, build friendships, and develop leadership skills. This section includes guidelines and eligibility information for participation in athletics, clubs, and events.

COUNSELING SERVICES

Marion High School's Counseling Staff helps guide students with personal/family, academic and post-secondary (after high school) school/career counseling. The Marion Way is incorporated into personal and academic counseling sessions, stressing the importance of character. The Marion Way: Respect, Responsibility, Integrity, Safety. Students are assisted with the development of decision-making skills, how to communicate verbally and non-verbally, and how to be successful. The Counseling Staff often collaborates with Administration and teaching staff in order to better help students. Students and/or parents can make an appointment with one of the counselors at any time, preferably before or after school. If it is an emergency, you may stop by at any time. If you have any questions or concerns, please contact the Counseling Office at 377-9891, ext 1127

The Counseling Office is also responsible for report cards, senior transcripts, scheduling students for classes at MHS and for registering students for PSEO classes. The Counseling Office coordinates visits with post-secondary academic and athletic recruiters. SAT and ACT packets are available in the Counseling Office. Visit [MHS Counseling Website](#)

GRADUATION

Graduation represents the culmination of each student's learning journey at Marion High School. This section outlines the requirements, expectations, and supports in place to help every student cross the finish line prepared for what comes next.

GRADUATION REQUIREMENTS

Graduates will be required to complete 28 total credits (16 required and 12 elective credits). Required credits include:

English	4 credits: English 1 A & B, English 2 CS & Writing, American Literature 1 & 2, English 4 Gen/College A & B or AP English 1, 2, & 3
Math	3 credits required in addition to Money Math Matters
Social Studies	3 credits: Global Studies/World History or AP Human Geo 1 & 2, American History 1 & 2, American Government, and 1 social studies electives
Science	3 credits: Gen. Science 1, Gen. Science 2, Earth/Space Science, Bio 1 & Bio 2
Physical Education	2 credits including Fundamentals of Fitness, and 1.5 elective credits earned at the rate of 0.5 credits per school year for each student unless excused because of documented medical or religious reasons or academic course conflict. See P.E. Waiver
Health	0.5 credit Health & 0.5 credit of Teen Insights

STATE CIVICS TEST GRADUATION REQUIREMENT **!NEW for 26-27!**

In accordance with Iowa law (Senate File 369), all students must successfully complete a state-approved civics test as a condition of high school graduation. The assessment is based on the U.S. Citizenship and Immigration Services (USCIS) naturalization test. Testing accommodations and modifications will be provided for eligible students in alignment with their individualized education plans (IEP, 504, or EL plans). Successful completion of this state-mandated assessment will be recorded on the student's official transcript. Specific testing windows, passing thresholds, and retake opportunities will be communicated throughout the year.

GRADUATION CEREMONY

Participation in the Marion High School graduation ceremony is reserved for students who are fully enrolled and have successfully completed all required coursework under the standards established by Marion High School and the Marion Independent School District.

To take part in the ceremony and receive a Marion High School diploma, students must:

- Meet all graduation requirements and earn the necessary credits
- Attend the required graduation rehearsal
- Wear school-approved attire (cap, gown, tassel, etc.)
- Students who complete their requirements outside the standard MHS instructional program may receive their diploma once all criteria are met but will not participate in the ceremony.

EARLY GRADUATION

Students who meet all MISD Board-approved graduation requirements before the end of their senior year may apply for early graduation. Requirements:

- Students must apply with their school counselor at least one term in advance.
- Approval must be granted by both school administration and the school board.
- Once approved, early graduates are considered alumni of Marion High School.
- Early graduates may not participate in school activities, with the exception of prom and the graduation ceremony.

GRADING AND PROGRESS REPORTING

A-Superior; B-Above Average; C-Average; D-Below Average; F-Fail; I-Incomplete*;

S-Satisfactory Plus and minus points assigned for each grade:

A	4.00	B+	3.33	C+	2.33	D+	1.33	F	0.00
A-	3.67	B	3.00	C	2.00	D	1.00		
		B-	2.67	C-	1.67	D-	0.67		

 ***Incompletes must be made up no later 5 school days following the completion of the term.**

AP courses will be placed on a 5.0 scale. The overall grade point average will be calculated on a 4.0 scale. (Please review the potential positive and negative impact of AP classes associated with GPA & 5.0 scale and total number of regular classes taken with a high school counselor).

Report cards are issued and an honor roll will be posted at the end of each term. Progress reports are issued by individual teachers or can be accessed at any time on PowerSchool.

MHS PARENT/TEACHER CONFERENCES

Parent/teacher conference dates are published on the district calendar and scheduled through PowerSchool. Conferences are held in teacher classrooms and may be conducted in person or online based on family preference. All conferences are **scheduled in 15-minute blocks and will be held from 3:00 to 7:00 PM**. Accommodations can be made for families who need alternate times. Families may also reach out to individual teachers outside of conference windows to schedule additional conversations.

These conferences provide an opportunity for parents and guardians to connect directly with teachers about academic progress, classroom behavior, and how to best support learning at home. Families are encouraged to prepare questions in advance and bring their student whenever possible to support a shared understanding of goals and growth.

ACADEMIC CONCERNS

If you have concerns regarding a situation at school, you are urged to follow this procedure:

1. **Contact the teacher directly** to discuss the concern and explore possible solutions.
2. If the concern is not resolved, request a conference with the principal.
3. If the concern is not resolved, request a conference with the superintendent.

COURSE SCHEDULING

PASS / FAIL (CREDIT / NO CREDIT) OPTION

Marion High School students in grades 9–12 may choose to take one course per term on a credit/no credit (pass/fail) basis under the following conditions:

- The student must be on track to graduate
- The course must be elective or non-core (not required for graduation in English, Math, Science, or Social Studies)

- The course will not factor into the student's GPA
- Students taking a course credit/no credit in English, Math, Science, Social Studies, or World Language are not eligible for the Honors Program

How to Apply:

- Students must pick up a Pass/Fail Request Form from the Counseling Office
- The completed form must be submitted by the Friday following Parent/Teacher Conferences for that term

P.E. WAIVER

A P.E. waiver can only be granted for students who are taking rigorous classes in the core areas: English, Math, Science, and Social Studies. Any students with an open block or taking an elective course will not qualify for a P.E. waiver. See the Counseling Office if you have questions. High school administration will review all requests.

OPEN BLOCK

Open Block privileges are as follows:

- On course to graduate
- No failing grades during the previous term
- No significant accumulation of discipline problems
- Excellent attendance
- Tardy four or fewer total times in all classes per term
- No in-school or out-of-school suspensions
- No excessive absenteeism (more than 4 unexcused absences in a class)
- No behavior(s) considered inappropriate for Marion High School
- Student with an open block will either have a supervising teacher or will make arrangements to exit the building during that block

COURSE CHANGES

All course changes will be handled through the Counseling Office. Changes made will be decided on an individual basis any time prior to the start of the term for which the change is being requested. Students are encouraged to look ahead at their scheduled classes to ensure the accuracy and relevance of their courses.

ACADEMIC SUPPORT OPTIONS

Aligned with Marion's MTSS Framework

At Marion High School, we believe all students can learn and succeed with the right supports. Through our Multi-Tiered System of Supports (MTSS), we offer a range of academic interventions to ensure that students receive the help they need, when they need it.

Tier 1: Universal Supports

- Daily core instruction that is differentiated and inclusive
- Teacher office hours and embedded review strategies
- Regular formative checks and feedback in class

Tier 2: Targeted Interventions

- M Block academic sessions for reteaching or assignment support
- Small group instruction or skill-building with co-teachers
- Referrals to Success Center support

Tier 3: Intensive Support

- Individualized plans based on academic data
- Involvement of interventionists, counselors, and families
- Success Team collaboration to monitor student progress

 *Tutoring or intervention opportunities may occur during M Block, before or after school, or through classroom-based plans. Students and families are encouraged to connect with their teachers to explore available supports.*

MAKE-UP WORK

It is the student's responsibility to check with his/her teachers (before or after school) as to the necessary make-up work from an absence. Incomplete make-up work will be reflected in the student's grades. When possible, arrangements to make up work prior to the absence should be made. Please contact the office regarding upcoming absences. It is recommended that the student or parent

contact individual teachers regarding missing assignments. Unless special arrangements have been made with the instructor, all make-up work must be completed in a length of time equal to the absence plus one.

M BLOCK & HOMEROOM

M Block is scheduled at the end of the day from 2:30-3:00 pm on full academic days. All students will be assigned a Mentor teacher and will be scheduled into their homeroom, this consists of one advisor and students of the same grade level. Homerooms will meet during M Block the first week of every term as needed to accomplish grade-level tasks (assemblies, career education, scheduling, etc.) and during ISASP testing in the Spring.

