

**MARIONVILLE R-9 SCHOOL DISTRICT**



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**MARIONVILLE HIGH SCHOOL**

**Student Handbook**

**2016-2017**



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Jack Altermatt	Athletic Director

# **Marionville R-9 High School**

## **Mission Statement**

The Marionville R-9 School exists to prepare our most valuable resource, our children, for life after school. We are partners with the community in building strong character, good citizenship and a commitment to academic excellence.

## **We Believe:**

1. Every child is entitled to a free, quality education
2. Every child should graduate prepared to enter the workforce or higher education
3. Every child is entitled to a safe, well maintained, clean and well-equipped school.
4. Every child should be proud of the Marionville R-9 School District
5. Our school system should be a “preferred” employer, attracting the best possible employees.
6. Our schools should be an asset to the community.
7. Our staff and Board of Education are role models.
8. Our school staff should be of the highest professionalism and character.
9. Our schools should be responsive to the needs of the community.
10. Decisions should be based on the needs that will benefit the majority of students.
11. We believe parents should be partners in the education of their children.

## **Visions**

1. The school, parents, and community will be active partners in developing successful student and future leaders.
2. The Marionville R-9 District will provide instructional programs and professional development activities that support continuous improvement with student achievement.
3. The school district’s facilities and grounds should provide a clean, safe, well-maintained environment that supports the educational goals of the district.
4. The District will provide relevant information regarding our students’ strengths and weaknesses and how well our school is performing along with developing options and identifying resources for helping students in need of improvement.
5. The district will seek to attract and develop employees of the highest quality, and our school staff should be viewed as positive role models in the community.

**The following are basic guidelines for our students and their parents. For the complete policies and procedures, please see the Marionville School Board Policy and Regulation Manual**

### ACADEMIC HONORS / CLASS RANK

In the interest of encouraging and recognizing outstanding academic achievement, a valedictorian and salutatorian shall be selected for each high school graduating class. The valedictorian and salutatorian shall be selected according to the following procedure.

1. The valedictorian shall be the student with the highest grade point average as computed at the end of seven semesters of high school work.
2. The salutatorian shall be the student with the second highest grade point average as computed at the end of seven semesters of high school work.
3. To be eligible for valedictorian or salutatorian honors, a student must have attended Marionville High School for his or her final four complete semesters.
4. To be eligible for valedictorian or salutatorian honors, a student must have a minimum of seven semesters of high school attendance.
5. Class rank shall be based on the student's weighted grade point average at the end of the seventh semester.
6. Weighted courses must be approved annually by the Board of Education.

### ACADEMIC LETTER

In the interest of encouraging and recognizing outstanding academic achievement, academic letters shall be awarded at the conclusion of each school year to high school students who meet the following criteria:

1. The student must fully attend both academic semesters at Marionville High School.
2. The student must be enrolled in regular education classes.
3. The student must earn at least five credits for the school year, three of which must be from the core areas of math, science, social studies, and English.
4. The student must receive no grade lower than a B- both semesters of the school year.
5. The student's GPA must be 3.82 or higher both semesters of the school year.

### ACTIVITIES OPEN TO ALL

Students are encouraged to participate in the activities provided. All students meeting the specified requirements for an activity should have an opportunity to qualify to participate in the activity. The administration, working with the staff, may establish general rules limiting participation in activities to an amount deemed to be wholesome. Students may be barred from certain or all activities for disciplinary reasons.

Students who compete in extracurricular activities such as football, basketball, volleyball, track, baseball, softball, music, speech, or cheerleading must have passed 3.0 credits the last semester of attendance and be enrolled in 3.0 credits the current semester to be eligible to participate.

### ADMISSION

The regular school program shall be open to all residents between the ages of 6 and 21 who have not graduated from an approved program. The board of education may deny admission to any student who possesses mental, physical or social limitation to the extent that the normal progress of other students or the orderly conduct of the school would be impaired. Students who cannot profit from the program available in the district may likewise be denied admission.



## ALCOHOL/DRUG ABUSE (SEE APPENDIX FOR POLICY)

### ASSIGNMENT OF STUDENTS

Principals may schedule groups or individual students when in their professional judgment the change is in the best educational interest of the student or students involved. The choice of students may be a factor in all assignments.

### ATTENDANCE POLICY

From time to time it may be necessary for a student to be absent from school. In those instances, the parents are responsible for notifying the school that the student will be absent and the reason for the absence. This can be done in a number of ways:

1. Telephone call-the parent/guardian should telephone the principal's office during regular school hours (8:00 a.m.-3:30 p.m.). If possible, the parent/guardian should call before 9:00 a.m.
2. School visit-the parent/guardian may meet with the principal at school during regular school hours.
3. Notes from parents will be accepted if the parent/guardian is unable to call.

The principal may, at his discretion, require that reasonable justification be provided by the parent/guardian for any absences during the semester. Failure by the parent/guardian to provide reasonable justification shall result in the absence becoming unexcused.

Absences are classified in three general categories: unexcused, excused and verified. All absences will be considered unexcused until the parent contacts the school and no makeup of missed schoolwork will be allowed. All unexcused absences will be also classified as truancy and the student may be subjected to disciplinary measures. A student who receives an excused absence may receive credit for classroom assignments, tests (not including pop quizzes), etc. missed during the absence. In order for an absence to be listed as verified, one of the following criteria must be met:

1. Illness or appointment verified by a statement signed by a medical doctor. Said statement shall delineate specific dates and times of absences.
2. Dental appointments verified by a statement signed by a dentist. Said statement shall delineate the dates and times of absences.
3. Death in the immediate family (father, mother, grandparent, brother, sister, legal guardian, child)
4. Mandatory court appearances as documented by the appropriate court official

### **Punitive Measures for Excessive Absences**

Any student who accumulates more than eight absences in any class period during a semester including excused and unexcused absences (not including absences due to attendance at school sponsored activities or verified absences) may lose credit in said class.

Absences due to "out-of-school suspension" will count towards the eight absences. If however, if the out-of-school suspension causes the student to exceed the eight-absence limit, the student will not lose credit and will not be required to appear before the Board for a hearing unless he/she is absent an additional day in said class.

A student and/or parent/guardian may appeal for an exception to this policy if extenuating circumstances exist. Appeals will be brought to the attention of the building principal who then will forward the request for review.

If the review does not result in a grant of an extension of the eight-day policy, then the student shall be required to appear before the Board for the aforementioned hearing to determine whether or not the student will lose credit in the applicable class(es).

Students who lose credit in a given class and who receive a grade of “N” as the result of Board action following the hearing will remain in the class on an audit basis or will be assigned to an alternative educational setting.

Notification will be sent to parents/guardian after the fifth absence of the consequences of excessive absences. A conference of student/parent/principal will be required after five absences. The principal’s office will again notify the parent after the eighth absence.

#### BUS MISCONDUCT-REGULATION 2652

In order to insure the proper maintenance of behavior and safety for all students and bus drivers, the Marionville Board of Education has adopted the following policy for students utilizing the Marionville R-9 Transportation System:

1. On receiving the first MISCONDUCT NOTICE, the student shall have his/her parent or principal sign the card before he/she is allowed to ride the bus. The student shall give the card to his/her principal at which time the student and principal will attempt to resolve the problem.
2. Upon receiving the second MISCONDUCT NOTICE, the student shall have his/her parent or principal sign the card before he/she will be allowed to ride the bus. The principal shall contact the parent and will meet with them. If a meeting is not possible, a certified letter shall be sent to the parent explaining the consequences should the student receive a third misconduct notice.
3. Upon receiving a third MISCONDUCT NOTICE, the student shall have his/her parent or principal sign the card before he/she is allowed to ride the bus. The student shall be returned home, but will not be allowed to ride the bus for three (3) school days.
4. Upon receiving the fourth MISCONDUCT NOTICE, the student shall have his/her parent or principal sign the card before he/she is allowed to ride the bus. The student shall be returned home, but will not be allowed to ride the bus for ten (10) school days.
5. Upon receiving the fifth MISCONDUCT NOTICE, the student shall have his/her parent or principal sign the card before he/she is allowed to ride the bus. The student and parent shall meet with the Board of Education and the administration. The Board of Education shall render a decision at the conclusion of the meeting, or notify the parent in writing of the disposition of the matter.

The bus driver may meet with the student, parent and principal when misconduct occurs on the bus. In case of gross misconduct, which would endanger the safety of the students or driver, the administration and/or the Marionville Board of Education shall initiate disciplinary action immediately. ***Students enrolled at the Career Center in Monett will not be allowed to attend if their bus privileges have been revoked.***

#### CELL PHONES (SEE APPENDIX FOR ELECTRONICS POLICY)

#### CALENDAR / 2014-2015 (SEE APPENDIX)

#### CLASSIFICATION OF STUDENT

High school students will be classified as follows:

1. Freshman-satisfactory completion of the eighth grade
2. Sophomore-one year attendance in high school and satisfactory completion of 5 units of credit
3. Junior-two years attendance in high school and satisfactory completion of 12 units of credit
4. Senior-three years attendance in high school and satisfactory completion of 19 units of credit

## CLOSED CAMPUS

Students are not authorized to leave the school campus at any time during the school day. The office must receive parental notification prior to the student's signing out. Students will not be permitted to leave the school campus without the prior permission of the principal and/or school secretary. No student will be permitted to leave the school campus at lunch unless accompanied by a parent.

