

**MARION C. EARLY R-V SCHOOL DISTRICT  
MORRISVILLE, MO**

**2011-2012  
JUNIOR HIGH AND HIGH SCHOOL  
HANDBOOK**



**“A GREAT PLACE TO LEARN”**

**THIS HANDBOOK BELONGS TO:**

**GRADE:** \_\_\_\_\_

\_\_\_\_\_



# Marion C. Early High School and Junior High 2011-2012 Student Handbook

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# **MARION C. EARLY R-V SCHOOL DISTRICT**

**5309 South Main  
Morrisville, MO 65712**

## ***Junior and Senior High School***

### **Student Handbook 2011-2012**

***Ms. Leane McNay, Principal  
Mr. Josh Davis, Counselor***

The purpose of this handbook is to promote and ensure a safe and orderly learning environment at Marion C. Early High School. This book will provide a clear statement of the expectations the school district has for its students and the consequences that may follow when deviations from the expectations occur.

This handbook is an expression of the School Board's legal authority in matters regarding discipline, as expressed in RSMo. §171.011, under School Operations.

This school does not discriminate based on sex, religion, origin, creed or race, handicap or impairment in determining a student's access to any course, participation in any course, academic counseling or vocational counseling.

Marion C. Early R-V School District is in compliance with Title VI, Title IX and Section 504 regulations.

The following is not an exhaustive list of rules or possible situations that may arise, and is given solely to provide basic information. This handbook will be used as a foundation to promote responsible behavior and accountability on the part of each student at Marion C. Early Secondary Schools. If clarification is needed, a teacher or administrator will assist in the matter.

## **I. GENERAL OPENING REMARKS**

On behalf of the faculty, administration and the Board of Education, we welcome you to Marion C. Early R-V Schools. The policies and procedures contained in the handbook have been developed to ensure the safety and welfare of each student. It is also provided to present the guidelines for maintaining an orderly environment in this school. The handbook is prepared for each student to become familiar with his or her school while also getting actively involved at Marion C. Early.

We hope that you will always be conscious of Marion C. Early's traditions and requirements. This school will be whatever you make it. Let us always have the spirit and integrity to do the things that will make it outstanding.

## **II. MISSION STATEMENT AND GOALS OF THE MARION C. EARLY SCHOOL DISTRICT**

The **MISSION** of Marion C. Early Schools is to:

- Motivate**, nurture, and support students;
- Challenge** students; and
- Educate** students to be responsible citizens.

### **DISTRICT GOALS**

**The District will:**

1. Develop district wide aligned curriculum in an effort to exceed state and federal expectations and prepare students for their future endeavors.
2. Promote parental involvement in the learning process and improving awareness of ongoing individual student achievement.
3. Develop and maintain student programs to achieve their maximum potential and to build school and community pride.
4. Upgrade our facilities by maintaining safety, functionality and aesthetics of our campus; with the intention to separate the middle and high school.
5. Focus on meeting or exceeding state and local averages for compensation, benefits and professional advancement opportunities; including incentives for extra duties and excelling toward student achievement.
6. Create an atmosphere where staff feels comfortable performing their contractual duties without fear of retaliation from the administration or the school board.
7. The board and administration will consistently back and support staff and policies, increase visibility, improvement communication and improve staff and community morale.
8. Foster an environment that encourages constituent involvement, support and two-way communications.
9. Monitor, on an ongoing basis, all district systems to remain fiscally responsible.

**Upon graduation from Marion C. Early R-V Schools, students will:**

1. Demonstrate competency in the basic skills of math, language arts, science and social studies.
2. Demonstrate the ability to make responsible decisions individually and with groups as students, family members, workers and citizens.
3. Have been introduced and exposed to fine arts.

4. Demonstrate effective oral and written communication skills.
5. Develop an understanding and an awareness of the importance of health and physical education in their daily lives.
6. Develop skills that will aid in the development of a successful career---whether in the workplace, military or as a homemaker.
7. Develop skills that will allow students to become responsible citizens and demonstrate an awareness that will allow them to participate in the political process.

### **III. PARENTS**

The education of our students is a cooperative effort between the parents, faculty and local Board of Education.

Parents have a responsibility for:

1. Having your child in attendance every day possible.
2. Communicating with the school and conferring with teachers for firsthand information on your child's progress.
3. Contacting the administration first concerning all school problems that may have arisen outside the school day.
4. Approaching school related activities, conferences, problems, etc., in as positive a manner as possible.

#### **PARENT'S RIGHT TO KNOW**

Our district is required to inform you of certain information that you, according to the *No Child Left Behind Act of 2001* (Public Law 107-110), have the right to know.

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

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 your child is provided services by paraprofessionals and, if so, their qualifications.
4. What baccalaureate degree(s) the teacher has and any other graduate certification or degree held by the teacher, and the field of discipline of the certification.

In addition to the information that parents may request, districts must provide to each parent:

1. Information on the 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.

### **IV. STUDENTS – Some General Comments**

All students and staff at Marion C. Early will be treated with respect and dignity while behaving in the same manner. Detrimental, disrespectful and dangerous behavior will not be tolerated.

To be successful in school each student should:

1. Attend school every day and be on time for all classes.
2. Exercise good time management (make good use of study time).

3. Cooperate with teachers and fellow students.
4. Complete all assigned work on time.
5. Exhibit respect to self and others.
6. Be responsible and develop a strong sense of self-discipline.
7. Take care of your personal belongings as well as those you are privileged to use.
8. Practice respect every day.

## **V. EDUCATIONAL REQUIREMENTS**

### **A. GRADUATION REQUIREMENTS FOR CLASS OF 2012**

Each student must complete a minimum of 26 credits to receive a high school diploma from Marion C. Early Schools. Students who have met all requirements for graduation and wish to stop attending at the end of seven semesters shall make application for early release by May 1<sup>st</sup> of their sixth semester of attendance. Transfer students must attend their final semester at Marion C. Early Schools or receive permission from the School Board to graduate if entering after the eighth semester begins.

Marion C. Early Senior Valedictorian and Salutatorian will be determined by the highest cumulative weighted GPA at the end of eight (8) semesters completed for Valedictorian and the second highest GPA for the Salutatorian. The GPA will be carried out to the ten thousandths place. If there is a tie, Co-Valedictorians or Co-Salutatorians will be awarded. Early graduates are not eligible, since eight semesters will not be completed.

**Per Marion C. Early School Board Policy, only students who have completed or will have completed all credits on or before the date of graduation, may participate in graduation ceremonies.**

#### **Class of 2012 – 26 Units Required for Graduation:**

<b>Subject Area</b>	<b>Units to Complete</b>	<b>Requirements/Exceptions</b>
Language Arts	4	Required: 1 credit English I, 1 credit English II
Mathematics	3	Required: Algebra I and higher
Science	3	
Social Studies	3	Required: 1 credit American History, 1 credit World History, ½ credit Government; Must pass U.S. and Missouri Constitution tests
Fine Arts	2	
Practical Arts	2	Required: Must pass 1 semester of Personal Finance or pass the Missouri Personal Finance exam
Physical Education	1	
Health	.5	
Electives	7.5	
<b>TOTAL:</b>	<b>26</b>	A student attending the <b>OTC vo-tech program for one year</b> has his/her units required (electives) decreased by one unit, due to travel time and scheduling.
		A student attending the <b>OTC vo-tech program for two years</b> has his/her units required (electives) decreased by two units, due to travel time and scheduling.

## **B. A+ PROGRAM**

Marion C. Early has been designated by the state of Missouri as an A+ School.

A student who qualifies according to the following criteria and continues an education at a Missouri public community college or vocational-technical school can be eligible for two years of state-reimbursed tuition and general fees, subject to legislative appropriation.

Each student should enter into a written agreement upon high school enrollment with the school and, to be eligible, meet the following requirements:

1. Three consecutive years of attendance at MCE, or another A+ designated school, prior to high school graduation.
2. 95% cumulative attendance in grades 9-12.
3. Graduate from high school with a 2.5 cumulative non-weighted grade point average.
4. Perform 50 hours of unpaid tutoring.
5. Maintain a record of good citizenship and avoidance of the unlawful use of drugs and alcohol.
6. Make a good faith effort to secure all available federal post-secondary student financial assistance funds that do not require repayment (FAFSA).
7. Males students must register for Selective Service by age 18.

Program agreements and more information may be obtained from the MCE A+ Coordinator.

## **C. CORRESPONDENCE COURSES**

District pre-approved correspondence courses may be used to fulfill required classes. It is the policy of this school that two (2) units of elective credits, excluding dual credit classes offered at Marion C. Early, may be obtained from an approved college and applied toward graduation requirements. This is generally approved due to transfer of credits from other schools or failure of classes during the regular semester. All such courses must be approved through the Counselor or Principal.

## **D. SUMMER SCHOOL**

High School Students may earn course credit through approved summer school courses or through credit recovery. Junior High students may attend summer school to meet core subject requirements for promotion when this policy applies. Check with the Counselor or Principal's office before enrolling for credit toward graduation at Marion C. Early Schools.

## **E. SCHEDULE CHANGES**

The student and the counselor plan individual schedules. For this reason, schedule changes will be limited and on an as needed basis only. The counselor, principal and teachers involved must approve any schedule changes.

## **F. WORK / COLLEGE RELEASE**

A student who has successfully completed twenty-three (23) units of credit and completed all required courses may request early dismissal from school for the purpose of work or college attendance. This is done with the understanding that the student's attendance and enrollment are considered part-time.

The student must:

1. Currently have a 2.5 grade point average at the successful completion of six (6) semesters and maintain the average the following semesters.
2. Provide written permission to work or attend college classes from parent or guardian.
3. After approval from administration, it is then given to the counselor for implementation.
4. Application will be submitted to, and approval determined by, the Principal and Board of Education. The application must be submitted to the Board of Education at its regular meeting in July (for the first semester) or December (for the second semester).
5. **Students leaving early for work/college release must sign out in the main office in a legible manner.** This means that the signature and time need to be “readable” by the office staff. This is done for security reasons. Once students have left the campus for work or college, they will not be permitted back on campus due to safety and security reasons. There will be consequences for failing to sign out appropriately.
6. Students need to strive to keep absenteeism to a minimum, and if a student is absent more than ten (10) times per semester, it is classified as excessive.
7. A student may earn one (1) elective credit maximum, toward graduation requirements for work release.
8. Proof of employment must be provided once a week showing the student has worked a minimum of 15 hours and turned in to the designated staff member.

**Non-compliance with the above criteria could result in the student’s returning to a full day schedule on our campus.**

#### **G. STUDENT AIDES**

The following guidelines must be maintained for a student to be an aide during their senior year:

1. Must have a GPA of 2.5 or better.
2. **Cannot be an aide for more than one hour** of his/her schedule.
3. Students cannot put themselves in a position of excessive absences. This could adversely affect the student’s aide status.

If the student fails to meet the standards set forth during the first semester, the student will be assigned a class to attend the second semester. The student will sign a contract before accepting the aide position. Teachers will be assigned only one aide per semester.

#### **H. WITHDRAWAL FROM SCHOOL**

A student desiring to withdraw from Marion C. Early R-V Schools must meet with the counselor and/or principal. It is the responsibility of the student to have parent or guardian confirm the student’s withdrawal. The office will provide a withdrawal form, which must be completed and returned to finalize withdrawal from school. All fees, charges, book returns, etc., must be completed or paid before an official transcript will be sent to the enrolling school.

#### **I. EARLY GRADUATION**

Students who are eligible for early graduation have completed the required credits and have been approved by the Board of Education. They will be expected to follow all school rules until their participation in the graduation exercises. Early graduation students will be allowed to participate in Spring graduation exercises under the following guidelines:

1. Complete all academic and attendance requirements for graduation.
2. Paid the appropriate fees connected with the graduation exercises as determined by the class members and sponsors.
3. Participated in the appropriate meetings and rehearsals for the commencement exercise.
4. Students must attend the morning graduation rehearsal to participate in the evening graduation ceremony.
5. An early graduation means the individual is no longer a student and is ineligible to participate in activities.

If the student does not wish to attend graduation exercises, the diploma will be mailed following regular Spring graduation.

## **J. VOCATIONAL TECHNICAL SCHOOL**

An area vocational technical school is designed to provide occupational training for juniors and seniors in the high schools of the geographic area. Marion C. Early high school students will receive three units of credit per year for a half-day program at OTC. For course selections, refer to the Ozarks Technical Community College (OTC) course catalog in the counselor's office or online at [www.otc.edu](http://www.otc.edu).

Rules and regulations for students attending the Vocational Technical School:

1. All students must conduct themselves in such a manner as to be a credit to Marion C. Early School District.
2. All local and OTC rules are to be followed.
- 3. All students must ride to and from OTC on the bus unless special permission for other transportation has been granted in advance by the Principal's office.**
4. Upon returning to school, students must remain on the school grounds.
5. Students attending Vo-Tech must also attend afternoon classes at MCE unless they have completed all other credits.
6. Students must follow all rules established for regular bus transportation when riding to OTC.
7. Regular attendance is critical for a student's success in OTC and continued participation in the program.
8. Students may be removed from the vocational program for violation of these rules or any other school policy. If a student fails his/her courses 1<sup>st</sup> semester, he/she will be returned to a regular class schedule at MCE high school.
9. If a student receives disciplinary consequences such as ISS or OSS, he or she will not be allowed to attend OTC on those said suspended days.

## **K. GRADE LEVEL CLASSIFICATIONS**

To be promoted, junior high students (grades 6, 7 and 8) must pass at least six (6) of the eight (8) semesters from the four core subject area classes of English, Math, Science and Social Studies. In addition to the core subjects, students will be required to meet the state standards for physical education. Students will be retained at grade level if they have not met this requirement. Junior high students may attend summer school to meet core subject requirements for promotion when this policy applies.

Any student not achieving the minimum number of credits needed for classification will have their graduation year changed in their master record. Grade level classifications are figured by the number of credits passed, not by the age of the student.

Classifications for grade levels are as follows:

**2011-2012**

9 <sup>th</sup> Grade	Fewer than 6 units of credit
10 <sup>th</sup> Grade	6 – 12.5 units of credit
11 <sup>th</sup> Grade	13 – 18.5 units of credit
12 <sup>th</sup> Grade	19 or more units of credit

**L. ADVISORY PERIOD FOR ALL STUDENTS**

To provide opportunities for all students to reach their potential, an advisory period was implemented for all grades 6-12. Measurable goals of the advisory model include reducing the number of students on the ineligible list and reducing the total number of D's or F's earned. Grade level/course level teams divide students quarterly, using the ineligible list.

High school students have advisory period while the junior high students eat lunch, and junior high students have advisory period during the high school lunch.

Students with D's or F's in any core classes are placed in an advisory with a core teacher so that they can receive tutoring. High achieving students (honor roll students) are placed in special privileges advisories—those students can receive tutoring if needed, use it as a study hall, spend the period in the computer lab, and on Fridays may spend time in the gym as a reward for continued excellent grades. All other students are placed in study hall advisories so that they have extra time to complete homework assignments.

The advisory periods also allow for non-instructional time to read announcements, hold class meetings, and reduce overall interruptions during class time.

**VI. GRADE REPORTING / STUDENT RECORDS**

**A. GRADING SYSTEM**

Parent conferences with teachers may be arranged through the Principal's office before and after school or during the teacher's planning period. Scheduled Parent-Teacher conferences are held at the end of the first quarter grading period. Parents may receive a report of student progress at any time by contacting the teacher or by accessing the parent portal. The following system is used for grade achievement:

**A=Excellent; B=Superior; C=Average; D=Below Average; F=Failure (no credit given); P=Pass with Credit; NC=No Credit.**

The issuing of letter grades based on percentages of the total points for a semester are as follows:

Percentage	Letter Grade	Grade Point
95 – 100	A	4.000
90 – 94	A-	3.667
87 – 89	B+	3.333
84 – 86	B	3.000
80 – 83	B-	2.667
77 – 79	C+	2.333
74 – 76	C	2.000
70 – 73	C-	1.667
67 – 69	D+	1.333
64 – 66	D	1.000
60 – 63	D-	0.667
59 and below	F (no credit)	0.000

### **B. GRADE REPORTING**

The school year is divided into two semesters. Quarter and semester grade reports will be mailed home. Three-week progress reports will be sent home for any students with grades of “D” or “F.” Grades will be updated weekly for the parent portal.

