

Marionville Elementary

Student Handbook



2018 - 2019

Marionville R-9 Schools

TABLE OF CONTENTS

Welcome Letter		-Make-Up Work	5
Board Of Education		-Medical / Nurse Notes	5
Administration		-Playground Rules	6
List of Elementary Teachers		-Promotion/Retention	6
		-Publication Policy	6
		-Rules and Regulations for Students	7
-Address Changes	1	-School Office	7
-Alternate Dismissal Plans	1	-School Website	7
-Arrival/Departure Areas Guidelines	1	-Serious Injuries	7
-Arrival/Departure Safety Procedures	1	-Student Behavior	7
-Arrival/Dismissal Time	1	-Telephone Messages	7
-Attendance	1	-School Supply Lists	8
-Breakfast/Lunch Prices/Information	2	-NCLB Complaint Procedures	9
-Bus Misconduct	2		
-Bus Regulations	2	<u>Appendix:</u>	<u>11</u>
-Care Of Personal Property	3	-Elementary Attendance Policy-2010	12
-Care Of School Property	3	-Emergency Drill Information	12
-Classroom Visitation	3	-Fire	12
-Disciplinary Actions	3	-Tornado	12
-Dismissal Times	4	-Earthquake	12
-Dress Code Regulations	4	-Board Policies and Guidelines	13-25
-Electronic Devices	4	-School Calendar	26
-Field Trips	4	-Parent Signature Sheet	27
-Guidance	4		
-Inclement Weather Dismissal	4		
-Invitations	5		
-Library	5		
-Lunch Times by Grade Level	5		

August 15, 2018

Comet Parents:

The Marionville Elementary Staff and I would like to take this opportunity to welcome everyone to the 2018-2019 school year! With the addition of our new faculty, along with our returning faculty, and implementation of new technology and programming, we look forward to a very successful school year!

I would like to encourage parents to participate fully in the programs our school provides for your children. You are a vital part in the mechanism of this school and we want you to be as proud and positive about our educational system as we are!

As always, thank you so much for your support and I look forward to having a great school year!

Sincerely,

Greg Hopkins

Greg Hopkins
Principal
Marionville Elementary School
ghopkins@marionville.us
(417) 258-2550 ext. 112

Marionville Elementary School
~~Mission/Vision~~

Marionville Elementary will provide a healthy and safe environment for our children, produce community members with good citizenship and values by embracing differences, and cultivating high expectations for all learners through a positive partnership with families and community.

School Motto: Teachers, staff, parents, students, and the community will work in unity to create an environment of success

Board of Education

2018-2019

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Brad Wilson
Vice-President

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Secretary
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Treasurer
Carol Brown
Member

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Administration

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Superintendent
Greg Hopkins
Elementary Principal

Mark Estep
High School Principal
Heather Ellsworth
Special Ed. Director
Shane Moseman
Jr. High Principal
Ted Young
Athletic Director

Elementary Staff

Candy Lawson
Preschool Teacher
Rene Adams
Preschool Teacher
Becky Murphy
Preschool Aide
Jaclynn Mais
Jr. Kindergarten
Sherri Kesterson
Jr. Kindergarten Aide
Lorie Hamman
Kindergarten
Jennifer Herndon
Kindergarten
Amy Redus
Kindergarten
Amanda Etter
1st Grade
Kaylee Guth
1st Grade
Dana Price
1st Grade
Whitney Packwood
2nd Grade
Nicole Ryker
2nd Grade
Ashley Stine
2nd Grade
Katie Harris
3rd Grade
Lauren Smith
3rd Grade
Colleen Truesdale
3rd Grade
Farrah Jordan
4th Grade

Hailey Hudlow
4th Grade
Lacey Monica
4th Grade
Kim Daniels
5th Grade
Katelyn Drollinger
5th Grade
Matt Price
5th Grade
Ashley Porter
K-2 SpEd
Kari Klineline
K-2 SpEd Aide
Kimberly Schaller
3-5 SpEd
Michelle Hammonds
3-5 SpEd Aide
Amy King
SpEd
Charlotte Head
SpEd Aide
Marrissa Goddard
Art
Katelyn Youngsma
Music
Ted Young
P. E.
Lisa Smith
Library
Tammi Eshelman
Library Aide
Teresa Denney
Computers
Tammy Cochran
Title Teacher ELA

Heather Murray
Title Teacher Math
Sandy Metcalf
Title Teacher Aide
Marti Clark
Speech/Language
Jaymi Bellah
Counselor
Polly Duda
Counselor Aide
Nora Saenz
ELL Aide
Christy Stafford
Nurse
Linda Conboy
PAT
Susan Davis
Food Service Cashier
Danielle Rice
Office Secretary
Russ Witt
Technology
Jeff Norris
Head Maintenance
Angie Carr
Custodian
Angie Carr
Custodian
Caleb Norris
Custodian
Casey Pomeroy
ISS Teacher

ADDRESS CHANGES

If there are any changes in your address, phone number, place of employment or emergency contact person for your child, PLEASE notify the Elementary Office. This will save valuable time if you are needed in an emergency situation.

ALTERNATE DISMISSAL PLANS

Your child must have a dated note and/or personal verification from you if your child will be picked up or is going someplace different after school **OR** the child will be kept on their regular schedule. However, we ask that notes about alternative plans be limited to emergency situations only. We stress that if a change is not given, your child **WILL** be kept on their regular schedule. **IF your child is going home with another student, BOTH parents must send a note, granting permission or the child will go home as usual.** If a phone call is made concerning change in plans, this needs to be made to the elementary office by at least 2:30 pm.

ARRIVAL/DEPARTURE AREAS GUIDELINES FOR STUDENTS

***Student** arrival/departure areas:

- Parents are to drop off and pick up students outside the elementary office on College Street. Walkers will also be released at this same location.
- The Superintendent's office entrance will be strictly for bus loading and unloading only.
- The parking lot will be utilized for faculty/staff parking only. There is parking available for visitors on the street in front of the elementary entrance.

***Students** are not to arrive in school before 7:40. (Exceptions: students who are being tutored, going to Comet Club or other pre-arranged activities by staff)

***Students** who are picked up by their parents or guardians will be escorted to the hallway outside the elementary office and will stay there until their parent or guardian arrives. If they walk home, they will be escorted to the elementary library entrance at approximately 3:20 (or after the last car line student has left) to walk home, even if an older sibling is walking with them. The older sibling needs to wait outside or in the hallway outside the library. This will ensure that busses and vehicles have left the area before any student begins to walk home.

***The** only parents who should be waiting on the sidewalk are the ones who walk from their homes to pick up their students. All other parents will circle through the pick-up lane, so their child can be brought to their vehicle.

***Each** family that picks up their child will go through the pick-up lane and have a card identifying what student or students they will be picking up. All students will be given 2 pick-up cards at the beginning of the school year. If you need additional cards, please contact the elementary office and these will be provided for you. A staff member will use the walkie-talkie to call to the office, so that the student or students may be released to the parent or guardian.

***If** you do not have your card available at pick-up time, you could be asked to circle back around until all cars with this identification have picked up their students.

***When** it has been determined that the person picking up the child without the appropriate card can do so, then that child will be released to them.

ARRIVAL/DEPARTURE SAFETY PROCEDURES FOR STUDENTS

The elementary office number is: 417-258-2550. When students must be excused from school, a note from parent is to be sent to the office. The parent is to go to the office first to sign-out their child. The office will intercom classroom and the student will be sent to the office.

ARRIVAL/DISMISSAL TIME

School begins at 8:10 a.m. Students arriving before 8:00 a.m. are to go directly to the little gym. School dismissal will begin at 3:13 with students who are being picked up by parents. **PARENTS ARE NOT TO STOP IN ROAD TO WAIT FOR CHILDREN. THE CITY POLICE CAN ISSUE TICKETS FOR PARKING IN THE PICK-UP AREA.** Only bus riders are dismissed by the superintendent's office.

ATTENDANCE

Regular attendance on the part of your child is a significant factor in determining his or her school progress. Because attendance is so important, pupils should be absent only for important reasons, such as personal illness. The importance of being in school every day is emphasized by the compulsory attendance laws of the state of Missouri which require children to attend school regularly. **SEE BOARD POLICIES & GUIDELINES, PAGES 1 & 2, FOR ELEMENTARY ATTENDANCE POLICY, REVISED IN 2310.**

***It** is hoped every parent is sufficiently interested in the welfare of his or her child to make all reasonable efforts to encourage regular and punctual school attendance.

***We** ask all parents to call the school if their child will not be at school. The school number is 258-2550. This call needs to be made by 9:00 a.m. so that we know your child is safe. If a call hasn't been received by 9:00 a.m. a call home may be made to check on your child.