## COUNSELING SERVICE

Students should confer with their counselor early in the school year and may expect help with any problem, which prevents them from doing their best work. The counselor is a person who will listen. Students should confer with their counselor when:

1. They want to know more about their abilities, aptitudes, interests, or whether they are likely to be qualified to attend college or to enter certain vocations.
2. They find that class work is too difficult or that they have poor study habits.
3. They compile a low grade point average.
4. They are developing vocational plans.
5. They are planning their schedule for the next school year.
6. They have unusual difficulties in working with other students.
7. They experience depression or unhappiness for long periods of time.
8. They feel they are being misunderstood by others.
9. They are trying to break a bad habit or to start a good one.
10. They have trouble concentrating or tend to devote too much time to daydreaming.
11. They want to tell someone something and be certain that it will not be repeated.

## DAMAGE TO SCHOOL PROPERTY

Any student who may intentionally or accidentally destroy, damage or deface school property may be required to compensate for such damage. Authority is delegated to principals to assess reasonable damages, subject to review by the Superintendent or the Board of Education upon request. Information concerning the cost and worth of school equipment should be given to the students.

## DISCIPLINE-REGULATION 2610

School personnel are charged by the Board of Education with the responsibility of maintaining proper discipline. Discipline administered should be appropriate to the violation, administered without malice, and take into account the maturity level of the student. The following steps will be utilized in most instances; however, the principal may progress to step C or more if the situation warrants.

- A. Warning to the student of the inappropriate behavior.
- B. Classroom disciplinary consequence(s) administered by the teacher.
- C. Office referral with consequence(s) administered by the principal.
- D. Student is suspended from school to maximum of ten (10) school days.
- E. Three student suspensions from school during a school year may at the discretion of the appropriate administrator result in a disciplinary hearing before the Board of Education. At such time the Board may take disciplinary action up to and including expulsion from school. This step shall not prevent the appropriate building principal or the Superintendent from bringing a student(s) before the Board for a disciplinary hearing after fewer than three student suspensions during a school year, if in the opinion of the appropriate administrator, the situation warrants.

The aforementioned disciplinary procedures are meant to supplement the disciplinary alternatives of school personnel and are not meant to preclude other methods of achieving good discipline.

DRESS CODE (SEE APPENDIX FOR POLICY)

DUAL ENROLLMENT CLASSES

The Marionville R-9 School District pays one-half of tuition for all students qualifying for dual credit classes. Students for whom tuition is paid are not eligible to drop dual credit classes once enrolled. **Students wishing to retain the option to drop a dual credit class must pay the entire tuition for that class. Any student who receives a grade below a B- in a dual enrollment class will be required to repay the district for its one-half of the tuition.**

Students who transfer to Marionville Schools from outside the district will not be allowed to bring in dual credit classes that are weighted. These classes will be put on the student's transcript as regular weighted classes.

DRUG FREE POLICY (SEE APPENDIX FOR POLICY)

DRUG/ALCOHOL USAGE BY STUDENTS PARTICIPATING IN EXTRACURRICULAR ACTIVITIES – REGULATIONS 2641 AND 2920

Participation in an extracurricular activity is a privilege, not a right. Students who represent Marionville Schools in extracurricular activities must be "creditable citizens" and judged so by school authorities. Specifically, violations of school policy, public law, or public conduct with respect to use, possession, or distribution of narcotics, depressants, stimulants, hallucinogens and/or alcoholic beverages shall result in the following actions:

Step 1 – a student shall be suspended from all practices and extra-curricular activities for 14 calendar days.

Step 2 – a student shall be suspended from all practices and extra-curricular activities for 30 calendar days.

Step 3 – removal of student from all extra-curricular activities for 365 days with review by the Marionville R-9 Board of Education.

When, in the opinion of the appropriate administrator and/or the Board the situation warrants, Steps 1 and/or 2 may be bypassed and the student may be removed from all extracurricular activities for 365 days with review by the Marionville R-9 Board of Education.

In all cases, appropriate due process procedures will be followed before any student is suspended from participation.

ELECTRONIC DEVICES (SEE APPENDIX FOR POLICY)

SCHOOL ISSUED ELECTRONIC DEVICES (SEE APPENDIX FOR POLICY)

ENROLLMENT AND WITHDRAWAL

The principal shall establish a procedure for the enrollment and withdrawal of students. Whenever possible, registration prior to the opening of the school term is desirable. Students seventeen years and older who have not been in attendance elsewhere shall not be permitted to enroll during any semester in which eight (8) school days have been completed. Exceptions to this shall require parents/students to

provide documentation proving the non-attendance was due to circumstances beyond the student's control.

### EXTRACURRICULAR ACTIVITIES

Students can and will be disciplined for their behavior at extracurricular activities if their behavior warrants such an action. A student attending any extracurricular school function is as subject to school rules and regulations as if he were sitting in a classroom. This holds true for away activities as well as home activities-even when you drive to an away activity.

Students are not to loiter outside on school grounds, in the hallways while play is occurring, or on the parking lot during an extracurricular activity. If it becomes necessary for an administrative official to ask a student or students to leave the school grounds, said student may be barred from attending all extracurricular activities (home and away) for a determined period of time.

### GUIDELINES TO FUNDRAISERS

1. No sales campaign may exceed one week in duration.
2. Sponsors must schedule all fundraisers through the principal's office. The fundraiser is to be placed on the fundraiser schedule. This should be done at least two weeks in advance.
3. Only one fundraiser per year for all clubs.
4. There is to be no overlapping of fundraisers.
5. An accountability system (fines, points, etc.) for non-participation or participation in class or group fundraisers and/or dues may be set up by individual groups or classes if they so choose. Sponsors have the right to deny access to meetings to students who violate the accountability system, do not pay dues, etc.
6. At least one sponsor must attend each fundraiser from beginning to end.
7. Organizational funds may be used for improvement of facilities, equipment, to send students to district, state or county meetings, to buy awards, to sponsor banquets, for Junior/Senior Prom, and for graduation expenses. Organizational funds cannot be used for entertainment of the group.

### HOMEWORK

Homework is a flexible and individual instructional responsibility of the classroom teacher. The assignment should be purposeful, varied, and understood by the student. Homework should be consistent with the capacity and needs of the individual students and not be excessive. Assignments should supplement, complement, and reinforce classroom instruction.

### HONOR ROLL

The purpose of the Marionville Honor Roll is to recognize those students with high academic achievement. The student will be honored by recognition of the Superintendent's Honor Roll or the Principal's Honor Roll.

To attain the Superintendent's Honor Roll, the student may have no grade lower than an "A-".  
To attain the Principal's Honor Roll, the student may have no grade lower than a "B-".

### IMMUNIZATIONS

Students attending Marionville shall be immunized for poliomyelitis, diphtheria, rubella and rubella. Tetanus and pertussis may be included in the vaccine administered. It is unlawful for a student to attend school without the proper immunization in accordance with the regulations of the Missouri Division of Health.

## IN-SCHOOL SUSPENSION

The Marionville R-9 School District will administer an in-school suspension program for the purpose of maintaining a school atmosphere conducive to learning. In-school suspension will be assigned by the building principal for violations of school rules and other misbehavior. Teachers will complete assignment sheets for students assigned to in-school suspension. Students assigned in-school suspension will observe the following rules:

1. Students must report to the in-school suspension room with their books and supplies before school begins at 8:00. Tardiness will result in one additional day of in-school suspension.
2. Sleeping or resting the head on the desk will not be permitted.
3. Students shall use in-school suspension time to complete class work assigned by teachers. Students will not be allowed to return to the regular classroom until all assigned class work is completed to the satisfaction of the ISS supervisor.
4. Students shall remain on task at all times. Failure to do so may result in additional work being assigned by the ISS supervisor.
5. No food or drinks shall be permitted in the detention area.
6. Talking and other communication between students is strictly forbidden.
7. Students will be permitted one five-minute morning restroom break and one five-minute restroom break following lunch at the discretion of the in-school suspension supervisor. No more than one student will be permitted out of the ISS room at a time.
8. Students who are absent on an assigned ISS day will serve the ISS on the next available ISS attendance day. Students who become ill and miss any part of an assigned ISS day will be assigned a full day of in-school suspension during the next available ISS day.
9. Violations of these rules shall result in additional work being assigned, additional time spent in ISS, or in suspension from school double to the time originally assigned in ISS, regardless of how much time was served prior to the suspension.
10. Additional rules may be added as deemed necessary by the principal or ISS supervisor.