Grade cards and diplomas will not be issued to any student until all fees, uniforms, books, required work, etc., are completed and/or turned in to the proper staff members.

### **C. WEIGHTED COURSES**

Weighted courses, as follows, shall be calculated by adding one point to the honor points for each letter grade earned in such courses and utilized in the calculation of grade point average (GPA). Weighted courses may not be transferred for weighted credit at Marion C. Early.

Weighted courses to be taken at Marion C. Early Schools include:

Algebra II	Biology II
Advanced Math	Physics
Chemistry I/II	College Anatomy/Physiology
College Algebra	College English (ENG 110 Composition and/or ENG 200 Literature)
Psychology	College History

Any course offered for college credit taught at Marion C. Early High School will be considered for status as a weighted course.

### **D. ACADEMIC LETTERS**

Marion C. Early High School will award an academic letter to eligible students. To receive an academic letter, a student must have a cumulative grade point average of 3.5 or above. Grade point averages will be evaluated at the end of the 3<sup>rd</sup>, 5<sup>th</sup> and 7<sup>th</sup> semesters with the letters and/or pins awarded during the 4<sup>th</sup> quarter of each school year.

## **E. HONOR ROLL**

Marion C. Early High School compiles statistics to determine two types of honor roll awards: “**A**” **Honor Roll** and “**A-B**” **Honor Roll**. *To be eligible for either award, the student must have at least a 95% attendance rate for that grading period.*

**Merit Honor Roll (“A”)** – A student must have no grade lower than an A-.

**Honor Roll (“A-B”)** – A student must have no grade lower than a B- and have a grade point average of 3.0 or above.

## **VII. GENERAL INFORMATION**

### **A. AUTOMOBILES / STUDENT DRIVERS**

Students must register their vehicles with the Principal’s office and will receive numbered hangtags to display in their vehicles at all times the vehicles are parked on school grounds. The initial hangtag will be free of charge, but due to the labor, paperwork, and cost of the product involved in issuing a second or subsequent hangtag, there will be a \$5.00 fee assessed for each. Driving to school is a privilege granted by the Board of Education. It is illegal for students to transport weapons, drugs or alcohol in their vehicles. All vehicles parked on school property may be searched as deemed necessary by the administration or by appropriate law enforcement personnel. Students are expected to abide by and obey all traffic laws and regulations set by the State of Missouri and policies of the school. Students are required to park their cars in an appropriate manner in the school lot provided for them. Violations of State law will result in a report to the appropriate law enforcement agency.

**Parking Lots:** Student parking is in the parking lot behind the high school. Faculty and staff parking will be in the lot on the east side of Main (across the street).

The following violations will result in revocation of permission to drive to school and notifying law enforcement:

1. Endangering others’ lives by driving carelessly around the school campus.
2. Driving at an excessive rate of speed around the school area.
3. Possession of alcohol, weapons, drugs in your vehicle when it is parked on school property.
4. Parking in a manner that interrupts the flow of parking or traffic in the parking lot.
5. Tampering with or vandalizing other vehicles that are parked on school property.
6. If you are arrested for a serious traffic violation, your driving privilege will be revoked at school.

Students are to lock their cars and leave the parking lot immediately upon arriving at school. The parking lot area is school property. **No loitering in the student parking lot area is permitted.**

### **B. COUNSELOR**

Counselor services are available for everyone in the secondary system. The counselor is available for educational planning, interpretation of test scores, occupational or career information, study help, guidance with home, school and/or social concerns or any questions the student may feel the need to discuss with a counselor. Students wishing to visit the counselor should make an appointment either before or after school. At the time the appointment is made, a pass will be issued to the student indicating the time he/she should be excused from class. The teacher may excuse the student from class if the appointment does not conflict with an important assignment or test. Students are not to be in the counselor’s office without a pass.

**C. FIRE, TORNADO, EARTHQUAKE AND EMERGENCY ALERT DRILL INFORMATION**

Fire, tornado, earthquake and emergency alert drills are designed for the safety of the students. Fire alerts are designed to remove people from the building as quickly and safely as possible. Tornado alerts are designed to move all students to the safest possible areas within the building. Earthquake drills are designed to teach students what to do when tremors are felt and what to do after the earthquake tremors have ceased. Emergency alert drills are designed to lock down the building with students remaining in their classroom in case hostile people may be in the building. All students will be instructed at the beginning of the year as to the procedures to be followed for all drills. Drills will be held on a periodic basis, and cooperation is expected from all students.

**D. SCHOOL DISMISSAL / CLOSING FOR WEATHER**

In case of a weather emergency or other situation that necessitates students’ being dismissed early from school, every attempt will be made to alert parents via the news media as well as by using “School Reach,” an automated phone messaging system. Parents should have a pre-arranged procedure for their student(s) to follow should this situation arise.

When school is closed due to bad weather, school-closing information can be heard on the following radio and television stations:

<b>Television Stations</b>	<b>Radio Stations</b>
<b>KY3 – Springfield</b>	<b>KTTS 94.7 FM - Springfield</b>
<b>KOLR 10 – Springfield</b>	<b>KGBX 105.9 FM – Springfield</b>
<b>KSPR 33 – Springfield</b>	<b>KWTO 560 AM – Springfield</b>
	<b>KYOO 99.1 FM or 1200 AM - Bolivar</b>

Please do not call the school to ask about school being closed.

**E. ILLNESS AND MEDICATIONS AT SCHOOL**

Students who become ill at school will be directed to the high school office from their classroom and then issued a pass to the nurse’s office. The nurse will determine if the student needs to go home. Generally, students will not be sent home unless they are running a temperature of at least 100 degrees, are vomiting, or have sustained an injury needing medical attention.

**If a student MUST take medication at school for health reasons, he/she will need to obtain a medication form from the nurse, to be completed by the student’s physician. The form is to be returned to the nurse to be kept on file.**

- Prescription medication must be in the original container to ensure cleanliness and accuracy in administration.
- **All medications** must be kept in the nurse’s office.

Medication will not be given unless specifically prescribed for the student by a physician. Only prescription medication will be administered or stored in the school health office. Parents must bring any such authorized medications to the school nurse if they are to be dispensed during the school day. **NO** over-the-counter medication (including cough medicine or any non-prescription medication) will be given unless so prescribed by a physician for the individual. Students having medication in their possession will be subject to disciplinary action that could include suspension from school.

## **F. LOCKERS**

Students will be assigned lockers. Lockers are to be kept clean and orderly at all times. No displays of any kind (posters, stickers, etc.) are to be on the locker doors, and the doors are to be kept closed and locked during class. Students should not keep money, electronics, or other valuables in any locker. Students are responsible for items in their lockers. **THE SCHOOL IS NOT LIABLE FOR ITEMS LOST OR STOLEN FROM LOCKERS.**

To secure lockers, the high school office will issue a lock to each student. Locks not returned at the end of school year or when a student leaves will cost that student \$5.00.

**LOCKERS ARE THE PROPERTY OF THE SCHOOL DISTRICT AND ARE PROVIDED FOR STUDENT USE ONLY. LOCKERS MAY BE INSPECTED AND/OR SEARCHED AT ANY TIME BY SCHOOL OFFICIALS.**

**NO BACKPACKS OR OVERSIZED BAGS (large enough to carry a textbook) WILL BE ALLOWED IN CLASSROOMS. BACKPACKS MAY BE USED TO CARRY BOOKS TO AND FROM SCHOOL, BUT THEY MUST BE STORED IN THE STUDENT'S LOCKER DURING SCHOOL HOURS.**

## **G. LOST AND FOUND**

The lost and found department is located outside the Principal's office. Students who either find or lose articles should contact the office. Property loss may be reduced by the owner's name being shown on each article. Unclaimed articles of clothing, books, notebooks, etc., will be disposed of at the end of each quarter.

## **H. LUNCH PERIOD**

The lunch period is closed and all students are required to remain on the school grounds during the school day. Lunch may be eaten in the cafeteria or the outside eating area with permission and supervision by a certified staff member. The school cafeteria will serve 2 "Type A" lunches as well as a la carte items and snacks. The lunch period is divided into two sections. **All students are to report to the cafeteria whether they eat lunch or not.** Cost for grades 6-12 will be \$1.50 for regular lunches. The snack line cost will vary with each item purchased.

In an effort to improve and speed up our lunch lines, a computer scanning system is utilized to keep better track of our meals and a la carte items. On his/her first day of school attendance, each student will be issued (free of charge) a plastic scan card with an ID number. Using the card, students are expected to pay in advance so as to have a credit balance in their account. (It is preferable to pay by the week or month.) When a student passes through the lunch line, his/her card is scanned, and the amount of purchase is deducted from the account balance.

**There are no charges in the cafeteria.** All lunches must be paid for with the scan card. Free and reduced lunch participants will be issued a scan card identical to all others. If these students wish to purchase extra food items, they must maintain a credit balance in their account or pay at the time of purchase. Students in grades 6-12 can make payments to their lunch account from 7:45 a.m. to 8:00 a.m., any school day, in the cafeteria. It is preferable that payment be made by check, payable to MCE. A student lunch account balance report will be available upon request following each lunch period. Students who do not make advance payment on their lunch account should bring payment to the cafeteria during lunch. Students who do not have an account balance and fail to have money at the time of purchase will not be permitted to eat from the snack line. If a student loses his/her scan card, a \$1.00 replacement fee is charged.

## **I. EXTRACURRICULAR TRANSPORTATION**

It is the intent of the Marion C. Early R-V District to provide transportation for all participants to and from extra-curricular activities. Students are required to utilize the transportation provided unless prior arrangements are made with the Principal and activity sponsor. Requests for alternative transportation must involve a personal visit or written notice between the parent and the appropriate school personnel. All alternate transportation to and from such activity must be with the parent or guardian.

## **J. ELECTRONIC COMMUNICATION DEVICES**

**Students are prohibited from using any electronic communication devices such as cell phones, digital media players such as I-Pods, MP3 Players, head phones, digital cameras, electronic games, or visual communicators such as laser pointers in school buildings.** The use of unauthorized electronic devices during instructional time (8:05 a.m. – 3:06 p.m.) is considered a disruption to the educational process at MCE. Any use of electronic devices during the instructional school day, including lunch and class changes, is considered a disciplinary violation.

School phones are not for student use during school hours. The office secretary will take a message to pass on to a student if needed.

## **K. STUDENT RECORDS**

Student education records are defined as records that directly relate to a student and are maintained by the Marion C. Early R-V Schools. It does not include records maintained by individual staff members for their personal use. Every effort is made to keep information in the student education record factual and objective. Student education records are accessible to:

1. School officials.
2. Certified employees of the school.
3. School secretaries.
4. Officials of schools in which the student seeks or intends to enroll.
5. Other agencies, institutions, or individuals upon receipt of written release from parent, guardian or eligible student.
6. Other state and/or federal offices and agencies as prescribed by law.

## **L. TEXTBOOKS**

The school provides all textbooks. There are no textbook fees. Students are expected to return books in good condition. Students receiving a used textbook should note any existing damage, and report it to the teacher on the day the student receives the book. Non-reported damage will be the responsibility of the student. **STUDENTS MUST PAY FOR ANY DAMAGED OR LOST TEXTBOOKS ISSUED TO THEM, PRIOR TO FINAL GRADES BEING AWARDED.**

## **M. VISITORS**

Students are not to invite students from other schools to attend classes or visit school during the school day. Students will not be allowed to leave class for the purpose of meeting with visitors.

## **N. GYM RULES**

Students are not allowed on the gym floor in the shoes they wear to school. Students are not to be in the gym during school hours unless they are in class.

## **VIII. EXTRA-CURRICULAR ACTIVITIES**

### **A. CITIZENSHIP AND ACADEMIC STANDARDS FOR PARTICIPATION IN STUDENT ACTIVITIES PROGRAM, POLICY JGG**

Participation in student activities in the Marion C. Early R-V Schools is a privilege and not a right. Creditable citizenship shall be one of the criteria for participation in school activities. Creditable citizenship includes such things as regular and punctual attendance, and quality of conduct promoting the best interest of the school. Students shall exhibit standards of behavior that will bring credit to the student, the activities, the school and the community.

The Board of Education insists that student behavior shall be in compliance with School Board Policy, Student Handbook discipline codes, and with all public laws. Repeated referrals of a student to the Principal (or any other person having general responsibilities for supervision or discipline in the school) for misbehavior may be sufficient reason to declare a student ineligible.

A single serious breach of good conduct, either in or out of school, may also be sufficient cause for declaring a student ineligible to participate in a school activity. Behavior not in compliance may result in suspension or expulsion from all extracurricular activities. While it is not possible to cite every example of behavior that violates policies, regulations, or public laws, there are certain behaviors that are more frequently a problem for schools and will be addressed herein, as follows:

1. A minimum fourteen (14) calendar days suspension from participation in the activities program will be assessed for a violation of district discipline standards, which result in an out-of-school suspension, and/or for a serious breach of good conduct away from school which is verified to the satisfaction of the Administration. Examples of such conduct include, but are not limited to, theft, assault, terrorist threats/activities, and felonies.
2. A minimum twenty-eight (28) calendar days suspension from participation in the activities program will be assessed for a violation of the Student Alcohol/Drug Abuse Policy, JFCH, and/or for conduct similar to that prohibited in Policy JFCH that occurs away from school and results in a summons being issued to the student, or charges being filed in court against the student, or conduct which is verified to the satisfaction of the Administration.
3. A student at Marion C. Early High School must have earned 3.5 units of credit in the preceding semester and shall be currently enrolled in and regularly attending courses that offer 3.5 units of credit toward graduation to be considered a candidate for eligibility to participate in any of the student activities program.
4. MSHSAA By-Law 213a requires students participating in MSHSAA activities to be currently enrolled in and regularly attending courses that offer 3.0 units of credit or 80% of the maximum allowable credits which may be earned, whichever is greater. Eligibility for the fall semester will be based upon a student meeting these standards during the previous Spring semester. Marion C. Early policy supersedes this MSHSAA By-Law.
5. To determine academic eligibility of all candidates, the school will check grades every three (3) weeks during the school year. To be eligible, a student must be passing all classes. Any student receiving more than one "D" at a grade check must receive tutoring for three weeks to remain eligible. Once each school year, the student will be considered eligible during the mandatory three-week tutoring period, but is required to academically improve so that no "Fs" and not more than one "D" are reported at the next three-week grade check. If the student already had a three-week tutoring eligibility grace period during the school year, a second "D" then makes the student ineligible for any extracurricular activity for the next three weeks or until no "Fs" and not more than one "D" are reported at a subsequent official grade check date. An incomplete grade does not count against student eligibility; however, an incomplete must be made-up within the next three-week reporting period and

replaced with the appropriate letter grade. A student who does not meet the grade eligibility standard is ineligible to participate on a team or a school sponsored group/activity for the next three (3) calendar weeks. At the beginning of the school year, the administration shall develop a yearly schedule for academic eligibility checks and make this schedule available to students, staff and parents. At the start of the school year, all candidates for eligibility are considered academically eligible until the first quarter grade check.

6. The Athletic Director shall check grades on Thursdays to determine academic eligibility for the following three (3) Monday-through-Friday school weeks. In the event school is not in session on a Thursday slated for checking, the AD shall check grades at the first opportunity after that day. On weeks when quarter (9 week) grades and semester grades are issued, those grades will constitute the grade checks for that time period.

7. An eligible student must be in attendance the entire school day in order to attend or participate in a game or event that is part of the school’s student activities program later that same day. Exceptions to the attendance requirement are verified health care professional appointments or other emergency situations with prior approval from the Principal.