BREAKFAST/LUNCH PRICES/INFORMATION

Breakfast is served each morning in the cafeteria between 7:40 a.m. and 8:00 a.m. Non-bus riding students are to be at the school at 7:40 a.m. if planning to partake in the breakfast program. The breakfast program is voluntary. Elementary students eat lunch in the cafeteria. They may bring their lunch from home or purchase a hot lunch each day. Students are not allowed to buy pop at school for lunch. Students are issued a lunch card that enables them to open a lunch account. The following are guidelines for the lunch program:

1. Place a check or cash in an envelope with your child's name, teacher's name and amount enclosed on the outside. Child will give to the classroom teacher. Please include only 1 check per child in each envelope.
 2. Each student will have a personal lunch card to access his/her account. All cards will be kept in the classroom. After the student has received their tray, their card will be scanned by the cashier, and the meal account balance will be reduced accordingly.
 3. If a student for some reason does not eat on a given day, the account will not be charged that day. The money simply remains in the account for use another day.
 4. The student will be given a printed reminder when additional money is needed. **If your child owes money to the cafeteria when their class has a scheduled field trip, he/she will not be allowed to attend until the account is paid.**
 5. Some students may qualify for free or reduced lunch. Meal applications will be sent home the first day of school. We encourage all parents to complete the necessary application forms and return the first week of school. (ALL INFORMATION IS CONFIDENTIAL.)
 6. BE COMFORTABLE IN KNOWING THAT ALL SCAN CARDS ARE IDENTICAL. NO ONE CAN TELL THE DIFFERENCE IN CARDS.
- *We** encourage you to deposit as much money as possible at one time, because it will be easier for you and for us. If you send cash, please just send bills (no coins). To help you decide how much to send, here are some examples:

	1 Week	2 weeks	3 weeks	4 weeks	
Lunch only	\$10.00	\$20.00	\$30.00	\$40.00	
Breakfast and Lunch	\$15.00	\$30.00	\$45.00	\$60.00	
Costs for the breakfast/lunch programs are as follows:					
Breakfast	\$1.00	Extra juice	\$.40	Adult Breakfast	\$1.40
Breakfast	\$.30 (reduced)	Lunch	\$2.00	Adult Lunch	\$2.25
Extra milk	\$.40	Lunch	\$.40 (reduced)	Extra Entrée	\$1.10

BUS MISCONDUCT

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

- 1) Upon receiving the first blue card the student shall have his/her parent and principal sign the card before he/she is allowed to ride the bus. The bus driver shall give the card to the principal at which time the student and principal will attempt to resolve the problem.
 - 2) Upon receiving the second blue card the student shall have his/her parent and principal sign the card before he/she will be allowed to ride the bus. The principal shall contact the parent by letter, or phone, explaining the consequences should the student receive a third blue card.
 - 3) Upon receiving a third blue card the student shall have his/her parent and principal sign the card before he/she will be allowed to ride the bus. The student shall be returned home, but will not be allowed to ride the bus for 3 school days.
 - 4) Upon receiving a fourth blue card the student shall have his/her parent and principal sign the card before he/she will be allowed to ride the bus. The student shall be returned home, but will not be allowed to ride the bus for 10 school days.
 - 5) Upon receiving a fifth blue card the student shall have his/her parent and principal sign the card before he/she is allowed to ride the bus. The student and parent shall meet with the Board of Education and the administration. The Board of Education shall render a decision as to whether the student shall be allowed to ride the bus again or not at the conclusion of the meeting. The parent will be notified of the decision.
- *The** bus driver may meet with the student, parent and principal when misconduct occurs on the bus.
- *When** students are not allowed to ride the bus for disciplinary reasons they are also not allowed to ride the bus to extra-curricular activities.
- *In** case of gross misconduct which would endanger the safety of the student or driver disciplinary action shall be initiated immediately by the administration and/or the Marionville Board of Education.

BUS REGULATIONS

Free transportation is provided for children in grades kindergarten through twelve living one mile or more from school. Both the school and the home have the responsibility of teaching our children good safety and conduct rules for bus riding. The following are the safety regulations:

- 1) **Children** should be waiting at the bus stop to board the bus rather than waiting to leave the house after the bus arrives.
Exception: inclement weather.
- 2) **Children** should wait at the bus stop in an orderly fashion without pushing or fighting.
- 3) **Children** should never stand in the roadway while waiting for the bus.
- 4) **The** driver is in charge of the children and the bus. Children must obey the driver promptly and cheerfully at all times. This

would include not only while a child is riding the bus, but also when he is boarding and leaving. The driver does have the authority to assign seats when the necessity arises.

- 5) **Children** must remain seated at all times while the bus is in motion.
 - 6) **With** the exception of normal conversation, classroom conduct must be observed at all times thus allowing the driver to concentrate on driving safely without distraction.
 - 7) **Children** should not carry on unnecessary conversation with the bus driver.
 - 8) **Arms** or head must not be extended out of the bus windows at any time.
 - 9) **If** your child is a bus rider, it will be assumed that he will ride each day, both ways, unless arrangements are made indicating otherwise. Please notify us if for some reason your child will not be riding the bus home after he has ridden to school. This will save us time searching for a child not accounted for on the bus. Please notify us if for some reason your child will not be riding the bus to school in the morning. The bus barn number is 258-2524. A call to the bus barn at 7:00 a.m. would be appreciated.
 - 10) **Scuffling**, fighting, obscene language, throwing articles, littering, spitting, pinching, and disobedience of instructions given by the driver are forbidden.
 - 11) **No** food, candy or beverage is to be consumed on the bus.
 - 12) **No** animals or glass containers are allowed on the bus.
 - 13) **When** having a party or sleepover parents are to pick up students. A large group of students will not be allowed to ride the bus.
- ***Hopefully**, these safety regulations will be explained and discussed with your child at home as well as in the classroom. We feel that it would be indeed unfortunate for a child to lose his privilege of riding the bus to school because of unsafe conduct.

CARE OF PERSONAL PROPERTY

The school district is not responsible for items brought from home by students, whether by loss or by being stolen or destroyed. Your child needs to leave valuable or personal items at home. If there is something that your child wants to bring, please have him/her to clear this with either their teacher or the elementary office. Student cell phones will not be seen during the instructional day as well as, in dressing areas during extracurricular activities. The instructional day is defined as 8:00 a.m. until 3:10 p.m. This is a current board policy. Violation of this policy will result in ISS for the first offense, while second offenses will result in two days of OSS and the third offense will be three days of OSS.

CARE OF SCHOOL PROPERTY

The school district provides for pupils property of considerable value in the form of books, supplies, and equipment. While some wear and tear on these materials is to be expected, improper use or abuse of them cannot be tolerated. If the latter is found to be true, or if books or materials are lost, pupils and their parents are expected to pay for them. Respect for other people's property, as well as their own, should be a part of every pupil's growth and development. Supervision and guidance are provided by teachers and administrators with the hope that such an attitude by pupils will be the result.

CLASSROOM VISITATION

For the safety of all students in the building, the doors to the school will be unlocked on school days from 7:40 am until 8:10 am for students to enter. During school hours from 8:10 am to 3:15 pm, all school entry doors will be locked. In order for visitors to enter the building, a security buzzer system will need to be utilized. Please push the doorbell and state your name and business to gain entry into the building. **Visitors are welcome in the schools; however every effort must be made to avoid any disruption of classroom instruction. After gaining entry into the building, visitors will need to go directly to the office. If it is necessary for parents to visit with a classroom teacher, an appointment can be made at that time or the teacher will be contacted to see if this is an appropriate time for this visit to occur. If so, a visitor's pass will be issued before proceeding down the hallway. You will need to check out at the elementary office and return your pass before exiting the building.** Your child's safety, as well as instructional time will be protected.

DISCIPLINARY ACTIONS

Students who become involved in areas of problem behavior will be subjected to certain disciplinary actions. Depending upon the behavior problem of the student, there are steps that a student can expect to occur. Exceptions: Violent or Physical Behavior, Drugs or Alcohol. The following steps will be options utilized in most instances. However, the final decision is up to the discretion of the principal.

- A. **Informal Talk** - The teacher or principal will talk to the student and try to reach an agreement regarding how the student should behave.
- B. **Conference** - A formal conference is held between the student and one or more school officials. During this conference, the student must agree to correct his/her behavior.
- C. **Parent Involvement** - Parent(s) notified by telephone, personal contact, or discipline note. A conference may be conducted between the student, his/her parent(s), appropriate school personnel and any other individuals concerned.
- D. **Out-of-School Suspension**, 1 to 10 days - The student is informed that he/she is subject to a suspension. The student is afforded the appropriate due process procedure. Following this procedure, if the building administrator determines that a suspension is in order, it will be administered at that point. Students may not make up work during an OSS. The student is responsible to get the missed work from the teacher.
- E. **In-School Suspension** - In-school suspension will be assigned by the building principal for violations of school rules and other

misbehavior. Teachers will complete assignment sheets for students assigned to in-school suspension. Students assigned to in-school suspension will observe all rules. Students given an OSS from misbehaving in ISS will not be allowed to receive credit for missed assignments.

