

# **Marion County R-II High School Student Handbook**



**2019-2020**

# **The Mustang Way**

1. Mustangs are different. We celebrate this and we do not apologize for it. To be different you must have a different perspective, a different philosophy, and be willing to do things differently. That is exactly what we do, every single day.
2. Mustangs live their life by the “Big Three” (Attendance, Effort, and Attitude). The “Big Three” allow us to separate ourselves from normal and become different. There is a direct correlation between your future success in life and the “Big Three.”
3. There is a time and place for almost everything. Understanding this philosophy is critical in “making it” as a Mustang and in life. You have got to learn how to play the game: our game and the game of life.
4. A mistake is only a mistake when you have a poor attitude. For Mustangs, a mistake is an opportunity to learn and get better. Accept responsibilities for your own actions, this goes a long way here and in life.
5. There are three ways to fail at everything and anything: complain about everything, blame others for your problems, and never be grateful.
6. Mustangs are kind. Everyone you meet is fighting a battle you know nothing about. It is easy to be kind to people who can do something for you, but how do you treat those who can do nothing for you? Your life and our school will become better, by you trying to make other people’s lives better.
7. Mustangs do not blame others for their mistakes or problems. Everyone has problems and obstacles they must overcome, it’s called life. Mustangs overcome obstacles by helping each other in times of need. Refuse to be a victim, fight to overcome your problems.
8. Mustangs work hard and play hard. Understand what a right is and what a privilege is. Classroom time will always be the number one priority. Sports and extracurriculars will be secondary.
9. Mustangs have pride in our school and community. Never miss an opportunity to improve our school or community by your actions or words. You will have multiple opportunities everyday to do this, take advantage of them.
10. Mustangs are not perfect, but we will always work to be our best.

## GENERAL CONDUCT

The student is responsible to his/her school for his conduct at all school-sponsored activities, both at home and out of town. Likewise, every member of the family has the obligation to act in the interest of good conduct, both in the classroom or where any school activity is in progress. A suggestion by any teacher to a student, designed to further good conduct should be accepted willingly. In all instances the individuals should conduct themselves in a manner, which will reflect credit to their school.

Pride in the personal appearance of the student body is reflected in the neatness and appropriateness of their dress and the daily condition of the school building. Cleanliness is stressed at all times. Inappropriate dress or appearance will be the decision of the Superintendent, Principal and Board of Education. Any immediate decisions on appearance will be made at the discretion of the Principal or Superintendent. Each student must wear the required apparel to P.E. class.

The school administration has the responsibility for development of regulations regarding student conduct, dress and appearance as may be needful to maintain proper decorum in schools under their supervision and shall have authority to suspend pupils from school in accord with provision of these policies. Temporary suspension by the Principal or Superintendent may be extended until such time as the student may appear before the Board of Education with their parents.

## SCHOOL SONG

Every student should know their school song and take pride in singing it.

### ONWARD MUSTANGS

Onward Mustangs, Onward Mustangs,  
We go out to win.  
Stick together through all weather,  
Full of pep and vim! Rah! Rah! Rah!  
Onward Mustangs, Onward Mustangs,  
Hold your standards high!  
School spirit, loyalty,  
So Mustangs fight!

## ATTENDANCE POLICY

Student success is directly related to their attendance. Students who are not present miss out on the daily interactions with their instructors and their classmates. Both of these are vital to the intellectual and social growth of students.

Students will be allowed **EIGHT** absences per class each semester. When a student is absent from a class for a **NINTH** time, the student **COULD** forfeit credit for that class. A hearing will be set up with the Attendance Committee for the student and parents to present reasons for absences. The Attendance Committee will then make a recommendation to the conditions under which credit may be recovered, or if credit will be denied.

The Faculty Attendance Committee consists of the Superintendent, Principal, Counselor, and two or three members of the secondary staff.

Decisions of the Attendance Committee/Administration can be appealed to the Board of Education.

It is the responsibility of the student/parent to document the reason for absence (Doctor's note, funeral, etc). This should be brought to the office when the student returns to school after an absence. This documentation will be important if a student has to go before the Attendance Committee.

Parents will be notified when a student has reached their **FIFTH** absence.

## COLLEGE DAYS

Seniors will be allowed **TWO** College Days and Juniors **ONE**. These will not count toward the attendance policy. They must be preapproved with the administration or counselor and the proper form must be completed by the college and returned upon return. College days will be forfeited once **EIGHT** absences have been reached.

\*Please note that attendance qualifications for the A+ Program differ

## LATE TO SCHOOL POLICY

The school day begins at 8:15 am. Students who are late need to report to the office immediately to be admitted to class. Students are allowed **THREE** times being late. On the **FOURTH** and subsequent late to school, a detention will be served.

## REPORTING TO OFFICE

A student arriving at school after school has started or leaving school during the school day must report to the Principal's office. Students will not be permitted to leave school grounds after they arrive to attend a day of class. If a student must leave school for a doctor's appointment or for other valid reasons, he/she must notify the high school office. A student must do one of the following if he/she must be away from classes during the day:

1. Bring a written note from his/her parents or guardian.
2. Have his/her parents or guardians phone the school office and ask for the student to be released from school.

It is understood that a parent or guardian may come by the school and pick up their children whenever they have a good reason to do so. Parents should come to the Principal's office to pick up students. The signed excuse should be returned to the office before the student leaves the building. If an excuse is found to be falsely written it will be treated the same as being truant.

No student may take part in any activity (day or evening) unless he/she is in attendance **ALL DAY** the day of the activity. In the case of an event being held on a day when school is not in session, attendance on the previous day is required. This is true for all students whether you are a participant or spectator at the activity. Accepted absences will include doctor appointments, dental appointments or a death in the immediate family. Other accepted absences will be left to the discretion of the administration.

## TARDINESS

Students are expected to be in their assigned classroom when the tardy bell rings. Students are allowed **THREE** tardies per semester, on their **FOURTH** and subsequent tardies a detention will be served. Excessive tardies may be subject to more severe punishment.

## STUDENT IN GOOD STANDING POLICY

In order to encourage promptness, attendance, and good conduct a student can lose their status as a "student in good standing". Students who are "not in good standing" forfeit the right to attend activities, field trips, dances, job shadowing, prom decoration, and other privileges. They also forfeit the right to leave school early for an athletic/activity contest (also cannot be transported by another individual).

Students who meet any of the following requirements could be considered "Not in good standing":

1. Missing more than 8 days
2. More than 3 late to school violations
3. More than 3 classroom tardies
4. Receive a failing grade at the quarter
5. Excessive discipline problems

## ATTENDANCE INCENTIVES

Incentives for exceptional attendance will be offered throughout the year on a monthly, quarterly, semester, and yearly basis. These could include multiple rewards and privileges and will be left to the discretion of the Administration and Faculty.

## PART-TIME ATTENDANCE POLICY

- A. Develop habits of regular and punctual attendance
- B. Attend seven (7) semesters following grade eight.
- . Receive instruction satisfying legal requirements of the State of Missouri.
- D. Enroll in a full schedule of credits each semester during grades 9-11. In grade 12, one class period could be used as an office aide, elementary aide, or secondary assistant. Students wishing to attend part-time after the seventh semester must fulfill the following requirements:
  - 1. Students must be seniors and at least 16 years of age.
  - 2. Students must submit a part-time attendance form with parental/guardian approval to the Superintendent or Principal.
  - 3. Students, parents, or guardian must meet with the Attendance Committee.
  - 4. Students will be required to attend a minimum of two (2) consecutive credit courses per day (1/2 day).
  - 5. Students will not be allowed to participate in activities that are governed by the MSHSAA unless they meet MSHSAA standards.
  - 6. Students who fail to meet the above regulations during the semester will be required to return full-time.
  - 7. Students will be allowed to participate in Prom, Baccalaureate, and Graduation.

Appeal procedure:

First appeal - Superintendent

Final appeal - Marion County R-II Board of Education

## EARLY GRADUATION POLICY

- A. Develop habits of regular and punctual attendance.
- B. Attend seven (7) semesters following grade eight.
- C. Receive instruction satisfying specific legal requirements of the State of Missouri and the Marion County R-II School District.
- D. Enroll in full schedule of credits each semester during grades 9-11. In grade 12, one class

period would be used as an office aide, elementary aide, or secondary assistant. Students wishing to graduate after the seventh semester must fulfill the following requirements:

1. Students must be seniors and at least 16 years of age.
2. Students must submit an early graduation form to the Principal no later than ten (10) days after the enrollment in classes.
3. Students under the age of 18 must submit a plan of action with parental/guardian approval.
4. Student/Parent/Guardian must meet with the Attendance Committee.
5. After the student has met all Marion County R-II graduation requirements has approval of the Principal and/or Superintendent, the student who graduates early will achieve alumni status.
6. Early Graduates will not attend Prom, Baccalaureate, and Graduation.