The remaining full academic days will be “student request” days where students can be requested for academic assistance, enrichment activities, and organization meetings. Students will be reminded of their M Block status (requested, detention, extension, etc.) and location at the end of 4th Block. Students choosing to participate in M Block that have not been specifically requested will go to their advisor’s location.

Although we believe M Block is a valuable time to collaborate with students and faculty for personal and academic growth, students in grades 9-12 may have the option to leave during M Block with parental permission so long as they do not meet the criteria for required participation (below). If a student has practice or an activity, they must attend their M Block class, or leave the building and return for practice. Students without a 4th block must determine an alternate time and location to meet with teachers.

Students are required to participate in M Block if they are:	Students may leave M Block if they are:
• Requested by a teacher or involved in a extension activity • Serving detention • Unable to exit due to busing, transportation, or after-school activities • Called to class meetings or assemblies • Opted-in by parent/guardian request	• Not required due to conditions on the left • Not enrolled in a 4th block class at MHS ◦ Need to attend at an alternate time

504 & IEP SUPPORTS

In accordance with Section 504 and IDEA

Marion High School is committed to providing a free and appropriate public education (FAPE) to all students. Students who require accommodations or specialized instruction due to a documented disability may qualify for either a 504 Plan or an Individualized Education Program (IEP).

Section 504 Plans

- Provide accommodations that allow students with physical or mental impairments to access the general curriculum
- Examples include extended time, preferential seating, modified assignments, or access to assistive technology
- Plans are reviewed annually and coordinated by the 504 Coordinator and Student Services team

Individualized Education Programs (IEPs)

- Developed through a team process to meet the unique needs of a student with a qualifying disability
- Include specialized instruction, related services (e.g., speech, OT), and measurable goals
- Progress is monitored by a case manager and team of special educators

 **Families with questions or concerns should reach out to the student’s counselor, case manager, or the Special Education Coordinator.** Both 504 and IEP plans are implemented in partnership with MTSS practices, ensuring all students have access to grade-level content and meaningful progress toward their goals.

MEDIA CENTER

- Hours: 7:30 am-3:15 pm Monday – Friday
- Gum, food, or drinks are not allowed. Bottled water is allowed at tables only.
- Book Loan Period: 2 weeks.
- Renewals: If book is not reserved
- Book fines: 5 cents per day.

- Lost Materials: Students must pay the replacement cost of lost materials.
- Printing Policy:
 - Please print only when absolutely necessary.
 - If you only find a few facts on a site, take notes.
 - Read an entire article to determine what parts you need to print.
 - Open a document and cut & paste in sections of text or photos that you need to print.
 - Send print jobs to the printer 1 time only.
 - If it doesn't print, ask MHS staff to address the problem.

TECHNOLOGY ACCESS & SUPPORT

Marion High School Students will have access to a device and school network as outlined in the *MISD Student Technology Handbook*. Any user who violates the Acceptable Use Policy (*MISD Board Policy Number 605.6 Appropriate Use of Computers, Computer Network Systems, and the Internet*) may be denied access to the school's technology resources.

Take your device to the MHS Library for onsite assistance with software or device issues. Contact help@marion-isd.org for assistance when you are working offsite.

EXPECTATION OF PRIVACY

By authorizing use of the MISD Network, the school district does not relinquish control over materials on the network or contained in files on the network. Users should have no expectation of privacy in district-managed technology resources (devices, networks, file storage, etc). Routine maintenance and monitoring of the MISD Network may lead to a discovery that a user has violated this policy, another school district policy, or the law. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy.

Parents have the right at any time to investigate or review the contents of their child's files. Parents have the right to request the termination of their child's individual account at any time. The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities and activities not in compliance with school district policies conducted through the MISD Network.

LIMITATION OF SCHOOL DISTRICT LIABILITY

Use of the MISD Network is at the user's own risk. The system is provided on an "as is, as available" basis. The school district will not be responsible for any damage users may suffer including but not limited to loss, damage, or unavailability of data stored on school district diskettes, tapes, hard drives or servers, or for delays, changes in or interruptions of service, delivery errors, or non-deliveries of information or materials, regardless of cause. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the MISD Network. The school district will not be responsible for financial obligations arising through unauthorized use of the MISD Network or the Internet.

ACADEMIC INTEGRITY POLICY (AI, PLAGIARISM, CHEATING)

Students are expected to complete and submit original work. Using AI tools, peers' work, or outside sources without proper acknowledgment is considered academic dishonesty. Responsible AI use is allowed when it supports learning and is clearly disclosed, following teacher guidelines.

Violations are investigated through a due process review and addressed using a tiered response that includes reteaching, resubmission, and escalating consequences. Severe or repeated misconduct may result in suspension or loss of privileges.

For full policy details, visit: [Marion High School AI & Academic Integrity Policy](#)

EXTENDED LEARNING

Learning doesn't stop at the end of the school day or year. Marion High School offers credit recovery, enrichment programs, summer learning, and online options to support students who want to catch up, deepen their knowledge, or explore new interests. This section outlines what is available and how to get started.

MARION HIGH SCHOOL HONORS PROGRAM

Marion High School students will be eligible for the Honors Program if they meet the following criteria:

- Complete 4 credits of English (of the 8 possible courses, which constitutes 4 credits, 6 courses should be advanced, which constitutes 3 credits. Some discretion will be given to the first 3 credits if there are course conflicts and advanced courses cannot be taken).
- Complete 3 credits of social studies
- Complete 3 credits of math (including 1 credit of Integrated Algebra/Geometry Regular or Accelerated and 2 credits of courses of sequential difficulty).
- Complete 3 credits of Science (must include 1 credit of Chemistry or 1 credit of Physics or ½ Chemistry and ½ Physics).
- Complete 3 credits of Foreign Language
- Earn a GPA of 3.5 in the core area
- Students fulfilling these requirements will be eligible for the Marion High School Honors Program and will be recognized at Honors Night, graduation ceremonies, and have an Honors Program designation on the diploma
- Credit/no credit courses will not be accepted for the courses in the program
- Students can apply for the Honors program following the 3rd term of their senior year.

HONOR ROLL / ACADEMIC LETTER / PRINCIPAL AWARD

The Honor Roll is composed of students doing outstanding academic work.

The criteria students must meet to earn the award:

- Students will receive an honor roll designation for each term the student earns a 3.50 GPA or higher. Honor Roll is calculated after grades are final each Quarter.
- Students who maintain a 3.5 GPA for all four quarters of a school year will receive an academic letter, symbolized with a lamp of learning, the first year they qualify and a pin to place on the letter each additional year.. Additionally, students will receive a Principal's Award certificate. The awards are presented the Fall following the completed year.

SERVICE LEARNING

There are two opportunities for service learning (volunteering): during and outside of school hours.

For non-school hours service learning, students can participate in events sponsored by the Marion Independent School District or within the Marion/Cedar Rapids area. Examples include The Festival of Trees, serving at one of the hospitals, managing an athletic team, assisting with summer camps, as part of the Show Crew, being a MHS Student Ambassador, etc.

Service learning takes place during the school day and involves working with a MISD teacher for a nine-week term. Students may serve during any block with a limit of one term per year. To be eligible, students must be making progress toward proficiency in reading and math, maintain a C average, demonstrate strong attendance and character.

SILVER CORD PROGRAM

Marion High School students who complete at least 160 hours of service will earn the prestigious Silver Cord award. The cord is presented during Senior Honors Night and is worn at Graduation, with the student's name also listed in the Graduation program. Students may start submitting hours starting the Summer after 8th grade, hours must be submitted by the last day of school for the year in which they were completed except Senior year, those must be submitted 2 weeks prior to Senior Honors Night. All hours will be reviewed for approval. Any volunteering questions can be directed to Ms. Turner in the Counseling office.

[Submit Student Volunteer Hours](#)

ADVANCED PLACEMENT (AP®)

Advanced Placement (AP®) courses are college-level courses offered by high schools. The courses, curriculum requirements, and optional tests are provided by The College Board. Based on the examination score and the postsecondary institution's policies, students may be eligible for college credit or advanced standing at the college or university they later matriculate.

POST SECONDARY ENROLLMENT OPTIONS (PSEO)

The Postsecondary Enrollment Options Act was enacted in 1987 to promote rigorous academic pursuits by providing high school students access to enroll part-time in nonsectarian courses in eligible postsecondary institutions. Permission to take these courses must go through the Counseling Office. The students and family are responsible for transportation. Eligible Schools: Coe & Mt. Mercy

CONCURRENT ENROLLMENT

The concurrent enrollment program, also known as district-to-community college sharing, promotes rigorous academic or career and technical pursuits by providing opportunities for high school students to enroll part-time in eligible courses through Kirkwood Community College. Per Senior Year Plus, concurrent enrollment courses are offered through contractual agreements between community colleges and school districts within their service area.

