

MARIONVILLE R-IX



**MIDDLE SCHOOL
STUDENT HANDBOOK**

2011-2012

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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.

Planning Categories:

1. Community Involvement
2. Student Achievement
3. Facility Planning and Development
4. Accountability
5. Personnel

I. Community Involvement

VISION

The school, parents and community will be active partners in developing successful students and future leaders.

GOALS:

1. The district will develop three strategies that promote positive relationships between the school district, school board and community partners.
2. The district will provide three mechanisms for community feedback to the school district.
3. The district will develop three strategies to increase community awareness of the district’s mission and the role of the Board of Education.
4. The district will develop strategy to recruit and utilize volunteers in the district.

II. Student Achievement

VISION

The Marionville R-9 District will provide instructional programs and professional development activities that support continuous improvement with student achievement.

GOALS:

1. Provide professional development for teachers directly related to improving M.A.P. scores, which emphasize instructional teaching techniques.
2. The Marionville R-9 School District will meet or exceed the state criteria for each performance area included in the Annual Performance Report.
3. Students will be reading at grade level by the end of the 3rd grade.

III. Facility Planning and Development

VISION

The school district's facilities and grounds shall provide a clean, safe, well-maintained environment that supports the educational goals of the district.

GOALS:

1. The administration will present to the Board annually a one-year and five-year plan for maintenance and capital improvements.
2. The district will reach and maintain ADA compliance
3. The district will develop three strategies to involve the community in long term planning for school facilities.
4. The district will develop a five-year plan to air condition the school facilities.

IV. Accountability

VISION

The District will provide relevant information regarding our student's strengths and weaknesses and how well our school is performing, along with developing options and identifying resources for helping students in need of improvement.

GOALS:

1. The District will prepare and distribute an annual report card that includes information on how students in the District performed on state assessments. The report card must state student performance in terms of three levels: basic, proficient, and advanced.
2. The District will notify parents if the district has been identified as needing improvement, corrective action or restructuring, and if the options are available to them regarding choice and supplemental education services.
3. The District will notify parents annually of their "right to know" about teacher qualifications.
4. The District will conduct a comprehensive review of the District's educational programs and services on a bi-annual basis.

V. Personnel

VISION

The District will seek to attract and develop employees of the highest quality. Our school and staff should be viewed as positive role models in the community.

GOALS:

1. The Board will provide financial resource for tuition reimbursement for professional staff.
2. Total compensation for teachers, administrators, and support staff will be at or above the average for our conference.
3. Ninety-five percent of the district's certified personnel will be fully certified in their teaching field.

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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, music, speech, or cheerleading must have passed six of seven classes the last semester of attendance and be enrolled in six classes the current semester to be eligible to participate. Students who have been retained from the previous year are ineligible to participate until they are promoted to the next grade level.

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)

ALTERNATE DISMISSAL PLANS

Your child must have a dated note and/or personal verification from you if your child will be picked up or is going some place different after school **OR** the child will be kept on their regular schedule. However, we ask that the school be notified prior to 2:30 P.M. in order to grant permission and contact the student. We ask that notes about alternative plans be limited to emergency situations only. We stress that if a change is not given prior to 2:30 P.M., your child **WILL** ride the bus home as usual. **If your child is going home with another student, BOTH parents must send a note, granting permission or the child will go home as usual.**

ATTENDANCE POLICY

The school should be notified by phone when a student is unable to attend. The office phone number is 417-258-2531.

A student who receives an excused absence may receive credit for classroom assignments, tests (not including pop quizzes), etc. missed during the absence. A student who receives an unexcused absence shall not receive credit for make-up classroom assignments, tests, etc., missed during the absence.

First Eight Absences during a Semester

For the first eight absences during a semester to any class, a parent/principal conference shall be required and must be conducted within five school days following the absence(s). Failure by the parents to initiate the conference within the aforementioned time frame shall result in the absence(s) becoming automatically unexcused. The following shall satisfy the parent/principal conference requirement:

1. Telephone call-the parent/guardian may telephone the principal's office during regular school hours (8:30 a.m.-3:10 p.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.
4. Parent/principal conference at any school sponsored, extra-curricular activity.

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.

The following shall not require a parent/principal conference for the absences to be excused during the first eight absences of a quarter:

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 appointment verified by a statement signed by a dentist. Said statement shall delineate the date and times of absences.
3. Death in the student's immediate family (father, mother, grandparent, legal guardian, sister, brother, child)
4. Other instances as determined by the principal.

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) may lose credit in said class.

Absences due to "out-of-school suspension" will count towards the eight absences. If however, 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 to the principal for an exception to this policy if extenuating circumstances exist. Appeals are to be brought to the attention of the building principal.