First appeal - Superintendent of Schools

Final appeal - Marion County R-II Board of Education

### **2019-20 GRADING DATES**

Progress Reports	September 16
End of First Quarter	October 17
Parent/Teacher Conference	October 24
Grade Cards Issued	October 24
Progress Reports	November 18
End of Second Quarter (First Semester)	December 20
Grade Cards Issued	January 10
Progress Reports	February 3
End of Third Quarter	March 6
Grade Cards Issued	March 13
Progress Reports	April 6
End of Fourth Quarter (Second Semester)	May 8
Grade Cards Issued	May 8

## DAILY SCHEDULE

The school day for grades 7-12 will be divided into seven periods of 53 minutes each. Bells will ring only to signify the start and end of each class period and to end each lunch period. Students have 3 minutes between bells. They are expected to proceed from one class to the next as quickly as possible.

The 5th period is divided into two segments. Students will eat lunch during one of these segments and have class or study time during the other. The 5th period schedule is as follows:

<u>Lunch Shift</u>	<u>Time</u>
1	12:02 – 12:27
2	12:30 – 12:55

Students are not to leave the lunchroom after completing their meal until they are dismissed by a faculty member. If a student's schedule indicates that he/she is to be in the lunchroom, he/she must go to the lunchroom whether or not he/she eats lunch.

### **JH/HS Bell Schedule**

1st Period	8:15-9:08
2nd Period	9:11-10:04
3rd Period	10:07-11:00
4th Period	11:03-11:56
5th Period	11:59-1:23
1st Lunch	12:02-12:27
2nd Lunch	12:30-12:55
6th Period	1:26-2:19
7th Period	2:22-3:15

## MEDICAL REQUIREMENTS

1. Medication prescribed by your child's doctor or parent consent may be given during school hours by the school nurse or secretary providing the school is provided with written information as to the dosage and time medication is to be given as well as the reason for which the child is receiving medication. Only those doses of medication given at school should be brought to school and no more than a 30 day supply should be stored at school. All prescription drugs and medications must be checked and stored at the school nurse's office.
2. A written parent permission slip must be on file for school to administer medication.
3. Students are not to share medication with anyone.
4. Students with a temperature at or above 100 degrees will be sent home.



5. Aspirin is considered a medication and cannot be given without written Permission.
6. A student's doctor may write authorization for a student to carry and self-administer an inhaler, but parent permission must also be on file. The student's name must be on the inhaler.
7. Make sure the school has current phone numbers of where parents or Guardian may be reached should the need arise.

### HEAD LICE POLICY

Students found to have head lice will be released from school immediately in the care of parents or guardians who are required to come to the school to pick up the student. At that time the school nurse will give instructions on the procedures of treatment for head lice.

The student may return to school the following day provided a label or box top from the shampoo used to treat the head lice is presented to the school nurse and upon inspection by the school nurse all nits are removed. If any nits remain, the students will not be allowed to return to school.

### POLICY ON CHRONIC COMMUNICABLE DISEASES - STUDENTS

Parents are asked NOT to send children to school or school sponsored activities with a communicable disease or contagious skin infection unless under a doctor's treatment. Diseases can rapidly spread among children.

The following guidelines should be used when deciding if a child is not well enough to attend school:

1. The child's temperature is 100 degrees F., or greater. A child with such a fever should remain home for 24 hours after the temperature returns to normal without the help of fever-reducing medicines such as Tylenol and Ibuprofen.
2. The child vomits and continues to experience nausea and/or vomiting.
3. The child has continuous diarrhea, unless they have an underlying chronic disease that causes diarrhea.
4. The child has a suspicious rash that is spreading or draining, such as scabies or a staph infection. We suggest he/she should be evaluated by a healthcare professional.

These guidelines will also be used to determine when to send a child home. At the nurse's discretion (or other staff who assist her), children may be sent home, depending upon the symptoms the child is exhibiting.

### GRADE REPORTS

Parents will be notified of their student's progress twice during each quarter or sooner if the teacher deems it necessary.

Parent-teacher conferences will be held after the first quarter. According to the mutual or individual desires of either the parent or teacher, conferences may be scheduled at other times throughout the year.

Report cards will be issued the week following the end of each quarter or handed to the parents during the parent/teacher conference. Parents/guardians may also view grades and student progress via the parent portal Please contact the school for parent portal access.

Class schedule changes may be made only the first two days of school.

Students may change class at the semester only if the class is designated a semester class or there is a recommendation from the teacher.

## GRADE EVALUATION

The following classes in our curriculum will be weighted. They have been selected based on the amount of work required and level of difficulty.

Geometry	Algebra II	Pre-Calculus
Chemistry	Advanced Biology	Accounting II
Physics	U.S History I/II (I-TV)	ELA 4
Calculus (ITV)	College Algebra(I-TV)	Composition I & II (ITV)
Anatomy/Physiology	Trigonometry(I-TV)	Speech (ITV)
Statistics (I-TV)	American Literature(ITV)	Psychology/Sociology(ITV)

\*Any class taken for dual credit will be weighted

Classes that are added in the future that are more advanced will be added to the list.

This is the last free education our students will receive; therefore, with college entrance requirements becoming stricter and with the increasing demands in the world of work, it is essential that students will be on incentive toward that goal. We must encourage our students to reach higher, to excel, and to be better prepared for the future.

This grading system does not affect anything other than the grade point average. All classes will retain the same amount of credit, and an A in a non-weighted class will still be an A.

1. A - Masters essentials and employs them in related fields, exhibits intellectual curiosity in the subject.
2. B - Easily understands essentials, does some worthwhile supplementary work, and shows interest.
3. C - Understands minimum essentials, cooperates. This is an average grade
4. D - Barely learns essentials, is likely to do no extra work, often shows indifferent attitude.
5. F - Receives no credit. Few people fail if they have made an effort.
6. Inc. - Incompletes are due to absence or failure to do the work assigned. All incompletes must be made up within a time prescribed by the teacher.
7. No "Incomplete" grade will be given when a course terminates, such as one semester courses, or at the end of the school year--unless the student has been ill or absent for unusual

circumstances.

## HONOR ROLL

For the purpose of calculating grade point average, the following system will be used:

<u>LETTER</u>	<u>GRADE POINT</u>
A	4.0
A-	3.8
B+	3.5
B	3.2
B-	3.0
C+	2.7
C	2.4
C-	2.0
D+	1.7
D	1.4
D-	1.0

To qualify for the A Honor Roll, a student must maintain a 10.00 grade point average. To qualify for the B Honor Roll, a student must maintain a 7.00 grade point average. This is based upon 11.00 point scales. A student must receive at least a C- in order to have the class grade weighted. A student with a D or F will not be eligible for A or B Honor Roll.

## GRADE SCALE

95-100	A	74-76	C
94-90	A-	70-73	C-
87-89	B+	67-69	D+
84-86	B	64-66	D
80-83	B-	60-63	D-
77-79	C+	59 BELOW	F

## MARION COUNTY R-II GRADUATION REQUIREMENTS

1. Seniors of the 2019-2020 school year must earn a total of 27 units of credit to graduate. Each student must complete DESE requirements for the End of Course Testing.

Students attending Vocational School may reduce their total required graduation credits for each year of attendance at a Vocational School.

2. During the students enrollment in grades 9-12, he/she must:
  - A. Earn four (4) units of credit in Language Arts.  
Included in the three (3) units must be English I, English II, and English III or Practical English. English III is highly recommended.
  - B. Earn three (3) units of credit in Social Studies. U.S. History, World History and U.S. Government are required. The United States and Missouri Constitutions must also be passed.
  - C. Earn three (3) units of credit in Mathematics.
  - D. Earn three (3) units of credit in Science.  
Physical Science and Biology I are required.
  - E. Earn one (1) unit of credit in Fine Arts.
  - F. Earn one (1) unit of credit in Practical Arts.
  - G. Earn one (1) unit of credit in Physical Education.
  - A. Earn one-half (1/2) unit of credit in Health.
  - B. Earn one-half (1/2) unit of credit in Personal Finance

### SUMMARY OF REQUIREMENTS

English	4 Units
Social Studies	3 Units
Mathematics	3 Units
Science	3 Units
Fine Arts	1 Unit
Practical Arts	1 Unit
Physical Ed.	1 Unit
Health	1/2 Unit
Personal Finance	1/2 Unit
Electives	11 Units

TOTAL UNITS REQUIRED FOR GRADUATION 27 UNITS

### BUILDING OPEN TO STUDENTS AT 8:10

Students arriving to school before 8:10 will report to the designated area as assigned by teachers on door duty. Students will not be allowed to sit in their vehicle or loiter in the parking lot.