**A violation of the citizenship standard could result in expulsion from the activities program for the remainder of the school year.**

The Board of Education will monitor the district’s extracurricular activities program through the authority it extends to the Superintendent and Principals to authorize and administer it in keeping with this policy and other Board-approved policies and regulations. The Board of Education also believes that consistent administration of this policy is important from activity to activity, and that appropriate due process procedures must be followed before any student is suspended from participation.

1. Includes baseball, basketball, cheerleaders, cross-country, softball, special performance team, track, and golf.
2. Includes the following groups and activities: Art Club, FCA, FBLA, FFA, FCCLA, FTA, Letterman’s Club, Jazz Band, Marching Band, Band Club, International Culture Club, Science Club, Spanish Club, Speech/Debate, Literary Club, Math Club, Student Council, National Honor Society, National Art Honor Society, Tri M, Chess Club, Stream Team and School Dances.

**Athletes shall have a completed physical form and participation application before practicing or participating in any sport. All athletes shall have some form of medical insurance to participate in any sport.**

**B. STUDENT CLUBS AND ORGANIZATIONS**

Students may join the following clubs and organizations provided they meet the requirements set forth by the organization and school policy.

FCA	Letterman’s Club	Writing/Literary Club
FBLA	Band	Choir
Math Club	FFA	Science Club
Student Council (JH or HS)	FCCLA	Speech & Debate
Drama	National Honor Society (JH & HS)	FTA
Stream Team	Art Club	Tri-M
International Culture Club	Chess Club	National Art Honor Society
Big Blue Crew		

**Fundraisers:** Each club has the opportunity to have one fundraiser. Every student in the club will be asked to participate or pay a portion for their part of the work involved. Consistency and fairness will be the guidelines in determining the amount that would be owed if not participating. It is up to the

club sponsor to submit each fundraiser to the office for approval. There will be no suckers sold because they tend to cause problems in the buildings and on the buses. Fundraiser money must be turned in by the deadline established unless otherwise negotiated with the sponsor. The student will no longer be allowed to attend meetings or functions of the organization if they fail to do so.

### **C. STUDENT COUNCIL**

A student council organization will represent grades 6-12. The Student Council is the governing student group for each of the schools. Each class elects two (2) representatives to their respective council. Each school organization with a membership of ten (10) or more students will also elect a representative. Student council sponsor is Mrs. Shannon Woodmansee.

### **D. NATIONAL HONOR SOCIETY (NHS)**

The purpose of National Honor Society is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the secondary school student.

**Eligibility:** Students who meet the minimum GPA requirement of a 3.5 (cumulative) are asked to fill out a membership form in the spring of their sophomore, junior or senior year. Students are considered on the basis of scholarship, leadership qualities, service to others and character. The Faculty Council (consisting of 5 teachers appointed by the Principal) will make the selection. The decision made by the Faculty Council is final.

### **E. JUNIOR / SENIOR PROM**

Any Junior or Senior who is eligible to attend may invite one guest as their date. This guest may be a high school underclassman (Freshman or Sophomore), one who has graduated and under the age of 21, or a student attending another school with the prior approval of the Principal. (See school dance regulations for out-of-school guests.) Junior high students are not allowed to attend prom under any circumstances.

### **F. SCHOOL DANCES**

General school policies and regulations as well as other rules set by the sponsors are in effect at all school related dances. In addition, students leaving the building without permission of the sponsor will not be permitted to return. A student on the ineligible list at the time of the school dance, will not be permitted to attend the dance.

Students who invite out-of-school guests will observe the following regulations:

1. The guest must be under the age of 21.
2. The guest must be the student's date and adhere to the regulations that apply to students of MCE. If in violation of school rules, they will be asked to leave.
3. The student will be responsible for the behavior of the guest.
4. The student must return a completed guest contract by noon the day before the event if requesting to bring an out-of-school guest.

All extracurricular activities fall under the same general rules and guidelines for behavior as exist during the regular school day, whether at MCE or away.

**QUEENS:** Students are eligible to be elected and/or chosen in any manner (i.e. donations for Barnwarming) as Queen of a dance or event only once in their four years of high school.

## **G. ACTIVITY ACCOUNTING**

All money handled by the various clubs, classes or organizations shall be channeled through the activity account of Marion C. Early R-V Schools. The money collected by each different group shall be turned in to the Principal's secretary for proper accounting and banking. No class or student shall make purchases or engage in any sort of business arrangement or contract on behalf of the class, without approval of the sponsor and administration.

## **IX. ABSENCES AND ATTENDANCE**

The normal school hours for students to be on school grounds are from 8:00 a.m. until 3:10 p.m. Students should not be on school grounds beyond this time frame unless under the supervision of a staff member. Classes begin at 8:05 a.m. and end at 3:06 p.m. for the 2011-2012 school year. Classroom attendance is taken every class period and recorded by the office. Students are considered absent for periods not present in class, unless involved in a school-sponsored activity.

### **A. ABSENCE PROCEDURES**

Regular and punctual patterns of attendance will be expected of each student enrolled in the school district. There is a direct relationship between daily attendance and student achievement. **It is the parent's responsibility to notify the school by telephone or written and signed note when a child is absent.** When an absence is anticipated, parents should contact the Principal in advance to make satisfactory arrangements. Obtaining makeup work is the responsibility of the student. In accordance with the eligibility policy adopted by the Board of Education, a student who does not attend school the entire day on the day of an extra-curricular activity will not be permitted to attend that activity, without prior administrative approval. A list of absentees will be provided to each gatekeeper. Because we believe your student's success is of utmost importance, we want your student to know that his/her attendance counts. All transcripts will include a copy of a high school attendance profile showing the number of absences. We want college/trade schools and employers to know they are getting students with an advantage of regular attendance when they admit/hire them.

1. Reporting an absence from school is a parent's responsibility. The parent or guardian must call (376-2216) to inform the school of the duration and reason for the absence. The notification should be made no later than the morning of the student's return to school.
2. A student will be allowed a maximum of **ten (10) absences in a class period** for any reason during a semester. A student shall be permitted to make up work missed as a result of any excused absence. (This does not include Out-of-School Suspensions.)
3. It shall be the student's responsibility to meet with the teacher, receive the necessary instruction and assignments, and complete the assignments within the number of day(s) allowed. If work is not completed, failure of the course could result. Students will be allowed 2 days for each day missed to complete assignments. It is up to the discretion of the educational instructor to allow the student more than the minimum allowed time for make-up work. A student will not be granted the rest of the quarter or semester to make up the work.
4. The attendance secretary will maintain a daily record of all student absences. There will be no distinction between excused or unexcused absences. (A record of reasons for absences will be kept for the Attendance Review Committee (ARC) to use at a later date.)

### **B. PUNITIVE MEASURES FOR EXCESSIVE ABSENCES**

Any student that accumulates more than ten (10) absences in a class period during a semester (excluding school-approved absences, college visits or job shadowing – two (2) visits per Senior) **will not receive credit for that class and will receive a grade of "F"**, unless an exception is granted by the Attendance Review Committee.

Students who are absent will still be required to verify each absence by personal note or phone call. Absences due to in-school suspension will not be included in the ten (10) absences, nor will school-sponsored trips.

A student and/or parent/guardian may appeal to the Attendance Review Committee (ARC) for a possible exception to these regulations. Appeals must be based on extenuating circumstances, which include but are not limited to, the following:

- Illness or injury with a doctor's note (this must be documented)
- Family emergency
- Court-mandated appearances
- Required religious observations

The appeal to the Attendance Review Committee (ARC) must be made within ten (10) days following the end of the semester within which the absences occurred.

### **C. TRUANCY**

Truancy is declared when a student leaves class/school without first obtaining permission of the Principal or fails to attend school when parent/guardian and school officials reasonably expect the student to be in attendance. Absences due to truancy may carry a grade of zero in the applicable classes with no makeup privileges.

### **D. TARDINESS**

Tardiness is defined as a student's not being in his/her assigned seat when the bell rings to take up class. There are four (4) minutes between classes for passing. Students should plan locker visits and restroom trips so as to arrive in class on time. Any student going to class without paper, pencil, book or other necessary material may be given a tardy at the teacher's discretion. Tardy records are not based on any one class, but are cumulative for all classes. A new tardy count begins with each new semester.

### **TARDY PROCEDURE**

A student must be in the classroom in their assigned seat and ready to work when the last bell rings. School begins promptly at 8:05 a.m. Students arriving after that time are tardy. Any student that arrives 15 minutes after the tardy bell each period will be counted as absent for that hour.

When arriving to school late (after 15 minutes) a student must sign in at the office, and they need to have a note from a parent/guardian with a contact number or a phone call from the parent/guardian prior to the student's arrival to school.

Students will receive an 8<sup>th</sup> hour for each three (3) tardies per class per semester. Eighth hours will be served Tuesdays and Thursdays either from 7:00 a.m. to 8:00 a.m. or 3:00 p.m. to 4:00 p.m. If the student misses an 8<sup>th</sup> hour, he/she will have to serve two 8<sup>th</sup> hours. If the student misses an 8<sup>th</sup> hour for a second time, he/she will be given 1 day ISS/OSS. Transportation arrangements are the responsibility of the student/parent/guardian.

### **E. PERMISSION TO LEAVE SCHOOL**

Permission to leave school during school hours shall be obtained from the Principal's office, from either the Principal or secretary. **The student's parent or guardian must notify the office before the student will be granted permission to leave.** The permission note must be signed by the student's parent or guardian and returned to the office the following day or when the student returns to school.

Some circumstances call for the school secretary or Principal to phone the student's parents to obtain permission for the student to leave school grounds.

Students who become ill shall report to the office and be sent to the nurse, where the parent will be notified if the child should be sent home. Only if the parent, or someone they specify, is home will the student be given permission to leave or be picked up at school. When a parent takes a student from school, he/she shall meet the student in the Principal's office and log the time they are leaving.

#### **F. ADMIT SLIPS**

All students who have been absent must provide verification of the absence to the office the following day of their absence in order to obtain an admit slip. The admit slip should be obtained prior to the start of the school day. It is the student's responsibility to present the admit slip to each teacher for their signatures.

#### **G. SCHOOL-SPONSORED ACTIVITIES**

Students who attend school-sponsored activities during the school day are not considered absent.

#### **H. EXTRACURRICULAR ACTIVITIES**

Students who participate in extracurricular activities will adhere to the eligibility policy adopted by the Board of Education and Missouri State High School Activities Association (MSHSAA).

#### **I. PERFECT ATTENDANCE**

A student who does not miss any periods or does not have any tardies shall be considered to have Perfect Attendance.

#### **J. FINALS**

Perfect attendance in a class is required in order for a teacher to consider a student for exemption from finals. (Absences for school activities are waived.)

All absences will count against test exemption with the exception of:

1. School sponsored activities.
2. Pre-arranged in advance, college visits, military processing (2 days per year) or job shadowing (1 day per year).
3. Driver's test (maximum 4 periods) with verification.
4. Court appearance with verification of a subpoena (1 day per year)

**Semester Test Exemption Policy:** To encourage regular school attendance of students, MCE students that meet identified criteria may have the option of not taking semester test exams. \* Finals are REQUIRED for students enrolled in dual credit courses, weighted courses, and courses which require end-of-course exams. \*\*Students with ISS or OSS during the semester will not be exempted from finals.

#### **Criteria for Test Exemption Eligibility:**

1. Students who meet the criteria for Test Exemption must complete the Test Exemption Form and have it signed by their parents or guardian. (test exemption is a decision to be made by the individual student and his/her parent/guardian).
2. To be eligible for Text Exemption, student must be enrolled throughout the duration of the semester. Students who enroll late or transfer in late are not eligible for semester test exemption.

3. Semester exams will only be administered during the scheduled time. Students will not be allowed to take semester exams early unless approved by administration. Make-up semester exams for excused absences will be made up at the teacher's discretion.
4. Semester exams will account for ten (10) percent of students' final semester grades.
5. To be eligible for test exemption, student must be enrolled throughout the duration of the semester. Students that enroll late or transfer are not eligible for semester Test Exemption.
6. Seven (7) tardies for the semester to a class will eliminate the semester test exemption.

## **X. STUDENT CONDUCT CODE**

See the "Safe Schools Act, House Bills 1298 and 1301 Summary" (which became law on August 28, 1996) at the end of this Handbook.

### **A. GENERAL BEHAVIOR**

The laws of the State of Missouri place the school in "loco parentis" (in place of the parent). This requirement means that any student enrolled in the school comes under the protection and guidance of the school. Students should be aware that supervision of conduct is a responsibility of the teaching staff. Failure on the part of the student to follow instructions of any member of the staff shall result in disciplinary action.

**Teachers and other MCE Staff have authority over Marion C. Early R-V students at all times during the school day and at all school-sponsored activities.**

### **B. SCHOOL CONDUCT**

1. Good conduct in the halls is a very important part of a first class school. Remember that this is your school. Respect it. Visitors will always see the hall, though they may not visit the classrooms. Keep the hall clean. Place waste paper in the waste container. Keep books and gym bags in lockers. Be proud. Keep your school clean.
2. Students shall have a hall pass from the class instructor before leaving any class. If a student does not have a hall pass, he/she will be sent back to class to get a pass.
3. Students are not to show excessive affection toward each other while at school. Anything beyond handholding shall be considered excessive. Students will receive a warning, request for parent conference, in-school suspension (ISS), or suspension, depending on the situation.
4. Students are not to leave campus to go to the school parking lot during the school day, without permission from the office.
5. The use or possession of water guns, water balloons, as well as throwing ice, snow, etc., is prohibited. Violation of this will have consequences.
6. Students are not to run in the halls or classrooms or between buildings. Violation of this will have consequences.
7. Students are not to possess or display knives, firearms or any type of weapon. Consequences for this will fall under the guidelines of the student discipline code and *The Safe Schools Act of 1996*.
8. Fireworks are dangerous and disruptive and are prohibited on campus. Consequences for this infraction will fall under the guidelines of the student discipline code and *The Safe Schools Act of 1996*.
9. **At no time are students to be disrespectful to school personnel.** Students shall follow rules, regulations and requests made by teachers, staff and administrators. Students who fail to do so shall have disciplinary action taken against them.
10. Students attend school for educational and social growth. Each student is entitled to attend school without fear of other students. Students found guilty of fighting, hazing, or intimidating other students shall be punished by suspension. Students using profane language shall be dealt with according to the situation, and may be punished by suspension.
11. School property and facilities are for the convenience of students, school personnel and the community. Please use them wisely. Students who deface or destroy school property in any way will be

required to pay the cost of repair, refurbishing, or replacement of said property, as well as facing disciplinary action according to the seriousness of the offense.

12. All forms of gambling are illegal and strictly prohibited. If such activity takes place, appropriate disciplinary action will be taken.

13. All students should be quiet in the halls between classes/respect others.

14. No food, drink or open containers are allowed in the halls or classrooms with the exception of clear plastic bottles containing water.

### **C. DRESS CODE**

Responsibility for the appearance of students enrolled in the district rests with the parents/guardians and the students themselves. They have a right to determine the manner of dress for their son or daughter, providing such attire complies with public health standards, meets community decency standards, is not destructive to school property, and does not disrupt the educational process.

A student may be restricted in the manner of dress and length of hair in keeping with the safety regulations required for the activity in which the student is engaged or when it pertains to the health and/or safety of the student who is enrolled in a specific class or supervised activity that requires such restriction.