The building principal shall grant an extension of the eight-day policy for the following circumstances occurring within the first eight days or any other subsequent absence:

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

If the principal is unable to grant an extension of the eight-day policy, then the parent may appeal to appear before the Board for the a hearing to determine whether or not the student will lose credit in the applicable class (es).

Students who lose credit in a given class will receive a grade of "N". The student will remain in the class on an audit basis. Students with excessive absences may be required to attend summer school or be retained.

Notification will be sent to parents/guardian after the fifth absence of the consequences of excessive absences. The eighth absence will be considered excessive and will be sent to the counselor's office for possible referral to an outside agency. At this point parents will be contacted by the counselor and offered the opportunity to provide documentation if unverified absences are the issue or to correct the absentee problem. If no result is achieved at this point the absentee file is turned over to the Division of Family Services and/or the Lawrence County Prosecutor's Office based on educational neglect laws.

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..

CALENDAR / 2010-2011 (SEE APPENDIX)

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 caring 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 have unusual difficulties in working with other students.
5. They experience depression or unhappiness for long periods of time.
6. They feel they are being misunderstood by others.
7. They are trying to break a bad habit or to start a good one.
8. They have trouble concentrating or tend to devote too much time to daydreaming.
9. They want to tell someone something and be certain that it will be kept confidential.

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 (SEE APENDIX FOR POLICY)

DRESS CODE-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. distracting hairstyles or unnatural hair colors
 - j. no visible body piercing other than the ears, unless a clear plug is used
 - k. skate shoes
- l. 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 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 or alcohol, tobacco or drugs.
6. Additional dress regulations may be imposed upon students participating in certain extracurricular activities.

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.

Amended: July 23, 2008

DRUG FREE POLICY (SEE APPENDIX FOR POLICY)

DRUG/ALCOHOL USAGE BY STUDENTS PARTICIPATING IN EXTRACURRICULAR ACTIVITIES-REGULATION 2641

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:

1. Step 1-a student shall be suspended from all practices and extra-curricular activities for 14 calendar days.
2. Step 2-a student shall be suspended from all practices and extra-curricular activities for 30 calendar days.
3. Step 3-removal of student from all extra-curricular activities 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

Beginning with the 2010-2011 school year, no electronic devices will be allowed at school. If any are present at school, they will be confiscated and disciplinary action will result.

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 sixteen years and older who have not been in attendance elsewhere shall not be permitted to enroll during any semester in which twenty (20) 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. Under no circumstances shall the student be allowed to enroll during the semester after the first day of the second nine-week term.

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.

FIELD TRIPS

Students who have overdue library books or owe any money to the school will not be allowed to attend field trips until the books are returned and/or the money is paid.

FIRE AND STORM DRILLS-SEE APPENDIX FOR POLICY

GRADING AND REPORTS

It shall be the responsibility of the administration and teacher to develop a procedure for best reporting students' progress to attain the highest degree of parental understanding. Grades reflect students' achievement, and are not to be reduced as a penalty or punishment for misconduct.

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 and initialed by at least one sponsor and by the principal. 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, and for graduation expenses.

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 rubeola. Tetanus and pertusis 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 8:30. 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. Personal CD players or similar items will not be permitted.
4. 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.

5. Students shall remain on task at all times. Failure to do so may result in additional work being assigned by the ISS supervisor.
6. No food or drinks shall be permitted in the detention area.
7. Students may order a sack lunch from the school cafeteria at the regular lunch price. No outside lunch may be brought in.
8. Talking and other communication between students is strictly forbidden.
9. 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.
10. 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.
11. 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.
12. Additional rules may be added as deemed necessary by the principal or superintendent.

LATE WORK

Students turning in late work will not receive full credit for the assignment. The teacher shall have a clear classroom policy that states how much credit a student will receive when turning in late work. Students who have missing work may be required to attend detention in order to complete the missing work. Students who fail to attend after school detention will be assigned ISS.

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 quarter, they are expected to pay for it so a new one can be bought to replace it. Encyclopedias are checked out for only one day. They are due by the end of the day. There are some older sets that may be checked out for longer periods if needed.

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 (\$1.50).

LUNCH PERIODS

Middle school students eat from 11:44 a.m. through 12:06 p.m. or from 12:06 p.m. through 12.28 p.m. Middle school students will remain in the cafeteria for the duration of the lunch period.

LUNCHES, 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 middle school students for the students' use at no charge. Students are urged to have locks on their lockers to minimize the theft of valuables. A copy of the combination or extra key must be on file in the principal's office. If a student wishes to change lockers they must contact the principal's office to receive permission before a change can be made. No drinks other than water may be kept in a locker at anytime.

Lockers are property of the school, not the student. Lockers may be inspected from time to time as deemed necessary by school administrators.

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. It shall be the responsibility of the student to ask for and complete all missed assignments. Students are responsible for turning in assignments that were made before their absence on the day they return. If a student is gone for a lengthy amount of time due to illness or other extenuating circumstances the principal shall determine an appropriate timeline for make up work to be turned in.