In the event a group of students must enter the building to prepare for basketball practice or a similar activity, they are to go to an area designated by the sponsor of the activity and remain only in that area until they begin their activity. The sponsor / coach will be responsible for keeping students in the proper area of the building.

### STUDENTS TO LEAVE BUILDING BY 3:25

Students are not to remain in the school building at the end of the school day unless they are required to do so by a teacher. The halls should be free of students by 3:25 each day school is in session.

If a student must remain in the building, he/she may do so in the high school office. Students who wish to conduct business with a teacher or one of the school offices should come to the high school office if they are waiting for a teacher or administration.

If a group of students are remaining after school for a school sponsored activity, they must go to an area designated by the sponsor of the activity. They should remain in that area until the activity begins. The activity sponsor is responsible for the proper supervision of students who remain after school.

### STUDENT DISMISSAL PRECAUTIONS

The Marion County R-II School District is legally responsible for the safety of its students during the school day. Therefore, the Principal will establish procedures to validate requests for early dismissal to assure that students are released only for proper reasons and only to authorized person(s).

Staff members shall not excuse any student from school prior to the end of the school day or into any person's custody without the direct prior approval and knowledge of the building Principal or his designee.

In keeping with these precautions, the following procedures will be followed:

- The Principal or his designee shall not excuse a student before the end of the school day without a request for early dismissal by the student's parent or guardian.
- Telephone requests for early dismissal of a student shall be honored only if the caller can be positively identified as the student's parent or guardian.
- Children of single parent families will be released only upon the request of the custodial parent, i.e., the parent whom the court holds directly responsible for the child and who is identified as such on the school record. Additional precautions may be taken by the school administration appropriate to the age of students and as needs arise.

## TRANSPORTATION TO SCHOOL ACTIVITIES

The Marion County R-II Board of Education has adopted the following policy in regards to student transportation to all school-sponsored activities.

1. All students participating in sports or other school-sponsored activities will be expected to ride the school bus to the games or interschool contests.
2. Special permission will be given for students to ride with their parents on certain occasions, such as trips during the daytime when school buses are not available.
3. Students will not be allowed to drive their own cars to games or to other school-sponsored activities. This applies to those who participate only, such as players, cheerleaders, pep squad.
4. Students are expected to return from games or other interschool contests the same way that they go. Students may secure permission however to ride from interschool contests with their parents providing that the parents (not the student) request such permission from the administration in charge. Parents must personally contact the administration for this permission. Should the privilege ever be abused, it will be deemed just cause to eliminate the student from further participation in that particular activity for the remainder of the school year.
5. Automatic approval will be given to students who ride with faculty members to out-of-town games or activities. (This kind of transportation is used only when sufficient buses are not available).

## SCHOOL OFFICES

The school will operate two offices, which will be in separate rooms. The central office will contain the Superintendent's office and the secretary to the Superintendent. And the high school office will contain the high school Principal's office, the secretary to the Principal. The athletic director, the nurse and the counselor are housed in separate offices.

## EXTRACURRICULAR ACTIVITIES

Students must be "In good standing" and all school standards must be met in order to qualify and participate in extracurricular activities. Adequate adult supervision by school personnel, parents and/or community adults will be provided. Dances are extracurricular activities and only students in grades 7-12 are allowed to attend (Unless otherwise noted). No one age 21 or older may attend a high school dance. All carry-on bags may be searched prior to and during an activity trip.

## ATHLETIC ELIGIBILITY

A student must have a doctor's physical and proof of health insurance on file in the office before any participation (Practice or Game). Student athletes must meet all academic and citizenship standards

set by MSHSAA and Marion County R-2 Schools.

### STUDENT PARKING

Students who bring motor vehicles to school are expected to operate the vehicle in a responsible and respectful manner to and from school. This includes the highway directly in front of our building. Students are to park on the west end parking lot in a horizontal alignment from north to south. A parking permit must be on file in the Principal's office **BEFORE** you are allowed to park your vehicle on the school parking lot. A **PARKING TAG** must be on display in the vehicle that is parked in the school lot. Any deviation from this policy may result in the suspension of the parking permit. Unauthorized vehicles are not allowed to park at school, especially on the last day of school. Vehicles driven on school property other than authorized areas will be subject to suspension for the remainder of the school year and restitution will be made for all occurring damages.

### VISITORS

Parents are not allowed to visit classrooms or teachers during the normal school day, this includes during drop-off and departure time before and after school.

Parents who want to visit with a teacher personally, must arrange the time and date in advance with the individual teacher as not to interrupt instruction time.

All visitors **MUST** report to the office. Parents should pick their child up at the office if the child is to leave the school during school hours.

Exceptions may be made at the discretion of the administration.

### LOCKERS

Each student is assigned a locker for his/her personal use for keeping books, school equipment, and personal articles. If any trouble develops with your locker, please report this to the office immediately. If for any reason you need to move to another locker, **DO NOT MOVE WITHOUT CONSULTING THE OFFICE.**

**All backpacks and bags should be stored in or on top of your locker. They are not allowed in the classroom.**

Do not place your books in another student's locker nor allow someone to use your locker the same way. Nothing (No posters, signs, stickers, etc.) will be allowed on the outside of lockers. **DO NOT KEEP MONEY IN YOUR LOCKER!** Either carry it with you or bring it to the office for safe-keeping. Open soda bottles etc. should not be kept in the locker or at school. The administration shall reserve the right to inspect lockers when articles are lost, stolen, or whenever it is deemed necessary.

### CELL PHONES /TABLETS/ELECTRONIC DEVICES

Cell phones, tablets, and other electronic devices not provided by the school are to be used only with permission from the classroom teacher. These devices are not to be used between classes, in locker rooms, restrooms or during lunch. Any student using an electronic device at an inappropriate time or without teacher permission will face disciplinary action.

### DRESS CODE

The personal appearance of the individual student while at school or attending any school event reflects the general attitudes of our student body. We expect each individual student to dress in a manner that reflects the moral attitude of our community and student body. Students will not be allowed to attend school when their attire, personal hygiene, and/or behavior are distracting and/or detrimental to the functions of the school. Inappropriate dress or appearance will be the decision of the Principal or Superintendent. The following are specific guidelines for student dress.

- 1) All students must wear shoes while at school.
- 2) Dress and grooming will be clean and in keeping with health, sanitary, and safety requirements. No inappropriate clothing, jewelry, or accessory that is distasteful or distracting will be worn at school or related functions.
- 3) Shirts with markings or insignias which display obscenity, illustrations designed to be immorally suggestive, advertise alcohol, drugs, or tobacco have no place in our school.
- 4) Sleeveless shirts (unless manufactured), undershirts, cut-off shirts, bare midriff, halter-tops, and string type tank tops will not be allowed.
- 5) The wearing of hats/headbands in the school is inappropriate.
- 6) Shirts that are torn and pants with holes or tears above the knee are not allowed to be worn during school.
- 7) Pajamas, and/or boxers are not acceptable during school, however wind suits are acceptable
- 8) Students, grades K-12, will be allowed to wear shorts to school at any time under the following conditions: The shorts, including the side slit, must be no shorter than the longest fingertip rule (middle finger) with the arms fully extended at the side and the shorts above the hips. As with pants, shorts must be worn above the hips with no holes and no undergarments showing. Shorts with lettering across the seat are not permitted. NO SAGGING! No cut-off sweats. No biker shorts. All cut-off shorts must be hemmed or cuffed and meet the length requirements.
- 9) No low cut tops, front or back.
- 10) Students may not wear coats during the school day. If classroom temperatures are not comfortable, the teacher may then send a student to his/her locker to get a coat.



- 11) Leggings, Yoga pants, etc may be worn as long as a top is worn covering them to fingertip length (same criteria as shorts).
- 12) PE class-Shorts must be of acceptable length and t-shirts must have sleeves or be manufactured as a sleeveless t-shirt.
- 13) A shirt or sweater must be worn over a narrow strapped top or dress.
- 14) Undergarments: Should not be seen. No visible undergarments, includes but not limited to bras, sports bras, panties, boxers, and briefs.