## JUNIOR/SENIOR PROM GUIDELINES

1. There will be a \$50.00 charge for each "outside" guest.
2. Junior/Senior class members may invite one person each which must be their date for the evening. You must arrive to prom and leave with your date.
3. No person shall be allowed to reenter after leaving. When leaving prom early, you will be required to note the time that you left.
4. No high school dropout shall attend the prom.
5. The principal shall reserve the right to approve or disapprove invited guests.
6. Invited guests must be between the ages of high school freshmen and no older than 20.
7. Reservation must be in advance. The non-refundable \$50.00 charge must be paid at that time.
8. Guests will be expected to follow the same rules and regulations as students. It is the responsibility of the student making the invitation to see that their guest is informed of school rules.

Prom is considered to be an extra-curricular activity and as such, any student who has been suspended from attending extra-curricular activities will not be allowed to attend prom and will forfeit any money paid.

## LEAVING SCHOOL GROUNDS

Granting student passes to leave the school grounds is the responsibility of the principal or a person authorized by him. Therefore, no student or students shall leave the school grounds without checking out and being granted permission to leave by the principal or a person authorized by him.

### LIBRARY

Library books may be checked out for two weeks. If not turned in on time, there is a fine of five cents per day (not including weekends or holidays). If any book is lost and the student cannot find it by the end of the semester, they are expected to pay for it so a new one can be bought to replace it.

Current magazines that are checked out should be brought back by the end of the day that they are checked out. The older magazines on file in the cabinet may be checked out for a period of two weeks. Fines are charged on overdue magazines just like library books. If lost, they must be paid for (\$3.00).

### LUNCH PERIODS

If a student finds it necessary to leave the cafeteria area, they must have permission to do so from the administrator or teachers assigned to that duty. Visitors are not permitted in the cafeteria. Only parents and community representatives are permitted in the cafeteria at lunch with the principal's permission. Only parents or legal guardians listed as an emergency contact are permitted to bring lunch to a student.

### LUNCHESES, FREE AND REDUCED

The Marionville R-9 Schools participate in the free and reduced lunch program authorized through the U.S. Department of Agriculture. The standards of eligibility for student participation are established by the federal government. Information relative to eligibility can be obtained in the principal's office.

### LOCKERS

Lockers shall be provided for high school students at no charge. Lockers are property of the school, not the student. Lockers may be inspected and/or searched from time to time as deemed necessary by school administrators. Students and their parents will be held responsible for any damage done to school lockers. Students will be assigned a locker and should not share the lock combination with other students. Students who share lock combinations or switch lockers without permission may have locker privileges revoked.

### MAKE-UP WORK

When possible, teachers shall allow students whose absences have been excused a reasonable opportunity to complete work missed. **It shall be the student's responsibility to contact the teacher and complete the work as directed by the teacher.** The teacher shall have the right to set reasonable deadlines for turning in make-up work. Generally, students will be allowed one day for each consecutive day missed to complete make-up work. **It shall be the responsibility of the student to ask for and complete all missed assignments.** Parents requesting same-day homework should contact the office before 9:30 a.m. If contacted before 9:30, the homework should be available to pick up the same day after school. If contacted after 9:30 a.m., the homework will not be available until the following day, so there is no need to make the request unless the child will be absent more than one day. If he or she is only absent one day, the child can get the homework from each teacher the day after the absence. Most if not all instructors are providing lessons/homework on the school Google Drive and students should check there before calling the office.

### MISSING WORK

It is important for student success that they complete all class work in a timely manner. Any student that has three or more missing assignments in a class could be assigned an all-day makeup session by the respective teacher. This is usually conducted in the ISS room.

### NON-RESIDENT STUDENTS

Non-resident students living in the areas for which the district has the approval of the State Department of Education to operate school buses will be accepted, provided satisfactory arrangements are made for payment of tuition and transportation charges as determined by the Board. With Board approval, other non-resident students will be accepted providing the individual or his home district will assume the obligation for tuition and transportation. The Marionville District will not, however, assume the responsibility for transporting students living in areas for which the district is not approved to operate school bus routes.

### ORGANIZATIONAL REGULATIONS

1. All meetings must be attended by the sponsor or by a substitute approved by the principal.
2. All meetings will be held in the school building unless permission is given by the principal to meet elsewhere.
3. Regular meeting times will be established.
4. Students who are not in school shall not be active members of a school organization.
5. No organization of a secret character shall be formed or be joined by any student.
6. All school organizations must be democratic in nature. This implies that the method of selection must be of such a nature that it is possible for any and all students who meet the requirements to become members.
7. All school organizations must set a definite time period in which it will accept new members. It is suggested that a period of time each semester be set up for accepting new members.
8. All school organizations and classes must handle their funds through the district's student activities fund.

#### **Specific Requirements Necessary To Form An Organization**

1. A satisfactory number of students must have a definite interest in the organization and become charter members. If the number of active members reaches an unsatisfactory level at any time, the organization will be terminated.
2. A faculty member(s) approved by the principal must serve as the sponsor.
3. The purposes of the organization must be of such nature that they will contribute to the general objectives of the school. These purposes must be set forth in writing.
4. The student council shall serve as the approving body for the organization with final approval by the Board of Education.

### PUBLICATION POLICY

Any material printed or otherwise distributed on school property, other than official school publications and routine classroom instructional materials, must have approval from the Superintendent. When materials are duly approved and distribution is authorized, the identity of the publisher and point of publication must be clearly stated.

### REPORT CARDS

Report cards showing students' grades are issued at the end of each semester. One report card is given for all subjects. All semester grades shall reflect percentages. The marking system is:



95 % and above	A	73-76%	C
90-94%	A-	70-72%	C-
87-89%	B+	67-69%	D+
83-86%	B	63-66%	D
80-82%	B-	60-62%	D-
77-79%	C+	59% and below	F

Withheld grades must be made up within 14 days after the end of each semester or an automatic F grade will be given for the work not turned in. All decimals shall be rounded off, .5 and above to the higher grade, .4 and below to the lower grade. The grade card is your record of grades for the previous semester and you need not return it to school.

### REQUIREMENTS FOR GRADUATION

To be a graduate of Marionville High School, a student must earn a minimum of 26 credits. Said credits shall be earned in grades 9-12 and shall include:

- A. Four years or eight semesters of attendance. Early graduation requires approval by the Board of Education.
- B. Communication Arts 4 units
- C. History 3 units
- D. Mathematics 3 units
- E. Science 3 units
- F. Fine Arts 1 unit
- G. Practical Arts 1 unit
- H. Physical Education 1 unit
- I. Health ½ unit
- J. Personal Finance ½ unit

Electives shall make up the remaining number of units required. Successful completion of both the Missouri and U.S. Constitution tests are required for graduation. Each student shall earn at least one unit of American History. Additionally, each student shall satisfactorily pass ½ unit of credit in Government, which gives instruction in the institutions, branches, and functions of federal, state, and local government.

### SAFETY/HEALTH

The following guidelines should be followed concerning any health problems.

1. Notify the principal, teacher, and the school nurse of any health problems that could require emergency service.
2. A student who has an ailment or disability which necessitates a limited P.E. program or one who should be excused must have on file an annual doctor's statement to that effect.
3. A physical exam is required to participate in athletics and band.
4. A student must have medical insurance to participate in athletics.
5. Postpone school attendance when you are obviously ill.
6. When a student becomes ill at school, he or she should report to the principal.

### SCHEDULE CHANGES

1. Unless special circumstances warrant, no schedule changes are to be made after arena scheduling has been completed.
2. All schedule changes are to be made during a conference with the counselor or in some cases the high school principal. Unless special circumstances warrant, students will only be allowed one schedule change conference per semester.
3. Second semester schedule changes may be made only under one or more of the following conditions:
  - a. The student has enrolled in a semester class the first semester and desires to enroll in a class second semester other than the one he indicated at the beginning of the year. (Note: a student will probably not be permitted to drop a required class to enroll in an elective class second semester).
  - b. The student was enrolled in a class first semester in which he/she has already passed the second semester, and must enroll in another class to receive credit.
  - c. The student has failed the second semester of a required class in the past and needs to add that class.
  - d. The student has failed a specific first semester class during the current school year and/or in the teacher's opinion will have difficulty passing the second semester.
  - e. A senior needs to add a specific class to satisfy or help satisfy a graduation requirement.
  - f. Very special circumstances exist that would, in the opinion of the high school principal, warrant a schedule change.
4. Any student fitting one or more of the aforementioned categories should contact the high school counselor.

### SCHOOL CLASSIFICATION

Missouri schools are classified by the State Department of Education as either accredited, provisionally accredited, or unaccredited. Classification and accreditation is a cooperative matter which the school curriculum, facilities, staff, etc. are evaluated for the purpose of continually improving the quality of the educational program. The Marionville School District is presently classified as "Accredited."