CAREER ACADEMIES

Career academies are programs of study offered to high school students through an agreement or contract between MHS and a Kirkwood Community College. They bridge high school and community college CTE programs.

ALTERNATIVE LEARNING

Some students need different pathways to success. Marion High School provides flexible learning options for students whose needs are not fully met in the traditional setting. This section explains choices like work-based learning, off-campus programs, and district-approved alternatives.

COMPASS ALTERNATIVE HIGH SCHOOL

The COMPASS Alternative High School is where students attend when a traditional high school is no longer working; placement at COMPASS typically is a result of academic or attendance concerns that hinder the success of the student at Marion High School. If the student wants to transfer back to Marion High School, they must successfully complete no less than 4 classes and no more than 8 at the COMPASS Center. (Work experience is not accepted as a class if they are planning on transferring back). If a student decides to graduate from COMPASS, the student will need to meet the requirements of a Marion High School Alternative Diploma. This diploma will not hinder the student's option of enrolling in post-secondary institutions. The COMPASS Center follows the Linn-Mar calendar. Classes are either teacher-led or are individually taken with the supervision of a teacher.

KIRKWOOD HIGH SCHOOL COMPLETION PROGRAM

Students can take classes through the Kirkwood High School Completion Program with the permission of the high school administration. This option is typically used for students who have fallen behind in graduation credits in order for them to graduate on time. Kirkwood Community College runs the program and courses need to be completed by May 15 for graduation consideration. Contact the Counseling Office for more information.

ADULT HIGH SCHOOL DIPLOMA

If you were just a few credit hours short of graduating, our adult high school program might be the right option for you. You can complete your high school degree by taking high school-level courses at Kirkwood. The classes you took at an accredited high school before this also count toward the diploma requirements. This is available for residents of eastern Iowa. Please see the Counseling Office for more information.

HIGH SCHOOL EQUIVALENCY DIPLOMA

You can also earn a high school equivalency diploma (HSED) by successfully completing a series of multiple choice tests that cover reading, writing, social studies, science, and math. Graduates receive an Iowa High School Equivalency Diploma. The program is not offered nationally or internationally. Please see the Counseling Office for more information. You must be 17 years of age or older to earn your adult high school diploma or HSED.

ONLINE ALTERNATIVE (APEX)

Under certain circumstances students may have the option for online education through APEX Online. Online coursework is still bound by the same timeline, credit requirements, consequences as other MHS courses. Students have the same number of days as the current term to complete the course. APEX credits count toward graduation. Letter grades are given for complete and incomplete courses and count towards the student's GPA. Parents will receive communication any time a student is placed in an online learning environment and will be asked to assist with time management. Online programming may be used in the following situations:

- Credit Recovery/Acceleration
- Summer Coursework

ASSESSMENT & POST-SECONDARY PREP

Assessment is part of the learning process. This section provides an overview of local and state assessments used at Marion High School and explains how the results inform instruction, measure growth, and guide student progress toward graduation.

ISASP PROFICIENCIES & COURSES

Students in grades 9-11 who are non-proficient in the reading comprehension segment on the ISASP, based on National norms, will be required to take Literacy Concepts. This is in addition to the English requirements.

STAR ASSESSMENTS

STAR reading and math assessments will be used as secondary screeners for 9-11 students at the beginning of the school year. Beyond the initial screener they will be used as progress monitoring tools to assess students in intervention programs throughout the year.

4-YEAR COLLEGE ENTRANCE EXAMS

ACT and SAT registration dates are posted and information is available in the Counseling Office. ACT and SAT will forward scores to Marion High School. Registration must be done through these two testing services. Students are encouraged to have completed Math 3A and 3B and have been in chemistry for at least one term prior to taking one of these tests.

KIRKWOOD ENTRANCE ASSESSMENT

The Kirkwood Entrance Assessment is free. Please contact the Counseling Office to register for this test or you may call Kirkwood Community College, 398-1052, to arrange a test time at the Kirkwood campus. Students must request that assessment scores be sent to Marion High School Counseling Office.

ARMED SERVICES ASSESSMENT (ASVAB)

The ASVAB test is free and available by contacting a local military recruiter to register. Students must request that ASVAB scores be sent to Marion High School Counseling Office.

STUDENT ACTIVITIES

Student activities are at the heart of a connected, thriving school experience at Marion High School. Whether it's athletics, fine arts, clubs, leadership groups, or service organizations, there's something for everyone to get involved in, grow their skills, and make lasting memories. Participation helps students build confidence, strengthen relationships, and discover their passions. We're proud to offer a wide range of opportunities for every student to lead, compete, create, and belong.

SCHOOL-SPONSORED STUDENT ORGANIZATIONS

School-sponsored student organizations are those that are recognized by the school district and board and are supported by dedicated staff sponsors and coaches. If a qualified sponsor is not available, or if funding limitations arise, some activities may not be offered in a given year, but we're always working to grow opportunities for student involvement. Students are also encouraged to start their own clubs based on shared interests or new ideas.

Participation in school-sponsored activities is a privilege that comes with responsibility. Sponsors and coaches may establish additional expectations specific to their team or group. Students are expected to uphold these expectations, as well as all school rules and district policies. Failure to do so may result in suspension or removal from the activity. Students or families with questions about an activity, eligibility, or participation expectations are encouraged to contact the Activities Director at 319-377-9891 ext. 1116 or 1124. We're here to help students get connected and thrive.

<u>Athletics</u>	<u>Fine Arts</u>	<u>Other Groups/Clubs</u>
• Archery (girls & boys) • Baseball • Basketball (girls & boys) • Bowling (girls & boys) • Cheerleading (Football, Basketball, & Wrestling) • Competition Cheerleading • Cross Country (girls & boys) • Dance Team / Poms (Fall & Winter) • Football • Golf (girls & boys) • Soccer (girls & boys) • Softball • Tennis (girls & boys) • Track & Field (girls & boys) • Trap Team • Volleyball • Wrestling (girls & boys) • Team Manager • Training Assistant	• Color Guard - Fall / Winter • Competitive Speech • Drumline - Fall / Winter • Fall Play • Glee Club - South 15th Street Singers • Jazz Band • Show Band • Show Choir - New Creation • Show Crew • Spring Musical • Thespians • Jazz Choir • Vocal Music	• Anime • Art Shows/Fairs/Competitions • Book Club • Creative Ink Literary Magazine • Family, Career and Community Leaders of America (FCCLA) • Fellowship of Christian Athletes (FCA) • Future Business Leaders of America (FBLA) • Garden Club • Green Bandana • Mock Trial (Marion Home School) • National Honor Society • Robotics • SkillsUSA • Student Ambassador • Student Senate • Take Charge • Win With Wellness

NATIONAL HONOR SOCIETY

When a student is a sophomore, he/she will have an opportunity to be part of this prestigious group. See the NHS Sponsor for more details.

ACTIVITY ELIGIBILITY

Participation in co-curricular activities at Marion High School is a privilege not a right. All student participants are expected to uphold high standards of academic performance, behavior, and attendance throughout the calendar year.

ACADEMIC ELIGIBILITY (NO PASS, NO PLAY)

- Students must pass all classes to retain activity eligibility. (Per Iowa’s “No Pass, No Play” rule, 281-IAC 36.15).
- Failing any class results in a 20-calendar-day ineligibility during which the student may practice but not compete.
- The penalty remains in effect for 12 months if not served during the current activity.

ENROLLMENT

- Students must be enrolled in at least 3 courses to be eligible for activities.

DAILY ATTENDANCE REQUIREMENT

- Students must be present at school by the start of third block and remain in school the remainder of the day in order to practice or participate in an event held that day.
- If a competition is scheduled, a student must be in school by 11:40 on regular days, by the start of period 3 on early out days, late start and abbreviated days.

PRACTICE & EQUIPMENT

- Consequences for missed practices or events are determined by each coach or director.
- All school-issued equipment must be returned or paid for. Failure to do so results in:
 - Loss of eligibility for the next activity
 - Withholding of letters or awards
 - Transcript holds until debts are cleared (*Reference: 503.6-R – Student Fees & Charges*)

GOOD CONDUCT RULE

Students must exhibit good citizenship in and out of school. Violations include but are not limited to:

- Possession/use of tobacco, e-cigarettes, or vaping devices (regardless of age)
- Possession/use of alcohol (includes odor of alcohol)
- Possession/use/sale of illegal or unauthorized drugs
- Criminal or juvenile offenses (excluding minor traffic violations)
- Fighting, insubordination, weapons, hazing, harassment, or other behaviors not in line with Marion’s expectations
- Other inappropriate behaviors as determined by coaches, directors, or administrators

Consequences for Violations

Offense	Loss of Eligibility
1st	33% of season or activity
2nd	66% of season or activity
3rd+	12 calendar months

- To serve a Code of Conduct penalty, students must be officially on the roster and participating in the activity on the first official practice/rehearsal day.
- Ineligibility begins immediately if the student is eligible and participating.
- Unserved penalties carry over to the next activity.
- If a student quits before completing the penalty, it will apply to the next activity.
- A student must attend all practices while ineligible but may not suit up or perform (in a contest).
- If a second violation occurs while already ineligible, the new penalty starts after the first ends.
- Statute of limitations: 1 calendar year from the date of the infraction.