F. Loss of Privileges- There may be certain privileges such as free time, recess, field trips, etc., that may be taken away if the behavior is determined to cause problems for the student or those around him/her.

DISMISSAL TIMES

Pick-Ups Dismissed	All Bus Students	Walkers Dismissed at Elementary Library Entrance
3:13	3:16	3:25 (or after last car has left)

DRESS CODE REGULATIONS

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

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

***Dress** and grooming will be clean and in keeping with health, sanitary and safety requirements. All students shall wear shoes, boots or other types of footwear. Dress and grooming will not disrupt the teaching/learning process or cause undue attention to an individual student. Examples of disruptive dress include, but are not limited to:

- a. Hats**, caps or bandanas worn on the head.
- b. Shirts** that expose the midriff.
- c. Clothing** with profanity, vulgarity, obscene language, drug or sexually suggestive phrases.
- d. Visible** undergarments.
- e. Wallet** chains, dog collars, dog collar chains or other heavy gauge chains.
- f. No** oversized sleeveless shirts are to be worn without an undershirt.
- g. No** exposed halter tops, one armed tank tops, tube tops or spaghetti straps.
- h. Pajama** bottoms or boxer shorts.
- i. Skate** shoes.
- j. No** piercing, other than in the ear
- k. All** student shorts, skirts, skorts, etc. cannot be above the fingertips of that student when that student is standing with arms down to the side of the body. The final decision as to whether or not an article of clothing is too short to be school appropriate will be up to the discretion of the student’s building principal

***Class** activities which present a concern for student safety may require the student to adjust hair and/or clothing during the class in the interest of maintaining safety standards.

***Students** shall not be permitted to wear clothing that advertises or promotes the usage of alcohol, tobacco or drugs. Additional dress regulation may be imposed upon students participating in certain extracurricular activities. The Board may require students to wear a school uniform.

***When**, in the judgment of the principal, a student’s appearance or mode of dress disrupts the educational process, or constitutes a threat to health or safety, the student may be required to make modifications.

ELECTRONIC DEVICES

NO electronic devices will be allowed at school. If any are present at school, they will be confiscated and disciplinary action will result. Student cell phones see Care of Personal Property

FIELD TRIPS

No siblings will be allowed on school field trips, regardless of age. This includes younger siblings, as well as school-aged brothers and sisters that should be in school. Parents and/or guardians are welcome to attend, but do need to provide their own transportation.

GUIDANCE

The guidance counselor provides a vital service of helping students make wise decisions and intelligent plans by considering students’ interests, ability, and aptitude. The counselor will also lend a sympathetic ear and endeavor to aid students with their personal problems. The counselor is available for individual, group, and class counseling.

INCLEMENT WEATHER DISMISSAL

***Morning** dismissal before school: when severe road and weather conditions exist, the Superintendent of Schools and Bus Supervisor will meet and inspect conditions. If the decision is made to close school that day, the proper radio and T.V. will be notified.

***Our** school notification system, School Reach, will be implemented if school is going to be dismissed, as well. Be sure all numbers are updated in the elementary office at all times, so you will receive notifications from the school. **It is vital these numbers are kept updated. If not, it is not possible for School Reach to contact you in the event of an emergency.**

INVITATIONS

To eliminate hurt feelings please do not distribute party invitations at school. Exception: if the whole class is being invited.

LIBRARY

***The** library media center is open daily from 8:00-3:30, and only closed for lunch/lunch duty. The library serves grades PK-8 and follows a fixed/flex schedule. Elementary classes have fixed library times each week as one of their "specials." When fixed library classes are not in session, the library/lab may be scheduled by elementary and middle school classes as needed. Teachers may send up to four individual students at a time to the library. Students will be trained how to implement the "self-serve" check out if the librarian is occupied with a class. No materials should ever be removed from the library without being checked out at the counter. Grade cards of students with overdue books or unpaid library fines will be held for parent pick up.

***The** library catalog is available 24/7 via a link on the school website. Additional information related to library materials and available software will be provided to teachers at the start of each school year.

LUNCH TIMES BY GRADE LEVEL

JrK – 11:00-11:30	Kindergarten – 10:45-11:10	1 st Grade – 11:15-11:40	2 nd Grade – 11:00-11:25
3 rd Grade – 11:35-12:00	4 th Grade – 11:50-12:15	5 th Grade – 11:20-11:45	

MAKE-UP WORK

When possible, teachers shall allow students whose absences have been excused a reasonable opportunity to complete work missed. It shall be the student's responsibility to contact the teacher and complete the work as directed by the teacher. The teacher shall have the right to set reasonable deadlines for turning in make-up work. It shall be the responsibility of the student to ask for and complete all missed assignments. Please call the office about picking up homework for your child. Homework may be picked up in the office after 2:30 p.m.

MEDICAL / NURSE NOTES

EMERGENCY CARE

***In** case of serious injury or illness while in school, an immediate and continuing effort will be made to contact parent/guardian. If unable to contact parent/guardian or emergency contacts in an emergency situation, 911 will be called.

EMERGENCY CONTACTS

***If** you child becomes ill at school and the school nurse feels the child is too sick to benefit from school or is contagious to other children, you will be called to come and take him/her home from school. It is essential that the school have a phone number where you can be contacted during the day and an emergency number in the event you cannot be reached.

Please be sure that arrangements can be made to transport you child home from school and that childcare is available in case of illness. If your daytime or emergency phone number changes during the year, please notify the school immediately.

FLUORIDE

***Fluoride** treatments will be provided through school based dental services, by request. Information about dental services can be obtained through the school nurse.

HEAD LICE

***Students** found to have evidence of live lice must be excluded from school. Parent/Guardian will be contacted to come to school and take the child home. They may be readmitted after having been treated with pediculacide shampoo. All visible nits need to be removed from child's hair. Student must be cleared by the school nurse before entering the classroom. (Policy 2861)
***Because** school attendance brings large numbers of children into close contact daily, it often results in transmission of communicable diseases, including head lice infestation. Head lice do not carry any disease, nor does their presence mean that your child is dirty. However, to prevent further spread, the condition must be treated at once. If you notice your child is bothered by itching in the head or neck area, you should examine the area for white nits or small black lice. Everyone in the family must have hair washed with special shampoo, all bedding and clothing in contact washed in extra-hot water, and rugs and upholstery vacuumed very thoroughly. The school nurse is available for consultation (or you may contact your family doctor) who will keep the information confidential. This is a great aid in control of this persistent problem.

***The** Board of Education has adopted a "no nit" policy, which means that a student will not be allowed back in school until all visible nits are removed. Children sent home with head lice must be accompanied by a parent/adult to be checked by the school nurse before they may reenter the classroom. An empty box of the special shampoo used must be brought to the nurse so documentation can be obtained to verify treatment. After being checked by the nurse, the child will either be sent back to class or home for continued treatment.

IMMUNIZATION REQUIREMENTS

***Immunizations** must be completed by the first day of school. The Missouri School Immunization Rule requires that all Missouri public school children must have the following immunizations in order to attend school:

K-5th Grade –

- DPT/DT/Td – 4 + Doses
- Hepatitis B – 3+ Doses
- Polio – 3+ Doses/last dose on or after 4th birthday-Maximum 4 Doses
- MMR – 2 Doses
- Varicella (chicken pox) or written proof of disease- 2 doses

*If your child's immunizations are not up-to-date, this should be taken care of as soon as possible. It is our policy, according to Missouri Law, that a child may not enter school until ALL immunizations are complete.

MEDICATION

*Some students may require medication for chronic or short term illness/injury during the school day to enable them to remain in school and participate in their education. Medications given during school should be limited to those that cannot be given on an alternate schedule. (Policy 2870)

*All medication must have a prescription label on it or a doctors order form. Over-the-counter medication must be in the original unopened bottle or box. It is required that parents sign a permission form to administer medication by school personnel. This form is required before any prescription OR non-prescription medication is administered. This is for ALL medications including over-the-counter products such as Tylenol, Advil etc. Although this may cause some inconvenience, we feel that this is best for the continued protection of your child. If we do not have your written permission, the medication will not be given. Permission forms can be obtained by contacting your school nurse.

*In order for your child to receive any medication at school, please read the following:

-A signed Medication Permission Slip is required in order to dispense medication including over-the-counter. This request must include the name of the medication, dosage, time it is to be given during school hours and special instructions. Forms are available by contacting the school nurse.

-The medication must be in its original container and have a current prescription label which indicates the student's name, name of medication, name of physician, dosage, method of administration, time of administration and the time interval of dosages. A physician's signature is required for any dosage change or medication change on the prescription medication.

-Medications must be in original containers or will not be accepted.

-If your child is taken off medication or will no longer receive it at school, please put your request in a dated, written note as soon as possible. If the medication is not picked up within 10 days, it will be properly disposed.

-When an empty prescription bottle is returned to you, please return the refill to school as soon as possible.