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.

ORGANIZATIONS

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.

PROMOTION AND RETENTION

A student may be retained if he or she fails subject areas during the school year. A student that has three or more semester F's during the school year may be retained. Poor attendance that results in loss of credit will also be a factor used to determine whether to retain a student. The decision to retain shall be made by the building principal.

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 quarter. One report card is given for all subjects. All quarterly and 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 7 days after the end of each quarter 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 quarter and you need not return it to school.

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.
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, all schedule changes are to be made within a reasonable time period (to be determined by the middle school principal).
2. All schedule changes are to be made during a conference with the counselor or in some cases the middle school principal. Unless special circumstances warrant, students will only be allowed one schedule change conference per semester.

SCHEDULE OF CLASSES (SEE APPENDIX)

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 with distinction.

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 broadcast on the Springfield radio and television stations and on the Aurora radio station. Please do not call school employees for information regarding school closings. Rather, listen to the above radio and/or television stations.

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.

SCHOOL TERM

The school term shall be a minimum of 174 days of actual student attendance. The Board of Education may approve a longer school term. The school day shall provide a minimum of seven periods of classroom instruction. Five days of school constitute a week, and 20 school days constitute a month.

SEMESTER EXAMINATIONS

Comprehensive semester exams shall be given at the end of each class to all students of the middle school in grades seven and eight. 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 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 final examination shall account for 10% of the semester grade.

SEXUAL HARASSMENT (SEE APPENDIX FOR POLICY)

SKATEBOARDS AT SCHOOL

For the safety of the skater, pedestrians, and drivers, skateboards are not an acceptable form of transportation to and from school. Skateboarding on school grounds is prohibited. Any skateboard brought into the school building for any reason will be kept in the school office and may be picked up only by a parent or guardian.

SPORTSMANSHIP

It is hoped all who participate in or support the Marionville 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 the Marionville 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 the Marionville School.

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 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.

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

1. A principal may suspend a student for a period not to exceed ten (10) school days. All suspensions are to be reported immediately to the Superintendent.
2. The Superintendent may suspend a student up to 180 school days.
3. After giving notice to a parent or guardian and a hearing upon the charges, the Board of Education may suspend or expel a student for conduct prejudicial to good order and discipline, or which tends to impair the moral or good conduct of other students.
4. Suspensions fall into two categories:
5. The student may be suspended from school, which means the student leaves the building and does not return until a specific date. Students suspended from school are not permitted to attend or represent the school in any activity. Students who are suspended from school will lose credit for any homework and tests given during the suspension period.
6. The student may be suspended in school, which means the student comes to school each day but does not report to his/her regular classes. Instead, he/she reports to the principal who will assign or cause to be assigned academic work, which the student will complete, independently, in a supervised area.

TARDIES-REGULATION 2655

This policy is designed to create consistency and uniformity in a school wide tardy policy. Upon receiving a third tardy to any given class or eight tardies in all classes combined during a quarter, the student will be given one day of in-school suspension, to be scheduled by the appropriate building principal. The following action will be taken for each subsequent tardy during a quarter:

Two days of in-school suspension for the fourth tardy in any given class or nine tardies in all classes combined. Suspension from school for the fifth and subsequent tardies in any given class or ten tardies in all classes combined.

In all cases, parents will be notified when a student receives his/her second tardy to any given class during a quarter or his/her seventh tardy in all classes combined during a quarter. In some instances, it is possible for a student to obtain excessive tardies prior to the building principal being able to notify the parent(s). In such cases, failure of a parent to receive notification prior to a student receiving his/her third or subsequent tardies in any given class or his/her eighth or subsequent tardies in all classes combined will not be grounds for preventing the student from being disciplined as specified above.

TELEPHONE USE

Permission must be given by the principal to use the telephone. School personnel may not call students from class to receive phone calls except to talk to their parents in emergency cases. Any student caught using a cell phone during school will be subject to discipline which will be determined by the principal.

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.

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.

WEAPONS AT SCHOOL (SEE APPENDIX FOR POLICY)

WIRELESS TELEPHONES / PAGERS

Developments in communications technology in recent years have resulted in enhanced communication opportunities. However, the use of electronic devices in schools poses increasing risks of school disruptions, bullying, criminal activity, and academic dishonesty. As a result student cell phones will be banned from school grounds during the instructional day as well as in dressing areas during extracurricular activities. The instructional day is defined as 8:00 a.m. until 3:10 p.m. Violation of this policy will result in in-school

suspension, while second offenses will result in two days of out-of-school suspension being imposed, and the third offenses will result in three days of out-of-school suspension being imposed.

School telephones are available for parents to contact their student for legitimate reasons.

APPENDIX