TRANSFER STUDENTS

- Students transferring from another school must complete any prior ineligibility period before participating.
- If a student violated the Code at their prior school, Marion will honor that violation and apply it to the offense count.

ELIGIBILITY ENFORCEMENT GUIDELINES

- Academic (No Pass/No Play) and Code of Conduct penalties must be served consecutively, not concurrently.
- The academic penalty is always served first. A Code of Conduct penalty begins only after academic ineligibility ends.
- Percentages are based on the full length of the activity season, not remaining games.
- Online courses are treated the same as in-person classes when determining eligibility under No Pass/No Play rules, even if the course is rolled over to the next term, it will be entered as a failing grade for the current term.
- A student who finishes a course with an “Incomplete” is considered ineligible until the coursework is completed and a passing grade is officially posted.

APPEAL PROCESS

Students have the right to due process:

1. Appeal to a 5-member committee (within 5 school days of the decision). Committee includes:
 - HS Principal (chair)
 - 2 MISD staff selected by principal
 - 1 MISD staff selected by the student
2. If unsatisfied, appeal to the Superintendent
3. Final appeal may be made to the School Board (must file at least 24 hours before a scheduled meeting; no special meeting will be called)

The student remains ineligible during all appeal steps unless the decision is reversed.

District Policy 502, 502.1, 503.6, 503.6R, Iowa Code §280.13, 13A, and the [Marion High School “Good Conduct” Policy](#)

STUDENT ACTIVITY TICKETS

Students may purchase a student activity ticket for admission to certain school district activities and can do so by contacting the Activities Secretary in the high school office.

SOCIAL EVENTS & DANCE GUIDELINES

School-sponsored social events, including dances such as homecoming and prom are intended to be safe, inclusive, and enjoyable for all students. To maintain a positive environment, all attendees must meet specific behavioral, academic, and attendance expectations.

Guest Registration

- Students must submit a completed Guest Permission Form and a copy of the guest’s photo ID to school administration by the posted deadline.
- Guests may not be accepted at all dances and must be approved in advance.
- No middle school students are permitted.
- All guests must be 19 years of age or younger at the time of the event (e.g., 19 years and 11 months is acceptable; age 20 is not).
- Marion High School reserves the right to limit or deny guest attendance based on safety, capacity, or prior behavior concerns.

Eligibility to Attend

- Be in good behavioral standing with no Code of Conduct violations, suspensions, or unexcused absences within 14 calendar days of the event
- Be passing; students failing more than one course will be ineligible
- Have served all outstanding disciplinary consequences prior to the event
- Meet all eligibility criteria by the Wednesday prior to the event

Students will be notified in advance if they are ineligible. Appeals must be submitted to administration before the dance date.

Entry & Re-Entry

- Students and guests must present valid ID for entry.
- No student or guest will be allowed entry prior to the official start time.
- Entry will be denied to anyone who is not on the approved attendance list or who cannot verify their identity.

- Once a student leaves a dance or event, they may not re-enter.
- All bags are subject to search upon entry. School rules apply to all dance locations.
- Metal detectors may be used to aid in searches.

Conduct at Events

- Misconduct will not be tolerated. Any student in violation of school rules will be asked to leave and may be prohibited from attending future events.
- Inappropriate behavior such as fighting, harassment, use of substances, or insubordination will result in disciplinary action. Law enforcement may be contacted as needed.
- Participants must stay in the designated area. Accessing any restricted area of a venue will result in being asked to leave

Dancing Expectations

- All close dancing must remain face-to-face
- Lewd or sexually suggestive movements, including "grinding," are not permitted
- Students who do not follow expectations may be asked to leave the dance floor or event

Dress Code

- Students and guests are expected to wear attire appropriate for a school-sponsored event.
- Attire that is overly revealing or displays inappropriate language or images may result in denied entry.

Payment & Admission

- Dances require advanced payment through the school's designated system. No physical tickets will be issued.
- Payment must be completed before the posted deadline. No payments will be accepted at the door.
- Students and guests will be checked in at the entrance and must be on the approved list to enter.

Transportation & Event Conclusion

- Students must arrange transportation ahead of time.
- All attendees must leave the venue promptly at the conclusion of the event.

Supervision

- Events will be supervised by administrators, teachers, and school staff.
- Local police officers or the School Resource Officer (SRO) will be present to assist in maintaining a safe and respectful environment.

HEALTH & WELLNESS SERVICES

Healthy students learn better. Marion High School is committed to supporting the physical and mental well-being of all students. This section describes the health services available, including our nurse's office (Health Clinic), mental health support, and wellness resources.

HEALTH CLINIC

The MHS Health Clinic supports students' physical health and well-being throughout the school day. A school nurse or health associate is on call to assess illness or injury, administer medications, and help manage chronic health conditions. The clinic also works closely with families to create individualized health plans for students with specific medical needs, including allergies or medication requirements.

ILLNESS (EVALUATION & DISMISSAL)

If a student begins to feel unwell during the school day, they must report to the Health Office before contacting a parent or guardian. Health staff will assess the student's symptoms and determine whether dismissal is appropriate based on school health guidelines. Early dismissals for illness will only be excused if they are evaluated and approved by the Health Office prior to parent contact. This ensures students receive proper care and that accurate attendance records are maintained. If dismissal is necessary, clinic staff will notify a parent or guardian. If they cannot be reached, an emergency contact will be called. We ask that arrangements be made to pick up the student within one hour of notification.

For the health and safety of all students, those with a fever (100°F or higher), vomiting, or diarrhea must stay home and should not return to school until they have been symptom-free for at least 24 hours without the use of medication. Families are encouraged to keep emergency contact and medical information up to date in PowerSchool and to communicate directly with the health office about any changes in a student's health.

STUDENT MEDICATION ADMINISTRATION

A signed permission slip must accompany the medication in order for it to be administered. Please remind your child he/she is responsible for asking for the medication at the appropriate time. The medication must be sent in the original container with the student's name, name of medication, time of day to be given, dosage and physician's name. Unless indicated by your physician, medication to be given three times a day should be given at home before school, after school, and at bedtime. An exception to this is medication to be taken with meals or on a full stomach. At the end of each school year, medications will need to be picked up by the parent, guardian or designated responsible adult. Any medication not picked up by the last day of school will be disposed of. For safety reasons, parents should transport all medication to and from school. If you have any questions concerning this medication policy, please contact the health office.

SCREENINGS & IMMUNIZATIONS

For more information about vision, dental, and lead screening as well required vaccinations see [*MISD Annual Notices*](#)

HEARING TESTING

Grant Wood Area Education Agency (GWAEA) screens all students in Alternative Kindergarten (AK), kindergarten, and grades 1, 2, and 5. Students in the Early Learning Program with IEP's will be screened. Students in grades 3, 4, middle, and high school, who are new to the school, who don't have a documented hearing test, and some students with a history of known hearing loss will also be tested. Follow up testing may occur periodically if previous hearing test results were not within normal limits. Parents/guardians not wishing for their child's hearing to be tested should notify the health office in writing at the beginning of the year. Parents/guardians with concerns about their child's hearing should contact the school nurse

PEDICULOSIS (HEAD LICE) INFORMATION

The Marion Independent School District has a written strategy on dealing with head lice. As part of a community plan, the district will support families by emphasizing prevention, early detection and education as the best edge in controlling head lice. Students with

signs and symptoms of head lice will be referred to the school health office for an evaluation and recommendations for treatment. This plan emphasizes comprehensive education and community involvement. Enhanced support will be offered to families.

INSURANCE

The Marion Independent School District does not carry medical insurance to cover injuries to students while they are at school or while they are participating in school activities. Parents are encouraged to have their children covered with health insurance. If children are not covered by health insurance, parents may wish to purchase school accident insurance. Application forms for school accident insurance are available in each school office. Parents can apply for low or no-cost health insurance for their children through the state's Healthy and Well Kids in Iowa (hawk-i) program. Children, birth to 19, who meet certain criteria, are eligible. Parents are urged to call 1-800-257-8563 or go to the website for more information. dhs.iowa.gov/hawki

ALLERGY AWARENESS & SAFETY

Marion Independent School District is committed to providing a safe environment for all students and staff, including those with life-threatening allergies.

Allergies to substances like **latex, nuts, dairy, and other environmental or food allergens** can trigger severe, sometimes life-threatening, reactions. In accordance with *Section 504 of the Rehabilitation Act and applicable Iowa Code*, reasonable precautions and accommodations will be made to protect students with documented allergies.

