

Marion Co. R-II



Student/Parent Handbook

Adopted by the Board of Education: July 1, 2025

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Mission C-110-S

The mission of the Marion Co. R-II is: It is the philosophy of the Marion County R-II Schools that one of the most important lessons education should teach is discipline. It is designed to help all students learn those behaviors, which reflect respect for themselves, each other, and the community. It is the training that develops self-control, character, orderliness, and efficiency. Every effort will be made to assist students with those learning experiences, but when corrective measures are necessary, discipline will be administered to contribute to the growth of the pupil.

School Board Members G-100-S

Jared Stewart, President

Beau Britt, Vice President

Aaron Zook, Secretary

Joel Swisher, Treasurer

Matthew Wright, Member

Todd Goldinger, Member

Mike Lauber, Member

The role of the District's Board is to govern the community's public schools by making the major decisions for the District as a whole. The Board collectively makes these decisions and individual Board members do not have the power to speak or act for the Board. The Board as a whole, by working with the Superintendent to make decisions that will best serve the District's students, will govern the community's schools. Accordingly, complaints or concerns made to Board members will be referred to the appropriate District point of contact for resolution.

School Building Information and Contact Information

The Department of Elementary and Secondary Education's District and Building Report Cards are available here.







https://apps.dese.mo.gov/MCDS/Reports/SSRS_Print.aspx?Reportid=94388269-c6af-4519-b40f-35014fe28ec3.

Remind App

The District communicates important information and announcements through the Remind App. Parents may sign up here: <https://www.remind.com/join/2fg3he>

Academic Calendar I-100-S

MARION COUNTY R-II						
2025-2026 School Calendar						
August 2025						
Su	M	Tu	W	Th	F	Sa
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
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31						
September 2025						
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November 2025						
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December 2025						
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January 2026						
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February 2026						
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March 2026						
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April 2026						
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May 2026						
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31						

 School Closed
 Parent Teacher Conferences
 Professional Development (NO SCHOOL FOR STUDENTS)
 End of Quarter
 First and Last Day of School
 Early Out (Release at 12:45)

Aug 13-15	Professional Development - NO SCHOOL	1st Quarter- 35 Days
Aug 19	First Day of School for students (Full Day)	2nd Quarter- 38 Days
Oct 16	End of 1st Quarter	1st Semester- 73 Days
Dec 19	End of 2nd Quarter/1st Semester	3rd Quarter- 40 Days
Dec 22-Jan 5	Christmas Break	4th Quarter- 40 Days
Mar 13	End of 3rd Quarter	2nd Semester- 80 Days
Apr 3-6	Easter Break	Total Days- 153
May 21	End of 4th Quarter/2nd Semester	Total Hours- 1088.25 (Includes 6 Weather Make-Up Days)

Attendance and Absence Procedures S-115-S

Expectations for Attendance

Attendance is essential for learning. By law, all children must attend school from the age of 7 until the age of 17. Parents/guardians are accountable for the attendance of their child. The District will inform parents/guardians of their student's absence and support families when attendance becomes a concern. It is the responsibility of the student to make up work due to an absence.

Students who wish to participate in school-sponsored activities must attend school the entire day on which the activity occurs, unless the principal has pre-approved the absence based upon special circumstances.

Procedures for Reporting an Absence

It is the responsibility of the student/parent to provide the school with documentation of the reason for absence. This should be brought to the office when the student returns to school after an absence. This documentation will be important if a student has to go before the Attendance Committee. Acceptable reasons for absence include: doctor's appointments, court appointments, death in the family, etc.

Parents will be notified when a student has reached their **FOURTH** absence via school automated email.

Excessive absences can also result in student's inability to participate in field trips and other reward type activities.

Reporting to Office and Leaving Early

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

A student must do one of the following if he/she must be away from classes during the day:

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

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

Absences

Junior High and High students will be allowed **SIX** absences per class each semester. When a student is absent from a class for a **SEVENTH** time, the student **COULD** forfeit credit for that class.

A hearing will be set up with the Attendance Committee for the Junior High or High school student to present reasons for absences. The student and parent will have the opportunity to provide documentation regarding the absences such as doctor's notes, funeral information, court appearance information, etc. The Attendance Committee will then make a recommendation to the conditions under which credit may be recovered, or if credit will be denied.

Decisions of the Attendance Committee can be appealed to the Superintendent, then Board of Education.

College Days

Seniors will be allowed **TWO** College Days and Juniors **ONE**. These will not count toward the attendance policy. They must be preapproved with the administration or

counselor and the proper form must be completed by the college and returned upon return. College days will be forfeited once **EIGHT** absences have been reached.

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

Make-Up Work

Upon return from an absence, students must contact the teacher about missed work. For every day the student is absent, they will be given one day to make up the missed work. For example, if a student is absent two days, the student will have two days to turn in the missed work for full credit.

Late Arrival/Tardiness

Students are expected to be in their assigned classroom when the tardy bell rings. A late arrival or tardy occurs when a student arrives after the expected class period has begun, as determined by the District. The school day begins at 8:00 am. Students who are late need to report to the office immediately to be admitted to class. Students are considered absent for the first hour class after 8:15 am.

Junior High and High School students are allowed **THREE** tardies per semester, on their **FOURTH** and subsequent tardies, 1 day ISS will be served.

Truancy

Truancy is when the student is absent from school without permission of the parents/guardians or school official. Truancy includes, but is not limited to, skipped classes, falsely informing the school about the reason(s) for the absence, or absences that have not been pre-arranged and pre-approved as excused. The District may assign disciplinary measures for truancy. Students who are truant will not be allowed to make up work. Families are entitled to appeal assigned consequences to the Superintendent or designee.