### BULLYING & CYBER-BULLYING

"Bullying" means intimidation or harassment that causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of, but is not limited to, physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting of such acts. Bullying by students is prohibited on school property, at any school function, or on a school bus. "Cyberbullying" means bullying as defined in this subsection through the transmission of a communication including, but not limited to, a message, text, sound, or image by means of an electronic device including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager."

### LOST AND FOUND ITEMS

Items, which are lost and recovered by someone other than the owner, shall be turned into the high school office. The Principal may remove articles from the lost and found and store them in a safe place until they are claimed if he/she so desires.

### SCHOOL CALENDAR

The Official School Calendar will be maintained by the Superintendent. If a student or a faculty member wishes to schedule an activity which involves the use of the school building or any school equipment, it should be scheduled on this calendar. All school activities will be scheduled on this calendar and students should consult the Superintendent if they wish to add to or receive information from the calendar.

Community groups who wish to use the building or equipment should contact the Superintendent in order to place an item on the calendar.

The school calendar is available on the school web page [www.marion.k12.mo.us](http://www.marion.k12.mo.us)

### THE BULLETIN

Anyone who wishes to have an item placed on the daily bulletin must turn the item into the high school office by 2:00 p.m. the day before they want the item to appear on the bulletin.

The bulletin will be distributed in the morning as soon as possible and each teacher should read the

bulletin to the classes before beginning class work for that period.

### TEACHER WORK AREA

The teacher work area is to be off limits to **ALL** students. Students are to knock on the door if they are looking for a teacher who is in the teacher work area.

### FOOD/DRINKS IN THE BUILDING

Students will be allowed to have **WATER** in a clear container (No glass) throughout the day.

Food will not be allowed outside the cafeteria during normal instructional hours.

Other food and drinks may be allowed during normal instructional hours at the discretion of the administration and faculty.

Students who remain after school or those who arrive prior to 8:10 for an activity should not eat food outside of designated areas. If students purchase food in town or bring it from home, they must consume it in an area designated by activity sponsor or administrator. The student is responsible for clean-up, if this privilege is abused, it will be revoked.

No glass bottles/food containers are allowed in the school building.

### CLUBS AND ORGANIZATIONS

Wherever there is sufficient interest among the student body, clubs and organizations may be organized according to the following guidelines:

1. Permits to operate as an official school organization must be obtained from the principal and/or superintendent.
2. Each organization must have at least one professional staff member as its sponsor.
3. Meeting times must be arranged during non-school hours.
4. Projects and activities are subject to administrative approval.
5. Student organizations are not to meet in the Teacher Work Area.

### BAD WEATHER

Weather related information concerning school closing or early dismissal will be broadcast on radio

stations KICK-FM 97.9 and KRES-FM 104.7, WGEM TV, channel 10, KHQA TV, channel 7, and sent out on the Remind App as early as possible. Parents are reminded that anytime the school bus drivers feel it is unsafe to travel a particular section of their route during inclement weather, that section will be skipped. Hopefully, this situation will not occur often. If possible, the driver will notify the family in advance. Parents who are able, hopefully, will bring their children to school or meet the bus at another stop. Anytime the road conditions are poor and you're in doubt about the bus being able to travel your road, please check with the school office.

## **YOUR CHILD SHOULD KNOW WHERE YOU ARE IN THE EVENT THAT SCHOOL IS DISMISSED EARLY DUE TO BAD WEATHER OR OTHER EMERGENCIES.**

### MEDIA CENTER

The Media Center should be the heart of the educational program at Marion County R-II. Not only will it be a Library where books are kept, but it will be a permanent file of all the educational materials available to teachers and students. It will consist of books, newspapers, audiovisual equipment, vocational material, college information, and student artwork.

A fine of five cents per day will be charged for overdue books, magazines and pamphlets. After a book is overdue for two weeks, a student may not check out materials until the book is returned.

Reference books may be checked out for one hour or they may be checked out overnight after 3:00 p.m. and returned the following day before first hour. The fine on reference books is one cent per hour or ten cents per day.

(Revised March 24, 1998) Students will be charged twenty-five cents per page for laminating usage, unless the teacher requires laminated work. The fee may be paid to Ms. Shuck at the time she laminates the papers.

### LOST BOOKS

Students will be charged for all lost books according to the age of the book. New books will be the full price of the book. The cost will be lowered for each year until it reaches one half the cost of the new book.

### LOST MAGAZINES

The student will be charged for the cost of the individual magazine.

### DAMAGED BOOKS

The cost for damaged books will be determined by the extent of the damages. Book pockets or date slips torn out will cost .05 each

### CLOSED LUNCH PERIOD

Students may not leave the school grounds or go home for lunch without special permission of the office. During the lunch periods, most areas of the school, hallways, and school grounds are restricted. Please confine the eating of lunch to the cafeteria.

## CAFETERIA REGULATIONS

- 1) School lunch and breakfast is provided each school day in the cafeteria or students may bring a packed lunch from home.
- 2) All students will walk to the lunchroom at all times.
- 3) Food items purchased in the cafeteria may not be taken out of the cafeteria to be eaten. There will be no eating of food items in the halls or gym.
- 4) Students may sit at the table of their choice as long as their manners and conduct are acceptable to fellow students and teachers.
- 5) Students are not permitted to leave the lunchroom without permission from their teacher.
- 6) Return used trays, dishes, silverware to the proper window. Dispose of milk cartons, napkins, etc. in their proper containers. Students will make sure their table is cleaned up before leaving the cafeteria.
- 7) All students will be provided adequate time to eat their lunch.
- 8) Free & reduced lunch is available by application for those who apply and are eligible.
- 9) Lunch Accounts: Student accounts will be tended to between 7:55 and 8:15 a.m. in the Superintendent's office. Student accounts may not exceed a \$10.00 negative balance. Extras may be purchased but a student may not charge any amount for extras if their account balance is zero or a negative balance. Balance awareness is the responsibility of the student/parent.

### LUNCH (2019-20)

K-6 \$8.75/week \$1.75/day

7-12 \$10.00/week \$2.00/day

Adult \$13.50/week \$2.70/day

Milk \$.35 carton

Extra milk \$.35/carton

Extra entrée \$1.00

Extra side \$.50

Ice Cream \$.75

Juice \$.30

(salad bar price is the same cost as a hot meal)

BREAKFAST \$1.65

## STUDENT GOVERNMENT

In order to encourage student participation in the various activities of school life and to provide

opportunities for training in democratic processes, the Marion County R-II School may maintain and operate a student council.

The purposes and goals of a student council shall be as follows:

1. Provide significant learning experiences for students, staff members, and the community.
2. Develop behavioral evidence of good citizenship, scholarship, leadership, service, and human values.
3. Promote harmonious relationships within the school.
4. Improve student morale.
5. Provide a forum for student voice and channels for student involvement.
6. Provide an orderly direction of school activities.

The student council shall not have authority to make policies for the school district or regulations for the school nor shall it have any disciplinary authority except for recommending removal of a member of the council. However, a student council may make recommendations to the administration on topics of student concern.

The administration and the student council shall keep channels of communication open between the administration, the council and the student body.

## DISCIPLINE

### STATEMENT OF PHILOSOPHY

It is the philosophy of the Marion County R-II Schools that one of the most important lessons education should teach is discipline. It is designed to help all students learn those behaviors, which reflect respect for themselves, each other, and the community. It is the training that develops self-control, character, orderliness, and efficiency. Every effort will be made to assist students with those learning experiences, but when corrective measures are necessary, discipline will be administered to contribute to the growth of the pupil. The discipline of the school is the direct responsibility of the Principal with the constant assistance of the entire faculty in maintaining proper order at all times in the school, or on any school bus going to or returning from school, during school sponsored activities, or during intermissions or recess periods.

### STATEMENT OF LEGAL BASIS

Students will be expected to follow the directions and reasonable requests of all school personnel. The Missouri General Assembly has delegated power to the Board of Education of Local School Districts, to set up general policies for Conduct of Students. The Superintendent, Principal, and teachers are then responsible for implementing, interpreting, and enforcing these policy guidelines. By law, school officials, have power through, loco parentis, to control student behavior, on the way to

school, at school, on the way home, and at school sponsored activities.

\* \* \* \* \*

The Marion County R-II School District believes that everyone in the Educational System will accept their responsibilities to themselves and others, follow established policies and procedures, and respect the rights of others, that educational, physical, mental, and emotional growth can and will take place.