Latex (natural rubber) exposure can cause **severe allergic reactions**, including anaphylaxis, in individuals with latex allergies. For the safety of students, staff, and community members who use our buildings:

- **Latex balloons are not allowed** in any school building at any time.
- This restriction applies to all school-sponsored events and public use of facilities, both during and outside of school hours.
- Mylar (foil) balloons are permitted as a safe alternative.

If your child has a diagnosed allergy (food, latex, bee sting, etc.), please contact the **school nurse** to ensure proper documentation, emergency planning (e.g., EpiPens, care plans), and staff awareness are in place.

MENTAL HEALTH SERVICES

At Marion High School, we take mental health seriously and are committed to supporting the well-being of every student. Our school counselors are the first point of contact for students experiencing stress, anxiety, conflict, or other emotional challenges. They provide support, connect students with resources, and help coordinate next steps when more intensive care is needed.

We partner with Tanager to offer on-site mental health services during the school day. These services require parental permission and are typically covered by insurance. Sessions are private and scheduled to minimize disruption to learning while providing consistent care in a familiar environment.

Students in crisis, or those supporting a friend in need, can also reach out to 24/7 resources such as:

- Your Life Iowa: Call 855-581-8111 or text 855-895-8398
- 988 Suicide & Crisis Lifeline: Call or text 988

We also offer SAIG (Social, Academic, and Intervention Groups) led by our high school counselors. These small, needs-based groups focus on skill-building in areas such as emotional regulation, peer relationships, organization, and managing anxiety. Students are recommended for participation based on counselor observations, teacher input, or behavioral data.

Two student-led groups also promote mental health awareness and connection throughout the year:

- Win with Wellness organizes events and campaigns that reduce stigma and promote healthy coping.
- Green Bandana Project empowers students to show visible support for peers facing mental health struggles and helps create a culture of empathy and inclusion.

Students are encouraged to talk to a counselor or trusted adult anytime they are feeling overwhelmed. Support is here, and no one has to go through it alone.

SCHOOL BREAKFAST/LUNCH PROGRAM

Good nutrition supports focus, energy, and overall well-being. Marion High School is committed to providing healthy, balanced meals that fuel learning and support student wellness. Our breakfast and lunch programs meet federal nutrition guidelines and are designed to give students the nutrients they need to thrive. Students may bring food from home or choose school meals, and families are encouraged to monitor accounts and support healthy eating habits.

An account and card has been issued to each student at the high school. The card is to be presented each time the student wishes to eat breakfast and/or lunch at school. If a student should lose his/her meal card, he/she is required to purchase a new card at a cost of \$5.00. All students must keep a positive balance in the lunch account. Those students who do not keep a positive lunch balance will not be allowed to purchase any ala-carte Items including any seconds of the main entree.

Our district uses the School Dining System as our program for school meals. The lunch accounts are pooled together into “Family” accounts between other family members. This means when one student’s account is in the negative, the “Family” account is in the negative. You only have to send one check per “Family” account, and the funds are accessible from all buildings.

We offer online payments. Parents are assigned a Family ID number and password and have access to their student’s accounts 24 hours a day, 7 days a week through the district website at <http://www.marion-isd.org>.

Outside vendors are not to deliver food to the school. Parents may deliver food to their children. Students have access to a microwave for food they have brought from home.

ATTENDANCE

Regular attendance is essential to success in high school and beyond. This section outlines expectations for being present and on time, explains excused and unexcused absences, and describes what to do when a student must miss school.

ACCOUNTABILITY: FEDERAL, STATE & LOCAL

At Marion High School, we believe that **students learn best when they are present and engaged**. While we track attendance for legal and reporting reasons, our primary goal is to support student success through consistent classroom participation.

FEDERAL – CHRONIC ABSENTEEISM

A student is considered **chronically absent** when they miss **10%** or more of the school year, **regardless of the reason** (excused or unexcused). *In a 180-day year, that's 18 or more days.*

This is used to measure school performance on the **Iowa School Performance Profile** (school “report card”) and reflects school climate, equity, and student engagement. **Even excused absences count toward this federal total.**

STATE OF IOWA – TRUANCY TIERS (*SF 2435*)

Iowa law defines chronic absenteeism and truancy on a term-by-term basis for compulsory-age students:

17 *Compulsory Age in Iowa: Ages 6 to 16 as of September 15 each school year. (Iowa Code § 299.1A)*

Absence % (Per Term)	Approx. Days Missed	State Action Required
10%	~4–5 days	Notification to county attorney + letter home
15%	~6–7 days	Mandatory engagement meeting + plan
20%	~8–9+ days	Classified as truant , legal action possible

This tiered system is meant to identify and support at-risk students early.

Only “exempt” absences are excluded from these counts. Excused (but not exempt) absences still apply.

LOCAL EXPECTATIONS – MARION HIGH SCHOOL

At MHS, we want students in classrooms where learning happens. While we track absences for state and federal reporting, our day-to-day focus is simple: are you here and engaged in learning?

Marion High School Attendance Expectation:

- No more than 4 absences per class per term
- Missing more than this may result in:
 - Attendance contracts
 - Academic intervention or loss of course credit
 - Referral to the Success Team or administration
 - Possible legal consequences (if within compulsory age)

Every absence (excused or not) represents missed instruction, collaboration, and feedback. our team works with families early to support improvement and reduce barriers.

ATTENDANCE CATEGORIES & PROCEDURES

CHECK-IN / CHECK-OUT

- **Late arrivals:** students arriving after the school day begins must sign in at the attendance office.
- **Leaving during the school day:** students may not leave campus without parental approval and signing out at the office.
- **Returning from appointments:** must check in at the office and get an admit pass to return to class.
- Students who leave campus without permission may receive detention, restitution, or suspension.

EXCUSED ABSENCES

An absence is considered **excused** if:

- A **parent or guardian contacts the school** within **24 hours** of the absence
- The absence is for an approved reason (see examples below)
- Documentation is provided if requested (e.g., doctor's note)

Examples of excused absences:

- Personal illness (no doctor's note)
- Medical/dental appointments (no documentation)
- Family emergencies

 *Excessive illness-related absences may require medical documentation to remain excused.*

EXEMPT ABSENCES

Exempt absences are those that:

- **Do not count toward state truancy thresholds** under SF 2435
- **Are not counted** in determining intervention triggers at the 10%, 15%, or 20% levels
- Require **documentation and office approval**

Examples of exempt absences:

- School-sponsored events (field trips, athletic events, competitions)(Considered Present)
- Pre-approved college or career visits
- Illness or medical treatment with documentation
- Religious observances including funerals
- Court or legal obligations
- Documented chronic illness with formal care plan (e.g., 504/IEP)

 *All exempt absences must be verified and logged appropriately by the school office.*

UNEXCUSED ABSENCES

An absence is unexcused when:

- No parent contact is made within 24 hours
- The reason does not meet district policy for approval
- The student is late by **30 minutes or more** without permission
- The student skips class leaves without checking out, or leaves campus unauthorized

Examples of unexcused absences:

- Oversleeping, missing the bus, leaving campus for lunch without permission, personal errands, delayed service

Consequences

- Students will receive detention and staff intervention for each period they are absent.
- An unexcused absence for an entire day may result in one day of in-school suspension.
- After 5 absences in one class, withdrawal from the class may be reviewed.
- Case-by-case determinations may be made by school administration in working with families.

MISD Board Approved Attendance policies

<u>501.3 Compulsory Attendance</u>	<u>501.9 Chronic Absenteeism and Truancy</u>	<u>Regulation 501.9 R1</u>
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TARDY

A student is considered tardy if they are not inside the classroom when the bell rings. Students arriving after the bell will be marked tardy by the classroom teacher, no office pass is required.

- Teachers will record tardies directly in daily attendance.
- Each tardy will count toward the student's term total.

- Tardy counts reset each term and may result in escalating consequences if the pattern continues.

# OF TIMES TARDY	CONSEQUENCE
0-4	Warning, Classroom intervention
5	1 Detention (60 mins), per 5
10+	Student will meet with administration/school counselor in consultation with parent(s)/guardians and suspension may be assigned. Withdrawing from the class may be reviewed

HALL PASS USE & SMARTPASS POLICY

Marion High School uses **SmartPass** to manage and track student hallway movement. Passes are a privilege and are intended for brief, purposeful use during class time (e.g., restroom, nurse, office). All students are expected to use time wisely and return promptly to class.

A **pass is flagged as “overtime”** when a student exceeds the **allotted time** without prior approval or valid reason. While occasional delays may happen, repeated overuse is disruptive to learning and supervision.

Expectations for Students

- **Ask for permission** before leaving, even when using SmartPass.
- Always **request and use a SmartPass** before leaving the classroom.
- **Go directly to your destination and return promptly.**
- Do **not extend your route** or visit other locations unless permitted by staff.
- Passes are intended for **quick, essential needs** not for socializing, avoiding instruction, or repeated breaks.