### SCHOOL COLORS

Blue and White

### MASCOT

Comets

### SCHOOL DISMISSAL

The Superintendent of Schools is authorized to cancel or dismiss school due to any condition or emergency that would unduly risk the health or safety of students, or result in a situation where operating the school would be unwise. Information relative to closing the school will be announced by the superintendent via the SchoolReach automated system. It will also be broadcast on the Springfield radio and television stations and on the Aurora radio station.

### SCHOOL ROSTERS

Student or employee rosters are not available for general distribution. Their distribution shall be at the discretion of the administration.

### SCHOOL SONG

Faithful and true hearted let us cheer our dear old high,  
We revere her and defend her and her colors proudly fly.  
We will stand for her united of her deeds we gladly tell,  
Her colors streaming, glad faces beaming so here's a cheer for that  
We all love so well. Joyous and ever loyal let us boost for our  
Old high, let every heart sing, let every voice ring, there's  
No time to grieve or sigh. It's ever onward, our course pursuing  
May defeat ne'er our ardor cool; But united we will boost for her  
Our old high school.

### SEMESTER EXAMINATIONS AND END OF COURSE EXAMS (EOC'S)

Comprehensive semester exams shall be given each semester to all students of the high school (9-12). There shall be an adequate, but not excessive review of the material by the teacher with the students to assist them in organizing their material for the semester examinations. The principal may require that the exam be turned in for his approval prior to administering.

Examination dates shall be established each semester by the principal. Examinations shall not be given in advance of the date scheduled, except in emergency cases as determined by the principal. Students who are unable to take the examination as scheduled because of illness shall make an appointment with the teacher or principal to take the examination at a later date. Students who do not take required examinations are to be given incomplete or "F" grades for that examination. The exams shall be filed for one semester. The final examination each semester shall account for 15% of the semester grade.

### TEST AND ATTENDANCE REWARDS POLICY

In an attempt to award exemplary attendance, the following policy shall be in effect:

1. Students who are absent from school no more than eight (8) cumulative periods of class time, for all classes that a student is enrolled, per semester (including excused and unexcused absences, but not including absences due to attendance at school sponsored events) may be exempt from semester examinations. The student must be making a passing grade in all classes to be exempt from finals. ***All students must take end-of-course exams required by the state and these are required to count as the semester final.*** Test exemption is a decision for individual students and parents to make. Students eligible for test exemption may elect to take semester examinations without risk of lowering their grade.
2. A student who misses more than eight (8) cumulative periods of class time will be required to take finals in all classes in which the student is currently enrolled. A student failing any class is required to take finals in all classes in which the student is enrolled.

### SEXUAL HARASSMENT (SEE APPENDIX FOR POLICY)

### SPORTSMANSHIP

It is hoped all who participate in or support the Marionville High School athletic program have a strong desire to win. To realize the purposes of athletics, however, fans and players must learn to be courteous in winning and gracious in defeat.

In athletic events, representatives of each school have approved officials employed. These officials send reports on each school's sportsmanship to the state. Results of these reports are tabulated and returned to the school. Remember, your behavior at athletic events can reflect either positively or negatively on Marionville High School. School spirit and cheering for our team are both highly commendable; however, yelling at persons from other schools (coaches, players, fans, etc) or

at officials is totally unacceptable and is detrimental to Marionville High School. Inappropriate behavior at athletic events may result in suspension from extracurricular activities.

### STUDENT CONSULTATION

Individual students will not be made available for consultation with recruiters, salesmen or other persons desiring information which should be given in the presence of a parent or guardian except upon the request of a parent or by the approval of the principal.

### STUDENT COUNCIL

The student council provides student participation in the organization and administration of the school. It is also an important means of developing student leadership and is concerned with improving student behavior. The student council sponsors many activities and formally charters all other student activities within the school.

### STUDENT DRIVING

With parental approval, students shall have the privilege of driving to school as long as traffic and parking procedures outlined by the administration are observed. Student driving permits can be obtained from the principal's office. Student driving during the school day or lunch period is not authorized. Student vehicles parked on school property are subject to random searches at any time. **Student vehicles must be registered with the High School Office.**

### STUDENT INSURANCE

Student insurance shall be made available to students on a voluntary basis. It shall be the responsibility of the student to report all accidents involving claims and to deliver accident reports to the physician as may be provided in the policy. See the elementary secretary for applications.

### STUDENT RECORDS

Student education records are defined as records maintained by the Marionville R-9 School that are directly related to attendance, achievement, and behavior. Every effort is made to keep information placed in the student's educational record factual and objective. Permanent student records are kept in a fireproof cabinet in the counselor's office. Record accessibility is available to the school officials, parents, guardians, and other agencies upon receipt of written release from parent or student.

### SUSPENSION AND EXPULSION (SEE APPENDIX FOR POLICY)

### TARDIES-REGULATION 2655

Tardiness is defined as any appearance of a student beyond the scheduled time a class begins. At the tardy bell each hour, all classroom doors will be closed and locked, and all tardy students will report to the commons. Tardies will be recorded and students will be escorted to their classrooms or sent with passes. Any tardy students arriving in class without an escort or a pass will be sent to the office to have the tardy recorded. Upon the sixth and subsequent tardy each semester, a student will receive disciplinary action from the office. **MHS DOES NOT DIFFERENTIATE BETWEEN EXCUSED AND UNEXCUSED TARDIES.** Notes from home will not excuse a student for being late to any class. *Tardiness of twenty minutes or more to a*

*class will be considered an absence.*

**Any student who is tardy to school must first check in at the office so that attendance records will be accurate.**

#### TELEPHONE USE

Permission must be given by the principal to use the office telephone. School personnel may not call students from class to receive phone calls except to talk to their parents in emergency cases.

#### TEXTBOOKS

Basic textbooks will be provided free of charge to students in grades K-12. Students will be responsible for maintaining and returning books in a satisfactory condition. Students will be charged for textbook abuse or loss. Grade cards may be withheld until the book is paid for.

#### TOBACCO-REGULATION 2640

In the interest of health and safety, student tobacco usage is not permitted in the school buildings, on the school grounds, and/or at all extracurricular activities. Violation of this policy will result in the following disciplinary actions being taken:

First offense - 5 day suspension from school

Second offense - 10 day suspension from school

Third offense - Board hearing for final disposition of the problem. The Board may take disciplinary action up to and including expulsion from school.

#### TRANSPORTATION

The Board of Education makes every effort to provide the safest, most efficient, and convenient transportation system for students attending Marionville Schools. The driver is in charge of the pupils on the bus. Pupils must obey the driver promptly and cheerfully. Students should be on time to meet the bus, since buses cannot wait beyond their regular schedule for those who are tardy. Conduct such as moving about, scuffling, loud talking, waving arms out of the windows etc., are threats to the safety of all and cannot be tolerated. Only students and school personnel on school business shall ride school buses.

Do to the fact the high school is located on a state highway with no shoulders or sidewalks, students are not permitted to walk or ride bicycles to school. Students unable to drive or ride with others should ride the provided school bus.

#### TRAVEL IN NON-SCHOOL OWNED VEHICLES

No student shall travel in any vehicle not school owned while on a school trip unless authorized by the school principal or the sponsor of the school activity in which the student is engaged.

#### VALUABLES AT SCHOOL

Students are encouraged not to bring valuable personal items to school. The school is not responsible for lost, stolen, or destroyed items.

#### VISITORS TO THE BUILDING

Visitors are welcome in the schools, however, every effort must be made to avoid any disruption of classroom instruction. No visitor shall go into a classroom or library before obtaining a visitor's pass from the principal's office. No visitor shall enter the school cafeteria unless authorized by the principal. Students are not permitted to have friends, relatives other than parents or grandparents, or other guests eat lunch with them in the cafeteria.

WEAPONS AT SCHOOL (SEE APPENDIX FOR POLICY)

WEIGHTED CLASSES

Students are encouraged to take an academically challenging schedule of classes. The following classes will be given additional weight in figuring grade point average. These classes are weighted because of the level of difficulty. Students must earn 80% or above to receive the weighted points for the class. Any student not earning an 80% or above in a weighted class will be scored on the normal class scale.

Sciences

Chemistry  
College Biology  
Physics

Math

Math Analysis  
Trigonometry  
Pre-Calculus  
College Algebra

Agriculture

Advanced Animal Science  
Ag Business and Economics

Communication Arts

Advanced English III  
College Prep English IV

Business

Accounting I (articulated)

History

College Prep American History

Family and Consumer Science

Child Development (articulated)

**Four Point Grading Scale (with Weighted Credit)**

<u>Grade</u>	<u>Weighted</u>	<u>Non-Weighted</u>
A	5.00	4.00
A-	4.66	3.66
B+	4.33	3.33
B	4.00	3.00
B-	3.66	2.66
C+	2.33	2.33
C	2.00	2.00
C-	1.66	1.66
D+	1.33	1.33
D	1.00	1.00
D-	0.66	0.66
F	0.00	0.00



# APPENDIX



# Membership Requirements for Marionville High School Clubs and Organizations

## ❖ Academic Team

**Requirements for membership:** The Marionville High School Academic Team is open to all students in grades 9-12. Students wishing to join the academic team must supply the team sponsor with a copy of their most current transcript reflecting their grade point average (GPA). Their GPA must be 5 or higher on an 11 point scale or 2 and higher on a 4 point scale. The team captain and co-captain are chosen by the sponsor. Eligibility for these positions requires longevity on the team and maintaining a good standing on the team.