\* \* \* \* \*

## SAFE SCHOOLS ACT

The "Safe Schools Act" was passed by the Missouri Legislature and became effective on August 28, 1996. All of the policy changes that became necessary because of this legislation can be found in detail in our District Policy Manual. The purpose of the act is to protect the educational environment. It has become a state-wide goal to protect students and teachers from those students whose behavior is not conducive to a safe and appropriate environment for the majority of other students to learn. The policies, as they relate to student behavior, can be found in our Student Behavior Policy which was revised this past year to comply with the components of the Safe Schools Act.

Among the new regulations are policies that require students and parents of those students to report to their new school any previous suspensions, expulsions, or criminal offenses. There are policies that will not allow some students whose parents do not reside in the district to enroll in our schools. There are detailed regulations aimed at keeping all weapons out of school. The new law **requires** teachers to report violent behavior to administrators, administrators to keep staff informed about similar behavior, and administrators to report violent/criminal behavior to legal authorities. A large part of the new legislation is aimed at making it easier for schools to secure information from legal authorities about students who have criminal records.

Students need to be aware that schools now are mandated to use more drastic disciplinary action for some inappropriate behavior at school. There are numerous types of criminal involvement that, if committed by a student, could require the district to expel that student from school indefinitely!

\* \* \* \* \*

Title IX of the Educational Amendments of 1972: Coordinator – Tony DeGrave

No person in the United States shall on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

If you believe that you have been discriminated against on the basis of sex, you may make a claim that your rights have been denied. This grievance may be filed with the Principal. Consequences will be determined on a case by case basis. It is the policy of Marion County R-II School that sexual harassment and indecent conduct will not be tolerated and will be dealt with severely.

\* \* \* \* \*

Anti – Harassment Policy R2130

It is the policy of the District to maintain a learning environment that is free from harassment because

of an individual's race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation. The School District prohibits any and all forms of unlawful harassment and discrimination because of race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation.

It shall be a violation of District policy for any student, teacher, administrator, or other school personnel of this District to harass or unlawfully discriminate against a student through conduct of a sexual nature, or regarding race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation as defined by this Policy.

It shall also be a violation of District policy for any teacher, administrator, or other school personnel of this District to tolerate sexual harassment or harassment because of a student's race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation, as defined by this Policy, by a student, teacher, administrator, other school personnel, or by any third parties who are participating in, observing, or otherwise engaged in activities, including sporting events and other extracurricular activities, under the auspices of the School District.

For purposes of this Policy, the term "school personnel" includes school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the District.

The school system and District officials, including administrators, teachers, and other staff members will act to promptly investigate all complaints, either formal or informal, verbal or written, of unlawful harassment or unlawful discrimination because of race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation; to promptly take appropriate action to protect individuals from further harassment or discrimination; and, if it determines that unlawful harassment or discrimination occurred, to promptly and appropriately discipline any student, teacher, administrator, or other school personnel who is found to have violated this Policy, and/or to take other appropriate action reasonably calculated to end the harassment/discrimination.

The District prohibits retaliation against a person who files a complaint of discrimination or harassment, and further prohibits retaliation against persons who participate in related proceedings or investigations.

## STUDENT RIGHTS AND RESPONSIBILITIES

The Board of Education believes that students have rights which should be recognized and respected. It also believes that every right carries with it certain responsibilities. Among these student rights and responsibilities are the following:

The right to attend free public schools; the responsibility to attend school regularly and to observe school policies, rules and regulations deemed essential for permitting others to learn at school.

The right to a quality education; the responsibility to put forth the best efforts during the educational process.

Civil rights--including the rights to equal educational opportunity and freedom from discrimination; the responsibility not to discriminate against others.

The right to free inquiry and expression; the responsibility to observe reasonable rules and regulations regarding these rights.

The right to due process of law with respect to suspension, expulsion, and decisions which the student believes injure his rights.

The right to privacy, which includes privacy in respect to the student's school records.

### FREE AND APPROPRIATE EDUCATION

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Marion County R-II School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation/intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young children with a developmental delay.

The Marion County R-II School District assures that it will provide information and referral services necessary to assist the state in the implementation of early intervention services for infants and toddlers eligible for the MO First Steps Program.

The Marion County R-II School District assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the MO Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The Marion County R-II District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with General Education Provision Act (GEPA). This plan may be available for review at the district administrative office.

Under Section 504 of the Rehabilitation Act of 1973, local school districts must also provide a free appropriate education (regular or special education and related aids and services) to school-age children with disabilities in the district's jurisdiction. Instruction must be individually designed to meet the needs of the students as adequately as the needs of non-disabled students. A student is considered disabled under Section 504 if he/she has a physical or mental impairment which substantially limits one or more major life activities such as walking, learning, hearing, caring for one's self, performing manual tasks, speaking and breathing. If you have questions concerning Section 504 Compliance, please contact Tony DeGrave at the school.



## FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)

The Family Educational Rights & Privacy Act (FERPA) of 1974, is a federal law designed to protect the privacy of a student's education records. FERPA gives parents certain rights to their children's education records. Students 18 or older and former students to whom the rights have been transferred are called eligible students. Schools may disclose without consent "Directory Information" such as: name, address, telephone number, date & place of birth, dates of attendance, enrollment status, honors & awards, clubs and athletic participation records. The school will disclose any of these items without prior consent from the parent unless notified in writing by the parent to the contrary. The full text of the Family Education Rights & Privacy Act are available in the Principal's Office.

It is the Board's belief that, as part of the educational process, students should be made aware of their legal rights and of the legal authority of the Board to make and delegate authority to its staff and to make rules and regulations regarding the orderly operation of the district school. If the policy guidelines adopted by the Board are to be successful, it must be understood that school officials and teachers have the authority to interpret and apply policy in a given situation. Students must obey any such interpretation subject to an appeal.

Schools must be a place where students are encouraged to learn. Standards of conduct are established by the Marion County R-II Board of Education to create an environment in which each student's right to learn is protected.

Students and their parents/guardians will be notified of their rights and responsibilities, including standards of conduct, through handbooks distributed annually. When the rights and responsibilities of individuals are clearly understood, the elements of respect and cooperation will result in the harmonious and constructive education of the student.

## STUDENT CONDUCT

The Board of Education recognizes that acceptable behavior is essential to the development of responsible and self-disciplined citizens and in promoting an effective instructional program in the district's school. Acceptable behavior is based on respect for one's self and for the worth and human dignity of others. The development of such behavior in students is a dual function of the home and of the school.

In order to fulfill the responsibility of the school, it is necessary that each learning activity contribute positively to the creation and maintenance of a climate that is conducive to learning. Standards of student conduct are established by the Marion County R-II Board of Education to create an environment in which each student's right to learn is protected. Students are expected to attend school punctually and regularly to obey all the rules and regulations, to obey all directions and requests of teachers, to observe good order and correct deportment, to be diligent in study, to be clean and tidy in person and attire, to be obliging to schoolmates, to refrain from the use of profane or improper language, to refrain from the use or possession of weapons, and to refrain from the use or possession of tobacco, alcoholic beverages, or illegal drugs/paraphernalia, while on school premises or under school supervision. Students and parents/guardians will be notified of rights and responsibilities, including standards of conduct, through handbooks distributed annually.

## IDENTIFICATION OF DEVIANT BEHAVIOR

The Board of Education has the legal authority to make all needful policies, rules and regulations for organizing, grading and governing the Marion County R-II School. This includes the power to suspend or expel a student for conduct which is prejudicial to good order and discipline in the schools or impairs the morale or good conduct of the students. The Board may also delegate to the Superintendent the responsibility to make reasonable and necessary rules and regulations governing the conduct of students in the district. These rules will apply to all students in attendance in district instructional and support programs as well as school-sponsored activities and events.

Building Principals are responsible for the development of rules and regulations regarding student conduct needed to maintain proper behavior in schools under their supervision.

Teachers shall have the authority to make and enforce necessary rules for the internal governance in the classroom, subject to the endorsement by the building Principal. The Board expects each teacher to establish and maintain a satisfactory standard of conduct in the classes.

As students' progress in the district's schools, it is reasonable to assume an increase in age and maturity will result in the students taking greater responsibility for their actions.

Any deviation by a student from the rules and regulations set and established by the Board, Superintendent, Principal, and teachers accordingly.