Consequences for Misuse

Students who accumulate flagged “overtime” SmartPasses in a term may face the following consequences:

1. **Staff Check-In/Warning**
 - Student conference with teacher or administrator to review patterns.
 - Coaching and reteaching of expectations.
2. **Restricted Pass Access**
 - Student may be placed on a restricted pass list for fewer or shorter passes.
 - Students that are overtime for social reasons may be placed on interaction prevention with other students
 - Passes may require adult escort, call-ahead verification, or limited use.
3. **Behavior Referral or Detention**
 - Continued misuse may result in a **behavior referral** or **after-school detention**.
 - Patterns of avoidance or excessive time out of class may be referred to the Success Team or MTSS intervention.

STUDENT BEHAVIOR

THE MARION WAY BEHAVIOR EXPECTATIONS

	Responsibility <i>Lead by example</i>	Respect <i>Treat others the way you'd want to be treated</i>	Safety <i>Look out for yourself and others</i>	Integrity <i>Do the right thing, even when it's hard</i>
Classroom	Come ready to learn, stay engaged, and own your effort.	Listen when others are talking, speak kindly, and share space.	Keep your area clear and follow routines to help everyone succeed.	Be honest in your work. Show what <i>you</i> know and ask for help when stuck.
Hallways/ Common Spaces	Move with purpose, be where you're supposed to be.	Say hi, give people space, and help keep it clean.	Walk safely, report spills, and avoid crowding.	Show character. Be kind even when adults aren't looking.
Lunchroom	Clean up after yourself, return trays, and manage your time.	Include others, use polite language, and take turns.	Sit while eating, report messes or accidents.	If something goes wrong, own it, fix it, move forward.
Digital Spaces	Use your time and tech wisely. Stay focused and productive.	Be thoughtful about what you say and share online.	Keep passwords private, avoid harmful sites or messages.	Use AI and tech tools the right way, no shortcuts, no fake work.
Activities/ Athletics	Show up prepared, support your teammates, and represent us well.	Celebrate effort, win or lose, and include everyone.	Use gear and facilities responsibly; follow your coach or sponsor.	Compete fairly. If you mess up, own it and bounce back stronger.
Arrival/ Dismissal	Be on time, ready for the day, and follow routines.	Use kind words, greet others, and show patience.	Stay alert in busy areas. Report unsafe behavior.	Be honest about where you're going and why.
Off-Campus Events	Represent Marion with pride; act like someone others look up to.	Show gratitude to hosts and kindness to strangers.	Stick with your group and follow directions the first time.	Keep Marion's reputation strong, even when you're away from school.
Restroom/ Lockers	Use the space quickly and cleanly. Respect others' time.	Respect others' privacy and the shared space.	Report unsafe or damaged areas, and practice good hygiene.	Use the space as it's meant to be, No vandalism, no vaping.
Parking Lot (Driving)	Drive carefully, arrive on time, and follow school procedures.	Yield, wave, and park respectfully.	Stay focused. Watch your speed and reduce distractions.	Be honest and responsible behind the wheel.

STUDENT DRESS REGULATIONS

The board believes inappropriate student appearance causes material and substantial disruption to the school environment or presents a threat to the health and safety of students, employees and visitors.

Students are expected to adhere to standards of cleanliness and dress that are compatible with the requirements of a good learning environment. The standards will be those generally acceptable to the community as appropriate in a school setting.

The board expects students to be clean and well-groomed and wear clothes in good repair and appropriate for the time, place and occasion. Clothing or other apparel promoting products illegal for use by minors and clothing displaying obscene material, profanity, or reference to prohibited conduct are disallowed. While the primary responsibility for appearance lies with the students and their parents, appearance disruptive to the education program will not be tolerated. When, in the judgment of a principal, a student's appearance or mode of dress disrupts the educational process or constitutes a threat to health or safety, the student may be required to make modifications. *(See Board Policy 502.1)*

STUDENT DRIVING & PARKING

Driving and parking on campus is a privilege that comes with responsibility. Students must operate vehicles safely and respectfully at all times.

- Student parking is permitted on campus in a prescribed parking spot.
- Scooters should be parked on the sidewalk in front of the stadium.
- Bicycles must be secured to the designated bike rack.
- Students may not park in handicapped, visitor, designated or fire lane spaces.
- Reckless or unsafe driving may result in loss of parking privileges and disciplinary consequences.

The school is not responsible for damage to or theft from vehicles. Parking regulations may be adjusted due to construction or school events. Violations may result in detention or restitution.

SKATEBOARDS, SKATES, & BICYCLES

To ensure safety during the school day, the use of recreational transport is restricted.

- Skateboards and roller skates may not be used on school property.
- Bikes, skateboards, and skates are not allowed inside the building at any time.
- Bikes, skateboards, and skates used in violation of this policy may be confiscated.

Repeated violations may result in detention or restitution.

OPEN LUNCH & FOOD DELIVERIES

Open lunch is a privilege available to 10th–12th grade students with parent permission and may be revoked by a parent or school administrator.

- Students leaving campus for lunch must do so responsibly and return on time.
- Students may not order food from outside vendors for delivery during the school day. Deliveries will be held until the end of the student's day.
- Students may not bring food to their class without preapproval from their teacher.
- Parents may drop off food for their own student during lunch if needed.

PUBLIC DISPLAY OF AFFECTION (PDA)

Students are expected to show respect for themselves and others in public spaces.

- Displays of affection should be appropriate for a school setting.
- Students will be reminded of expectations as needed.
- Marion students are expected to lead with respect, maturity, and good judgment.

CELL PHONES AND PERSONAL ELECTRONIC DEVICES

Aligned with MISD Board Policy 503.9 and 503.9R1

Students at Marion High School may bring personal electronic devices such as cell phones, smartwatches, earbuds, tablets, and similar technology to school. However, these devices must be powered off or silenced and kept out of sight during instructional time (defined as the entire block; bell-to-bell), unless a teacher or staff member explicitly allows them for learning purposes. Smartwatches may be worn but must not be used for communication or notifications during class. The school is not responsible for lost, stolen, or damaged personal electronic devices.

Students with documented support through an IEP, 504 Plan, or Individual Health Plan may be allowed to use devices as outlined in their plan. If a parent or guardian needs to contact a student during school hours, they can call the high school office at 377-9891.

Acceptable use of personal devices is allowed:

- Before and after school, during passing periods, during lunch
- At school-sponsored events, provided the use does not disrupt the learning environment or violate other school rules

Misuse of personal devices may result in progressive disciplinary consequences, including:

- Confiscation of the device (placed into locked storage for safety)
- Parent/guardian notification
- Restriction of device privileges
- Additional disciplinary action if misuse is repeated or significantly disruptive

DISCIPLINE POLICY

The Constitutions of the United States and Iowa guarantee due process.

The following elements of procedural due process will be present when violations of district policy require the disciplining of a student.

- Students will be provided with accurate information regarding rules and regulations.
- Students will be informed of the specific behavior(s) which led to the proposed disciplinary action.
- Students will be given an opportunity to express his/her views regarding the incident.
- Any student shall have the right to discuss the handling of his/her discipline situation with the building administrators.

Classroom Disruption & Removal Policy

In alignment with Iowa Senate File 2428 and MISD Board Policies 503.11, 503.11R1, and 503.11R2, Marion High School maintains a safe, orderly learning environment. Classroom teachers have the authority to remove students who cause violent or nonviolent disruptions to instruction.

Nonviolent Disruption Removals

- Definition: Disruptions resulting from disorderly conduct, abusive/profane language, bullying **as defined by Iowa Code 280.28**, or repeated disruptive behavior.
- Procedure: The teacher may remove the student from class to the supervision of the administration. Removed students cannot return to that specific classroom until the immediate subsequent school day at the earliest. Readmission requires a meeting between the teacher and administration to discuss the return.
- Multiple Removals: If a student is removed more than once from a classroom for nonviolent disruptions, a mandatory meeting must occur. This team—including the teacher, principal, counselor, parent/guardian, and student—will establish a behavior plan and course of discipline.

Violent Disruption Removals

- Definition: Disruptions resulting from threats of violence or incidents of violence causing injury, property damage, or assault. Removal Procedure: The teacher must remove the student immediately.
- Readmission Restriction: If a student is removed for assaulting a teacher, they cannot be readmitted to that teacher's classroom if the teacher does not consent to their return.
- Escalating Discipline: If a student is removed for violent disruptions two or more times in a quarter, the principal will assign in-school/out-of-school suspension or recommend placement in an approved alternative learning environment.

All classroom removals and disciplinary actions taken under this policy remain strictly subject to the federal and state protections, rights, and procedures guaranteed under a student's IEP or Section 504 plan.