**Requirements for maintaining membership:** The student must maintain their GPA according to the above requirements. The student will supply the sponsor with a transcript each quarter. The student must attend all practices. If a student misses a practice, for whatever reason, they will bring a note from a parent/guardian explaining their absence. If a student misses more than five (5) practices throughout the school year, they will be asked to forfeit their place on the team and they will no longer be eligible to compete on the team. The student must be prepared to compete in at least one competition during each month of the school year. Students missing more than two competitions will be asked to forfeit their place on the team and will no longer be eligible to compete on the team.

## ❖ Family, Career, and Community Members of America

**Requirements for membership:** Must be currently or must have taken a FACS class in their high school career. If a student transfers to Marionville H.S. and had taken a FACS class at their previous school, they also qualify for membership. Pay dues as established by the chapter.

## ❖ Future Business Leaders of America

**Requirements for membership:** **Active members** are students who become members while enrolled in a business or business related program. They accept the purposes of FBLA, subscribe to its creed, demonstrate willingness to contribute to good school-community relations and possess qualities for employment. **Active members** pay dues as established by the national, state, district, and local FBLA organization. **Active members** are eligible to participate in national, state, district, or local events; to serve as a voting delegate to the national, state, or district leadership conferences; to hold national, state, district, or local offices; and to represent otherwise the national, state, district, or local FBLA organization as approved by the adviser of such organization. **Associate members** are secondary students who have not yet enrolled in a business program, but who accept the purposes of FBLA, subscribe to its creed, demonstrate willingness to contribute to good school-community relations, and possess qualities for employment. **Associate members** are ineligible to participate in competitive events, serve as voting delegates, or hold office; but to be a participant in other activities at district, state, or national conferences, they must pay the required dues. The FBLA Division is open for membership to all business students regardless of race, religion, color, or national origin. The FBLA Division's membership year is from July 1 through June 30.

## ❖ Future Farmers of America

**Requirements for membership:** To be a member of the FFA, you must be enrolled in an agriculture class for the current school year. Likewise, all current agriculture students are required to be an FFA

member. Dues will be set each year by the executive committee. All members are required to participate in fundraising activities and to be present at the FFA Awards Banquet.

#### ❖ **Math Club**

**Requirements for membership:** Math Club is open to any student with an interest in mathematics. Students must maintain a quarterly average of C- or better for all classes to maintain membership and eligibility for math competitions.

#### ❖ **National Honor Society**

**Requirements for membership:** The National Honor Society is the leader among organizations and societies that promote appropriate recognition for students who reflect outstanding accomplishments in the areas of scholarship, character, leadership and service. Students may apply for membership if they meet the following criteria:

- Scholarship - A candidate must maintain a grade point average of 9.35 on an 11 point scale.
- Character - Eligibility is determined by a thorough review of faculty evaluations and comments. Students must have a majority of favorable votes for membership. Candidate's disciplinary records through their high school career will be evaluated. Any student who has served Out of School Suspension is ineligible for membership in NHS.
- Leadership - A candidate is required to have held some type of leadership role. They may accomplish this through activities either in or out of the school setting for example church, boy scouts or other organizations.
- Service - The service requirement is most commonly met while working within other organizations or clubs through school or church activities. Once inducted however, a member is required to participate in 1 service project a year through our local NHS Chapter in addition to one additional service project either with another group or on their own.

#### ❖ **Science Club**

**Requirements for membership:** Science Club is open to all students in grades 9-12. In order to become a member of science club, students must attend the first meeting and pay their dues within the requested time. The purpose of science club is to design, conduct, and present a science project at a competition such as a Science Fair. Officers are elected each fall. The candidates for officers are those students who were science club members, in good standing, during the previous school year. All members for the current school year, who have paid their dues, are allowed to cast their ballot for the election of officers.

#### ❖ **Spanish Club**

**Requirements for membership:** The purpose of Spanish Club is to promote the awareness of Spanish influences in daily life. Students will engage in activities both within and outside of the classroom setting. To be eligible for membership in the Spanish Club, a student must currently be enrolled in a high school Spanish Class or have successfully completed one full year of Spanish Instruction at the high school level.

Dear Parent(s)/Guardian:

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Marionville R-IX School District may disclose appropriately designated “directory information” without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Marionville R-IX School District to include this type of information from your child’s education records in certain school publications. Examples include:

- A playbill, showing your student’s role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listing – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent.

If you do not want Marionville R-IX School District to disclose directory information from your child’s education records without your prior written consent, you must notify the District in writing. Marionville R-IX School District has designated the following information as directory information:

[Note: an LEA may, but does not have to, include all the information listed below.]

- Student’s name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

Footnotes:

1. These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the Nation’s armed forces

## **Notification of Rights under FERPA for Elementary and Secondary Schools**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *School District* to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

## Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

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

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)
  1. Political affiliations or beliefs of the student or student’s parents;
  2. Mental or psychological problems of the student or student’s family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or parents; or
  8. Income, other than as required by law to determine program eligibility.
- *Receive* notice and an opportunity to opt a student out of –
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- *Inspect*, upon request and before administration or use –
  1. Protected information surveys of students;
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  3. Instructional material used as part of the educational curriculum.

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

The Marionville R-9 School District has policies regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The Marionville R-9 School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The Marionville R-9 School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys covered by the PPRA and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The Marionville R-9 School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

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

*Parents who believe their rights have been violated may file a complaint with:*

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5901

## HIGH SCHOOL POLICY CONCERNING ELECTRONIC DEVICES

Electronic communication devices and other electronic equipment are subject to the following regulations:

### Cell phones/PDA's:

- Students may use these devices during passing times and lunch.
- During class time, these devices must remain off or on silent **and** be placed face down on the student's desk or at a designated secured location.
- These devices must remain face down on the desk unless specific permission is given by the instructor to allow their use.
- Students will not be permitted to take an electronic device out of the classroom during class time.

### E-Readers, Ipads, Netbooks and Laptops:

Privately owned e-readers, Ipads, netbooks and/or laptop computers are allowed at Marionville High School. These devices are intended to be used to read an e-book, take class notes or write papers. Devices intended to be used to play games, watch videos, or navigate the Internet are not allowed. Use of the device must adhere to the Technology Usage Agreement. These policies apply when students are at school or attending a school-sponsored or related activity off-campus.

***A student who brings their privately owned computer to school is personally responsible for the equipment. The district assumes no responsibility for the loss of, theft of or damage to any personal device. No privately owned student devices may be attached to the school's network or Internet services.***

Personal e-reader devices must be registered with the office prior to use in the building. The model and serial number will be collected. Students must obtain teacher permission before using the device in class. Students must turn off and put away the device when requested by a teacher. Students may use the device before school, at lunch, and after school in adult supervised areas only, such as the media center, commons or classrooms with a teacher present. The school may examine a student's personal device and search its contents if there is a reason to believe that school policies, regulations, or guidelines use of the device have been violated.

The taking of pictures, video or audio is strictly prohibited in locker rooms, restrooms or any other area where a person may have a reasonable expectation of privacy.

### Other Electronic Devices (Ipod, MP3, etc.)

The use of these devices in class is at the discretion of the teacher.

Inappropriate use or violation of policy on personal equipment will result in disciplinary action in coordination with policies.

- 1st Offense-1 day of ISS - Device confiscated and returned to student.
- 2nd Offense-2 days of ISS - Device confiscated and returned to parent.
- 3rd Offense and Subsequent Offenses-3 days ISS - Device confiscated and returned to parent.

When, in the judgment of the administration, a student's use of a personal electronic device become a distraction to the educational process the student's device may be confiscated and further disciplinary actions taken.

# EMERGENCY PROCEDURES

## **Fire Procedure**

1. The signal for a fire drill will be the appropriate warning sound.
2. When the signal sounds, teachers will instruct students to exit according to the diagram in each room.
3. Students are to exit from each class in single file, and in a quiet and orderly manner. Each class is to stay together as a group. The teachers, with grade-books in hand, should be the last one to leave the room and are to follow their group as they exit the building.
4. Do not worry about taking books or personal belongings with you.
5. Do not stop by your locker under any circumstances.
6. Do not re-enter the building after exiting under any circumstances until the all-clear signal is given.
7. Move away from the building so classes that are exiting behind you will have adequate room.
8. Teachers are to take roll to make sure all students have exited the building.
9. Re-enter the building when you are verbally told to do so, and return to your respective class.
10. Band students and Vo-Ag students are to exit under the direction of their instructor.