## CONSEQUENCES FOR DEVIANT BEHAVIOR

Corporal Punishment----as a measure of correction or of maintaining discipline and order in schools, is permitted. However, it shall be used only when all other alternative means of discipline have failed and then only in reasonable form and upon the recommendation of the Principal. If found necessary, it should only be administered by the Principal in the presence of the teacher. It should never be inflicted in the presence of other pupils nor without a witness.

In-School Suspension----is a program for student violations of policies rules and regulations which shall provide the Principal with an additional alternative for dealing with disciplinary problems that occur in the school. When this alternative is appropriate, students will be assigned to serve a specified time period. These assignments and the determination of the time period for the assignment shall be determined by the Principal. All assigned work turned in will be graded however students will receive only 60% credit during the suspension.

Students assigned to In-School Suspension will report to the Principal's office promptly by 8:15 a.m.

- 1) Lateness, failure to report or asking to change days of the suspension will double the suspension time.
- 2) Suspension time is designed for academic work. All students assigned must bring pencils, paper, textbooks, and will be required to work the entire period.

- 3) Students will not be allowed to go to lockers or leave for any reason other than an emergency.
- 4) Students will not be allowed to sleep or talk.
- 5) Failure to abide by all suspension rules may result in Out-of-School Suspension (to be determined by the Principal)

Out-of-School Suspension----is the administrative prerogative to remove a student from the school setting because of willful violation of school rules and regulations, disrupting the rights of others to an education, or willful conduct which endangers the student, other students or the property of the school. This action will be taken in accordance with due process and with due regard for the welfare of both the individual and the school. School attendance may be temporarily denied to individuals by the administrative act of out-of-school suspension. Students will receive only 50% credit during the suspension. They will be expected to continue right along in the same place as their class when they return.

The Board authorizes the summary suspension of pupils by building Principals for a period not to exceed ten (10) school days and by the Superintendent for a period not to exceed one-hundred eighty (180) school days.

Notice of such suspension shall be given immediately to the parent or guardian and to the Superintendent.

The student and/or parents/guardians may appeal the Principal's decision to suspend the student to the Superintendent. In case of a suspension of a student, by the Superintendent, for a period of more than ten (10) school days, the student, parents/guardians, may appeal the decision of the Superintendent to the Board. Requests for appeal shall be in writing and filed with the secretary of the Board of Education. Upon the filing of the appeal, the suspension, as determined by the Superintendent, shall be stayed until the Board renders its decision, unless in the judgment of the Superintendent the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process. In such case, the judgment shall be immediately transmitted to the student and parents/guardians and the student shall be immediately removed from school. Upon the filing of a request for an appeal of the Superintendent's decision to suspend a student for more than a period of ten (10) school days, the Superintendent shall promptly transmit a written report to the Board, indicating the facts relating to the suspension, the action taken by the Superintendent and other administrative officials and the reasons for such action. The Board upon request shall grant a hearing to the appealing party.

Student Expulsion----The Board of Education may originate suspension or expulsion proceedings on its own motion for student conduct which is deemed prejudicial to good order and discipline in the schools or which tends to impair the morale or good conduct of the student. However, only the Board has the authority to expel a student from school.

If a student consistently refuses to conform to school policies, rules and/or regulations, the Principal and Superintendent may recommend to the Board of Education that the student be expelled from school. The Board will review such recommendations and decide whether to proceed with an expulsion hearing. Should an expulsion hearing be deemed necessary, the following points shall serve as guideposts for the proceedings.

Board action shall begin with a written notification of the charges against the student, which shall be delivered by certified mail to the student's parents/guardians, or others having his custodial care. Such notification will include charges, contemplated action and time and place of a hearing on such charges and that the student, parents/guardians, or others having custodial care, shall have the right to attend the hearing and to be represented by counsel.

The hearing will be closed unless the student, parents/guardians or others having custodial care requests an open hearing. At said hearing the Board of Education, or counsel, shall present the charges, testimony and evidence as may be deemed necessary to support the charges. The Board will expect the Principal in each case to be present and make oral and written reports and statements concerning the student's misconduct. The student, parents/guardians, or others having custodial care, or counsel, shall have the right to cross-examine witnesses presented in behalf of the charges and to present testimony in defense there against.

At the conclusion of the hearing or in an adjourned meeting, the Board of Education shall render its decision to dismiss the charges, suspend the student for a specified time, or expel the student from the school of the district. Prompt notice of the decision shall be given to the student, parents/guardians or others having custodial care, and counsel, if applicable. Re-admittance of an expelled student at the beginning of a school semester may be possible only through consent of the Board of Education.

Detention----Reasonable detention at the beginning or close of the school day is not forbidden, but such detention must be carefully planned and supervised by the person issuing the detention. Detention assigned by the teacher must be reported to the Principal and the parent/guardian notified so they can make necessary arrangements for transportation.

### STUDENT SUSPENSION (Procedures for Handicapped Students)

If a handicapped student is charged with engaging in serious misconduct for which suspension may result, the Principal and/or Superintendent will follow these recommended procedures.

When suspension is considered, the Superintendent will be notified in writing. Notice should include action pending and reasons for such action.

Within five workdays of receipt of notice, the Principal will reconvene the student's Individual Education Program Committee. This committee will be considered a "panel of experts" charged with the responsibility of determining: (1) whether the behavior(s) for which action is recommended is related to the student's handicapping condition, (2) whether the student's action imperils the education of others within the setting, and (3) whether the student is, in fact, in the appropriate least restrictive environment.

The composition of the panel of experts committee will be: (1) Principal, (2) Superintendent, (3) the student's special education teacher, (4) the parents/guardians, (5) the student, when appropriate.

If the committee determines that the behavior under review is unrelated to the handicapping condition

or that the student's behavior does imperil the education of others, the normal disciplinary procedures can proceed immediately. However, if the committee is unable to reach a decision based on the information presented, they may recommend further assessment.

In this event, the student will remain in the present placement until assessment is completed and reviewed by the committee. In special cases where it can be documented that a student, who is recommended to remain in his present placement while undergoing a multidisciplinary evaluation, would be a danger either to himself or others within the educational setting, then he/she may receive homebound instruction until the time that the evaluation has been completed. This procedure can only be authorized by concurrent agreement of the building Principal and Superintendent. The school will have ten workdays to complete this process.

The decision rendered by the committee shall be communicated, in writing, to the Superintendent, the parents/guardians, the Principal and the supervisor of the special education following the conference. Once all issues are satisfied, the normal disciplinary procedures may proceed immediately. If in the future student expulsion becomes a viable alternative for a handicapped student, information gathered by the above process will be made available to the Board of Education to assist them in making that decision.

SPECIFIC DEVIANT BEHAVIOR  
and  
CONSEQUENCES

**CELL PHONES /TABLETS/ELECTRONIC DEVICES**--- Any student found in violation of the Electronics policy will face the following consequences:

Consequences---1st Offense—Warning and device will be confiscated for the remainder of the day.  
2nd Offense—Student will serve detention before or after school and parent must come pick up device.  
3rd Offense—Student will serve 1 day ISS and device will be held for parents to come pick up. In addition the student in violation of the policy will be required to check the device in at the Principal's office upon arrival to school each day.

**STUDENT DRESS CODE**---Students are expected to come to school dressed in accordance with standards of cleanliness and good grooming as previously stated in this handbook.

Consequences---If proper clothing can be found at school to change into that is acceptable. If not, students will be sent to the ISS room for the remainder of the day. Repeated incidents will result in In-School Suspension.

**CARE OF SCHOOL PROPERTY**---Students are expected to respect and take reasonable care of school property. School property includes: books, supplies, equipment, buildings and/or any other property owned by the school.

Consequences---Loss or damage of the above mentioned items may result in payment of damages to the school by the student or their parent. According to state law, parents or guardians are responsible for vandalism loss or damage caused by their children up to \$2,000. Depending on the seriousness of the offense, additional punishment may be given. Up to and including suspension from school. The event may be reported to law enforcement officials.

**FIGHTING**---Any student involved in a fighting incident with another student may be subject to suspension from school, following due process. Threatening or intimidating actions are also considered unacceptable behavior. Students who verbally incite or encourage participation of such behavior are considered just as guilty as the student who becomes the aggressor. The event may be reported to law enforcement officials.

Consequences---1st Offense--1-3 days OSS  
2nd Offense--5-10 days OSS  
3rd Offense--Principal will recommend to the Superintendent up to 1 semester of suspension from school.  
4th Offense--The Principal and Superintendent will recommend to the Board of Education expulsion of student from school.