DETENTION

Detention is a consequence whereby a student is expected to be present outside of their required school day. Detention may be scheduled before/after school, during M Block (if not already required), during scheduled lunch, or on Saturday mornings. Failure to serve will result in further disciplinary action, including possible in-school or out-of-school suspension. Students are expected to be engaged in school-related work during this time. Sleeping, listening to music, or using cellphones will be prohibited. Other expectations may be assigned.

RESTITUTION

Restitution is a consequence meant to restore or replace something, lost, stolen, or damaged. The restitution process will be agreed upon by the administration in lieu of, or in addition to, other consequences. Failure to carry the agreed upon restitution will result in separate consequences. Examples of restitution might include, but are not limited to, private or public apologies, community service, or completion of personal growth courses designed to educate the student about their behavior and its impact on others.

LOSS OF PRIVILEGES

Students may temporarily lose school privileges when behavior interferes with learning, safety, supervision, or the orderly operation of the school. Loss of privileges is intended to teach responsibility and encourage positive decision-making.

Privileges that may be restricted include, but are not limited to:

- Open campus, open block, hall pass privileges
- Attendance at dances, assemblies, or special events
- Participation in extracurricular activities (when permitted by district policy)
- Access to certain school facilities, common areas, or parking
- Other school-issued privileges

The type and duration of the restriction will be determined by school administration based on the nature and frequency of the behavior. Privileges may be restored when the student demonstrates compliance with school expectations and completes any assigned consequences.

SUSPENSION

(Temporary dismissal for violations of regulations and rules.)

- The High School administration may temporarily suspend a student for a period of time for disciplinary reasons. The length of suspension will vary depending on the infraction.
- The superintendent may extend the suspension, upon the principal's request, for a total of not more than 10 days.
- Re-admission of the student after a short-term suspension shall be done by the building principal. Readmission after extended suspension may occur following a hearing conducted by the superintendent or designee. The purpose of this informal hearing shall be to determine the most appropriate educational program available for the student, or to consider an administrative recommendation to the Board for expulsion.
- Under certain circumstances, school officials are obligated to inform law enforcement authorities of certain types of student misbehavior. Consequently, legal action may be taken by local law enforcement.

EXPULSION

(Permanent dismissal from school for violation of regulations and rules.)

- Whenever the superintendent or high school administration deems the presence of a student as detrimental to the best interests of the school, they may temporarily dismiss him/her and recommend to the Board of Education that the student be expelled.
- When any student is being considered for expulsion, they or parent/guardian will be sent/given a copy of the procedure which will explain to them the guidelines and their rights pertaining to such actions. They may also request this information from the superintendent's office at any time.

DISCIPLINARY APPEALS PROCESS

Based on MISD Board Policy 502.4 – Student Complaints and Grievances

Appeals must be submitted within the specified timeframes, and each level should be exhausted before moving to the next.

Informal Level

- Students (or parents) should first raise concerns with the staff member involved — teacher, coach, or assigned supervisor.
- If the issue isn't resolved, the student may approach the Building Principal within 5 school days of the staff's decision.
- The principal will hear the concern and work toward a resolution.

Principal Appeal

- If unresolved after the principal's review, the student may escalate the concern to the Superintendent within 5 school days of the principal's response.
- The Superintendent will consider the matter and respond accordingly.

Board Resolution

- If the issue remains unresolved, the student may request that it be placed on the School Board agenda at a regular meeting.
- This must be done following board policy timelines. The Board's decision is final.

PROHIBITED BEHAVIORS

Discipline infractions vary in their degree of seriousness. Therefore, a corresponding degree of latitude will be given to school personnel in disciplining those involved.

All disciplinary measures would include **contact with a legal guardian**.

All **suspensions require a check-in** on first return to the school environment.

All consequences apply to campuses of MISD, any location used for a school-sponsored activity, and transportation to activities.

INSTRUCTIONAL TIME

BEHAVIOR	CLARIFICATION	ACTION
Elopement	Leaving class without permission	Step 1: Detention/Restitution Step 2: 1 day suspension Repetitive acts may result in withdrawal from class
Tardy	Reporting late to class	5 Tardies = 1 hour of Detention
Pass (Overtime)	Exceeded a reasonable time for a pass	5 Flagged Passes = 1 hour of Detention Possible modified access to passes or reduced times/locations
Skiping	Unexcused failure to report to class	Step 1: Detention/Restitution Full day may result in one day of in-school suspension. After 5 absences in one class, withdrawal from the class may be reviewed.

RESPECTFUL BEHAVIOR

BEHAVIOR	CLARIFICATION	ACTION
Inappropriate Language Or Disruptive Conduct	Abusive, inappropriate language or disruptive conduct which disturbs the orderly and disciplined atmosphere of the school is prohibited.	Step 1: 1-3 day suspension. Step 2: 3-5 day suspension Severe and/or repetitive acts are grounds for long-term suspension, alternative setting, or expulsion.
Defiance, Insubordination, Non-Compliance	Refusal to comply with reasonable requests or directions of school personnel.	
Show Of Intolerance Towards Others	Racial, ethnic, religious, sexual, or cultural slurs, and derogatory or disrespectful statements, images, or acts are prohibited.	Step 1: 1-3 day suspension. Step 2: 3-5 day suspension and a possible recommendation for expulsion. Severe and/or repetitive acts are grounds for long-term suspension, alternative setting, or expulsion
Non-Consensual Images	Students may not create, possess, share, distribute, or display non-consensual images, recordings, altered media, deepfakes, or AI-generated content depicting another person (student or staff) in a harmful, harassing, threatening, sexualized, misleading, or disruptive manner.	
Bullying/ Harassment	See the anti-bullying/harassment section of this handbook for clarification.	
Threats	Threatening to intimidate, extort, or endanger another individual or group through any means is prohibited.	
Physical Fighting/ Aggression (Against Students)	Fighting and assault are prohibited	Step 1: 3 day suspension. Step 2: 3-5 day suspension. Step 3: 5-10 day suspension Severe and/or repetitive acts are grounds for long-term suspension, alternative setting, or expulsion. Referral to local law enforcement.

Physical Fighting/Aggression (Against Personnel Or Visitor)	Attempting to apply or applying force to a school staff member or visitor is prohibited.	1-10 day suspension and possible recommendation for expulsion. Referral to local law enforcement. <i>Student may not return to a class after a violent act towards a teacher without the teacher's consent</i>
Inappropriate Physical Contact	Consensual groping of body parts, sexual activity	Step 1: 3-10 day suspension. Long-term suspension, alternate setting, expulsion, and referral to local law enforcement will be strongly considered.
Gang-Related Activity	"Possessing gang-related material or promoting gang-related activity, whether directly or indirectly through drawings, signs, symbols (numeric or alpha-numeric) etc. or through recruitment or enticement."	Step 1: 3 day suspension Step 2: 10 day suspension and a recommendation for expulsion. In either step local law enforcement will be contacted.

DANGEROUS ITEMS, SUBSTANCES, AND ILLEGAL ACTS

BEHAVIOR	CLARIFICATION (502.9)	ACTION
Presence Of Controlled Substances	Knowingly in the presence of nicotine, alcohol, or other controlled substances without immediate removal of the situation	Parent contact & student conference
Tobacco & Nicotine Related	Possession, use, sale, or distribution of tobacco, e-cigarette, vapor dispensing device, or facsimile is prohibited. Products will be confiscated Law enforcement may be involved.	Step 1: 3 day suspension. Step 2: 5 day suspension, referral to law enforcement Step 3: 10 day suspension and possible recommendation for expulsion from school.
Alcohol & Other Controlled Substances	Possession, use, and/or being under the influence of alcohol, controlled substances, or facsimile substances. Possession or use of drug paraphernalia. (e.g., lighters, pipes, rolling papers, etc.) Products will be confiscated Law enforcement may be involved.	Step 1: 5 day suspension and possible recommendation for referral to local law enforcement. Step 2: 10 day suspension and referral to local law enforcement. Severe and/or repetitive acts are grounds for long-term suspension, alternative setting, or expulsion
Sale Or Distribution	Sale, distribution, or transmittal of alcohol, drugs, controlled substances, or facsimile substances. Products will be confiscated and turned over to law enforcement.	Up to a 10 day suspension pending recommendation for expulsion from school. Local law enforcement will be notified.
Possession Of Weapons & Combustibles	Students are not to have weapons, combustibles, or facsimiles, including but not limited to the following: - Knives, axes, swords, maces, etc - Firearms & Tasers - Chemical irritants (pepper spray) - Combustible materials (torches, fireworks, explosives) - Dangerous instruments (razor, lasers, Tiger Paw, etc.) - Objects that resemble dangerous instruments	Step 1: 3-10 day suspension. Long-term suspension, alternate setting, expulsion, and referral to local law enforcement will be strongly considered.
Activity Forbidden By Law	Any activity that is forbidden by federal or state law, including, but not limited to: False Report: Make a false fire alarm, convey threats, or file information concerning the placement of a bomb or other incendiary device. Arson: Students are not to set fire to any building, fixture, or other device.	Step 1: 3-10 day suspension and a recommendation for expulsion. Severe acts will be considered grounds for a recommendation for suspension or expulsion. Referral to local law enforcement.