#### **The following guidelines will be followed by students for the 2011-2012 school year:**

1. T-shirts, jewelry and/or other apparel should not have profanity, obscenities, suggestive or provocative statements or images, violent statements or images, drug or alcohol symbols or advertisements, or gang dress symbols or graffiti.
2. Headgear (hats, caps, headbands, hoods, etc.) and other forms of head covering may not be worn in the building. Sunglasses are not to be worn in the building. These articles are to be removed upon entering the school building or they will be confiscated.
3. Halter-tops, strapless tops or dresses, spaghetti-straped tops or sundresses, backless tops, racer back tank tops, or any clothing that would reveal a considerable amount of skin or undergarments are not acceptable (i.e. low-cut necklines). All shirts must be long enough to meet slacks, skirts, shorts, without exposing the mid-section when the student is standing as well as sitting. Sleeveless shirts or tank tops must have at least a two-inch strap. Shirts from which the sleeves have been cut off and/or that have open or plunging armholes or necklines are not to be worn.
4. Pants, shorts, and skirts are to be worn appropriately and be size appropriate. Appropriate undergarments must be worn at all times. These garments must remain properly covered at all times. All clothing length must extend beyond the fingertips when fingertips are extended in the direction of the floor while standing upright.
5. Ragged, cut-up jeans are not acceptable pants or shorts.
6. Loose fitting and/or baggy (sagging) clothing is not acceptable. It could be considered a safety hazard or a disruption to the educational process.
7. Chains attached to wallets or used as a fashion accessory are not to be worn in the school building or on school grounds. This is in accordance with *The Safe Schools Act of 1996*.
8. Due to safety and liability concerns, shoes must be worn at all times. If a student wears flip-flops to school, they must be kept on the feet. House shoes/slippers are not considered shoes appropriate for school wear. No bare feet in the school building. No roller-blades, roller shoes, or skateboards will be permitted. Skateboarding is prohibited at any time on the school campus.
9. Long coats (i.e. trench coats, dusters, etc.) cannot be worn during the school day because of the tripping hazard.
10. Jewelry may not be worn in any other manner than that which is normally accepted. All sharp objects (safety pins, spiked items, pointed body jewelry, etc.) will not be allowed. The student will be given the option of removing any unacceptable piercing/object or going home and taking an unexcused absence.

For violating the dress code, the following action be taken:

**1st Offense:** Warning/Parent Contact/ISS/ASD

**Subsequent Offense:** Parent Contact/ISS/ASD

Students violating the dress code will change to appropriate attire. If necessary, parents will be contacted to pick up the student and/or supply appropriate attire. The instructors will determine appropriate attire for P.E. classes.

#### **D. DISCIPLINARY AUTHORITY**

Discipline is an essential part of the learning process. The Marion C. Early Board of Education, administrators and staff members are committed to excellence in education. Our discipline policies and procedures are designed to ensure that a safe and orderly environment is maintained—conducive to and indicative of effective schools.

It is believed that the majority of students will aspire to excellence in both self-discipline and academics and that it is a minority of students who will deviate from stated expectations. The majority of students will benefit from the established policies and procedures, due to minimized detrimental effects to this school and its educational mission. Authority for such policies is derived from the *Excellence in Education Act of 1985*.

#### **E. ELECTRONIC DEVICE POLICY (Including but not limited to cell phones, I-Pods, head phones, digital cameras, electronic games, etc.)**

The use of unauthorized electronic devices during instructional time (8:05 a.m. – 3:06 p.m.) is considered a disruption of the educational process at MCE. Any use of electronic devices during the school day, including lunch, breaks, and change of classes, is considered a disciplinary violation.

Violation of the electronic device policy will result in the following consequences:

**1<sup>st</sup> Offense** – The device is taken away, given to the administrator, and returned to the student at the end of the day.

**2<sup>nd</sup> Offense** – The device is taken away and given to the administrator. Parents must make arrangements for the return of the confiscated item with the building administrator or designee.

**Subsequent offense** – The device is taken away, given to the administrator, and the student is issued one 8<sup>th</sup> hour, and parents must make arrangements for the return of the confiscated item with the building administrator or designee.

The progression of consequences detailed in the Electronic Device Policy will be followed if any violation of the policy occurs. For example, if a student violates the electronic device policy by using a cell phone and receives the first consequence, but then violates the policy again by using an I-Pod, the student will receive the second consequence listed in the Electronic Device Policy. If a cell phone rings in a classroom, it will be considered disruptive behavior, and the appropriate consequences will apply.

#### **F. SEARCHES BY SCHOOL PERSONNEL**

School lockers and desks are the property of the Marion C. Early Schools and are provided for the convenience of students and, as such, are subject to periodic search/inspection without notice.

Students or student property may be searched based on reasonable suspicion of a violation of district rules, policy or state law. Reasonable suspicion must be based on facts known to the administration, credible information provided or reasonable inference drawn from such facts or information. Personal searches and searches of student property shall be limited in scope based on the original justification of the search.

The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses, and never in front of other students. Students shall not be required to undress, although they may be asked to empty pockets, or remove jackets, coats, shoes and other articles of exterior clothing for examination if reasonable under the circumstances.

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains the authority to conduct routine patrols of the student parking lots. The interior of a student's automobile on school premises may be searched if the school authority has reason to believe that illegal, unauthorized or contraband items are contained inside.

Law enforcement officials shall be contacted if the administration reasonably suspects that a student is concealing controlled substances, drug paraphernalia, weapons, stolen goods or evidence of a crime beneath his or her clothing and the student refuses to surrender such articles. Law enforcement officials may be contacted in any case involving a violation of law when a student refuses to allow a search, or where the search cannot safely be conducted. Parents may also be contacted.

#### **G. INTERVIEW WITH POLICE, JUVENILE OFFICER OR OTHER AGENCY OFFICIALS**

**The Marion C. Early School District has legal jurisdiction over students during the school day and hours of approved extracurricular activities.** The school administration is responsible for making an effort to protect each student's rights with respect to interrogations by law enforcement officials. When such officials find it necessary to question students during the school day or periods of extracurricular activities, the school Principal or designee will be present and the interview will be conducted in private.

The Principal will verify and record the identity of the officer or other authority, and request an explanation of the need to question or interview the student at school. The Principal will make every reasonable effort to notify the student's parent(s)/guardian. If the interviewer raises a valid objection to the notification, parents will not be notified.

Students will be afforded the same rights in dealing with law enforcement officials that exist outside the school. However, within the framework of legal rights, students have the responsibility to cooperate with law enforcement officials.

#### **H. REMOVAL OF STUDENTS FROM SCHOOL BY LAW ENFORCEMENT OFFICIALS**

Before a student at school is arrested or taken into custody by law enforcement or other legally authorized person, the Principal will verify the official's authority to take custody of the student. The school Principal will attempt to notify the student's parent(s)/guardian that the student is being removed from school.

#### **I. SCHOOL BUS TRANSPORTATION**

**Riding the bus is a courtesy that Marion C. Early provides for each student.** Riding the bus to school is a privilege, not a right, and the safety of students during their transportation to and from school is a responsibility that students and their parents share with the bus drivers and school officials.

Each student should know what is expected when waiting for or riding the bus. Therefore, rules of student conduct will be issued to every bus-riding student at the beginning of the school year. Students who fail to observe these rules will be subject to immediate disciplinary action, as their behavior impacts the safety of others. A student misbehaving will be reported by the driver to the Principal on the same school day if the incident takes place at morning, or the next morning if it occurs in the afternoon. The following action will be taken:

- 1<sup>st</sup> Offense:** A warning notice describing the incident will sent home by the Principal. The student must then have a parent sign and present the notice to the Principal. If the offense is severe enough, the student may be suspended from riding the bus.
- 2<sup>nd</sup> Offense:** A second offense will result in suspension of bus riding privileges for a minimum of three (3) days. The length of bus suspension will be in relation to the seriousness of the offense.
- 3<sup>rd</sup> Offense:** The student will be suspended from riding the bus for a minimum of four (4) days, up to twenty (20) days. Total number of days of suspension will be determined by the seriousness of the offense. Suspension will carry over to the next school year if it exceeds the number of days remaining in the second semester.

Consequences for any offense on the bus after the third (3<sup>rd</sup>) offense will be at the discretion of administration.

## **BUS RULES OF CONDUCT**

1. The bus driver is in complete charge of the bus and students are expected to comply with his/her requests at all times.
2. Students are expected to be ready for the bus when it arrives at the bus stop.
3. Students are permitted to converse quietly with the person sitting near them.
4. Students must not, under any circumstances, put their head or arms out of the window.
5. Students should not lower the windows on the bus unless the driver gives them permission to do so.
6. Students must be seated and are not permitted to change seats unless instructed to do so.
7. Students will be held responsible for any and all damage they cause to the bus.
8. The use of profane or abusive language will not be tolerated.
9. Striking matches, lighting cigarette lighters or use of any tobacco product is not permitted, and will result in suspension of riding privileges.
10. The school bus is an extension of the school and all school rules and regulations pertaining to student conduct apply to time on the bus.
11. THE BUS DRIVER MAY ASSIGN SEATS AT HIS / HER DISCRETION.
12. Only in extreme emergencies will students be permitted to ride another bus and only through permission from the Principal or Superintendent.
13. When entering or leaving the bus, students should cross the road only in front of the bus.
14. Any permanent change in a student's assignment from one bus to another is to be authorized by the Superintendent.
15. If a student is riding home with another student, they must have a note for the office, so a pass for the bus can be issued before boarding at the end of the day.
16. Yelling at a high volume distracts the driver and will not be tolerated.
17. No food or drink on the bus at anytime.

## **XI. STUDENT DISCIPLINE**

The Student Code of Conduct is designed to foster student responsibility, respect for others, and to provide for the orderly operation of district schools. No code can be expected to list each and every offense that may result in disciplinary action; however, it is the purpose of this code to list certain offenses that, if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, any aggravated circumstance of any offense, or any action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of

conduct as determined by the Principal, superintendent and/or Board of Education. In extraordinary circumstances where the minimum consequence is judged by the superintendent or designee to be manifestly unfair or not in the interest of the district, the superintendent or designee may reduce the consequences listed in this policy, as allowed by law. This code includes, but is not necessarily limited to, acts of students on school property, including playgrounds and athletic fields, parking lots and school transportation, or at a school activity, whether on or off school property.

**Reporting to Law Enforcement:** It is the policy of the Marion C. Early school district to report all crimes occurring on school grounds to law enforcement, including, but not limited to, the crimes the district is required to report in accordance with law. A list of crimes the district is required to report is included in policy JCF. The principal shall also notify the appropriate law enforcement agency and superintendent is discovered to possess a controlled substance or weapon in violation of the district's policy. In addition, the superintendent shall notify the appropriate division of the juvenile or family court upon suspension for more than ten (10) days or expulsion of any student whom the district is aware is under the jurisdiction of the Court.

**Documentation in Student's Discipline Record:** The principal, designee or other administrators or school staff will maintain all discipline records as deemed necessary for the orderly operation of the schools and is in accordance with the law and policy JCF.

**Participation in Activities:** Students who are suspended or expelled for any reason are prohibited from attending or taking part in any district-sponsored activity, regardless of location, or any activity that occurs on district property. Students who violate this provision will be required to leave the activity and may face further discipline, including an additional period of suspension or expulsion.

**Prohibition Against Being On or Near School Property During Suspension:** All students who are suspended or expelled are prohibited from being on school property for any reason, unless permission is granted by the superintendent or designee. Any student who is suspended for any offenses listed in Section 169.261 RSMo., or any act of violence or drug-related activity defined by policy JGF as a serious violation of school discipline shall not be allowed to be within 1,000 feet of any public school in the district unless one of the following conditions exists:

1. The student is under the direct supervision of the student's parent or legal guardian.
2. The student is under the direct supervision of another adult designated by the student's parent, legal guardian or custodian. The designation must be made in advance and in writing to the principal of the school that suspended the student.
3. The student is in an alternative school that is located within 1,000 feet of a public school in the district.
4. The student resides within 1,000 feet of a public school in the district and is on the property of his or her residence.

If a student violates this prohibition, he or she may be suspended or expelled in accordance with the offense, "Failure to Meet Conditions of Suspension," defined in the discipline scope and sequence that follows.

**Prohibited Conduct:** The following are descriptions of prohibited conduct as well as potential consequences for violation. In addition to the consequences specified here, school officials will notify law enforcement and document violations in the student's discipline file pursuant to law and Board policy.

### 1. **Academic Dishonesty**

In the event that students are found to be involved in academic dishonesty (i.e., cheating, plagiarism, fabrication of facts) they must realize that serious consequences will follow.

- **1<sup>st</sup>** No credit given for that assignment or test; parents notified; 1 day ISS
- **2<sup>nd</sup>** No credit given for that class for the semester; parent conference; 1-3 days ISS

### 2. **Alcohol or Drugs**

Possession of or attendance at school and school related events while under the influence of any unauthorized prescription drug, alcohol, narcotic substance, counterfeit drugs, or drug-related paraphernalia will be reported to law enforcement and punished by the school as follows:

#### **A. Possession or Use**

- **1<sup>st</sup>** 10 days OSS
- **2<sup>nd</sup>** 10 days OSS with recommendation for extended suspension or expulsion

#### **B. Sale or Distribution**

- **1<sup>st</sup>** 10 days OSS, possible extended suspension
- **2<sup>nd</sup>** 10 days OSS with recommendation for extended suspension or expulsion

### 3. **Arson**

The intentional and knowing use of fire on School District property which may or may not cause damage to School District property or property of others; or, the attempt to commit arson. Arson violations are divided into two categories:

**A. Class I Arson** – Characterized by arson that causes no appreciable property damage, injury to persons or interruption to the educational or extra-curricular process; or, an attempt to commit arson.

- **1<sup>st</sup>** 1-3 days OSS - Restitution if appropriate.
- **2<sup>nd</sup>** 4-10 days OSS

**B. Class II Arson** – Characterized by arson that causes property damage, injury to persons, or interruption to the educational or extra-curricular process.

- **1<sup>st</sup>** 5-10 days OSS, possible extended suspension. Restitution if appropriate.
- **2<sup>nd</sup>** 10 days OSS with recommendation for extended suspension or expulsion

### 4. **Assaultive Behavior**

Assaultive Behavior is generally defined as intentionally or recklessly causing physical injury to another. Assaultive Behavior is divided into nine categories:

**A. Class I Assaultive Behavior Offense** – Is defined as assaultive behavior that does not meet the definition of a Class II Assaultive Behavior Offense toward a person who does not indicate a desire to fight and thereafter does not engage in such conduct.