**ASSAULT** --Attempting to cause injury; intentionally placing another in reasonable apprehension of imminent physical injury. The event may be reported to law enforcement officials.

Consequence---1st Offense--20 days OSS  
2nd Offense--Expulsion

## **ASSAULT**

Physical Assault--Any physical abusive manner directed toward a teacher or other school employee will be reported to law enforcement officials.

Consequences for Physical Assault----1st Offense--minimum 1 semester OSS

Verbal Abuse--Any verbal abuse directed toward a teacher or other school employee will involve suspension, referral to the Superintendent for further disciplinary action, and possible report to law enforcement officials. Principal/Superintendent will determine appropriate disciplinary action.

**DEFIANCE OF AUTHORITY**---Refusal to obey directions or defiance of staff authority will not be tolerated. Consequences will vary depending on the situation. ISS or OSS may result.

**USE AND POSSESSION OF TOBACCO BY STUDENTS**----Students shall not be permitted to use, possess, or promote the use of tobacco for chewing or smoking.

(e-cigarettes or regular cigarettes) on school property during the school day, during extra-curricular activities held on school premises, or on school sponsored activity trips. The event may be reported to law enforcement officials.

Consequences for Possession----Tobacco will be confiscated and destroyed the first time; repeated possessions will be treated the same as using.

Consequences for Using----1st Offense--2 days ISS

2nd Offense--5 days ISS

3rd Offense--10 days ISS (Conference with parents and Superintendent)

4th Offense--recommendation for expulsion of student by Principal and/or Superintendent to the Board of Education

**STUDENT'S USE OF ALCOHOL**----The Marion County R-II School recognizes its share of responsibility for the health, welfare, and safety of the students. Therefore, the use, sale, transfer, possession of or promotion of being under the influence of alcoholic beverages is prohibited. The event may be reported to law enforcement officials.

Consequences----1st Offense--1-5 days OSS (Conference with parents & Superintendent)

2nd Offense--10 days OSS and automatic suspension from all activities at school for semester--proof of professional counseling

3rd Offense--recommendation to the Board of Education by the Principal and/or Superintendent for the student to be expelled

**STUDENTS AND ILLEGAL DRUGS/SHARING PRESCRIPTION DRUGS/PARAPHERNALIA**----The Marion County R-II School recognizes its share of responsibility for the health, welfare, and safety of the students. Therefore, the use, sale, transfer, possession of or promotion of being under the influence of physical, or mind altering chemicals (drugs)/paraphernalia is prohibited.

Consequences----1st Offense--10-90 days OSS--proof of professional counseling (Conference with Superintendent and Parents)

2nd Offense--The Principal/Superintendent will recommend to the Board of Education that the student be expelled from school

**INTERROGATIONS AND SEARCHES**----The school administration shall have the right to search the person, clothing, lockers, books, or any other personal belongings of any student, including vehicle,

under their supervision, suspected to be in violation of school policies.

Interrogation of a student shall be carried out in an appropriate manner in the presence of a school administrator. The due process rights of the student shall always be respected.

**EXTORTION/BULLYING/HARASSMENT**—Verbal, written, or physical threatening or intimidation of any person for the purpose of, or with the intent to, obtain material, social, or emotional advantage or anything of value from another student or school employee.

1st Offense--1-3 days ISS

2nd Offense--5 days ISS

3rd Offense- 1-3 days OSS and conference with parents & Superintendent

**FALSE ALARM**---1st Offense--5 days OSS 2nd Offense—Expulsion

**VANDALISM** ---Any student who willfully causes substantial damage or attempts to cause substantial damage to any property, real or personal belonging to the school, staff, or students. The event may be reported to law enforcement officials.

1st Offense--Restitution and Suspension with Possible Expulsion

2nd Offense--Restitution and Expulsion

**STEALING**----The taking of another individual's personal property is not only a school offense it is an offense against criminal law. With that in mind we at Marion County R-II School would like to discourage the taking of another's possessions without their permission. It is in the best interest of society that we build honesty and character in our students.

**Consequences**----1st Offense--(Restitution will be made) 2 days ISS

2nd Offense--(Restitution will be made) 3 days OSS (Conference with parents & Superintendent)

3rd Offense--(Restitution will be made) 10 days OSS (the student must go before the Board of Education)

Any stealing which exceeds a \$50 value will result in restitution being made, contact of law enforcement and possible school expulsion.

**ARSON**----Intentionally causing or attempting to cause a fire or explosion. The event may be reported to law enforcement officials.

**Consequences**----1st Offense--Restitution and OSS with Possible

Expulsion

2nd Offense--Restitution and Expulsion

**CLASSROOM AND BUILDING CONDUCT/DISRUPTIVE BEHAVIOR** ----

It is the belief of the Marion County R-II School District that inappropriate conduct by a student in a classroom cannot be tolerated. The students should show respect for the teacher and conduct themselves in a manner that does not hinder the learning process. Any student who is misbehaving in such a manner as to keep their classmates from having the opportunity of learning will be dealt with appropriately. This policy also applies to all school activities.

**Consequences**----1st Offense--Depending on the offense, punishment could

vary from counseling by the Principal to detention.

2nd Offense--1-3 days ISS

3rd Offense--1-3 days OSS (Conference with parents & Superintendent)



4th Offense--10 days OSS (Student must go before the Board of Education)

**VULGAR AND OBSCENE LANGUAGE**----It will not be tolerated whether accidentally or intentionally.

Consequences----The consequences for using improper language will vary depending on the situation in which it was used and the intent of its use. In-School Suspension or Out-of-School Suspension may result.

**DANGEROUS WEAPONS IN THE SCHOOL**---Explosives, knives, guns, other weapons or similar devices shall not be permitted on the school premises at any time.

Consequences----Will depend on the particular weapon confiscated and the intent of the student for having it at school. Punishment could range from confiscation of the weapon to suspension or expulsion from school. The event may be reported to law enforcement officials.

**STUDENT FINES AND CHARGES**----Textbooks, workbooks and other materials are basically provided to the student by the school district free of charge. However, circumstances do dictate that at times the school will purchase certain material for the student, which the student is to reimburse the school district for. Fines may be levied against students who do not take appropriate care of the textbooks and materials provided by the school for their use. It is also the policy that students may be charged a small fine for books not returned to the library, or if lost to pay the replacement cost of the book.

Consequences----If fines and/or charges are not paid by the student or their parents, grades may be withheld, transcripts may not be sent and items constructed may be held in lien by the school.

**IMPROPER DISPLAYS OF AFFECTION**---Kissing and other outward physical displays of affection are not to be displayed in the hallways or on the school grounds. The open display of affection is not in good taste while at school. Please save yourself possible embarrassment and not be a party to actions that might cause unfavorable comment about you or your companion.

Consequences----1st Offense--1 day ISS

2nd Offense--2 days ISS

3rd Offense--3-5 days ISS (Conference with parents and Superintendent)

4th Offense--3-5 days OSS (Student must go before the Board of Education)

**ASSEMBLIES**----Students who fail to show good citizenship during school assemblies will be removed and assigned to study hall during future school assemblies.

Consequences----1st Offense--removed for 1 semester (Conferences with parents and Superintendent)

2nd Offense--removed for remainder of year (Student must go before Board of Education)

### **EXTENUATING CIRCUMSTANCES**

The administration has the right to deviate from the above penalties when circumstances are extremely serious and/or situations unique enough in nature to dictate a change in this policy.

All penalties not completed by the final days of the school year will carry over and be completed at

the beginning of the following school year. This may include a student not being able to walk at graduation ceremonies.

District Coordinators

Homeless – Randi Lee Clayton  
Title IX –Deacon Windsor  
504 – Savannah O'Bryan  
Compliance – Deacon Windsor  
Custodian of Records – Brenda Graves  
Foster Care – Randi Lee Clayton  
Migrant/ELL- Randi Lee Clayton  
Safety –Jason Keilholz

Dear Parent or Guardian,

Our district is required to inform you of information that you, according to the Every Student Succeeds Act of 2015 (Public Law 114-95), have the right to know.

Upon your request, our district is required to provide you in a timely manner, the following information:

- Whether your student's teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether your student's teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
- Whether your student's teacher is teaching in the field of discipline of the certification of the teacher.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.