## **Storm Procedure**

1. The warning signal will be the appropriate warning sound.
2. Students in Vo-Ag and band classes will report to the Vo-Ag classroom.
3. Students will follow the directions of their respective teacher as to where they will take cover. All classes will either be in the locker rooms, rest rooms, teacher workroom or the business room.
4. Remember: Stay away from glass areas, turning away from these areas and protecting your head and face with your hands and arms.
5. All students are to go to their areas in an orderly fashion.
6. When you are verbally told to do so, return to your respective classes.

## **Earthquake Procedure**

Although rare, earthquakes have occurred in Missouri and there is always a possibility of such an occurrence. Knowledge of a proper course of action will minimize risks.

An earthquake will probably occur without warning, hence no alarm can be given. The first indication of an earthquake may be a gentle shaking, a violent jolt (similar to a sonic boom), or you may hear a low and perhaps very loud rumbling noise. A second or two later you will really feel the shaking; and by this time movement from one place to another will be very difficult or impossible. Therefore, when a shock or tremor is first recognized, teachers or supervisors must take life-protecting actions immediately. **TAKE ACTION AT THE FIRST INDICATION OF GROUND SHAKING!** Remember, the greatest safety hazard is from **FALLING OBJECTS!**

If indoors, have students:

1. Take cover under their desks, a table or heavy furniture. If the desk or table moves, students should hold the legs and move with it.
2. Take cover in a strong doorway or narrow hall.
3. In halls, stairways or other areas where no cover is available, move to an interior wall. Turn away from the windows, kneel alongside the wall, bend close to your knees, cover sides of head with elbows, and clasp hands firmly behind your neck.
4. In the library, immediately move away from windows and bookshelves, and take appropriate cover.
5. Stay away from windows and beware of falling objects.
6. Stay under shelter or in defensive position until shaking stops. Remain in sheltered position for at least 60 seconds.
7. Building evacuation following an earthquake is **IMPERATIVE** due to the possibility of secondary hazards such as explosions and fires. The building principal will give the command to evacuate the building. If he/she is unable to do so, the evacuation command shall be given by a designated person. If all else fails, individual teachers should assume responsibility for evacuating their students. Building evacuation following an earthquake should be quick and orderly.

Remember:

1. Evacuation takes place **ONLY AFTER** ground shaking ceases; use evacuation procedures/routes assigned for fire drills.
2. Teachers should take grade books with them when evacuating.
3. Evacuation from the building may be difficult due to debris that may have fallen in the student's pathway to safety.
4. If an evacuation route is blocked, an alternative route must be sought.
5. If an aftershock occurs, students are to "drop and cover" as outlined above.
6. Assemble away from buildings and overhead power lines. All groups should eventually end up in the parking area in front of the building. Classes should assemble along the edges to avoid the light poles.

After the quake is over:

1. Do **NOT** light a match or flame until advised that it is safe to do so.
2. Do **NOT** touch any electrical lines that have fallen.
3. Do **NOT** reenter the building until it has been determined to be safe by an authorized person.
4. Teachers should check roll and report any missing students/faculty.
5. No students are to be excused from school unless a parent or parent designated person comes for them. Each student must be signed out. Keep a record of all students that have been released.



**Harassment**

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.

**Student Academic Achievement**

**Graduation Requirements - Students with Disabilities**

The District must provide a free appropriate public education (FAPE) for students with disabilities pursuant to the Individuals with Disabilities Education Act (IDEA) until they graduate or until the student reaches twenty-one (21) years of age.

Students with disabilities pursuant to the IDEA who have completed four years of high school shall be allowed to participate in the graduation ceremony of the student's high school graduating class and all related activities if the student's individualized education program (IEP) prescribes special education, transition planning, transition services, or related services beyond the student's four years of high school, and the student's individualized education program team determines the student is making satisfactory progress toward the completion of the individual education program and participation in the graduation ceremony is determined appropriate.

The District shall provide timely and meaningful written notice to children with disabilities and their parents or guardians about the instant policy. [Notice of the District's policy shall be provided at the annual IEP meeting that occurs prior to the student's fourth year of high school.] The purpose of the notice is to inform parents and students about the policy and should not be confused with IDEA notices of action relating to the identification, evaluation, placement, or provision of FAPE.

**This policy does not apply to non-IDEA students.**

## **STUDENTS**

## **Policy 2600**

### **Discipline**

The District has the authority to discipline for student conduct that is prejudicial to good order and discipline in the schools as provided by state law. School officials are authorized to hold students accountable for misconduct in school, on school property, and during school-sponsored activities. Students who engage in significant acts of misconduct off campus which materially and adversely impact the education of District students will be subject to discipline up to and including expulsion. However, no student will be confined in an unattended locked space except for emergency situations while awaiting the arrival of law enforcement officials.

Students forfeit their right to a public school education by engaging in conduct prohibited in Regulation 2610, the code of student conduct, and/or state or federal law. Disciplinary consequences include, but are not limited to, withdrawal of school privileges (athletics, intramurals, student clubs and activities and school social events); the reassignment of the student to another school; removal for up to ten (10) school days by building principals; extension of suspensions for a total of 180 days by the Superintendent; and longer term suspension and expulsion from school by the Board of Education. See also Policies 2610, 2662, and 2663.

Removal of any student who is a student with a disability under Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act is subject to state and federal procedural due process rights. See policy 2672 and its corresponding regulation.

The District will provide annual in-service training to all employees concerning the District's discipline regulations and their implementation. Annual training will also include, but will not be limited to, approved methods of dealing with school violence, discipline of students with disabilities, and the requirements of student confidentiality

### **Misconduct and Disciplinary Consequences**

### **Policy 2610 (Regulation 2610)**

All students attending school in District schools will be expected to accept the obligation and responsibility to attend school on a regular basis and to comply with the District's discipline code set forth in Regulation 2610. Those students who choose not to fulfill their responsibilities at school will be held accountable for their conduct. Consequences for individual acts of misconduct are calculated to discipline the student, to deter future misconduct, and to provide a safe and positive environment in which students can learn. Students who engage in significant acts of misconduct off campus which materially and adversely impact the educational environment of district students to the extent allowed by law will be subject to discipline up to and including expulsion.

**Firearms and Weapons in School**

**Policy 2620  
(Regulation 2620)**

The District recognizes firearm and weapon possession as a potential threat to the health, safety and security of students, employees, and other persons. The District will not tolerate the presence of firearms or weapons on the premises of our schools. This prohibition includes possession of firearms and weapons on school playgrounds, school parking lots, school buses, and at school activities, whether on or off school property. The District complies with the provisions of the Improving America's Schools Act of 1994 and other applicable federal and state law.

Nothing in this policy shall prohibit the District from permitting a Civil War re-enactor to bring a Civil War era weapon to school for educational purposes so long as the weapon is not loaded.

Students who violate this policy will be suspended for no less than one (1) year and are subject to permanent expulsion. However, the Superintendent may recommend to the Board a modification of the suspension on a case-by-case basis. Students with disabilities under the Individuals with Disabilities Act and/or Section 504 of the Rehabilitation Act are entitled to the protections of those laws.

This policy will be annually submitted to the Department of Elementary and Secondary Education together with a report of disciplinary action taken for possession of a "firearm" or "weapon" as defined in Regulation 2620.

**Student Use of Tobacco, Alcohol and Drugs**

**Policy 2640**

**Smoking**

The Board of Education believes that smoking and the use of any tobacco product is detrimental to the health and well-being of staff and students. Therefore the Board prohibits the use, sale, transfer and possession of tobacco products at school and at school activities.

**Alcohol and Drug Use**

The improper use of controlled substances, alcohol and substances represented to be such is detrimental to the health and welfare of students and is detrimental to discipline in school. Such conduct as well as the possession of drug paraphernalia is prohibited and is subject to disciplinary action as set forth in Regulation 2610.

Pursuant to 29 U.S.C. 705(20)(c)(iv), disabled students protected under Section 504 of the Rehabilitation Act, who are currently engaging in the illegal use of controlled substances, including alcohol, may negate his/her eligibility or disciplinary protections under Section 504 and the Americans with Disabilities Act regardless of whether his/her disability is related to the alcohol or drug abuse. Disabled students protected under the IDEA, who engage in the illegal use of controlled substances, including alcohol, may be placed in an Interim Alternate Educational Setting pursuant to 20 USC §1415(k).

## **Student Dress**

## **Policy 2651**

The Board of Education expects student dress and grooming to be neat, clean and in keeping with community standards, so that each student may share in promoting a positive, healthy and safe atmosphere within the School District. This expectation includes the school day and school sponsored extracurricular activities.