- **1<sup>st</sup>** 5-7 days OSS
- **2<sup>nd</sup>** 6-10 days OSS, possible extended suspension
- **3<sup>rd</sup>** 10 days OSS with recommendation for extended suspension or expulsion

- B. Class II Assaultive Behavior Offense** – Is defined as assaultive behavior toward a person who does not indicate a desire to fight and thereafter does not engage in such conduct, which causes significant physical injury (i.e. stitches, broken bones, unconsciousness, or where an ambulance must be called to care for any person).
- 1<sup>st</sup> 5-10 days OSS, possible extended suspension
  - 2<sup>nd</sup> 10 days OSS with recommendation for extended suspension or expulsion
- C. Class I Fighting** – Is defined as physical conflict involving two or more participants that does not cause significant physical injury (i.e. stitches, broken bones, unconsciousness or where an ambulance must be called to care for any person) to any person engaged in the physical conflict.
- 1<sup>st</sup> 5-7 days OSS
  - 2<sup>nd</sup> 6-10 days OSS, possible extended suspension
  - 3<sup>rd</sup> 10 days OSS with recommendation for extended suspension or expulsion
- D. Class II Fighting** – Is defined as physical conflict involving two or more participants, which causes significant injury, as defined above, to any person engaged in the physical conflict.
- 1<sup>st</sup> 5-10 days OSS, possible extended suspension
  - 2<sup>nd</sup> 10 days OSS with recommendation for extended suspension or expulsion
- E. Threatening to Fight** – Is defined as expression of the intent to engage in assaultive behavior toward one another.
- 1<sup>st</sup> Conference; referral to counselor; to 3 day OSS
  - 2<sup>nd</sup> 2-5 days OSS
  - 3<sup>rd</sup> 6-10 days, possible extended suspension
- F. Assaultive Behavior Toward School Personnel** – Is defined as assaultive behavior toward a school district employee whether the conduct occurs on or off School District property; or threatening to engage in assaultive behavior toward a school district employee whether the conduct occurs on or off School District property; or verbally or physically intimidating conduct toward a school district employee whether the conduct occurs on or off School District property.
- 1<sup>st</sup> 10 days OSS with recommendation for extended suspension and/or expulsion
- G. Assaultive Behavior Toward Non-Students** – Is defined as assaultive behavior toward non-students, including but not limited to student teachers, visitors, volunteers, law enforcement personnel; or threatening to engage in assaultive behavior toward non-students; or verbally or physically intimidating conduct toward non-students on school district property or at school sponsored event.
- 1<sup>st</sup> 10 days OSS with recommendation for extended suspension and/or expulsion
- H. Threats of Violence Toward a Person** – Is defined as the verbal, written, or physical communication of a threat:
- 1) to inflict serious physical injury or death upon any person; or,
  - 2) to bring a weapon or explosive device onto School District property; or
  - 3) to possess a weapon or explosive device while traveling to or from school; or
  - 4) to bring a weapon or explosive device onto a vehicle operated by or for the School District for the transportation of students; or
  - 5) to bring a weapon or explosive device to a school-sponsored or school-directed activity; or
  - 6) to use a weapon or explosive device upon any person.
    - 1<sup>st</sup> 10 days OSS with recommendation for extended suspension and/or expulsion

- I. Threats of Violence Involving Property** – Is defined as the verbal, written, or physical communication of a threat to inflict serious property damage upon School District property or property which is located on School District property by use of a weapon, explosive device, or the use of fire.
- **1<sup>st</sup>** 1-10 days OSS, possible recommendation for extended suspension or expulsion
- 5. Automobile/Vehicle Misuse** – Is defined as discourteous or unsafe driving on or around school property; illegal or unregistered parking; failure to move vehicle at the request of school officials; failure to follow direction or established rules given by school officials.
- **1<sup>st</sup>** 1 day ISS
  - **2<sup>nd</sup>** 3 days ISS
  - **3<sup>rd</sup>** 1-3 days OSS
- 6. Bullying** (see board policy JFCF) – Repeated and systematic intimidation, harassment and attacks on a student or multiple students perpetuated by individuals or groups. Any intentional effort to inflict physical, emotional, or mental suffering on another individual or group of individuals. (Includes students participating in or encouraging inappropriate conduct). Bullying includes, but is not limited to verbal taunts, name-calling and put-downs, threats, extortion, theft, damaging property and exclusion from a peer group.
- **1<sup>st</sup>** Conference to 2 days OSS
  - **2<sup>nd</sup>** 3 days ISS to 5 days OSS
  - **3<sup>rd</sup>** 6-10 days OSS, possible extended suspension
- 7. Bus or Transportation Misconduct** (see Board policy JFCC)—Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student’s assigned school. In addition, transportation privileges may be suspended or revoked.
- 8. Defiance of Authority or Disrespect for Authority**
- A. Defiance of Authority/Insubordination** – Is defined as refusal to comply with a reasonable request or direction of school personnel or others in authority where there is no expressed disrespect for authority.
- **1<sup>st</sup>** Conference to 1 day ISS
  - **2<sup>nd</sup>** 2 days ISS to 2 days OSS
  - **3<sup>rd</sup>** 3 days ISS to 3 days OSS
  - **4<sup>th</sup>** 4-10 days OSS, possible recommendation for extended suspension
- B. Refusal to Work in Classroom** – Is defined as refusal to participate in classroom activities, including physical education.
- **1<sup>st</sup>** Conference
  - **2<sup>nd</sup>** 1 day ISS
  - **3<sup>rd</sup>** 1-3 days ISS
- C. Disrespect for Authority** – Is defined as overt conduct that exhibits a lack of proper respect for school personnel or others in authority, including incivility, irreverence, impudence, discourtesy or profanity directed toward any person in authority; or such conduct toward any School District employee during or in conjunction with any school-sponsored activity either on or off School District property.
- **1<sup>st</sup>** 1 day ISS – 5 days OSS
  - **2<sup>nd</sup>** 5-7 days OSS
  - **3<sup>rd</sup>** 7-10 days OSS, possible extended suspension
  - **4<sup>th</sup>** 10 days OSS with recommendation for extended suspension or expulsion

9. **Disorderly Conduct** – Is divided into six categories

A. **Disorderly Conduct** – Is defined as conduct outside of the classroom which is riotous, rowdy, disruptive, or unruly; including but not limited to the use of non-directed profanity; or offensive/inappropriate language, or conduct such as “depantsing,” or possession or use of inappropriate material.

- 1<sup>st</sup> Conference to 1 day ISS
- 2<sup>nd</sup> 1-3 days ISS
- 3<sup>rd</sup> 1-5 days OSS

B. **Disorderly Conduct in the Classroom** – Is defined as riotous, rowdy, disruptive or unruly conduct that breaks up the order or progress of the educational process in the classroom; or the general use of non-directed profanity in the classroom.

- 1<sup>st</sup> Conference to 2 days ISS
- 2<sup>nd</sup> 1-3 days ISS
- 3<sup>rd</sup> 2-5 days ISS
- 4<sup>th</sup> 1-3 days OSS
- 5<sup>th</sup> 4-10 days OSS, possible extended suspension

C. **Group Disorderly Conduct** – Is defined as riotous, rowdy, disruptive or unruly conduct which breaks up the order or progress of the educational process, or school sponsored or directed activities, where two or more persons are involved and/or act in concert.

- 1<sup>st</sup> 3-10 days OSS, possible extended suspension

D. **Class I Sexual Misconduct** – Is defined as the exhibitionist display of a person’s buttocks, genitals, or the female breasts. This includes pornographic material in any form. This offense may qualify as a Safe Schools Violation and require administration to notify staff members on a need-to-know basis.

- 1<sup>st</sup> Conference to 3 days OSS
- 2<sup>nd</sup> 3 days ISS to 5 days OSS
- 3<sup>rd</sup> 6-10 days OSS

E. **Class II Sexual Misconduct** – Is defined as conduct which is of a sexual nature by or between students which involves the intentional physical contact with a person’s clothed or unclothed buttocks, genitals, or the breasts of a female. This offense may qualify as a Safe Schools Violation and require administration to notify staff members on a need-to-know basis.

- 1<sup>st</sup> 1-5 days OSS
- 2<sup>nd</sup> 6-10 days OSS

F. **Sexual Misconduct Toward School Personnel** - Is defined as conduct that is of a sexual nature by a student toward a staff member that involves verbal comments, exhibitionism, or intentional physical contact.

- 1<sup>st</sup> 10 days OSS with recommendation for extended suspension and/or expulsion

10. **Electronic Devices**

Electronic devices of any type including cell phones are commonly owned and possessed by students. However, an electronic device and/or cell phone should not disrupt the learning environment in any manner. If inappropriate use occurs the electronic device or cell phone may be required to be relinquished, and consequences will be assigned. The inappropriate use of cell phones (video recording, texting, etc.) or other electronic devices also fall under the guidelines of other specific disciplinary policies outlined in this handbook.

**Marion C. Early High School will not be responsible or liable for damage, loss, or theft.**

- 1<sup>st</sup> Warning, electronic device kept in the office for the remainder of the day.
- 2<sup>nd</sup> Device kept in office. Parent must pick up the electronic device
- 3<sup>rd</sup> 1 ASD, parent must pick up the electronic device
- 4<sup>th</sup> 1 ISS, parent must pick up the electronic device

**11. Explosive Devices, Use or Possession of:** Possession or use of explosive devices is divided into two categories:

**A. Class I Explosive Devices** – Is defined as the possession or use of fireworks or incendiary devices on School District property that are otherwise legal to possess.

➤ **Possession**

- 1<sup>st</sup> Conference to 2 days OSS
- 2<sup>nd</sup> 3-5 days OSS

➤ **Use or Attempted Use**

- 1<sup>st</sup> 5-10 days OSS, possible extended suspension.
- 2<sup>nd</sup> 10 days OSS with recommendation for extended suspension or expulsion

**B. Class II Explosive Devices** – Is defined as the possession or use of explosives, incendiary devices, bombs or similar devices; or possession of materials to manufacture such devices in whole or in part; or possession of instructions or directions for the manufacture of such devices or other explosive devices.

- 1<sup>st</sup> 10 days OSS with recommendation for extended suspension

**12. Extortion** – Is defined as gaining or attempting to gain something of value from another by compulsion, by actual force, or by threats that place the person in fear.

- 1<sup>st</sup> 1-3 Days ISS
- 2<sup>nd</sup> 3-5 Days OSS

**13. Failing to Meet Conditions of Suspension** – Coming within 1,000 feet of any public school in the district while on suspension for an offense that requires reporting to law enforcement or for an act of school violence or drug-related activity defined by district policy as a serious violation of the district’s discipline policy. In determining whether to suspend or expel a student, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether the student’s presence within 1,000 feet of the school is disruptive to the educational process or undermines the effectiveness of the school’s discipline policy.

- 1<sup>st</sup> Additional days of suspension/expulsion and/or referral to law enforcement.

**14. False Alarms/Filing a False Emergency Report** – Includes tampering with emergency equipment or setting off false alarms; making false reports; communicating a threat or false report for the purpose of frightening, disturbing, or causing the evacuation or closure of school property.

**A. Class I False Emergency Report** – does not disrupt any educational, extra-curricular activity or the school environment (such as a false 911 call).

- 1<sup>st</sup> 5-10 days OSS, possible extended suspension, possible charges filed.
- 2<sup>nd</sup> 10 days OSS with recommendation for extended suspension or expulsion, charges filed.

**B. Class II False Emergency Report** – disrupts an educational or extra-curricular activity or the school environment such as pulling a fire alarm or making a bomb threat.

- 1<sup>st</sup> 10 days OSS with recommendation for extended suspension or expulsion, charges filed.

**15. Falsification of Information** – Is divided into two categories.

**A. Giving False Information/Falsifying School Records** – Is defined as falsely altering any record maintained by the School District; or filing, processing, or using false information with the School District with the intent to deceive School District personnel.

- **1<sup>st</sup>** Conference to 2 days ISS
- **2<sup>nd</sup>** 2-5 days ISS
- **3<sup>rd</sup>** 3 days OSS
- **4<sup>th</sup>** 4-10 days OSS, possible extended suspension

**B. Forgery** – Is defined as conduct that consists of making and/or using a signed document which is purported to have been signed by another.

- **1<sup>st</sup>** Conference to 1 day ISS
- **2<sup>nd</sup>** 2-5 days ISS
- **3<sup>rd</sup>** 3 days OSS
- **4<sup>th</sup>** 4-10 days OSS, possible extended suspension

**16. Gambling** – Betting on an uncertain outcome, regardless of stakes; engaging in any game of chance or activity in which something of real or symbolic value may be won or lost. Gambling includes, but is not limited to, betting on outcomes of activities, assignments, contests and games.

- **1<sup>st</sup>** Conference to 1 day ISS
- **2<sup>nd</sup>** 2-5 days ISS

**17. Harassment** – Is generally divided into 3 categories.

**A. Inappropriate Non-Physical Harassment** – (See Board policy AC)

Is defined as harassment which is inappropriate verbal, written or non-verbal, non-physical conduct such as demeaning comments or jokes concerning a person's race, color, religion, gender, sexual orientation or perceived sexual orientation, national origin or disability, or requests for sexual favors, sexual advances or other non-physical conduct of a sexual nature.

- **1<sup>st</sup>** Conference to 3 days OSS
- **2<sup>nd</sup>** 3 days ISS to 5 days OSS
- **3<sup>rd</sup>** 6-10 days OSS, possible extended suspension

**B. Inappropriate Physical Harassment** – (See Board policy AC and regulation AC-R)

Is defined as harassment that is physical in nature including hazing or physical tormenting of a person because of the person's race, color, religion, gender, national origin, or disability.

- **1<sup>st</sup>** 2 days ISS to 3 days OSS
- **2<sup>nd</sup>** 6-10 days OSS, possible extended suspension
- **3<sup>rd</sup>** 10 days OSS with recommendation for extended suspension and/or expulsion

**C. Hazing** – (See Board policy JFCF). Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student, or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization, or school-sponsored activity. Hazing may occur even when all students involved are willing participants.

- **1<sup>st</sup>** Conference to 3 days OSS
- **2<sup>nd</sup>** 4-10 days OSS
- **3<sup>rd</sup>** 10 days OSS with recommendation for extended suspension and/or expulsion

**18. Plagiarism** – The act of plagiarism includes but is not limited to the following:

- Copying word for word without quotation marks or acknowledging the original source (including copying and pasting from internet sources.)
- Using key words or phrases without quotation marks or acknowledging the original source.
- Paraphrasing key words, phrases or ideas without acknowledging the original source.
- Using an author's ideas without crediting the original source.
  - **1<sup>st</sup> Offense** A student who plagiarizes shall receive a failing grade for the assignment and be referred to the Administrator. A parent conference will be held during which the student and parents will be advised of the plagiarism and informed of the consequences for future offenses. The student will serve 1 day ISS.
  - **2<sup>nd</sup> Offense** The student will receive a failing grade for the course and be removed from the course. A referral will be made to the Administrator, and parents advised of all consequences. The student will serve 1-3 days ISS.

**19. Public Displays of Affection** – Is defined as physical contact, which is inappropriate for the school setting, included but not limited to kissing, hugging, walking arm in arm, and groping.

- **1<sup>st</sup>** Administrator/Student conference
- **2<sup>nd</sup>** 1 day ISS, parent contact
- **3<sup>rd</sup>** 2 days ISS, parent contact, referral to counselor

**20. Secret Organizations or Gangs** – Sororities, fraternities, gangs or secret societies of the community are not school organizations. No on-campus activity or influence of such groups, by students or other members, shall be permitted. Prohibited activities include, but are not limited to: hazing, initiations, wearing special attire (including pins, insignia or identifying symbols), or any other influence that may interfere with the normal progression of the district's educational program.

- **1<sup>st</sup>** 1 day ISS
- **2<sup>nd</sup>** OSS, possible referral to law enforcement

**21. Skating** – For safety reasons, no skating in any form will be permitted on school premises. Bus transportation is provided for all students.

- **1<sup>st</sup>** Warning, skating device kept in the office for the remainder of the day
- **2<sup>nd</sup>** 1 day ISS, parent must pick up the skating device

**19. Technology Misconduct** (See Board Policy EHB and KKB and procedure EHB-AP) – Is divided into three sections: Any misconduct will result in suspension of computer privileges.

**A. Unauthorized Use of a Computer** – Is defined as the use of a computer or computer system, to access without authorization a database, computer network, or computer system owned by the School District. Use of a computer at school to download or review data or other materials from a database, computer network, or computer system, with or without authorization, when access or downloading such data is prohibited. Materials such as pornography, violent images, images promoting civil disorder, music files, movie files, gaming files, or any other copyrighted materials are expressly prohibited. **Students will be liable for any penalty by law.**

- **1<sup>st</sup>** 3-5 days OSS
- **2<sup>nd</sup>** 6-10 days OSS, possible extended suspension

**B. Tampering with Computer Equipment or Data** – Is defined as the unauthorized (a) modification or destruction of data or programs (or supporting documentation for) residing or existing internal to a computer, computer system, or network; or (b) disclosure or taking of data, programs or supporting documentation residing or existing internal or external to a computer, computer system, or computer network; or (c) entry into a computer, computer system, or computer network to intentionally examine information about another person or entity.

- **1<sup>st</sup>** 5-10 days OSS, possible extended suspension
- **2<sup>nd</sup>** 10 days OSS with recommendation for extended suspension and/or expulsion

C. **Inappropriate Use of Computer** – Is inappropriate use of computer not otherwise defined in A or B.

- **1<sup>st</sup>** Conference to 2 days ISS
- **2<sup>nd</sup>** 1-3 days OSS

20. **Theft** – Theft, attempted theft, or knowingly possessing stolen property.

A. **Class I Theft** – Theft of property with a value or replacement cost of less than one hundred dollars (\$100.00) in the opinion of the building administration.

- **1<sup>st</sup>** 1 day ISS to 3 days OSS
- **2<sup>nd</sup>** 3-5 days OSS
- **3<sup>rd</sup>** 6-10 days OSS, possible extended suspension

B. **Class II Theft** – Theft of property with a market value or replacement cost of one hundred dollars (\$100.00) or more, in the opinion of the building administration.