-No initial dose of any new medication will be given at school with the exception of emergency medications.

-All medications must be provided by parent/guardian.

-No medications will be provided by the school. This includes over-the-counter and emergency medications.

-New request forms must be re-submitted each year and are necessary for any changes in medication orders.

MEDICATIONS/PRESCRIPTIONS/STUDENT ILLNESS

*If your child has a prescription or medication that needs to be taken during the school day, this needs to be taken to the nurse's office by a parent. If the nurse is not available, medications need to be left in the elementary principal's office. These will be given to the nurse and she will administer these medications.

*If your child has had a fever or is sent home with a temperature, he/she must remain "fever-free" for at least 24 hours before being allowed to return to school.

SELF-ADMINISTRATION OF MEDICATION

*Student may carry emergency medication with them to self-administer with the required signed doctors order and parent permission forms. (Contact school nurse for information)

PLAYGROUND RULES

- 1) No fighting or pushing.
- 2) No profanity.
- 3) Go down slide feet first only.
- 4) No jumping off slide.
- 5) No pushing or passing another person on ladder of slide.
- 6) No tackle football
- 7) No standing on swings.
- 8) No jumping from swing while it is in motion.
- 9) Students will obey teachers/adults who are supervising playground at all times.
- 10) Students will obey and respect all teachers/adults.
- 11) No skateboards.
- 12) No toy guns.
- 13) No sharp instruments or dangerous objects (knives, pencils, combs, etc.)
- 14) No matches or lighters.
- 15) No throwing rocks, dust, or gravel.
- 16) No playing with sticks.
- 17) No entering the building without teacher permission.

PROMOTION / RETENTION

Retention is seldom used in our school, however, in some cases it does occur. The decision to retain a child should be based on numerous factors: Low grades, low reading ability level, low test scores, lack of maturity, attendance, intelligence and ability level. Retention is considered after lengthy evaluation of the student's needs and conferences with parents, teachers, counselor, and administrators. However, the STATE LAW NOW REQUIRES no student shall be promoted to a higher grade level unless that student has a reading ability level AT or NO MORE THAN ONE GRADE LEVEL BELOW THE FIRST MONTH OF THE GRADE LEVEL THAT THE STUDENT IS IN THAT SCHOOL YEAR. An exception to this law is for students receiving special education services. Parents/Guardians will receive prior notification and explanation concerning the retention. The final decision will rest with the school administration.

PUBLICATION POLICY

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

RULES AND REGULATIONS FOR STUDENTS

- 1) **Running** is not permitted in the building or to and from the buses.
- 2) **Students** are not allowed to bring drugs, alcohol, tobacco, knives, guns, sharp objects or dangerous instruments to school. These will be confiscated and returned only to parents/guardian.
- 3) **Chewing** gum or drinking pop is not allowed at school unless approved on special days. Exception: students bringing their lunch from home may bring pop in an aluminum can.
- 4) **Pupils** are not to bring playthings or pets to school unless permission is given by the teacher. The school is not responsible for losses.
- 5) **Good** manners and table etiquette are to be practiced at all times in the cafeteria.
- 6) **Children** are not to be on the playground area before school.
- 7) **Touching** another student during an argument will result in disciplinary action.
- 8) **Public** display of affection is prohibited in school.
- 9) **Students** will not use profanity in school, or at any school function.
- 10) **Hats** will not be worn in the school building.
- 11) **Marionville** Elementary School is a well-kept building and students hopefully will be very proud to attend classes here. It is the responsibility of each student to practice good citizenship in the care of the facilities.
- 12) **No** skateboards allowed at school.
- 13) **No** roller skate shoes allowed at school.

SCHOOL OFFICE

The school office can provide necessary assistance to help solve many school related problems. A telephone call to the school office or a personal visit can sometimes clarify a situation and help parents with what seems to be a problem. Please feel welcome to call or visit the school for information and assistance. The administration is available daily from 8:00 a.m. to 3:25 p.m.

SCHOOL WEBSITE

We do have a school district website that contains all board policies and events/activities happening throughout the district. Our website address is: <http://marionville.us/>.

STUDENT BEHAVIOR

***We** are all proud of the general tone of good discipline that exists in our school. This comes about through cooperative effort of school personnel, parents, and students working together in providing an atmosphere where an orderly educational process can take place.

***Most** students are very serious about their school experiences and want to get the most from them. They have a good attitude toward school and generally would have little difficulty in following school rules. A few students, unfortunately, do not share these principles and attitudes and their behavior can create problems for everyone involved—students, teacher, administrators, and parents.

***No** student or parent should expect to automatically receive either the minimum or maximum disciplinary action when they are involved in a problem. This will be determined on an individual basis based on a wide range of variables; such as, but not limited to, the age of student, past record of behavior, attitude, the severity of the infraction, and the severity of the problem as it exists in that particular setting. School administrators must exercise professional judgment in these decisions. It should be noted that these guidelines are in effect throughout the school day, at any school-sponsored event, or on a school bus going to or from school or a school-sponsored event.

TELEPHONE MESSAGES

The school telephone is for business and emergency calls. To protect the teachers and students from interruptions, good judgment suggests some reasonable restrictions in the use of the school telephone. Necessary messages will be taken in the office and relayed to students or teachers. Requests from parents for a teacher to call are given to the teacher so that a return call can be made when the teacher is available. Please make any special arrangements for the afternoon with the child before he leaves home in the morning. Students will be allowed to use the phone with permission from the office. Use of the telephone to make plans after school is discouraged.

Marionville Elementary
2018-2019
School Supply Lists

Preschool Lawson	Jr. K Mais	K	1	2	3	4	5
2 folders	3 glue sticks	1 bottles glue	8 pack BLACK Expo markers	Plastic School Box	1 glue bottle	2 Boxes Kleenex Tissue	(2) - Boxes Kleenex Tissue
pair of scissors	(1 ½ inch) 3 ring binder	3 rolls paper towels	3 pack – Kleenex	2 Boxes of Kleenex	2 glue sticks	1 Inexpensive headphones	1 inexpensive headphones
box of Kleenex (Girls)	2 folders	Ziplock bags (gallon size)	1 spiral notebook	Boys-Clorox Wipes	1 headphones / earbuds	4 Composition notebook	1 Roll of paper towels
Clorox Disinfecting Wipes (Boys)	pair of scissors	4 pocket folders	1 box washable markers (optional)	1 Plastic Blue Folder without Prongs	1 set multiplication flashcards	2 Highlighters (different colors)	2 Highlighters (different colors)
3 glue sticks	box of Kleenex (Girls)	2 big pink erasers	1 Blunt 5” Fiskar Scissors	1 Composition Notebook	2 Spiral notebooks	1 Plastic school box	1 - Hand Sanitizer (boys)
2 rolls of paper towels	Crayons (Boys)	yellow #2 pencils	1 pair of headphones (over the ear headphones are preferred)	48 Pencils- Sharpened Ticonderoga Brand	3 boxes of kleenexes	1 - 1 1/2 inch hardback vinyl binder with a clear pocket on front	1 - 1 ½ inch hardback vinyl binder with a clear pocket on front
box of baby wipes	roll of paper towels	plastic school box	2 - 24 Count Crayola Crayons	4 Big Pink Erasers	1 clorox wipes	1 Hand Sanitizer (boys only)	1 - Lg. Clorox Wet Wipes (girls)
package of playdough		2 boxes Kleenex	1 bottle of Hand sanitizer	1 Spiral Notebook	1 scissors	Scissors	1 - Scissor
		4 boxes crayons	1 plastic school box (no zippered pouches)	Headphones- No earbuds, please	1 – 4 pack Expo Markers - Black	2 Pkgs. of 24 #2 lead pencils (Ticonderoga or U.S.A. Gold brand only!)	2 - Pkgs. of 24 #2 lead pencils (Ticonderoga or U.S.A. Gold brand only)
		1 vinyl pocket folder	24 #2 Pencils	Girls- Germ-X	1 school box	2 Elmer's glue sticks	2 - Elmer's glue sticks
		scissors		8 Expo Black Expo Markers	48 pre sharpened pencils	1 Lg. Clorox Wet Wipes (girls only)	2 - Pkg. of loose leaf paper (wide rule only)
		5 glue sticks		Pair of Fiskars 5 inch Scissors	1 crayons or colored pencils	1 Multiplication flash cards	1 - Pencil Pouch w/ 3 ring holes
				Pair of Fiskars 5 inch Scissors	1 - 1 inch binder	1-4 pack Expo markers (black)	2 - 4 pack Expo markers (black)
				2 Bottle of Elmer's Glue	2 10 oz. Germ-X	1 - 24 pk. of Crayola Crayons	1 - 24 pk. of Crayola Crayons OR colored pencils
				2 Non-pronged Folders	2 composition notebooks		2 - 2 pocket folders (red and blue only-no braids)
				2 Big Glue Sticks	2 Poly Vinyl Folders		
				2 Packages of 24 Crayons	2 Loose leaf paper		

Missouri Department of Elementary & Secondary Education
Marionville R-9 School District
 No Child Left Behind Act of 2001 (NCLB) COMPLAINT
 PROCEDURES

This guide explains how to file a complaint about any of the programs¹ that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the No Child Left Behind Act of 2001 (NCLB)².