Student dress and grooming will be the responsibility of the individual and parents/guardians, within the following parameters:

1. Dress and grooming will be clean and in keeping with health, sanitary, and safety requirements.
2. All students shall wear shoes, boots or other types of footwear.
3. Dress and grooming will not disrupt the teaching/learning process or cause undue attention to an individual student. Examples of disruptive dress include, but are not limited to:
  - a. hats, caps or bandanas worn on the head
  - b. shirts that expose the midriff
  - c. clothing with profanity, vulgarity, obscene language, drug or sexually suggestive phrases
  - d. visible undergarments
  - e. wallet chains, dog collars, dog collar chains, or other heavy gauge chains
  - f. no oversized sleeveless shirts are to be worn without an undershirt
  - g. no exposed halter tops, one armed tank tops, tube tops, or spaghetti straps
  - h. pajama bottoms or boxer shorts
  - i. skate shoes
  - j. All student shorts, skirts, skorts, etc. can not be above the fingertips of that student when that student is standing with arms down to the side of their body. The final decision as to whether or not an article of clothing is too short to be school appropriate will be up to the discretion of the student's building principal.
4. Class activities that present a concern for student safety may require the student to adjust hair and/or clothing during the class in the interest of maintaining safety standards.
5. Students shall not be permitted to wear clothing that advertises or promotes the usage of alcohol, tobacco, or drugs.
6. Additional dress regulations may be imposed upon students participating in certain extracurricular activities.
7. The Board may require students to wear a school uniform.

When, in the judgment of the 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.

Adopted: July 19, 2006

Amended: October 20, 2010

## **Student Participation in Secret Organizations and Gangs**

## **Policy 2653 (Regulation 2653)**

The Board of Education prohibits membership in secret fraternities or sororities, or in other clubs or gangs not sponsored by established agencies or organizations recognized by the School District.

The Board of Education feels that the presence of gangs and gang activities can cause a substantial disruption of or material interference with school and school activities. A "gang" as defined in this policy is any group of two or more persons whose purposes include the commission of illegal acts. By this policy, the Board of Education acts to prohibit existence of gangs and gang activities as follows:

No student on or about school property or at any school activity:

1. Shall wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign, or other things which are evidence of membership or affiliation in any gang.
2. Shall commit any act or omission or use any speech either verbal or non-verbal (gestures, handshakes, etc.) showing membership or affiliation in a gang.
3. Shall use any speech or commit any act or omission in furtherance of the interests of any gang or gang activity, including but not limited to:
  - a. Soliciting others for membership in any gangs.
  - b. Requesting any person to pay protection or otherwise intimidating or threatening any person.
  - c. Committing any other illegal act or other violation of school District policies.
  - d. Inciting other students to act with physical violence upon any other person.

## **Bullying**

## **Policy 2655**

The District is committed to maintaining a learning and working environment free of any form of bullying or intimidation by students toward District personnel or students on school grounds, or school time, at a school sponsored activity or in a school related context. Bullying is the intentional action by an individual or group of individuals to inflict physical, emotional or mental suffering on another individual or group of individuals.

Bullying occurs when a student:

- Communicates with another by any means including telephone, writing, cyberbullying, or via electronic communications, intention to intimidate, or inflict physical, emotional, or mental harm without legitimate purpose, or
- Physically contacts another person with the intent to intimidate or to inflict physical, emotional, or mental harm without legitimate purpose. Physical contact does not require physical touching, although touching may be included.

Students who are found to have violated this policy will be subject to the following consequences depending on factors such as: age of student(s), degree of harm, severity of behavior, number of incidences, etc. Consequences: Loss of privileges, classroom detention, Conference with Teacher, parents contacted, conference with Principal, in-school suspension, out-of-school suspension, expulsion and law enforcement contacted.

District employees are required to report any instance of bullying of which the employee has first-hand knowledge. Moreover, the District will provide training for employees relative to enforcement of this policy.

## **Suspension**

**Policy 2662  
(Regulation 2662) (Form  
2662)**

*Suspension* refers to an exclusion from school for a specific period of time short of permanent exclusion. Building principals are authorized to suspend students for periods of time not to exceed ten (10) consecutive school days for violation of District regulations, and are authorized to impose additional suspensions of not more than 10 consecutive school days in the same school year for separate acts of misconduct. Building principals may also recommend extensions of suspension for periods of time up to 180 consecutive school days by the Superintendent. The Superintendent of schools may suspend students for periods up to 180 consecutive school days and recommend longer suspensions and expulsions to the Board of Education. Only the Board may impose suspensions in excess of 180 consecutive school days.

## **Expulsion**

**Policy 2663  
(Regulation 2663) (Form  
2663)**

The term "expulsion" refers to permanent exclusion from school.

If a student consistently or grossly refuses to conform to school policies, rules and/or regulations, the Superintendent may recommend to the Board of Education that the student be expelled from school. Parent(s) (guardian(s)) may waive the right to a hearing for their student provided the student is under the age of eighteen (18) and provided the waiver is in writing.

## **Reporting of Violent Behavior**

**Policy 2673  
(Regulation 2673) (Form  
2673)**

The District requires school administrators to report acts of school violence to all teachers at the attendance area and other District employees who are directly responsible for the student's education or who interact with the student in the performance of the employee's duties, and who have a need to know. School administrators will also disclose to appropriate staff members portions of any student's individualized education program that is related to past or potentially future violent behavior. Violent behavior and the phrase acts of school violence are defined as the use of physical force by a student with the intent to do serious physical injury to another person while on school property, including a school bus, or while involved in school activities.

In addition the Superintendent/designee will report to law enforcement officials, as soon as is reasonably practicable, the commission of any of the acts or related juvenile offenses listed in Regulation 2673, which are committed on school property, including school buses, or while involved in school activities.



## **Drug-Free Schools**

## **Policy 2641**

Pursuant to requirements of the 1989 amendments of the Drug-Free Schools and Communities Act and to the requirements of the Safe Schools Act, and for the purpose of preventing the use of illicit drugs and alcohol by students, the District shall provide age-appropriate, developmentally based drug and alcohol education and prevention programs to all students from early childhood level through grade twelve (12). (See also Policy 6130 - Drug Education.) Such programs will address the legal, social and health consequences of drug and alcohol use, and provide information about effective techniques for resisting peer pressure to use illicit drugs or alcohol.

The District shall provide information about any drug and alcohol counseling and rehabilitation and re-entry programs that are available to students. Students may be required to participate in such programs in order to avoid suspension or expulsion if they are found to be in violation of this policy. All parents/guardians and students shall annually be provided with a copy of this policy.

The District certifies that it has adopted and implemented the drug prevention program described in this policy in the form required by the Department of Elementary and Secondary Education or the United States Department of Education. The District conducts a biennial review of such program to determine its effectiveness, to implement necessary changes and to ensure that the disciplinary sanctions are consistently enforced.

## **INSTRUCTIONAL SERVICES**

## **Policy 6440**

### **Evaluation Services**

#### **Statewide Assessments**

All students will participate in statewide assessments or alternate assessments as determined by a student's IEP team. The administration will annually develop an assessment schedule for the current school year. The testing schedule will list the assessment instrument to be administered and the grade level of students that will be administered each test or assessment instrument. This policy and the assessment schedule will be given to each student as well as their parent/guardian at the beginning of each school year. In addition, a copy of this policy and the assessment schedule will be available to the public in the District office during normal business hours.

## **PERSONNEL SERVICES Policy 4650**

### **Performance Evaluations**

#### **Communication with Students by Electronic Media**

#### **STAFF/STUDENT RELATIONS**

##### **Definitions**

*Educational Purpose* - A reason associated with the staff member's duties in the district including, but not limited to: counseling, the treatment of a student's physical injury, or coordination of an extracurricular activity, depending on the staff member's job description.

*Staff Member* - For the purposes of this policy, a staff member is any individual employed by the district, including part-time and substitute employees and student teachers.

*Student* - Individuals currently enrolled in the Marionville R-IX School District.

##### **General**

Staff members are expected to maintain courteous and professional relationships with students. All staff members have a responsibility to provide an atmosphere conducive to learning through consistently and fairly applied discipline and the maintenance of physical and emotional boundaries with students. These boundaries must be maintained regardless of the student's age, the location of the activity, whether the student allegedly consents to the relationship or whether the staff member directly supervises the student. Maintaining these boundaries is an essential requirement for employment in the district.

Although this policy applies to the relationships between staff members and district students, staff members who inappropriately interact with any child may be disciplined or terminated when the district determines such action is necessary to protect students.

##### **Absolute Prohibitions**

There are some interactions between staff members and students that are never acceptable and are absolutely prohibited including, but not limited to:

1. Touching, caressing, fondling or kissing students in a sexual or sexually intimate manner.
2. Dating a student or discussing or planning a future romantic or sexual relationship with a student. The district may presume that this provision has been violated if a staff member begins a dating or sexual relationship with a student immediately after graduation or immediately after a student has left the district.
3. Making sexual advances toward a student or engaging in a sexual relationship with a student.
4. Engaging in any conduct that constitutes illegal harassment or discrimination as defined in policy or that could constitute a violation of that policy if pervasive.
5. Engaging in any conduct that violates Board policies, regulations or procedures or constitutes criminal behavior.