- **1<sup>st</sup>** 3-5 days OSS
- **2<sup>nd</sup>** 5-10 days OSS, possible extended suspension

21. **Tobacco** – Possession or use of any tobacco products on school grounds, school transportation, or at any school activity is prohibited. Along with confiscation of the product:

- **1<sup>st</sup>** 1-5 days ISS
- **2<sup>nd</sup> and subsequent** 5-10 days ISS

22. **Truancy** – (See Board Policy JED) Any unauthorized absence from school. Any student leaving campus without signing out in the office and informing a secretary or principal that they are leaving, will be considered truant. Any student leaving campus after arrival before classes begin will be considered truant. **Juvenile authority will be notified if the student is under 17 years old.**

A. **Truant** - A student is considered truant whenever there is an absence from school without prior knowledge or consent of the parents/guardians and/or the school.

- **1<sup>st</sup>** 1 day ISS
- **2<sup>nd</sup> and subsequent** 1-3 days ISS

B. **Out of Assigned Area** – Students not in assigned area of campus during the school day.

- **1<sup>st</sup>** 1 ASD - 1 day ISS
- **2<sup>nd</sup> and subsequent** 1-3 days ISS

C. **Skipping Lunch** – Students that do not attend lunch in the high school cafeteria.

- **1<sup>st</sup> and subsequent** 1 day ASD

23. **Unauthorized Entry** – Entering or assisting any other person to enter a district facility, office, locker, or other area that is locked or not open to the general public; entering or assisting any other person to enter a district facility through an unauthorized entrance; or assisting unauthorized persons to enter a district facility through any entrance. **Trespass charges may be filed with police department.**

- **1<sup>st</sup>** 1-3 days OSS
- **2<sup>nd</sup>** 3-5 days OSS

24. **Unsportsmanlike Behavior at Athletic Contest** – In addition to other appropriate disciplinary action for assault, disorderly conduct, etc.

A. **Inappropriate Language and Disorderly Conduct**

- **1<sup>st</sup>** 7 calendar day suspension from participating or attending athletic events to suspension for remainder of the school year from participating or attending any school activity

- 2<sup>nd</sup> Suspended for remainder of school year from participating or attending any school activity

**B. Fighting, assaultive behavior; throwing objects or possession of inappropriate objects at any activity.**

- 1<sup>st</sup> 14 calendar day suspension from participating or attending athletic events to suspension for the remainder of the school year from participating or attending any school activity
- 2<sup>nd</sup> Suspended for remainder of school year from participating or attending any school activity

**25. Vandalism/Destruction of Property – Willful damage or the attempt to cause damage to real or personal property belonging to the School District, staff, or students. Conduct that destroys, mutilates, vandalizes or defaces objects, buildings, material or property belonging to the district or to school personnel wherever the property is located.**

**A. Class I Vandalism/Destruction of Property – Conduct which involves destruction of property/vandalism where the property has a market value, repair or replacement cost of less than one hundred dollars (\$100.00) in the opinion of the building administration.**

- 1<sup>st</sup> 1-3 days OSS
- 2<sup>nd</sup> 4-10 days OSS, possible extended suspension

**B. Class II Vandalism/Destruction of Property—Conduct which involves destruction of property/vandalism where the property has a market value, repair or replacement cost of more than one hundred dollars (\$100.00) in the opinion of the building administration.**

- 1<sup>st</sup> 3-10 days OSS, possible extended suspension
- 2<sup>nd</sup> 10 days OSS with recommendation for extended suspension and/or expulsion

**26. Weapons (see Board policy JFCJ)**

Students are forbidden to bring any item considered to be a weapon including any firearm. Examples are not limited to blackjack, clubs, firearms, concealable firearms, explosive weapon, gas gun, knife, machine gun, projectile weapon, chains, metal knuckles, pistols, rifle, shotgun, spring gun, or switchblade knife. This includes any type of weapon by whatever name which will, or which may be, readily converted to expel a projectile by the action of any explosive propellant. Also included are explosives of any type, incendiary devices of any type, bombs, and any type or form of ammunition. The possession of any instrument or device by whatever name that can be used to inflict physical injury or harm to another person is prohibited in all schools, on or about school grounds, on or about school buses and at all school activities. Random locker checks and sporadic use of drug dogs may be employed. Backpacks, coats, and other personal belongings are subject to reasonable search and seizure.

**A. Class I Weapon – Articles designed for other purposes but by inappropriate use could easily be used to inflict bodily harm and/or intimidate others, such as belts, pencils, compasses, scissors, chains, etc.**

➤ **Use**

- 1<sup>st</sup> 1-180 days OSS

**B. Class II Weapon – Any knife, butterfly knife, dagger, or other bladed hand instrument readily capable of inflicting physical injury; finger rings or brass knuckles adapted for the purpose of inflicting serious physical injury, blackjack, or switchblade knife that opens automatically with a button.**

➤ **Possession/Use**

- 1<sup>st</sup> 1-180 days OSS

C. **Class III Weapon** – Any firearm or other weapon designed to expel a projectile by the action of an explosive, including firearms, concealable firearms machine guns, rifles, shotguns, and spring guns. Any explosive weapon such as an explosive, incendiary, or similar device designed for the purpose of inflicting death, serious property damage, or serious physical injury. Any projectile weapon such as any bow, crossbow, pellet gun, paint gun, or other weapon that is capable of expelling a projectile that could inflict serious physical injury or death.

➤ **Possession**

- 1<sup>st</sup> 1-180 days OSS

➤ **Use**

- 1<sup>st</sup> 1-180 days OSS and recommendation for expulsion

**Behavior Not Covered Above**

Repeated unacceptable behavior or behavior deemed inappropriate by the administration and not specifically covered by the discipline code may be addressed by the administration in the manner most judicial to fit the offense.

**Principal Takes Severity Into Account**

The administration reserves the right to take the severity of all discipline into account or add additional penalties to what is stated in this handbook, if they believe the severity of the situation warrants it. The administration also reserves the right to discipline any student for disrupting the educational process for any action not specified.

**Types of Punishments Used at Marion C. Early**

1. Warning/Parent Contact
2. In-School Suspension (student is given regular classroom assignments to do)
3. 8<sup>th</sup> Hour Detention (from 7:00-8:00 a.m. OR 3:06-4:06 p.m Tuesday/Thursday)
4. Out of School Suspension (student MAY attend the alternative school for the duration of the suspension and receive 60% credit for work completed)

**Referral of Students with Disabilities**

Students with disabilities shall be treated in a manner consistent with their individual educational programs and federal and state law.

**Procedure Prior to Referral to the Building Administration**

Teachers, teaching teams and/or staff members should work with a student who has committed a minor disciplinary infraction prior to officially referring the student to the building administration. A student who commits a minor disciplinary infraction should be given the opportunity to self-correct his or her conduct. It is expected that prior to referral to the office for minor disciplinary infractions, the teacher and /or staff member shall conference with the student and shall have made contact with the student's parent or guardian concerning the conduct by conference, telephone or letter.

**Student Referral Procedures**

The School District's student referral procedures are as follows:

1. Students may be referred for discipline for any violation of the School District's student discipline policies, as defined in the Administrative Guideline on Student Discipline.
2. Minor disciplinary infractions should be handled as described above.
3. Staff members who refer a student to the office should prepare the approved student discipline referral form. Referral forms may be completed by the appropriate administrator for review and signature of the referring staff member if circumstances prevent the staff member from completing the form at the time of referral. Student referrals will not be accepted, except in emergencies, if they are not on the approved form.

4. Sufficient and accurate details will be supplied by the referring staff member on the form in order that the administrator who handles the discipline will be able to quickly determine the nature and extent of the alleged infraction.
5. No student will be referred for discipline for conduct that does not violate, or appear to violate the student discipline policies of the School District.
6. No student will be referred for discipline because of the student's race, color, religion, ancestry, national origin, sex, age or disability.

***Suspension:*** The school principal has the right to suspend for a period up to 10 school days. In these cases, an informal hearing between the school administrators, student, and other appropriate persons will be conducted. During this hearing, the student would be given notice of the charges against him/her and given an opportunity to present his/her version of the incident. If the student denies the charges, he/she will be given an explanation of the facts that form the basis of the proposed suspension. If, after the hearing is completed, the administrator decides that a suspension is necessary, it will become effective immediately.

The parents or guardian will be notified in each case of a suspension. The Superintendent has the right to revoke a suspension. The school principal has the right to recommend to the Superintendent of Schools a suspension of up to 180 school days. Should this occur, both the student and the student's parents will be notified of the recommendation. Part of this notification will include instructions regarding the due process and appeal procedures. If an appeal is requested, it is conducted by the Board of Education through the Superintendent of Schools. Students, while under suspension, are prohibited from participation in, or attendance at, any school-sponsored activities or programs.

***Expulsion:*** The principal and/or Superintendent have the right to recommend to the Board of Education that a student be expelled from school. Should this occur, the student and the student's parents will be notified of the recommendation. Part of this notification will include instructions regarding the due process and appeal procedures. If an appeal is requested, it will be conducted by the Board of Education.

### **Out-Of-School Suspension**

According to Missouri law, a building principal, or an assistant principal, may suspend students for a maximum of 10 school days. The superintendent may suspend students for a maximum of 180 school days. The local Board of Education has the authority to expel students from school. Students who are suspended out-of-school for up to 10 days will be allowed to make up their work for sixty percent of the assignment's credit, if they attend the alternative school site for the entire duration of the suspension. Second offenders of assaultive behavior will not be allowed to attend the alternative school. Students with a weapons violation will not be allowed to attend the alternative school. Students who are long-term suspended for 11-180 days will be unable to attend or receive credit through the alternative school. Suspended students are not to be on school grounds or at any school function unless prior permission has been obtained from the principal. Suspended students found on school grounds or at school functions without permission from the high school principal will be subject to arrest for trespassing and additional disciplinary action will be taken.

### **In-School Suspension**

Procedural guidelines for the administration of the school's In-School Suspension program shall be as follows:

1. Students will bring all textbooks from all courses in which they are enrolled.
2. Students will bring supplies of notepaper, pencils, erasers, etc.
3. Students will be productive in course assignments.
4. No food or drink will be allowed in ISS with the exception of lunch.
5. ISS students will eat during the lunch period in the ISS room with the ISS teacher.
6. Students WILL NOT be allowed to sleep.
7. Students will not speak to any other student or the instructor without permission.
8. Two restroom breaks will be allowed in the morning and one in the afternoon.

9. Failure to report to ISS at the proper time will result in the student spending the remainder of the current day in ISS and making up the time missed. The parent or guardian of any student assigned to ISS will be notified immediately of the decision.
10. Any student who is removed from ISS for violation of ISS regulations will be given OSS, but must complete ISS assignment upon returning to school. Parents or guardians and juvenile authorities may be notified.
11. Repeated disciplinary infractions may result in OSS instead of ISS.
12. Failure to complete assignments to the satisfaction of the ISS teacher, or the regular classroom teacher, who has assigned the work, will result in additional ISS placement to complete the assignments.
13. Absences will delay, not eliminate, days in ISS. The time will be served upon returning to school. Medical excuses from a physician may be required if the absence occurs during the time ISS is assigned.

### **After School Detention**

Procedural guidelines for the administration of After School Detention shall be as follows:

1. Hours for ASD are from 3:06 p.m. to 4:06 p.m. on Tuesday and Thursday.
2. Students are responsible for their own transportation.
3. Students will not speak to any other student or the instructor without permission.
4. Students are responsible for bringing all study materials and assignments, and/or the teacher may provide instruction and assignments or ways to help students learn to manage their own behavior.
5. Students WILL NOT be allowed to sleep.
6. No food or drink will be allowed.
7. No headsets, electronic equipment, games, etc. are allowed.

## **XII. MARION C. EARLY R-V SCHOOL BOARD POLICIES**

### **FIREARMS AND WEAPONS**

The Marion C. Early R-V Board of Education has a policy that any student who brings a firearm to school will be suspended from school for a period of not less than one year. An exception to this rule is that the District's chief administrator may modify the suspension requirement on a case-by-case basis to comply with the discipline of a student with disabilities in accordance with the Education Act (IDEA) and Section 504 of the Rehabilitation Act.

Any person utilizing the school facility or school transportation is not to carry, conceal or directly sell, deliver or loan any kind of weapon. Violation of this provision will be referred to the proper authorities and may subject the person to suspension or expulsion from school.

### **ALCOHOL AND DRUGS**

The purpose of this policy is to provide consistent and clear-cut guidelines to all students and the school population in general regarding alcohol and other drug use situations. Furthermore, it is the intent of this school to provide a drug-free, safe learning environment to all students. It is the expectation of this school that all students will arrive at school in a suitable mental and physical condition to perform their educational responsibilities in a satisfactory manner and behave appropriately.

This school realizes that chemical dependency, is a treatable health problem and does not respect any age group. The use of controlled substances (alcoholic beverages or drugs) represent such danger to students, the School Board has determined that the use, possession, transfer or sale of controlled substances on school premises, including in student's vehicles in the parking area, in school vehicles, or at school activities is strictly forbidden.

Students are expected to report to school and school activities in a drug-free condition\* except as specified below. All forms of alcoholic beverages are included in this policy as are narcotics,

antidepressants, stimulants, hallucinogens, cocaine, marijuana and any other drugs, prescription or otherwise, that may impair the student's ability to perform in the academic setting.

This school will give the same consideration to persons with chemical-dependence problems as it does to students having other health problems. Seeking assistance for such problems will not jeopardize a student's continued education whereas ongoing decreased performance, attendance or behavioral problems may do so.

**\*For students under a physician's care and requiring medication:**

The parent or guardian should bring the medication to the school nurse. The medication should be in the original container, with the prescription label bearing the student's name. The nurse will dispense the medication pursuant to the prescribing doctor's instructions.

**Students bringing, distributing or taking medication without following these guidelines will be in violation of the Marion C. Early School Policy on health concerns and will face a ten (10) day minimum suspension.**

**STUDENT DRUG TESTING**

FILE: IGDJB

**Background:**

Basic

Alcohol and drug abuse are serious problems today in America, and schools including Marion C. Early R-V are not immune. Students involved in school-sponsored activities are increasingly exposed to a variety of dangerous and illegal drugs. Some students are also attracted to "performance enhancing" drugs, such as steroids, in misguided efforts to increase their strength or endurance. The administration of Marion C. Early R-V School District has noted and documented, both formally and informally, an increase in the use of drugs and alcohol by students, including those students participating in extracurricular activities. The administration supports a zero-tolerance policy. (This means that a test has no levels noted other than positive or negative.)

The education and drug-testing program described in this policy and the accompanying administrative procedure are a part of an overall physical and social conditioning program at Marion C. Early R-V School District. The belief and school mission statement (Policy AD) is the foundation of the educational program offered in the district. It states, "We believe that the student must have responsibilities in the educational program of the community. The most important of these is attitude. The student is obliged to come with an open mind, equipped with all the necessary materials, ready to fulfill the responsibilities in the learning process. The basic attitude should be that the school is an institution of opportunity, staffed with trained personnel to help the student become a contributing member of society." It is the district's position that drug and alcohol uses are inconsistent with the learning process and participation in school activities. The goal is not to levy discipline, but rather to aid in the discovery and prevention of possible drug-related problems. The key component of this program is opening the lines of communication between students and parents about the serious matters of drug and alcohol abuse.

Students representing the Marion C. Early R-V District in extracurricular activities are to be respected and admired by other students, faculty, staff and the community. The participants in activities are expected to hold themselves as good examples of acceptable conduct, citizenship, sportsmanship, and represent the qualities desired of our students as stated in the Marion C. Early R-V District statement of beliefs and mission statement. Drug and alcohol use cause serious physical, mental and emotional harm. A student involved in extracurricular activities using drugs may endanger himself/herself as well as others involved in the activity. All students in the Marion C. Early R-V District who choose to participate in extracurricular activities are entitled to do so in a drug-free environment.