Missouri Department of Elementary and Secondary Education Complaint Procedures for NCLB	
General Information 1. What is a complaint under NCLB? 2. Who may file a complaint? 3. How can a complaint be filed?	
Complaints filed with LEA 4. How will a complaint filed with the LEA be investigated? 5. What happens if a complaint is not resolved at the local level (LEA)?	Complaints filed with the Department 6. How can a complaint be filed with the Department? 7. How will a complaint filed with the Department be investigated? 8. How are complaints related to equitable services to private school children handled differently?
Appeals 9. How will appeals to the Department be investigated? 10. What happens if the complaint is not resolved at the state level (the Department)?	

- 1. What is a complaint under NCLB?**
 For these purposes, a complaint is an allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under NCLB.
- 2. Who may file a complaint?**
 Any individual or organization may file a complaint.
- 3. How can a complaint be filed?**
 Complaints can be filed with the LEA or with the Department.
- 4. How will a complaint filed with the LEA be investigated?**
 Complaints filed with the LEA are to be investigated and attempted to be resolved according to locally developed and adopted procedures.
- 5. What happens if a complaint is not resolved at the local level (LEA)?**
 A complaint not resolved at the local level may be appealed to the Department.

¹ Programs include Title I, A, B, C, D, Title II, Title III.A.2, Title IV.A, Title VI, Title VII.C

² In compliance with NCLB Title IX Part C. Sec. 9304 (a) (3) (C)

Local education agencies are required to disseminate, free of charge, this information regarding NCLB complaint procedures to parents of students and appropriate private school officials or representatives.

6. How can a complaint be filed with the Department?

A complaint filed with the Department must be a written, signed statement that includes:

1. A statement that a requirement that applies to an NCLB program has been violated by the LEA or the Department, and
2. The facts on which the statement is based and the specific requirement allegedly violated.

7. How will a complaint filed with the Department be investigated?

The investigation and complaint resolution proceedings will be completed within a time limit of forty calendar days. That time limit can be extended by the agreement of all parties.

The following activities will occur in the investigation:

1. **Record.** A written record of the investigation will be kept.
2. **Notification of LEA.** The LEA will be notified of the complaint within ten days of the complaint being filed.
3. **Resolution at LEA.** The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
4. **Report by LEA.** Within thirty days of the complaint being filed, the LEA, will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.
5. **Verification.** Within ten days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, and/or telephone call(s).
6. **Appeal.** The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

8. How are complaints related to equitable services to private school children handled differently?

If the complaint is an LEA is not providing equitable services for private school children, in addition to the procedures listed in number 7 above, the complaint will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Departments' resolution of the complaint (or its failure to resolve the complaint).

9. How will appeals to the Department be investigated?

The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. An independent on-site investigation may be conducted if the Department determines that it is necessary. The investigation may be continued beyond the thirty day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.

10. What happens if a complaint is not resolved at the state level (the Department)?

The complainant or the LEA may appeal the decision of the Department to the United States Department of Education.

APPENDIX:

*Elementary Attendance Policy- Revised 2010	12
*Emergency Drill Information	12
-Policy 1405- Parent/Family Involvement in Education	13
-Regulation 1621-Parent Notification of Teacher Qualifications	13
-Policy 2100-Nondiscrimination and Student Rights	15
-Policy 2110-Equal Educational Opportunity	15
-Policy 2115-Students	15
-Policy 2130-Harassment	16
-Form 2130-Harassment Grievance Form	17
-Policy 2150-Searches by School Personnel	19
-Policy 2160-Interviews, Interrogations and Removal from School	19
-Policy 2400-Designation of Directory Information	19
-PPRA Rights	
-Rights under FERPA	
-Policy 2520-Promotion and Retention	21
-Policy 2600-Student Discipline	21
-Policy 2610-Misconduct and Disciplinary Consequences	22
-Policy 2620-Firearms and Weapons in School	22
-Regulation 2620-Firearms and Weapons in School	22
-Policy 2640-Student use of Tobacco, alcohol and Drugs	22
-Policy 2641-Drug-Free Schools	22
-Policy 2651-Student Dress	22
-Regulation 2652-Student Conduct on Busses	23
-Policy 2653-Student Participation in secret Organizations and Gangs	23
-Policy 2655-Bullying	24
-Policy 2656-Student Cell Phone Usage for K-8 Students	24
-Policy 2662-Student Suspension	24
-Regulation 2663-Student Expulsion	24
-Policy 2673-Reporting of Violent Behavior	25
-Policy 6440-Statewide Assessments	25
*School Calendar 2015 – 2016	26
*Parent Signature Sheet	26

Elementary Attendance

Policy 2310

***The** staff and administration at Marionville Elementary care a great deal about our students and make every effort to ensure that their full educational potential is reached. For this reason we take regular attendance very seriously. There is a direct correlation between attendance and student success on all levels. Regular school attendance is important to a child socially, emotionally, and mentally. Often information that is not learned at the recommended age level can not be easily obtained later on in life. Missouri law recognizes the importance of regular school attendance making it compulsory for parents to ensure their child's school attendance. This being said Marionville Elementary students and their parents are expected to follow the following attendance policy.

***When** your child is absent from school for any reason, parents are to notify the office at 258-2550 by 8:45 am. This is for your child's protection.

***A** student may have up to 16 verified absences per year. Verified absence includes those relating to personal illness, family illness or death, professional appointments, and personal religious holidays not covered by school dismissal. These absences must be verified by professional documentation (such as a doctor note) and brought into the school office.

***Students** may not miss more than 7 unverified absences a year and they may not exceed 16 total absences a year when added with verified absences.

***Unverified** absences include vacations, visits to relatives, minor illness not requiring doctor care and special occasions. We do understand these circumstances occur once in awhile during a child's educational years. Again there may be no more than 7 undocumented absences during a school year.

***Chronic** Medial conditions unfortunately do occur at times with children that are unpreventable and interfere with attendance at school. If your child has a chronic medical condition that will likely cause him or her to miss days from school please bring proper documentation to the school prior to the absences becoming considered excessive. Your child may be considered as having a chronic condition and exempted from the attendance policy for the time requested on the documentation provided. This will also give the teacher and/or staff the information needed to work with your child to ensure they are given the opportunity to make up work and have the best educational experience possible while they are in attendance.

***A** letter concerning attendance will be sent as a reminder to the parent guardian after the 4th, 8th, and 12th absence. After the 8th unverified absence in a year, or the 9th total absence in a semester the absences will be considered excessive and sent to the counselor's office for possible referral to an outside agency. At this point parents will be contacted by the counselor and offered the opportunity to provide documentation if unverified absences are the issue or to correct the absentee problem. If no result is achieved at this point the absentee file is turned over to the Division of Family Services and/or the Lawrence County Prosecutor's Office based on educational neglect laws.

Emergency Drill Information

***FIRE DRILL PROCEDURE**

-4th and 5th Grade Wing, Art, Speech, Library, and Title I:

-Take the nearest exit and proceed across the street (College) with your students in an orderly fashion. Be sure you are watching all students while they are crossing the street and make sure they stay with you as a class until the drill is over.

-Pre/K-3rd Grade Wing:

-The following teachers will use upper west doors and to midway of tennis court: All 2nd grade teachers. The following teachers use lower west doors and go past south end of tennis court: All 3rd grade and 1st grade teachers. The following teachers use lower south doors and go past south end of tennis court: Pre/K, Kindergarten, and Mrs. Kelley. PE and Music-out north door-across street.

***TORNADO DRILL PROCEDURE**

***Students** and adults will go beneath ground in the locker rooms of the Jr. High Gym ("Big Gym"). If you are responsible for a class or a group of students, you must take those students to their designated area beneath ground.

Jr.K	Boys Locker Room	Coaches office	SW Corner of Gym
K	Boys Locker Room	Coaches office	SW Corner of Gym
1 st	Boys Locker Room	Showers	SW Corner of Gym
2 nd	Boys Locker Room	Locker Area	SW Corner of Gym
3 rd	Girls Locker Room	Coaches Office	SE Corner of Gym
4 th	Girls Locker Room	Locker Area	SE Corner of Gym
5 th	Beneath the Stage	Coaches Office	NE Corner of Gym

***EARTHQUAKE PROCEDURE**

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

***An** earthquake will probably occur without warning, hence no alarm can be given. The first indication of an earthquake may be a gentle shaking, a violent jolt (similar to a sonic boom), or you may hear a low and perhaps very loud rumbling noise. A second or two later you will really feel the shaking; and by this time movement from one place to another will be very difficult or impossible.