##### **Exceptions to This Policy**

The goal of this policy is to protect students from harm and staff members from allegations of misconduct by requiring staff members to maintain professional boundaries with students. The district does not intend to interfere with or impede appropriate interactions between staff members and students. An emergency situation or an educational purpose might justify deviation from some of the professional boundaries set out in this policy. Likewise, staff members might be related to students or have contact with students outside the school environment through friends, neighborhood or community activities, or participation in civic, religious or other organizations. These contacts might justify deviation from some of the standards

set in this policy, but under no circumstance will an educational or other purpose justify deviating from the "Absolute Prohibitions" section of this policy.

The staff member must be prepared to articulate the reason for any deviation from the requirements of this policy and must demonstrate that he or she has maintained an appropriate relationship with the student. To avoid confusion, the district encourages staff members to consult with their supervisors prior to engaging in behaviors or activities that might violate professional boundaries as defined in this policy.

### **Failure to Maintain Boundaries**

Unless an educational purpose exists or an exception as defined in this policy applies, examples of situations where professional physical and emotional boundaries are violated include, but are not limited to:

1. Being alone with a student in a room with a closed or locked door or with the lights off. Counselors or others who need to work with students confidentially must discuss with their supervisors the appropriate manner of meeting with students.
2. Meeting students in non-work settings without the parent/guardian being present, even if the parent/guardian grants permission.
3. Associating with students in any setting where students are provided, are consuming or are encouraged to use or consume alcohol, tobacco, drugs or any other product or service prohibited to minors.
4. Communicating with students about sexual topics verbally or by any form of written, pictorial or electronic communication.
5. Discussing the staff member's personal problems with or in the presence of students.
6. Sponsoring parties for students outside of school unless as part of an extracurricular activity that is appropriately supervised by additional staff members.
7. Inviting students to the staff member's home.
8. Being present when students are fully or partially nude.
9. Sending students on personal errands.
10. Allowing a student to drive the staff member's vehicle.
11. Providing a student (other than the staff member's children, stepchildren or other children living in the staff member's home) transportation in the staff member's personal vehicle without a supervisor's approval, unless another staff member or the student's parent/guardian is also present in the vehicle.
12. Allowing any student to engage in behavior that would not be tolerated if done by other similarly situated students.
13. Giving gifts to individual students.
14. Frequently pulling a student from another class or activity to be with the staff member.

### **Electronic Communication**

Staff members are encouraged to communicate with students and parents/guardians for educational purposes using a variety of effective methods, including electronic communication. As with other forms of communication, staff members must maintain professional boundaries with students while using electronic communication regardless of whether the communication methods are provided by the district or the staff member uses his or her own personal electronic communication devices, accounts, web pages or other forms of electronic communication.

The district's policies, regulations, procedures and expectations regarding in-person communications at school and during the school day also apply to electronic communications for educational purposes, regardless of when those communications occur. Staff communications must be professional, and student communications must be appropriate. Staff members may only communicate with students electronically for educational purposes between the hours of 6:00 a.m. and 10:00 p.m. Staff members may use electronic communication with students only as frequently as necessary to accomplish the educational purpose.

1. When communicating electronically with students for educational purposes, staff members must use district provided devices, accounts and forms of communication (such as computers, phones, telephone numbers, e-mail addresses and district sponsored webpages or social networking sites), when available. If district provided devices, accounts and forms of communication are unavailable, staff members communicating electronically with students must do so in accordance with number two below. Staff members may communicate with students using district provided forms of communication without first obtaining supervisor approval. These communications may be monitored. With district permission, staff members may establish websites or other accounts on behalf of the district that enable communications between staff members and students or parents/guardians. Any such website or account is considered district sponsored and must be professional and conform to all district policies, regulations and procedures.
2. A staff member's supervisor may authorize a staff member to communicate with students using the staff member's personal telephone numbers, addresses, web pages or accounts (including, but not limited to, accounts used for texting) to organize or facilitate a district sponsored class or activity if the communication is determined necessary or beneficial, if a district sponsored form of communication is not available, and if the communication is related to the class or activity. The district will provide notification to the parents/guardians of students participating in classes or activities for which personal electronic communications have been approved. Staff members may be required to send the communications simultaneously to the supervisor if directed to do so. Staff members are required to provide their supervisors with all education related communications with district students upon request.
3. Staff use of any electronic communication is subject to the district's policies, regulations and procedures including, but not limited to, policies, regulations, procedures and legal requirements governing the confidentiality and release of information about identifiable students. Employees who obtain pictures or other information about identifiable students through their connections with the district are prohibited from posting such pictures or information on personal websites or personal social networking websites without permission from a supervisor.
4. The district discourages staff members from communicating with students electronically for reasons other than educational purposes. When an electronic communication is not for educational purposes, the section of this policy titled "Exceptions to This Policy" applies, and if concerns are raised, the staff member must be prepared to demonstrate that the communications are appropriate. This policy does not limit staff members from communicating with their children, stepchildren or other persons living within the staff members home who happen to be students of the district.

### **Consequences**

Staff members who violate this policy will be disciplined, up to and including termination of employment. Depending on the circumstances, the district may report staff members to law enforcement and the Children's Division (CD) of the Department of Social Services for further investigation, and the district may seek revocation of a staff member's license(s) with the Department of Elementary and Secondary Education (DESE).

### **Reporting**

Any person, including a student, who has concerns about or is uncomfortable with a relationship or activities between a staff member and a student should bring this concern immediately to the attention of the principal, counselor or staff member's supervisor. If illegal discrimination or harassment is suspected, the process in policy and regulations 2130 and 4810 will be followed.

Any staff member who possesses knowledge or evidence of possible violations of this policy must immediately make a report to the district's administration. All staff members who know or have reasonable cause to suspect child abuse shall immediately report the suspected abuse in accordance with Board policy. Staff members must also immediately report a violation or perceived violation of the

district's discrimination and harassment policy to the district's nondiscrimination compliance officer. Staff members may be disciplined for failing to make such reports.

The district will not discipline, terminate or otherwise discriminate or retaliate against a staff member for reporting in good faith any action that may be a violation of this policy.

### **Training**

The district will provide training to district staff that includes current and reliable information on identifying signs of sexual abuse in children and potentially abusive relationships between children and adults. The training will emphasize legal reporting requirements and cover how to establish an atmosphere where students feel comfortable discussing matters related to abuse.

Source: Missouri School Boards' Association Policy GBH

1. Adopted: February 15, 2012

### Parent Notification of Teacher Qualifications

At the beginning of each school year, the District will notify the parents of each student attending any school receiving Title I funds that they may request information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following:

1. Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
2. Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived;
3. Whether the child is provided services by paraprofessionals and, if so, their qualifications; and
4. What baccalaureate degree major and any other graduate certification or degree is held by the teacher, and the field of discipline of the certification or degree.

In addition to the information that parents may request, the District will provide to each individual parent:

1. Information on achievement level of the parent's child in each of the state academic assessments as required under this part; and
2. Timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

Marionville R-9 School District  
Optional Chromebook Insurance Protection  
Enrollment Form

Student Name: \_\_\_\_\_

School Year: \_\_\_\_\_

Grade: \_\_\_\_\_

Chromebook insurance protection against breakage, damages, loss and theft is available and highly recommended, but not mandatory. A police report must be filed and presented for coverage to apply to instances of theft. If you choose not to purchase insurance and the computer is damaged, lost or stolen, you are responsible for all repairs and/or replacement.

Insurance protection cost per device is \$20.00 annually and covers one claim in full for accidental damage or breakage of any Chromebook parts. Second claim within a year will require a \$10.00 deductible. Third claim within a year will require a \$20.00 deductible and fourth claim within a year will require a \$30.00 deductible. Payment of the deductible is required before the unit will be repaired. Subsequent claims beyond the fourth claim within a year will be at a total cost of the repair to the student. Family coverage is being offered at \$50.00 for families with 3 or more students.

Insurance protection must be paid in full before the first claim can be processed. Insurance will not be offered after breakage or damages have occurred.

OPTION #1 - Enroll

OPTION #2 - Not Enroll

I acknowledge that I have read, understand and agree to all terms outlined on this form.

Parent or Guardian Printed Name: \_\_\_\_\_

Parent or Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Current Chromebook Replacement Costs:

Chromebook	\$300
Charger/Power Adapter	\$35
Screen	\$45
Keyboard/Touchpad	\$45
Main System Board	\$125

**PARENT SIGNATURE**

Dear Parent,

The Marionville R-9 Student Handbook was reviewed with your child during class. The purpose of this handbook is to acquaint you with our school and with the various rules and regulations that govern student life here at Marionville. Therefore, students together with their parents should study this handbook.

Please read and review this handbook with your child, then sign and return this form to the high school office on or before Monday August 29, 2016.

Sincerely,



Mark Estep  
High School Principal

My signature indicates that I have reviewed this handbook with my child.

Parent's Signature

Date

Student's Signature

Date