The random drug-testing program is mandatory to all students participating in extracurricular activities. The activities included are: boys' and girls' basketball, boys' and girls' track, baseball, softball, cheerleading, special performance team, cross country, Art Club, FCA, FBLA, FFA, FCCLA, Letterman's Club, Jazz Band, Marching Band, Band Club, Chamber Choir, Science Club, Spanish Club, Speech/Debate, Literary Club, Math Club, Student Council, National Honor Society, Stream Team, and Fishing Club.

This testing program does not affect other policies and practices of the school in dealing with drug or alcohol use or possession where reasonable suspicion is obtained by means other than the mandatory and random testing discussed here. All students involved in extracurricular activities may be tested beginning with the first day of participation in the school-sponsored program. Students involved in more than one extracurricular activity in a semester may be tested for the first activity occurring that semester, and will be subject to random testing in all activities throughout the school year. Students will be subject to random testing as prescribed in procedure IGDJB-AP during the activity.

All records of student testing will be shredded at the end of each school term other than records of students subject to the 365-day testing rule. After a student has completed the 365 days with no positive tests, those records will be destroyed also.

**Disclosure of Other Medications:**

All currently available drug tests have the possibility of producing a "false positive." This means that if the student is taking any over-the-counter or prescription medications, the test may produce a positive reading. In addition, certain foods have been known to produce a false positive result. Consequently, the students selected for testing must disclose any over-the-counter or prescription medications to the testing laboratory prior to being tested. This verification will be provided confidentially. It will be placed in a sealed envelope to be sent to the testing laboratory and only opened if a positive test occurs. The school administrator or designee will sign the student's number or code on the envelope to protect the identity of the student. Students who fail to provide the verification of medication and test positive will be subject to the consequences specified for positive results.

**Consequences:**

Consequences for a positive test shall be suspension from participation in all school-sponsored extracurricular activities (including practice, meetings, etc.) for a period of three (3) weeks and until the student tests negative. This subsequent test by the student will be at the expense of the student and parent/guardian. The lab testing facility must be the contracted facility used by the school district. The amount of time between the first positive test and further testing is determined by the student and his/her parents/guardian.

In no event, however, will student participation resume sooner than three calendar weeks from the date of the first positive test report. After a student tests positive for illegal substances, and wishes to remain eligible for any further participation in activities, he/she will be subject to non-random testing at the request of the administration or designee. The student may be tested in this manner for 365 calendar days, beginning from the date of the first positive results. Testing procedures will remain identical to the random testing procedure. A second positive test during the school year, mandatory or random, will result in the student being ineligible to participate in all extracurricular activities for 365 calendar days and until the student tests negative.

**Drug Counseling and Assistance:**

The main goal of this drug testing policy is to educate students regarding the serious problems of drug and alcohol abuse. As such, drug counseling and assistance programs will be urged by the school district for any student testing positive under this policy. If requested by the parent/guardian,

assistance in obtaining help for the student will be provided by the school counselors. Any assistance otherwise or enrollment into any other drug counseling sessions will be exclusively the cost of the student and parent/guardian.

## **DEFINITIONS**

**Alcohol:** Defined as ethyl alcohol or any beverage containing ethyl alcohol.

**Illegal Drugs:** The synthetic or generic equivalent or derivative drugs which are illegal under federal, state, or local laws, including but not limited to marijuana, heroin, hashish, cocaine, hallucinogens, depressants, and stimulants not prescribed for the user. Illegal drugs include steroids and steroid derivatives of related substances, which are not prescribed by a physician or are prescribed by a physician for uses not authorized by the manufacturer of the drug. [See the Narcotic Drug Act, section 195.101, RSMo, and Section 202 of the Controlled Substances Act, 21 U.S.C. 812.]

**Random Testing:** Students covered by this policy will be subject to random selection for testing. In implementing the procedure, each student participating in extracurricular activities will be assigned a number. On each testing day, a predetermined number of said students will be selected using a table of random numbers. If a student selected in this manner is absent, more random numbers will be selected until the predetermined number of students has been tested.

### **Purpose of Marion C. Early R-V Student Drug Testing Policy**

1. To allow students of Marion C. Early R-V Schools to know that the school is concerned about their total well-being. The School District is interested in helping students who may be having drug/alcohol problems.
2. To emphasize health concerns for students in areas of safety while they are participating in activities as well as the long-term physical and emotional effects of chemical use on their health.
3. To assist students to resist peer pressure that directs them toward the abuse or misuse of chemical substances.
4. To establish standards of conduct for students who are considered leaders among their peers.
5. To work cooperatively with parents/guardians assisting them in keeping their children free from illegal drugs and alcohol.
6. To deter chemical abuse or misuse by students through the use of drug testing.

*Note: The reader is encouraged to review administrative procedures and/or forms for related information in support of this policy area.*

## **STUDENT DRUG TESTING – PROCEDURE**

**FILE: IGDJB-AP**

### **Basic**

Prior to a student's participation in a specified athletic or student activity, each participating student and parent/guardian will be requested to attend at least one (1) drug awareness session. At the session, each student and parent/guardian shall receive information about the problems of drug use and receive a copy of the district's drug testing policy. In addition, there will be a presentation on the district's drug testing policy and the procedures. During each session, the student and parents/guardians will have an opportunity to ask any questions they may have regarding the program.

The student and the parent/guardian shall sign the consent form (IGDJB-AF) and return the form to the Principal's office in the high school prior to participation. The form stipulates that if the student and the parent/guardian sign it, the student will be subject to random testing. A student may refuse to be randomly tested during the course of his/her participation in the activity. In that case, he/she will be immediately suspended from further participation in any defined and listed extracurricular activity for 365 continuous days and until he/she test negative.

All students participating in an activity may be tested at the beginning of the first day of participation in that school-sponsored activity. Students involved in more than one activity in a semester may be tested for the first activity occurring that semester, and will be subject to random testing in all activities throughout the year. Students will be subject to random testing throughout the school year as described herein.

For the random testing, each student will be assigned a number that will be maintained in the Principal's office. Such random testing may occur up to once per month and may encompass up to one-third (1/3) of the students participating in each activity.

### **Privacy and Confidentiality**

The testing methods to be administered will be urinalysis and/or breathalyzer. Appropriate steps will be taken to respect the privacy of students while, at the same time, prevent the possible falsification or contamination of the sample. Upon receiving a notice from the administration that the student has been selected for testing, the student will go to the administrator's office or appointed site. The student will be given an empty specimen container. The container will have the assigned code number and date on it. The student will then be directed to the appropriate site to produce the urine sample. The student will not be under visual observation while producing the sample. After the student produces the sample, the appointed supervisor will conduct a temperature check of the sample to ensure it is genuine. After producing the sample, the student and the administrator shall date and initial the cross-referenced list, establishing that the sample container has the proper assigned number written on it. For the breathalyzer test, if administered, the student will perform the test in the presence of an appointed supervisor.

The samples will then be taken to an appointed certified testing laboratory. The testing lab will not be given name or personal identification of any student. The student will be identified only by the assigned reference number. The test results will remain confidential and will only be released to the student, his/her parent or guardian, and the designated school officials. In addition, the test results will not be used for student discipline beyond the measures outlined in Policy IGDJB, will not become part of the permanent school record, or communicated to any other party. All files regarding the participants in the program as well as the test results shall be kept strictly confidential and will be kept separate from the mandatory official school files required for each student. Any negligent or intentional disclosure by any school-designated official of the test results may be grounds for disciplinary action. Furthermore, if a student tests positive, the administration will not use or reveal a positive test result as a reason to search the student's locker, purse, backpack or other area in which the student keeps his or her personal effects. Test results will not be turned over to law enforcement without a court order and the administration will not disclose test results without a court order, for purposes of a criminal investigation.

### **Verification of Sample**

Testing procedures shall be conducted according to procedures designed to ensure integrity of specimens and the chain of custody of said specimens. The initial urine sample may be used to provide two (2) tests. If the first test is negative, no further action is necessary. If the first test is positive, a second confirmation test will be administered to verify the first results. If the test proves negative, no further action will be necessary. If an initial breathalyzer test is negative, no further action is necessary. If the breathalyzer test is positive, a second test will be administered to verify the first results.

### **POSSESSION AND/OR USE OF ALCOHOL AND/OR DRUGS**

The disciplinary guidelines regarding alcohol and drugs that follow are for junior high/high school students, grades 6-12. The "offenses" listed below are cumulative throughout the student's junior high/high school career.

**First Offense:** Students who are in possession or under the influence of a controlled substance are to be suspended from school for a minimum of ten (10) days. The Principal or designated individual will notify the parent(s)/guardian in writing and verbally to explain the incident and arrange a conference. After visiting with the school Counselor, arrangements for regular counseling by a drug abuse counseling center may be made by the student and his/her parent or guardian.

The following should occur prior to the evaluation:

1. Check disciplinary record for prior indication of problems, chemical or otherwise.
2. Gather information from teachers concerning student's recent behavior.
3. Speak with parent and the student with regard to the event and findings, recommendations and establish expectations and consequences.
4. Make this information available to referring agency.

The Principal or designated individual will contact law enforcement officials if necessary. The contacted evaluation center will notify the school that the client has made contact and is willing to comply with the appropriate process. Based on the data that the student is being evaluated and appropriate procedure agreed upon is being followed, the ten (10) day suspension may be reduced.

**Second Offense:** If a second offense occurs during the student's high school career, expulsion will be considered by the School Board, at the next regularly scheduled meeting. The student will be suspended from school until the next School Board Meeting at which time the student and his/her parent(s) or guardian are to appear before the Board of Education.

#### **SALE / DISTRIBUTION OF ALCOHOL OR DRUGS**

1. Supplying or selling of chemical substances will result in a recommendation, by the Principal to the Superintendent of Schools, for an expulsion of the student with due process.
2. The Principal will notify the parent(s)/guardian in writing and verbally.
3. The Principal or designated individual will refer the case to the proper legal authorities.
4. Prior to the recommendation for expulsion, the Counselor or designated individual will prepare a case study to assist the student and the parent(s) in the assessment of constructive alternatives for rehabilitation.
5. Student and parent(s) are entitled to present their case to the School Board and to be represented by legal counsel if they so desire.

#### **DEALING WITH INAPPROPRIATE BEHAVIOR RELATED TO ALCOHOL OR DRUGS**

Problems that may or may not be chemical-related include belligerent behavior, falling grades, sleeping in class, tantrums, absenteeism and poor hygiene. A staff member becoming aware of such problems should take the following steps:

1. Notify the Principal or Counselor.
2. Principal or designated individual will notify the school nurse to determine if a medical emergency exists and take appropriate action if necessary.
3. Behavior Observation Sheets distributed to student's teachers by the Counselor.
4. A composite of Behavior Observation Sheets is compiled and plans for further action discussed.
5. Student and parent(s)/guardian will be contacted for a conference to discuss concerns. Staff will make recommendations at this time when appropriate.
6. Specific and measurable guidelines will be introduced to ensure increased student performance.
7. Referral to outside agencies for assessment/evaluation if appropriate or if student performance fails to increase during the agreed time frame.
8. If, upon completion of the evaluation, the student fails to comply with appropriate recommendations, regular disciplinary action will be taken.

**School Personnel Contacted by Students Seeking Alcohol / Drug-Related Help or Advice: (*The School Nurse is to be present during these steps.*)**

1. Personnel should discuss with student the availability of treatment/evaluation services.
2. Personnel would strongly encourage the student to involve the parent(s)/guardian.
3. Personnel should help facilitate an appointment with the appropriate agency.
4. Personnel will inform the student that the school will be supportive, but does not tolerate use on campus, or being under the influence.

**XIII. 1996 SAFE SCHOOLS ACT – HOUSE BILLS 1298 & 1301**

**SCHOOL DISCIPLINE POLICIES**

This legislation outlines several policy requirements focusing on promoting safe school environments. Local boards of education of each school district are required to establish a written discipline policy, including specifying the District’s policy on corporal punishment and procedures in which punishment will be applied. Pupils and their parent or legal guardian must be provided a copy of the disciplinary policy. All employees of the district are to receive annual instruction on the content of the disciplinary policy.

**REPORTING REQUIREMENTS**

District administrators are required to report acts of school violence to teachers and other school employees who have direct responsibility for the child’s education or interact with the student on a professional basis. The section defines “acts of school violence” and “violent behavior” including a listing of felonies that are required to be reported.

Any portion of a child’s IEP relating to demonstrated or potentially violent behavior must be reported to any teacher or district employee directly responsible for the child’s education or who interacts with the student within the scope of their duties.

**STUDENT SUSPENSION**

Current law requires a minimum of a one-year suspension for a student bringing a weapon to school. This amendment allows the suspension to be either one year or an expulsion and expands the definition of weapon. Civil war era weapons when used for a Civil War reenactment on school property are exempted when approved in advance by the Principal.

**DISCIPLINE RECORDS**

Districts are required to compile and maintain records of any “serious violation” of district policy. Records will be made available to district personnel with the need to know based upon their assigned duties and shall also be sent to any district a student subsequently attends.

**ABUSE INVESTIGATION**

This section outlines investigations of alleged abuse based upon the use of corporal punishment within the district. The amendment would authorize the juvenile officer to designate another law enforcement officer to investigate these allegations in conjunction with school personnel.

**CHILDREN WITH DISABILITIES**

Section 162.680 RSMo. contains the State prohibition on denial of educational services based upon the child’s disability. This section is amended to provide that if violent behavior of a child with a disability causes a substantial likelihood of injury, the school shall initiate procedures to change the student’s educational placement.

**RESIDENCY ISSUES**

Prior to registration a pupil, parent or legal guardian (this means a court-appointed guardian), must establish proof of residency, or must have requested a waiver of the proof of residency (which needs to

be approved by the Board). A process is defined for requesting a waiver of proof of residency, including authorizing a hearing before the local Board of Education. Athletic ability is prohibited as a basis for the issuance of the waiver. Submitting false information relating to residency is defined as a Class “A” misdemeanor, school districts are authorized to file a civil action for recovery of educational costs based upon submitting false information relating to a student’s residency.

### **TRANSFER OF DOCUMENTS**

School officials enrolling a pupil must request, within forty-eight (48) hours, a transfer of all documents from all school districts the pupil attended within the previous twelve (12) months. Any district receiving that request shall respond within five (5) business days of receipt of that request.

The request must include the disciplinary records required under this legislation. Transfer of school records is prohibited to persons not employed by the school district, juvenile or family court, unless written permission is granted by the parent, guardian or student, if the student is eighteen (18) years of age or older. Violation of this subsection is a Class “B” misdemeanor and a civil action is authorized based upon a district’s failure to comply. The State Board of Education is authorized to establish rules relating to the enforcement of this section.

### **REMOVAL OF STUDENTS**

Districts are authorized to immediately remove a pupil posing a threat to themselves or others. Prior disciplinary action may not be the sole basis for such a removal. Removal of pupil with a disability is subject to State and Federal procedural rights. The Board of Education is required to make a good faith effort to have the parent(s) or other guardian present at suspension or expulsion hearings.

### **READMISSION CONFERENCE**

Section 167.171 outlines the procedural requirements relating to the suspension or expulsion of students. A new subsection requires a conference prior to readmission of a student suspended for more than ten (10) days for an act of school violence, or where the pupil poses a threat or harm to themselves or others. Written notice of the conference shall go to the parent or legal guardian. The section specifically prohibits readmission of a student convicted or indicted of specified criminal acts. An exception is provided for children with disabilities as identified under State eligibility criteria. A conference is also required if a student attempts to enroll in a district during a suspension or expulsion from another district. The school district may recognize the disciplinary action if it is determined that the behavior would be subject suspension or expulsion in that district.

### **COMMUNICATION WITH JUVENILE OFFICERS**

Juvenile officers must notify school officials that students have committed certain specified criminal acts. The notification must include a description of the conduct and the dates when the conduct occurred, but shall not include the name of the victim. This report shall be shared with teachers or other district employees with a need to know based upon the scope of their assigned duties. The superintendent is required to notify the appropriate juvenile or family court upon the suspension of any student within the jurisdiction of the court when the suspension is in excess of ten (10) days.