Therefore, when a shock or tremor is first recognized, teachers or supervisors must take life-protecting actions immediately. TAKE ACTION AT THE FIRST INDICATION OF GROUND SHAKING. Remember, the greatest safety hazard is from FALLING OBJECTS!

<p>*If INDOORS, have students:</p> <ol style="list-style-type: none"> 1. Take cover under their desks, a table or heavy furniture. If the desk or table moves, students should hold the legs and move with it. 2. Take cover in a strong doorway or narrow halls. 3. In hall, stairways, or other areas where no cover is available, move to an interior wall. Turn away from windows, kneel alongside wall, bend close to knees, cover sides of head with elbows, and clasp hands firmly behind neck. 4. In library, immediately move away from windows and bookshelves, and take appropriate cover. 5. Stay away from windows and beware of falling objects. 6. Stay under shelter or in defensive position until shaking stops. Remain in sheltered position for at least 60 seconds. 7. Building evacuation following an earthquake is IMPERATIVE due to the possibility of secondary hazards such as explosions and fires. The building principal will give the command to evacuate the building. If he/she is unable to do so, the evacuation command shall be given by a designated person. If all else fails, individual teachers should assume responsibility for evacuating their students. Building evacuation following an earthquake should be quick and orderly. <p>Remember:</p> <ol style="list-style-type: none"> a) Evacuation takes place ONLY after ground shaking ceases; use evacuation route assigned for fire drills. b) Teachers should take grade books with them. c) Evacuation from the building may be difficult due to debris that may have fallen in students' pathway to safety. d) If an evacuation route is blocked, an alternate exit route must be sought. e) If an aftershock occurs, students are to "drop and cover" as directed in #3 above. f) Assemble away from building and overhead power lines. If at all possible, assemble along the center of the playground beginning at the south end. Each group will then assemble to the immediate north of the previous group. g) Streets and sidewalks are not good assembly areas due to the close proximity of power lines and underground gas and sewer lines. 	<p>*If OUTDOORS, have students:</p> <ol style="list-style-type: none"> 1. Move to an open space away from buildings if possible. 2. Avoid electrical poles and overhead wires. <p>*After Quake Is Over:</p> <ol style="list-style-type: none"> 1. Do NOT light a fire or strike a match until advised that it is safe to do so. Broken gas lines could cause a fire or explosion. 2. Do NOT touch electrical wires which have fallen. 3. Do NOT enter building until it has been determined safe. 4. Teachers should check roll and report to principal. <ol style="list-style-type: none"> a. Account for all students. b. Locate missing students and/or staff. 5. Follow instructions from principal. 6. Check radio for latest bulletin. 7. Due to the possible overtaxing of emergency medical personnel and fire department, the following procedures are to be followed: <ol style="list-style-type: none"> a. Administer first aid as needed. b. Extinguish small fires before they get out of hand. c. The janitor should shut off main power, gas and water. 8. Attempt to calm and reassure frightened students. 9. NO STUDENT SHALL BE EXCUSED FROM SCHOOL UNLESS A PARENT OR PARENT DESIGNATED PERSON COMES FOR HIM/HER! 10. Keep a record of students that have been released to parents or other authorized persons.
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GENERAL ADMINISTRATION

School/Community Relations

Parent/Family Involvement in Education

***The** Board of Education recognizes the positive effects of parents/families' involvement in the education of their children. The Board is committed to strong parent/family involvement in working collaboratively with district staff as knowledgeable partners in educating district students. In order to implement the Board's commitment to parent/family involvement in education, the Superintendent will appoint a committee of parents, staff, and community representatives to serve as the district's Parent Involvement Committee. The Committee's responsibilities will include recommendations for program development, parent/staff training and program evaluation. Program evaluation reports will be prepared and submitted to the Superintendent annually by June 1.

GENERAL ADMINISTRATION

Private, State and Federal Programs Administration

Title I

***The** responsibility for implementation of the Title I policy is shared between the Title I Director and each building principal. The designation of these duties is described below.

***Title I Staff and Parent Responsibilities:**

1. Development of the District's Plan will include input from parents of eligible students, teachers, administrators and related personnel.
2. Provide letters to parents regarding Title I programs and curriculum, how their children were selected for Title I, how their progress will be measured, how much progress they are expected to make during the school year, and how their performance compares to that of their schoolmates.
3. Provide an orientation meeting for parents each school year before the end of the first quarter.

Policy 1405 (Regulation 1405)

Regulation 1621

4. Provide parents of each school with the results of the annual review. This review is to include the individual school performance profiles.
5. Provide timely notification to parents, in the form of letters and flyers, regarding Title I meetings and workshops.
6. Offer professional development opportunities for teachers on increasing their effectiveness in teaching all students eligible for Title I services and on addressing the needs of Title I parents.
7. Offer workshops for parents on how to help assist in the instruction of their children.
8. The District will conduct an annual review meeting of Title I activities which will include, but not be limited to, parent evaluations and the school-parent compact. Meeting agenda sign-in sheets for parents and staff, as well as, meeting minutes will be maintained by the District.
9. Send data regarding year-end Title I program evaluation results to all parents.
10. Invite parents to and include parents in Title I program review team meetings.
11. Notify parents regarding the professional qualifications of their student's classroom teachers.

***Title I Staff Qualifications**

Teachers

***Title I** teachers hired after the first day of school for 2002-2003 must meet the following qualifications:

1. Have obtained full state certification as a teacher.
2. Hold at least a bachelor's degree.
3. Elementary teachers - have demonstrated subject knowledge and teaching skills in reading, writing, mathematics and other areas of the basic elementary school curriculum.
4. Secondary teachers - have demonstrated a high level of competency in each of the academic subjects that they teach.

***Title I** teachers hired prior to 2002-2003 must meet the same qualifications by the end of 2005-2006.

Paraprofessionals

***Title I** paraprofessionals hired after January 8, 2002, must have a secondary school diploma or a GED and meet one of the following qualifications:

1. Completed at least two (2) years of study at an institution of higher education, or
2. Obtained an associate's (or higher) degree, or
3. Have demonstrated knowledge of, and the ability to assist in instructing reading readiness, writing readiness and mathematics readiness, as appropriate.

***Title I** paraprofessionals hired prior to January 8, 2002, must meet the above qualifications by January 8, 2006. Exceptions to these qualifications would apply to those Title I paraprofessionals who primarily serve as translators or whose duties consist solely of conducting parental involvement activities.

***Title I Building Level Responsibilities**

***Each** Title I building administrator will invite all parents to attend their school's program planning meetings, school review and improvement meetings.

***Title I** teachers will provide parents with quarterly written reports on the progress of their children, so that parents can know the extent to which they are learning. Teachers will be available for individual conferences at the regularly scheduled District Parent/Teacher Conference dates and at other times by appointment through each building office. Meeting times will take into account the need to accommodate a variety of parent work schedules.

***Through** these reports and conferences, Title I teachers will provide parents with the results of evaluations of student progress. These evaluations will include, but will not be limited to, test results, measurements of homework turned in, homework completed, student attitudes and student behavior.

***Each** Title I school will:

1. Design and sponsor activities to address the needs of children which are unmet due to the absence of one parent.
2. Design types of parent involvement that do not involve being at school, such as helping teachers by assembling materials at home for use in classroom activities.
3. Offer opportunities and materials for parents to participate in classroom activities.

***Parent Notification of Teacher Qualifications**

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

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

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

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

***Requests** by parents for this information must be provided in a timely manner.

***Title I Grievance Procedure**

***This** grievance procedure applies to all complaints regarding District operations under all programs authorized under the Federal No Child Left Behind Act (NCLB) including Title I, Title II, Title III, Title IV (Part A), Title V, Title VI, Title VII and Title IX (Part C).

***A** formal complaint may be filed by parents, member of the public, teachers, or other District employees. Complaints must be in writing; must be signed by the complainant; and must include facts, including documentary evidence that supports the complaint and the specific requirement, statute, or regulation alleged to have been violated.

***All** complaints must be filed with the Superintendent or Superintendent's designee and will be addressed in a prompt and courteous manner.

1. The District will notify the Commission of Elementary and Secondary Education (DESE) within fifteen (15) days of receipt of the complaint.
2. The District will investigate and process the complaint within thirty (30) days of receipt of the complaint.
3. The complaint findings and resolutions will be disseminated to all parties and to the Board of Education.
4. If dissatisfied with the District's determination, complainant may appeal to DESE within fifteen (15) days of receipt of the District's determination.

NONDISCRIMINATION AND STUDENT RIGHTS

Policy 2100

Students

Nondiscrimination and Student Rights

***The** Board of Education reaffirms its belief that every student regardless of race, color, sex, national origin, age, ethnicity, religion, disability, sexual orientation or perceived sexual orientation be given equal opportunity for educational development.

***The** Board recognizes the importance of providing each student with a school environment conducive to intellectual, emotional and social growth through participation in a full range of educational programs and activities. Board and staff commitments insure equal educational opportunities in course offerings, guidance and counseling, test procedures, extracurricular activities, discipline procedures and student support services.