PROPERTY ACCESS AND DAMAGE

BEHAVIOR	CLARIFICATION	ACTION
Damage To The Property Of Others	Damaging the property of the school or of other individuals is prohibited; Includes the manipulation or destruction of cameras or sensors. Reimbursement is required in all cases of disrespect for the property of others.	Step 1: 1 day suspension. Step 2: 1-3 day suspension. Severe and/or repetitious acts will be considered grounds for expulsion.
Vandalism	Major malicious destruction of school and/or others' property is prohibited. Includes mess that requires significant time for school personnel to clean. Reimbursement is required in all cases of disrespect for the property of others.	Step 1: 1-3 day suspension. Step 2: 10 day suspension and a recommendation for expulsion. Referral to local law enforcement will be made on each case.
Theft	The taking of the property of the school or another person is prohibited. Reimbursement is required in all cases of disrespect for the property of others.	Step 1: 3 day suspension. Step 2: 5 day suspension. Severe and/or repetitive acts will be grounds for suspension or expulsion. Possible referral to local law enforcement.
Trespassing On School Property	Students are not to be in school buildings/on school property during non-school days without proper authorization.	Step 1: 1-3 day suspension. Step 2: 3-10 day suspension. Severe and/or repetitive acts are grounds for long-term suspension, alternative setting, or expulsion Possible referral to law enforcement.
Accessing Restricted Areas	Students are not to be in unsupervised areas of the building without expressed consent from staff. Ex. (storage rooms, auditorium, PAC, locker rooms, etc.)	
Allowing Building Access	Allowing access to MHS by any person(s) at any entry point (doors, windows), except the main entrance. In addition, preventing an entry point from properly closing/locking to allow unrestricted entry is also prohibited.	
Bathroom Access	More than a single individual in a bathroom stall at one time, regardless of the position of the door.	

INTEGRITY & TECHNOLOGY USE

BEHAVIOR	CLARIFICATION	ACTION
Interfering With Teaching And Learning	Any action that impedes or obstructs school purposes.	Step 1: Restitution/Detention, up to 1 day suspension Step 2: 1 day suspension Step 3: 3 day suspension.
Falsifying Or Impersonating	Falsifying documents or impersonating staff/guardians Lying, misleading, or providing false information during an investigation	Severe and/or repetitive acts will be considered grounds for expulsion. Possible referral to local law enforcement.
C. Cheating - Plagiarism - Artificial Intelligence	Submitting work that is not your own, including work copied from peers, online sources, print sources, and/or the use of AI to create work. Due process investigation for each case	Step 1: Restorative conference + detention; resubmit work Step 2: 1-day suspension; reteach + resubmit Step 3: 3-day suspension; support plan + resubmit Severe or repeated offenses may lead to loss of privileges or expulsion.

Technology Violation: Devices	Use of devices that disrupts access to the learning of self and/or others during “instructional time”.	Confiscation of the device per policy
Technology Violation: Searches And Communication	Any communication/media that includes sending or viewing of: pornographic images (including sexting), violent images or materials that violate the rights of a protected class, unauthorized recording with or without consent (video or pictures), explicit language. Use of school technology devices and/or infrastructure to organize illegal activity, engage in illegal activity, or purchase illegal items.	Step 1: Student Conference & Guardian contact - May apply to other categories and their consequences; (Ex. harassment, disruption, interference or learning, property damage, etc) - Possible modified access to network or device - Possible referral to law enforcement
Technology Violation: Hacking	Hacking, modification, or damage of the technology infrastructure of the district such as the wireless network and servers.	

LEGAL & REQUIRED NOTICES

Families have a right to clear information. This section includes important legal and policy notifications such as student rights, privacy protections, and non-discrimination statements required by law and district policy.

JURISDICTIONAL STATEMENT

This handbook is an extension of the Marion Independent School District board policy and is a reflection of the goals and objectives of the board. The board, administration and employees expect students to conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others. Students may not use abusive language, profanity, or obscene gestures or language.

This handbook and school district policies, rules and regulations are in effect while students are on school grounds, school district property or on property within the jurisdiction of the school district; while on school-owned and/or school-operated buses or vehicles or chartered buses; while attending or engaged in school activities; and while away from school grounds if the misconduct directly involves students or staff. School district policies, rules and regulations are in effect 12 months a year. A violation of a school district policy, rule or regulation may result in disciplinary action and may affect a student's eligibility to participate in extracurricular activities whether the violation occurred while school was in session or while school was not in session. Students are expected to comply with and abide by the Marion Independent School District's policies, rules and regulations. Students who fail to abide by the school district's policies, rules and regulations may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the rights of other students to obtain their education or participate in school activities; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to removal from the classroom, prohibition from participating in extracurricular activities, including athletics. The discipline imposed is based upon the facts and circumstances surrounding the incident and the student's record.

SCHOOL BILLS

All students are to pay school bills in the office. Be sure to obtain a receipt. School bills are to be paid during registration at the beginning of the school year. Student bills that are not paid during the course of the year will be carried over to the next year. All student bills must be paid prior to a student graduating from Marion High School. Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or who are in foster care are eligible to have their student fees waived or partially waived. Fines are not waived. Parents or students who believe that they may qualify for temporary financial hardship should inquire at registration for a waiver form.

HOMELESS SERVICES

The district will make reasonable efforts to identify homeless school-age youth, support and encourage their enrollment and work to eliminate policy and practice barriers to their receiving a free and appropriate public education. This includes students living in a shelter, motel or campground due to lack of other adequate accommodation, in a car, park, abandoned building or bus or train station or doubled up with others due to loss of housing or economic hardship. More details in Annual Notices

Eligible students have the right to:

- Enroll in school immediately, even if lacking documents normally required for enrollment.
- Enroll in school and attend classes while the school gathers needed documents.
- Enroll in the local school; or continue attending their school of origin (the school they attended when permanently housed or the school in which they were last enrolled), if that is their preference.
 - If the school district believes that the school selected is not in his/her best interest, then the district must provide the student with a written explanation of its position and inform the student of his/her right to appeal its decision.
- Receive transportation to and from the school of origin, if requested.
- Receive educational services comparable to those provided to other students, according to the students' needs.

The homeless liaison at MISD coordinates many additional activities to assist homeless families with school age children including providing referrals to community agencies, school supplies, clothing, financial assistance, food and holiday gifts.

The District's homeless liaison is:

Michelle Wilson

Phone: (319) 377-9401

E-mail: mwilson@marion-isd.org

NON-DISCRIMINATION STATEMENT

Aligned with MISD Board Policy 102 and Federal Law

It is the policy of the Marion Independent School District to not discriminate in its educational programs, activities and employment practices on the basis of race, color, national origin, sex, disability, religion, creed, sexual orientation, age (for employment), actual or potential parental, family, or marital status (for programs). Additionally, the MISD does not discriminate in its education programs and activities, employment opportunities, or accommodations pursuant to Title IX, Section 504, and Title II, and on a continuous basis, reflects this policy in announcements, employment application forms, district policy, registration materials and student handbooks.

If you believe you have experienced discrimination, please follow our grievance procedures or contact our Title IX Coordinator:

Gretchen Kriegel

Assistant Superintendent & Title IX/Equity Coordinator

777 S. 15th St, Marion, IA 52302

Phone: 319-377-4691 | Email: gkriegel@marion-isd.org

STUDENT RECORDS / FERPA RIGHTS

Aligned with MISD Board Policy 506.1 and the Family Educational Rights and Privacy Act (FERPA)

Parents and eligible students (18+ or post-secondary enrolled) have the following rights under FERPA:

1. Inspect and review the student's education records within 45 days of request.
2. Request amendments to records believed to be inaccurate or misleading. If unresolved, you may request a formal hearing.
3. Control disclosure of personally identifiable information, except when permitted without consent (e.g., health/safety emergencies, court orders, directory info).
4. Annual notification of these rights, including the right to file a complaint with the U.S. Department of Education's Family Policy Compliance Office.

School officials with a legitimate educational interest may access records. Directory information may be released unless a parent or eligible student opts out annually.

Parents or eligible students with questions, or those requesting record access or amendments, should contact the Principal's Office for assistance.

PARENTAL RIGHT TO KNOW

Parents have the right to know the qualifications of their children's teachers and paraprofessionals. Requests for information should be directed to the Superintendent's office.

ANNUAL NOTICES

See the [MISD Annual Notices](#)