### **NOTICE OF VIOLENT ACTS**

Principals are required to notify the superintendent and law enforcement if any person is believed to have committed first, second or third degree sexual assault or deviant sexual assault against a pupil or school employee while on school property, on a school bus or while involved in a school activity. The principal must also report possession of a controlled substance or a weapon by people in violation of school safety regulations. A teacher must immediately report to the principal knowledge of an assault or possession of a weapon or controlled substance. This section grants good-faith civil immunity for school employees providing information to law enforcement. Refusal by a school official relating to

their reporting requirements under this section and Section 160.261 is defined as a misdemeanor punishable by a fine up to \$500 and imprisonment in a county jail not to exceed one (1) year.

### **VIOLENCE PREVENTION PROGRAMS**

The Department of Elementary and Secondary Education is authorized to identify programs relating to violence prevention to be administered to the public schools. The State Board of Education is authorized to adopt rules approving such programs. Academic credit may not be offered for participation in these programs. Beginning no later than the 1998-99 school year and thereafter, districts are authorized to administer violence prevention programs for kindergarten through twelfth grade. The Department of Elementary and Secondary Education is authorized to fund programs relating to violence prevention.

### **STATEMENT OF DISCIPLINARY HISTORY**

School districts may require parent(s), guardian or other custodian to provide a statement indicating whether a student was previously expelled, violated board policy on weapons, alcohol or drugs, or willfully inflicted injury on another. Persons making a false statement would be guilty of a Class "B" misdemeanor. The statement would be maintained as a part of the student's record.

### **ALTERNATIVE EDUCATION**

Suspension or expulsion is stated not to relieve the State or the suspended student's parent or guardian from responsibility to educate the student. Districts are encouraged to provide in-school suspension or other alternatives to suspension or expulsion. Districts constituting the domicile for a child or whom alternative education programs are provided shall pay the per pupil cost of that education. School districts may contract with other political subdivisions, public agencies, not-for-profit organizations or private agencies to provide alternative education.

### **STATE SCHOOL GRANTS**

The State Board of Education is authorized to establish grant awards for assistance in providing alternative education. Certain specified programs are to be given preference in evaluating grant application. Districts are authorized to submit joint applications.

### **STATE BOARD WAIVERS**

This section authorizes the State Board of Education to modify or waive any board rule or policy upon receipt and approval of a proposal from a school district. A proposal for a waiver shall demonstrate that the intent of the particular rule can be locally addressed in a more effective, efficient and economical manner or that the waiver is needed to implement a plan for improved student performance or school improvement. Prior to submitting a waiver application, a school district shall hold a public hearing on the matter.

Waivers are limited to a maximum of five school years but may be renewed upon application by the school district. The State Board of Education may not waive any statutory requirement concerning teacher certification or tenure.

### **BUS DRIVER CERTIFICATES**

Section 302.272 RSMo., is amended to eliminate the prohibition on licensing school bus drivers in excess of 70 years of age. Applicants at least 70 years of age must pass an annual medical examination and annual renewal of bus driver permit. Drivers who have pled guilty or have been found guilty of specified crimes are subject to certificate revocation. Current law would require a conviction prior to revocation. The list of crimes upon which revocation can be based is expanded to include violation of drug regulations, endangerment of a child and felony or misdemeanor of weapon offenses. The Missouri Highway Patrol is authorized to obtain FBI criminal records for the purpose of checking and clearing applicants.

## **STANDARD COMPLAINT RESOLUTION PROCEDURE FOR *Improving America's Schools Act* PROGRAM**

This complaint resolution procedure applies to all programs administered by the Department of Elementary and Secondary Education under the *Goal's 2000: Educate America Act* and the *Improving America's Schools Act* (IASA).

A complaint is a formal allegation that a specific Federal or State law or regulation has been violated, misapplied, or misinterpreted by school district personnel or by Department of Education personnel.

Any parent or guardian, surrogate parent, teacher, administrator, school board member or other person directly involved with an activity, program or project operated under the general supervision of the Department may file a complaint. Such a complaint must be in writing and signed; it will provide specific details of the situation and indicate the law or regulation that is allegedly being violated, misapplied or misinterpreted.

The written, signed complaint must be filed and the resolution pursued in accordance with local district policy (as follows):

### **PUBLIC COMPLAINTS**

The Board recognizes that situations of concern to parents/guardians or the public may arise in the operation of the District. Such concerns are best resolved through communication with the appropriate staff members and the officers of the school district, such as the faculty, the principals, the superintendent or the Board.

The following steps are proper procedures to be followed by persons with questions or complaints regarding the operation of the school district:

1. Complaints on behalf of individual students should first be addressed to the teacher.
2. Unsettled matters from (1) above, or problems and questions concerning individual schools should be directed to the Principal of the school.
3. Unsettled matters from (2) above, or problems and questions concerning the school district should be directed to the Superintendent.
4. If the matter cannot be settled satisfactorily by the Superintendent, it should be brought to the Board of Education. Questions and comments submitted to the Secretary of the Board by letter will be brought to the attention of the entire Board at a regularly scheduled or called meeting. If necessary, a Board hearing will be scheduled to resolve the complaint. However, the decision of the Board shall be final except in the case of complaints concerning the administration of Federal programs. In that case, the complaint may go to the appropriate section of the Department of Elementary and Secondary Education and from there on to the United States Secretary of Education.

The Board considers it the obligation of the professional and support staff of the District to field the questions of parents/guardians or the public.

Accordingly, the District will inform patrons of this complaint procedure and its availability for lodging complaints against the local district or the State.

Complaints regarding district compliance with nondiscrimination laws will be processed according to the grievance procedure (ARC), established for that purpose.

If the issue cannot be resolved at the local level, the complainant may file a complaint with the Missouri Department of Education. If there is no evidence that the parties have attempted in good faith to resolve the complaint at the local level, the Department may require the parties to do so and may provide technical assistance to facilitate such resolution.

Any persons directly affected by the action of the Department may file a similarly written complaint if they believe State or Federal laws or regulations have been violated, misapplied or misinterpreted by the Department itself.

Anyone wishing more information about this procedure or how complaints are resolved may contact local district or Department personnel.

### **OTHER PROVISIONS**

The State Board of Education is authorized to adopt a policy relating to the expunging of disciplinary records.

The crime of assault while on school property is defined and classified as a Class “D” felony.

Authorizes school district to offer training to students in the administration of cardiopulmonary resuscitation and other life saving methods.

Authorizes a local board of education to permit self-administration of medication by use of a metered dose inhaler.

Authorizes a court to order children adjudicated for nonviolent crimes to participate in a jobs program and to order restitution of damage or loss caused by the offense.

Drug-free school zones are expanded from 1,000 to 2,000 feet of public school property and includes school buses within that zone.

Possession of substances used to manufacture methamphetamine or related substances is made a Class “D” felony. Restrictions are placed on the marketing, selling, distribution, advertising or labeling of drug products containing ephedrine or related drugs and violation is a Class “D” felony.

School buses used to transport children participating in a Head Start Program are authorized to bear the designation Head Start School Bus.

Damage to any motor vehicle owned, operated or leased under contract by a school district or private school for the transportation of school children is added to the crime of institutional vandalism.

The crime of making a false bomb report is changed from a Class “A” misdemeanor to a Class “D” felony.

## **No Child Left Behind Act of 2001 (Public Law 107-110)**

According to the **No Child Left Behind Act of 2001 (Public Law 107-110)** our district is required to inform you of certain information that you have the right to know.

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

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

In addition to the information that parents may request, districts must provide to each individual parent—

- Information on the achievement level of the parent's child in each of the state academic assessments as required under this part; and
- 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.

## **Health Insurance Portability and Accountability Act of 1996** **HIPAA**

HIPAA (Health Insurance Portability and Accountability Act of 1996) was developed to address the efficiency and effectiveness of the health care system in the United States. Within HIPAA, the Administrative Simplification rules are set of regulations that establish standards and protections for health care systems. The “Privacy of Health Information” has been effective since April 14, 2003.

While HIPAA establishes new privacy standards for protected health information (PHI), some disclosures are still allowed without authorization from the patient or his or her parent or guardian.

According to the Missouri Revised Statute 167.183, “the immunization status of persons against childhood diseases as required by section 157.181 and section 210.003, RSMo, may be disclosed and exchanged without a parent’s or guardian’s written release authorizing such disclosure” to persons with a need to know HIPAA does not invalidate this statute.

For additional information, see the Department of Health and Senior Services; brochure, “Public Health and HIPAA: Legally Sharing Information with Public Health Agencies,” at <http://www.dhass.state.mo.us/HIPAA/>

## **Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records that they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;

- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

## Bell Schedule

**Monday, Tuesday, Thursday, Friday**

<b>1<sup>st</sup> Period</b>	<b>8:05 – 8:54</b>
<b>2<sup>nd</sup> Period</b>	<b>8:58 – 9:47</b>
<b>3<sup>rd</sup> Period</b>	<b>9:51 – 10:40</b>
<b>4<sup>th</sup> Period</b>	<b>10:44 – 11:33</b>
<b>5<sup>th</sup> Period</b>	<b>11:37 – 12:26</b>
<b>Junior High Lunch High School Advisory</b>	<b>12:26 – 12:51</b>
<b>High School Lunch Junior High Advisory</b>	<b>12:55 – 1:20</b>
<b>6<sup>th</sup> Period</b>	<b>1:24 – 2:13</b>
<b>7<sup>th</sup> Period</b>	<b>2:17 – 3:06</b>

## Bell Schedule

**Wednesday**

<b>1<sup>st</sup> Period</b>	<b>8:05 – 8:45</b>
<b>2<sup>nd</sup> Period</b>	<b>8:49 – 9:29</b>
<b>3<sup>rd</sup> Period</b>	<b>9:33 – 10:13</b>
<b>4<sup>th</sup> Period</b>	<b>10:17 – 10:57</b>
<b>5<sup>th</sup> Period</b>	<b>11:01 – 11:41</b>
<b>6<sup>th</sup> Period</b>	<b>11:45 – 12:26</b>
<b>Junior High Lunch High School Advisory</b>	<b>12:26 – 12:51</b>
<b>High School Lunch Junior High Advisory</b>	<b>12:55 – 1:20</b>
<b>7<sup>th</sup> Period</b>	<b>1:24 – 2:04</b>

## Progress Report Schedule – 2011 - 2012

9/8/2011 END OF 1<sup>ST</sup> PROGRESS PERIOD  
9/12/2011 GRADES DUE IN OFFICE BY NOON  
9/13/2011 INELIGIBILITY REPORT GOES OUT  
9/14/2011 GRADES GO HOME

9/29/2011 END OF 2<sup>ND</sup> PROGRESS PERIOD  
10/3/2011 GRADES DUE IN OFFICE BY NOON  
10/4/2011 INELIGIBILITY REPORT GOES OUT  
10/5/2011 GRADES GO HOME

10/14/2011 END OF 3<sup>RD</sup> PROGRESS PERIOD AND 1<sup>ST</sup> QUARTER  
10/17/2011 GRADES DUE IN OFFICE BY NOON  
10/18/2011 INELIGIBILITY REPORT GOES OUT  
10/20/2011 GRADES GO HOME P/T CONFERENCES

11/3/2011 END OF 4<sup>TH</sup> PROGRESS PERIOD  
11/7/2011 GRADES DUE IN OFFICE BY NOON  
11/8/2011 INELIGIBILITY REPORT GOES OUT  
11/9/2011 GRADES GO HOME

12/1/2011 END OF 5<sup>TH</sup> PROGRESS PERIOD  
12/5/2011 GRADES DUE IN OFFICE BY NOON  
12/6/2011 INELIGIBILITY REPORT GOES OUT  
12/7/2011 GRADES GO HOME

12/21/2011 END OF 6<sup>TH</sup> PROGRESS PERIOD, 2<sup>ND</sup> QUARTER, 1<sup>ST</sup> SEMESTER  
1/3/2012 GRADES DUE IN OFFICE BY NOON  
1/4/2012 GRADES GO HOME AND INELIGIBILITY REPORT GOES OUT

1/19/2012 END OF 7<sup>TH</sup> PROGRESS PERIOD  
1/23/2012 GRADES DUE IN OFFICE BY NOON  
1/24/2012 INELIGIBILITY REPORT GOES OUT  
1/25/2012 GRADES GO HOME

2/9/2012 END OF 8<sup>TH</sup> PROGRESS PERIOD  
2/13/2012 GRADES DUE IN OFFICE BY NOON  
2/14/2012 INELIGIBILITY REPORT GOES OUT  
2/15/2012 GRADES GO HOME

3/8/2012 END OF 9<sup>TH</sup> PROGRESS PERIOD AND 3<sup>RD</sup> QUARTER  
3/12/2012 GRADES DUE IN OFFICE BY NOON  
3/13/2012 INELIGIBILITY REPORT GOES OUT  
3/14/2012 GRADES GO HOME

3/29/2012 END OF 10<sup>TH</sup> PROGRESS PERIOD  
4/2/2012 GRADES DUE IN OFFICE BY NOON  
4/3/2012 INELIGIBILITY REPORT GOES OUT  
4/4/2012 GRADES GO HOME

4/19/2012 END OF 11<sup>TH</sup> PROGRESS PERIOD  
4/23/2012 GRADES DUE IN OFFICE BY NOON  
4/24/2012 INELIGIBILITY REPORT GOES OUT  
4/25/2012 GRADES GO HOME

5/17/2012 LAST DAY OF SCHOOL--END OF 12<sup>TH</sup> PROGRESS PERIOD, 4<sup>TH</sup> QUARTER, 2<sup>ND</sup> SEMESTER  
INELIGIBILITY REPORT GOES OUT  
GRADES DUE IN OFFICE AT NOON  
5/21/2012 GRADES MAILED HOME

# MARION C. EARLY R-V

## 2011 – 2012

### Board of Education

<b>Mr. Todd Grant</b>	<b>President</b>
<b>Mr. Scott Martinsen</b>	<b>Vice-President</b>
<b>Mr. Sam Stephens</b>	<b>Treasurer</b>
<b>Mr. Tim Francka</b>	<b>Member</b>
<b>Mr. Randy Hall</b>	<b>Member</b>
<b>Mr. Ryan Letterman</b>	<b>Member</b>
<b>Mr. Dan McKnight</b>	<b>Member</b>
<b>Ms. Nancy Vance</b>	<b>Board Secretary</b>

### School Administration

<b>Mr. Eric Kurre</b>	<b>Superintendent</b>
Ms. Nancy Vance	Secretary/Bookkeeper
<b>Ms. Leane McNay</b>	<b>Junior High/High School Principal</b>
Mrs. Maryellen Utech	Secretary
<b>Dr. Tammy Condren</b>	<b>Elementary Principal</b>
Mrs. Cheryl Hinkle	Secretary
Mrs. Rita Shadwick	MOSIS/STI

**School Mascot**  
Panther

**School Colors**  
Royal Blue and White

**Fall 2011**

**Parents and Students:**

**The student handbook has been prepared to assist students in adjusting to school life. The administration and Marion C. Early Board of Education believe that an understanding of school rules and regulations by each student is necessary in order to create a safe and secure learning environment.**

**The acknowledgement by a parent or guardian that a copy of the handbook has been provided is a requirement in order for students to receive their grade cards. Please sign and return this verification form to the high school office as soon as possible. This indicates receipt of the junior high/high school student handbook for the 2011-2012 school year.**

**Looking forward to a great school year,**

**Leane McNay, JH/HS Principal  
Marion C. Early R-V Schools**

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**We, the undersigned, do certify that we have read, discussed, and understand the junior high/high school student handbook and discipline policy.**

**Student's Printed Name \_\_\_\_\_**

**Parent/Guardian Signature \_\_\_\_\_**

**Student Signature \_\_\_\_\_**

**Date \_\_\_\_\_ *\*\*PLEASE RETURN FULL PAGE\*\****