EQUAL EDUCATION OPPORTUNITY

Policy 2110

Students

Nondiscrimination and Student Rights

***It** is the policy of the Board of Education to provide a free and appropriate education for students with disabilities. Students with disabilities are those who, because of certain atypical characteristics, have been identified by professionally qualified personnel as requiring special educational planning and services. Students with disabilities will be identified on the basis of physical, health, sensory, and/or emotional handicaps, behavioral problems or observable exceptionalities in mental ability. It is possible that a student may have more than one type of disability.

***The** District's programs and services available to meet the needs of these students will be in accordance with The Individuals with Disabilities Education Act, The Education for All Handicapped Students Act of 1975, The Rehabilitation Act of 1973, Section 504, and 162.670 - .995 RSMo., Missouri Special Education Services. In addition, the identification of students with disabilities and the services provided by the District will be in accordance with the regulations and guidelines of the Missouri Department of Elementary and Secondary Education's Current Plan for Part B of The Education of the Handicapped Act, as amended. (See Policy and Regulation 6250 - Instruction for Students with Disabilities.)

STUDENTS

Policy 2115

Student Welfare

Transgender Students

***The** Board of Education believes that all students are entitled to a quality education in a safe environment. This belief extends to the growing number of transgender students, that is, students who self-identify with a gender that is different from their biological sex.

***The** Board seeks to balance the privacy needs of all students with the preferences of transgender students and their parents/guardians. This policy sets forth the practices that are in place for the welfare of all of our students. This policy does not anticipate every situation that might occur with respect to transgender students, and the needs of each transgender student must be assessed on a case-by-case basis.

Student Identity

***Transgender** students are permitted to select a first name and pronoun that more closely matches their gender identity. This chosen name shall be used by District staff to communicate verbally and electronically other than in official school records. Changes of name shall not be permitted to exceed one name change per school year.

***Official** school records shall continue to list the birth name and biological sex of the student. The student or their parents/guardians may obtain a name change through the court system. In such case, the District will amend its official school records to comply with the court order.

Restrooms

***The** District, when requested, will designate a gender neutral restroom(s) in each building with the appropriate signage.

All students, regardless of their gender identity will have the option of using the gender neutral restroom, or the restroom designated for their biological sex.

Locker Rooms/Showering Facilities

***Elementary** students are not required to change into PE uniforms and, hence, do not require showering.

***In** District secondary schools, students who elect to participate in physical education classes that require access to locker rooms or showering facilities will be expected to use those facilities designated for their biological gender. However, upon request of a transgender student and/or their parents, alternatives will be considered. In consultation with the student and parents, the alternative will include, but not be limited to, on-line PE courses, independent study; scheduling adjustments to include early access to change and showering facilities; separate enclosed change and shower room within the locker room. Each such request would be considered on a case-by-case basis. However, if consensus cannot be reached with the student/parents, the District will select an option that is in the best interest of all students.

Apparel

Transgender students are permitted to dress in the same manner as the gender with which they identify. However, all students are required to dress consistently with the school's dress code.

Extra-Curricular/School Activities

Similarly, all students are permitted to wear apparel associated with their gender or gender identity. On occasion, student activity groups schedule overnight trips. Students will be assigned rooms, with sponsor approval, mutually agreed upon by student roommates. The District is a member of the Missouri State High School Activities Association (MSHSAA). As such, the District is required to adhere to MSHSAA regulations regarding athletic participation by transgender students.

Harassment

STUDENTS

Nondiscrimination and Student Rights

***It** is the policy of the District to maintain a learning environment that is free from harassment because of an individual's race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation. The School District prohibits any and all forms of unlawful harassment and discrimination because of race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation.

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

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

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

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

Policy 2130

(Regulation 2130)

(Form 2130)

Nondiscrimination and Student Rights

Harassment Grievance Form

HARASSMENT/DISCRIMINATION GRIEVANCE FORM

Complainant: _____

Home Address: _____

Work Address: _____

Home Phone: _____

Work Phone: _____

Date of Alleged Incident(s): _____

Did the incidents involve: sexual harassment/discrimination, racial harassment/discrimination, harassment/discrimination because of age, harassment/discrimination because of color, national origin or ethnicity, harassment/discrimination because of disability, harassment/discrimination because of sexual orientation or perceived sexual orientation (circle all that apply).

Name of person you believe harassed or discriminated against you or another person:

If the alleged harassment/discrimination was toward another person, identify that other person:

Describe the incident as clearly as possible, including such things as what force, if any, was used, any verbal statements (i.e. threats, requests, demands, etc.), what, if any physical contact was involved. Attach additional pages as necessary.

When and where did the incident occur? _____

List any witnesses who were present: _____

This complaint is based upon my honest belief that _____
has harassed/discriminated against me or another person. I hereby certify that the information I
have provided in this complaint is true, correct, and complete to the best of my knowledge.

Complainant's Signature

Date

Witness

Date

Received By

Date Received

SEARCHES BY SCHOOL PERSONNEL

Policy 2150

Students

Nondiscrimination and Student Rights

***School** lockers and desks are the property of the Board of Education and are provided for the convenience of students, and as such, are subject to periodic inspection without notice, without student consent, and without a search warrant. The lockers and desks may be searched by school administrators or staff who have a reasonable suspicion that the lockers or desks contain drugs, alcohol, material of a disruptive nature, stolen properties, weapons, items posing a danger to the health or safety of students and school employees, or evidence of a violation of school policy. In addition, the Board of Education authorizes the use of trained dogs to sniff lockers or other school property to assist in the detection of the presence of drugs, explosives, and other contraband.

***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. The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses, if such witnesses are available. Students may be asked to empty pockets, remove jackets, coats, shoes and other articles of exterior clothing for examination if reasonable under the circumstances.

***No** employee shall perform a strip search of any student. The exception to this would be if a school administrator reasonably believes that a student possesses a weapon, explosive, or substance that poses an imminent threat of physical harm to himself or herself or another person, and if a commissioned law enforcement officer is not immediately available. Strip searches may be conducted by, or under the authority of, a commissioned law enforcement officer.

***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 a school administrator has reasonable suspicion to believe that illegal, unauthorized or contraband items, or evidence of a violation of school policy is contained inside the vehicle.

***Law** enforcement officials shall be contacted if the search produces a controlled substance, drug paraphernalia, weapons, stolen goods or evidence of a crime, 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. A student who refuses to submit to a search may be appropriately disciplined by school officials.

INTERVIEWS, INTERROGATION AND REMOVAL FROM SCHOOL

Policy 2160

Students

Nondiscrimination and Student Rights

Interview or Interrogation

***The** 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 law enforcement 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 ordinarily will make reasonable efforts to notify the student's parents/guardians.

Removal of Students From School

***Before** a student at school is arrested or taken into custody by a 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/guardian that the student is being removed from school.

FERPA Notice of Designation of Directory Information

Form 2400

STUDENTS

Student Educational Records

FERPA Notice of Designation of Directory Information

NOTICE OF DESIGNATION OF DIRECTORY INFORMATION

Dear Parents and Guardians:

***The** Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Marionville R-9 School District, with certain exceptions, obtains your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Marionville R-9 School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Marionville R-9 School District to include this type of information from your child's educational records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;

- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

***Directory** information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

***If** you do not want Marionville R-9 School District to disclose directory information from your child's educational records without your prior written consent, you must notify the District in writing by the first Tuesday after Labor Day of each school year. The Marionville R-9 School District has designated the following information as directory information:

- | | |
|---------------------------|--|
| ▪ Student's name | ▪ Grade Level |
| ▪ Address | ▪ Participation in officially recognized activities and sports |
| ▪ Telephone listing | ▪ Weight and height of members of athletic teams |
| ▪ Photograph | ▪ Degrees, honors and awards received |
| ▪ Date and place of birth | |
| ▪ Dates of attendance | |

FERPA Educational Rights Annual Notification

Form 2400.1

STUDENTS

Student Educational Records

***Each** year the Marionville R-9 School District is required to give notice of the various rights accorded to parents or students pursuant to the Family Educational Rights and Privacy Act (FERPA). Parents and students have a right to be notified and informed. In accordance with FERPA, you are notified of the following:

***RIGHT TO INSPECT:** You have the right to review and inspect substantially all of your education records maintained by or at this institution.

***RIGHT TO PREVENT DISCLOSURES:** You have the right to prevent disclosure of education records to third parties with certain limited exceptions. It is the intent of this institution to limit the disclosure of information contained in your education records to those instances when prior written consent has been given to the disclosure, as an item of directory information of which you have not refused to permit disclosure, or under the provisions of FERPA which allow disclosure without prior written consent.