In addition to the information that parents may request, a building receiving Title I.A funds must provide to each individual parent:

- Information on the level of achievement and academic growth of your student, if applicable and available, on each of the State academic assessments required under Title I.A.
- Timely notice that your student has been assigned, or has taught 4 or more consecutive weeks by, a teacher who has not met applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

## MARION COUNTY R-II FACULTY AND STAFF

### Board of Education

Craig Spratt, President  
Julie Straus, Vice President  
Jared Stewart Secretary  
Russell Hettinger, Treasurer  
Wes Tuley, Member  
Judy Stratton, Member  
Beau Britt, Member

### Administration and Staff

Deacon Windsor, Superintendent  
Jason Keilholz, Principal/Athletic Director  
Nancy Neisen, Supt. Secretary  
Dulcie Stewart Supt. Secretary  
Brenda Graves, Secretary  
Sydney Copenhaver, Receptionist/Fod Service Coordinator  
Randi Lee Clayton, Counselor, Varsity Track, Varsity Club  
Emily Wilhelm, School Nurse

### Faculty and Staff

Richelle Behring—Second Grade  
Lana Bimson—Art, Art Club sponsor  
Erica Bridgman—3-6 Science/Social Studies  
Lori Byers—H.S. ELA, NHS sponsor  
Erin Cunningham—H.S. Science  
Dale Gosney- Varsity & JH Cross Country  
Margaret Keilholz —H.S. Math, Varsity Club Sponsor, JH Girls Basketball  
Courtney Mann- Grades 3 & 5 ELA  
Savannah O'Bryan—Special Education  
Reed Plunkett—Physical Education, Varsity Club Sponsor, Jr. High & Varsity Boys Basketball, Girls Varsity Basketball  
Wendy Plunkett-Computers and Business Education, FBLA sponsor  
Becky Sharpe—Title I, Remedial Reading and Math  
Lori Shuck—Media Center  
Judy Spratt—Seventh and Eighth Grade  
Lana Spratt—Grades 3-6 Math  
Tiereney Spratt—Kindergarten  
Chelsey Tuley- H.S. Social Studies, Cheerleading, Student Council

Todd Richman—Band, Vocal Music  
 Jessica Redd—Parents as Teachers Instructor  
 Henry Whetstone – Agriculture Education, FFA sponsor, Varsity Baseball Coach  
 Nicole Whetstone—Pre-K/Reading Specialist  
 Jenny Wolfe—First Grade  
 Shalaine Wood—Family and Consumer Science, Educators Rising Sponsor  
 Erin Wright- Grades 4 & 6 ELA

Support Staff  
 Linda Wilson—Custodian/Cook  
 Lance Hettinger—Custodian  
 Michael Johnson—Bus Driver  
 Lori Shuck—Bus Driver  
 Jim Meyers—Transportation Director, Maintenance  
 Stacy Foster—Cook  
 Jennifer Nick – Cook  
 Kay Hultz—Para  
 Joni Lockett—Para  
 Dotty McGarry—Para  
 Roger Freels—Bus Driver, Para

## MARION COUNTY R-II SCHOOL CALENDAR 2019-20

August 9-14	Teacher In-Service Days
August 13	Open House 6-7:30pm
August 15	First Day of School
September 2	Labor Day-NO SCHOOL
September 27	Professional Development-NO STUDENTS
October 17	End of First Quarter
October 18	Professional Development-NO STUDENTS
October 24	Parent Teacher Conference 3:30 -6:30
October 25	NO SCHOOL
November 27	Early Release @ 12:45
November 28 & 29	Thanksgiving Break-NO SCHOOL
December 120	Early Release @ 12:45
December 20	End of Second Quarter

December 23-Jan 3	Christmas Break
January 6	Professional Development-NO STUDENTS
January 21	Martin Luther King-NO SCHOOL
February 14	Professional Development-NO STUDENTS
February 17	President's Day-NO SCHOOL
March 6	End of Third Quarter
March 9	Professional Development-NO STUDENTS
April 9	Early Release @ 12:45
April 10-13	Easter Break-NO SCHOOL
May 8	Early Release @ 12:45-Last Day of School-End of Fourth Quarter

PLEASE COMPLETE AND RETURN

STUDENT AND PARENT ACKNOWLEDGEMENT:

**I acknowledge and understand that:**

1. Student lockers are the property of the School District
2. Student lockers remain at all times under the control of the School District
3. I am expected to assume full responsibility for my school locker.

The School District retains the right to inspect student lockers for any reason at any time without notice, without student consent, and without a search warrant.

I have read the student handbook and understand that this manual reflects school board policy and state and federal laws that govern local public education.

\_\_\_\_\_  
Student Signature / Date

\_\_\_\_\_  
Grade

I have read this student manual and understand that my student is responsible for abiding by its contents.

\_\_\_\_\_  
Parent Signature / Date

**Please check the following box if you do not want images of your student posted to social media** ☐

(Signatures on this form do not imply agreement with the mentioned documents but simply acknowledge that the student handbook was made available to the student and parent/guardian of Marion County R-II Schools.)

Dear student and parent:

Additional copies of the handbook are available at the school office. All policies are for the protection of our students and staff and intended to aid the smooth operation of the school. Please feel free to call the school office if there are any questions about the content of this or any school document.

Sincerely,

Deacon Windsor, Superintendent  
BUS RULES

The safety of students during their transportation to and from school is a responsibility that they and their parents share with the bus drivers and school officials. It is necessary each student know what conduct is expected when riding the bus. Therefore the following rules should be read and followed by ALL students.

1. The bus driver is in charge of the students and the bus. Students must obey the driver at all times. Parents will be notified of student misconduct. Students who continue to break the rules of proper bus conduct will lose the privilege of riding the bus.
2. Students must be on time. The bus cannot wait beyond its regular schedule for those students who are tardy.
3. Students should never stand in the roadway while waiting for the bus.
4. Unnecessary conversation with the bus driver is prohibited.
5. Classroom conduct is to be observed by students while riding the bus, except for ordinary conversation. No "HORSEPLAY" will be permitted.
6. Students must not at any time extend arms head or objects out of bus windows. Windows can only be lowered to the specified height as indicated by the driver.
7. Students must not try to get on or off the bus or move about within the bus while it is in motion.
8. Students must remain in their seats until the bus has come to a complete stop and the bus driver has opened the door to depart the bus. Students must observe instructions from the driver when leaving the bus.
9. Students who must cross the road to board or leave the bus must do so only by signal from the driver and then cross in front of the bus.
10. Students must observe instructions from the driver when leaving the bus.

11. Any damage to the bus should be reported to the driver immediately. Any student causing damage to a bus will be responsible and pay for the damage.
12. Students will not be picked up or dropped off at places other than designated stops at school, unless proper authorization from parent or administration is received. Parents need to call the following number **573-439-5913 ext 10** and leave a message of any morning change **BEFORE 6:45AM**, and afternoon changes **BEFORE 2:45PM**. If it is after this time or no call has been made the bus driver will proceed on their normal route. Please do not attempt to contact bus drivers via phone while they are on their route 7AM-8:15AM and 3:05PM-4:30PM.
13. The bus driver has the right to assign students to a particular seat and enforce proper conduct.
14. Students are not to bring food to be eaten on the bus nor drinks unless it is for lunch.
15. No smoking is allowed on the bus at any time.
16. No alcohol or drugs are allowed on the bus at any time.
17. No animals, weapons, glass, balloons, or any object that could be harmful to students or driver are allowed on the bus.
18. Parents should instruct their children on what procedures to follow if the bus is missed.

Bus drivers will submit disciplinary action notices to the superintendent's office when a student fails to follow the rules.

Consequences:

- 1<sup>st</sup> referral notice----Warning and parent conference with Superintendent
- 2<sup>nd</sup> referral notice----suspension of the privilege of riding the bus for 2 days
- 3<sup>rd</sup> referral notice----suspension of the privilege of riding the bus for 10 days
- 4<sup>th</sup> referral notice----suspension of the privilege of riding the bus for 1 semester

PLEASE COMPLETE AND RETURN

**Student and Parent Acknowledgement:**

I have read the bus rules and understand that these rules reflect school board policy and state and federal laws that govern local public education.

Student Signature \_\_\_\_\_ Grade \_\_\_\_\_

I have read the bus rules and understand that my student is responsible for abiding by its content.

Parent Signature \_\_\_\_\_

(Signatures on this form do not imply agreement with the mentioned document but simply acknowledge that the student bus rules were made available to the student and parent/guardian of Marion County R-II Schools.)



Dear student and parent:

Additional copies of the bus rules are available in the office. All policies are for the protection of our students and staff and intended to aid the smooth operation of the school. Please feel free to call the office if there are any questions about the content of this or any other school document.

Sincerely,

Deacon Windsor, Superintendent  
Board adopted July 2015