***One** exception which permits disclosure without consent is disclosure to school officials with legitimate education interests. A school official is a person employed by the school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school district has contracted to perform a special task (such as an attorney, auditor, consultant, or therapist); or a parent, student or volunteer serving on an official committee, such as a disciplinary or grievance committee. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

***RIGHT TO REQUEST AMENDMENT:** You have the right to seek to have corrected any parts of an education record which you believe to be inaccurate, misleading or otherwise in violation of your rights. This right includes the right to a hearing to present evidence that the record should be changed if this institution decides not to alter the education records according to your request.

***RIGHT TO COMPLAIN TO FERPA OFFICE:** You have the right to file a complaint with the Family Policy Compliance Office, U.S. Department of Education, Washington, D.C., 20202-4605, concerning the Marionville R-9 School District's failure to comply with FERPA.

***RIGHT TO OBTAIN POLICY:** You have the right to obtain a copy of the written policy adopted by the Board of Education of the Marionville R-9 School District in compliance with FERPA. A copy may be obtained in person or by mail from: The Superintendent of Schools, PO Box 409, Marionville, MO 65705.

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

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

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)
 1. Political affiliations or beliefs of the student or student's parents;
 2. Mental or psychological problems of the student or student's family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law to determine program eligibility.
- *Receive* notice and an opportunity to opt a student out of –
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and

3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- *Inspect*, upon request and before administration or use –
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

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

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

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

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

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

Promotion and Retention

STUDENTS

Student Academic Achievement

Policy 2520

(Regulation 2520)

***The** purpose of promotions and retentions is to provide maximum consideration for the long-range welfare of the student and to provide an opportunity for each student to progress through school according to his/her own needs and abilities.

***It** is expected that most students in the schools will be promoted annually from one grade level to another upon completion of satisfactory work, however, a student may be retained when his/her standards of achievement or social, emotional, mental, or physical development would not allow satisfactory progress in the next higher grade. Retention normally occurs before the student leaves the primary grades.

***Parents/guardians** who wish to appeal the decision for retention must first contact the building principal. If parents/guardians do not accept the decision at the building level, an appeal may be made in writing to the Superintendent. All appeals must be requested within two (2) weeks after the close of school.

***The** process for reading assessments and remediation, and retention guidelines for students who fail to meet the District's objectives for reading, are contained in Regulation 2520 - Promotion and Retention.

Student Discipline

Policy 2600

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

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

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

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

Misconduct and Disciplinary Consequences

Policy 2610

(Regulation 2610)

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

Firearms and Weapons in School

Policy 2620

(Regulation 2620)

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

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

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

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

Student Use of Tobacco, Alcohol and Drugs

Policy 2640

Smoking

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

Alcohol and Drug Use

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

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

DRUG-FREE SCHOOLS

Policy 2641

Students

Discipline

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

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

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

Student Dress

Policy 2651

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

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

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

***When**, in the judgment of the principal, a student's appearance or mode of dress disrupts the educational process, or constitutes a threat to health or safety, the student may be required to make modifications.

Adopted: July 19, 2006

Amended: October 20, 2010

Student Conduct on Buses

Regulation 2652

STUDENTS

Discipline

***In** order to insure the proper maintenance of behavior and safety for our students and bus drivers, the Marionville Board of Education has adopted the following policy. BUS MISCONDUCT NOTICES may be issued for disobedience or impudence to the driver, moving around while the bus is in motion, extending arms and/or head out the windows, loudness or boisterousness, tampering with bus and/or equipment, smoking or lighting matches or lighters, scuffling or fighting, using obscene language, littering the bus, failure to meet the bus on schedule excessively, etc. The following procedures shall be followed:

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

***The** bus driver may meet with the student, parent and principal when misconduct occurs on a bus. In case of gross misconduct (which would endanger the safety of the students or driver), disciplinary action shall be initiated immediately by the administration and/or the Marionville Board of Education.

Student Participation in Secret Organizations and Gangs

Policy 2653

(Regulation 2653)

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

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

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

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

Bullying

Policy 2655

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

***Bullying occurs when a student:**

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

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

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

Student Cell Phone Usage for K-8 Students

Policy 2656

STUDENTS

Discipline

***Developments** in cell phone technology in recent years have resulted in enhanced communication opportunities. However, the use of cell phones in schools poses increasing risks of school disruptions, bullying, criminal activity, and academic dishonesty. As a result, beginning with the 2012-13 school year, student cell phones will not be utilized or seen during the instructional day, as well as, in dressing areas during extracurricular activities. The instructional day is defined as 8:00 a.m. until 3:10 p.m. Violation of this policy will result in in-school suspension, while second offenses will result in two days of out-of-school suspension being imposed, and the third offenses will result in three days of out-of-school suspension being imposed.

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

Suspension

Policy 2662

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

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

Expulsion

Policy 2663

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

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

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

Reporting of Violent Behavior

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

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

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

INSTRUCTIONAL SERVICES

Policy 6440

Evaluation Services

Statewide Assessments

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

						Marionville R-9 School Calendar 2018-2019	
August	M	TU	W	TH	F		
			1	2	3	Aug. 10, 13, 14: Teachers' In-service/Workshops Aug. 15: First Day of School	
	6	7	8	9	10		
	13	14	15	16	17		
	20	21	22	23	24		
27	28	29	30	31			
						12 School Days	
September	3	4	5	6	7	Aug. 31 - Sept. 3: (No School) Labor Day Holiday Sept. 14: (No School) Professional Development	
	10	11	12	13	14		
	17	18	19	20	21		
	24	25	26	27	28		
						18 School Days	
October	1	2	3	4	5	Oct. 18: End of First Quarter Oct. 19: (No School) Professional Development October 25: P/T Conferences 1-8 P.M. October 26: (No School)	
	8	9	10	11	12		
	15	16	17	18	19		
	22	23	24	25	26		
	29	30	31				
						21 School Days	
November				1	2	Nov. 20: Dismiss 1:00 P.M. Nov. 21-23: (No School) Thanksgiving Break	
	5	6	7	8	9		
	12	13	14	15	16		
	19	20	21	22	23		
	26	27	28	29	30		
						19 School Days	
December	3	4	5	6	7	Dec. 21: End of First Semester -Dismiss 1:00 P.M. Dec. 24-Jan. 3: (No School) Christmas Break	
	10	11	12	13	14		
	17	18	19	20	21		
	24	25	26	27	28		
	31						
						15 School Days	
January		1	2	3	4	Jan. 7: (No School) Professional Development Jan. 8: Beginning of Second Semester Jan. 21: (No School) MLK	
	7	8	9	10	11		
	14	15	16	17	18		
	21	22	23	24	25		
	28	29	30	31			
						17 School Days	
February					1	Feb. 14: Professional Development 8 A.M.- 1 P.M. Feb. 14: P/T Conference 1-8 P.M. Feb. 15-18: (No School) February Break	
	4	5	6	7	8		
	11	12	13	14	15		
	18	19	20	21	22		
	25	26	27	28			
						17 School Days	
March					1	Mar. 14: End of Third Quarter Mar. 15: (No School) Professional Development Mar. 22-25: (No School) March Break	
	4	5	6	7	8		
	11	12	13	14	15		
	18	19	20	21	22		
	25	26	27	28	29		
						18 School Days	
April	1	2	3	4	5	Apr. 19-22: (No School) Easter Break	
	8	9	10	11	12		
	15	16	17	18	19		
	22	23	24	25	26		
	29	30					
						20 School Days	
May			1	2	3	May 10: Graduation 7:00 p.m. May 17: Last Day of School-Ddismiss 1:00 p.m.	
	6	7	8	9	10		
	13	14	15	16	17		
	20	21	22	23	24		
	27	28	29	30	31		
						13 School Days	
						170 School Days	
<div style="display: flex; align-items: center;"> <div style="width: 15px; height: 15px; background-color: #add8e6; border: 1px solid black; margin-right: 5px;"></div> No Students </div> <div style="display: flex; align-items: center;"> <div style="width: 15px; height: 15px; background-color: #ff0000; border: 1px solid black; margin-right: 5px;"></div> Early Dismissal </div> <div style="display: flex; align-items: center;"> <div style="width: 15px; height: 15px; background-color: #ffff00; border: 1px solid black; margin-right: 5px;"></div> No Students/Professional Development </div>		Make-Up Days: Jan. 21, Feb. 15 & 18, March 22 & 25, April 22 May 20, 21, 22, 23, 24					

- *I have read the student handbook with my child.
- *I will allow my child to be photographed and mentioned on the School web and social media pages. I understand that if I wish for my child not to be mentioned or shown that I will send a written exclusion letter to the principal.
- *I will allow my child to view "G" and or "PG" rated videos/movies. I understand that if I wish for my child not to view videos/movies that I will send a written exclusion letter to the principal.
- *I will allow my child to attend school sponsored field trips. I understand that if I wish for my child not to attend school sponsored field trips that I will send a written exclusion letter to the principal.

Parent Signature

Date

Child's name: _____

Teacher: _____

*Please remove this sheet from the handbook. Sign and return the sheet to your child's teacher by **August 24, 2018**.