Requesting Homework

Teachers need plenty of advance notice if a parent wants to pick up their child's homework. For expected absences, please provide at least one week's notice. If you plan to pick up your child's homework, please call the school office after 8:00 a.m. Teachers will put together homework assignments during their instructional breaks.

Dress Code S-180-S

The purpose of a dress code is to contribute to a safe, healthy environment that protects students and maintains a focus on learning. The dress code included in this handbook provides guidance to students and parents as to what constitutes appropriate attire for school and school activities. District administrators have the discretion to determine whether a garment or manner of dress not specifically described below is appropriate attire for school and school activities and/or causes a disruption to the educational environment. Administrators have the authority to take action to address dress code matters as they arise. The following District guidelines should be observed:

Dress Code Expectations and Prohibitions

Shirts and shoes must be worn. Clothing should be properly fitted (not overly restrictive or loose). Coverage of the body is expected. Therefore, the following garments are not permitted:

1. See-through garments;
2. Tops that are backless, strapless, low-cut, bare-midriff, have overly-large arm openings; or spaghetti straps;
3. Clothing that does not cover undergarments when a student is sitting or standing or does not cover the areas of the body that would normally be covered by undergarments;
4. Undergarments worn as outer wear;
5. Clothing with profane, obscene, or otherwise inappropriate language;
6. Clothing with words, symbols or images that promote illegal, sexual, or violent behavior;
7. Clothing with advertisements or promotion of alcohol, tobacco, or drugs;
8. Language or symbols that promote gangs;
9. Hoods (hooded sweatshirts worn up);
10. Sunglasses;
11. Face paint;
12. Overly-dramatic make-up;
13. Other wear that restricts the line of sight of a student's face and/or facial recognition may not be worn (although exceptions will be made by the principal for head coverings that have religious significance, are worn for medical reasons, or are for a specific, school-sponsored event);
14. Blankets carried or worn as coats or wraps while in the building;
15. Heavy or loose chains, or straps that create a safety risk.

Additional Dress Code Information

Courses and/or class activities that require observance of specific safety requirements may require adjustments of a student's clothing, accessories, or hair style for the duration of the class (e.g., hair pulled back and/or hair nets for culinary classes or other safety wear, etc.). Other dress code requirements may be articulated for students participating in certain extracurricular activities.

Violations of the District dress code will be addressed with remedial actions and/or consequences. If proper clothing can be found at school to change into, that is acceptable. If not, Junior High or High School students will be sent to the ISS room for the remainder of the day. Repeated incidents will result in In-School Suspension.

Food Service Program F-285-S

Breakfast

BREAKFAST \$1.75

Lunch

ELEMENTARY LUNCH SCHEDULE

<u>Class</u>	<u>Time</u>
PreK	11:00-11:25
Kindergarten	11:00-11:25
First Grade	11:00-11:25
Second Grade	11:00-11:25
Third Grade	11:30-11:55
Fourth Grade	11:30-11:55
Fifth Grade	11:30-11:55
Sixth Grade	11:30-11:55

Students will be given 25 minutes to eat lunch.

Junior High and High School Students are not permitted to return to their lockers or classrooms during lunch shift time without permission from the lunch supervisor.

Students are to return used trays, dishes, and silverware to the proper window and dispose of milk cartons, napkins, etc. in their proper containers. No glass bottles or containers are permitted in the cafeteria.

Items purchased in the cafeteria may not be taken out of the cafeteria to be eaten. There will be no eating of food items in the hallway or gym. Food items for lunch may not include candy or soda from the vending machines.

Policies included in the student handbooks pertain to cafeteria conduct.

Method of Collection

Each morning lunch money will be collected from the students. Individual envelopes with the student's name on the outside are preferred. The main office will credit the appropriate lunch account for each student.

Student lunch account balances must be paid a week in advance. Prices are as follows for the 2025-2026 school year:

PK-6th	\$8.60/week	\$2.15/day
7th-12th	\$9.60/week	\$2.40/day
Milk	\$.45/carton	
Extra milk	\$.45/carton	

Extra entrée \$1.25 *These prices may increase before the start of the school year, upon Board approval.*

Students whose balance falls below zero will not be offered a second entrée. Once a family's combined account balance is negative \$50, Central Office Administration will call the parent/guardian to set up payment arrangements.

CLOSED LUNCH PERIOD

Students may not leave the school grounds or go home for lunch without special permission from the office.

Meal Choices

Adults and students in grades 7th-12th will be offered an alternative entree

Free and Reduced Lunch Application

Free and Reduced Lunch applications are available in the principal's office. Please contact the school 573-439-5913, if you would like one sent home with your child.

Adult Visitors for Lunch

Adult visitors are permitted to eat lunch with students. Visitor's be approved by the principal's office prior to the visit.

Allergy Prevention and Response S-145-S

The District is required to ensure students with allergies are safe at school through planned prevention and response to a student's allergic reaction. For purposes of District policy and related procedures, an allergic reaction occurs when the immune system overreacts to a typically harmless substance and may be mild to life-threatening. Allergy prevention and response protocols apply to all school locations, including nonacademic, school-sponsored activities and transportation provided by the District. The Board authorizes the Superintendent or designee to develop and implement procedures to protect the health and well-being of students with significant allergies.

Building-Wide and Classroom Approaches

District employees including cafeteria staff and teachers are given allergy lists at the beginning of each school year and communicate student allergies for class parties to the organizers.

Parents/guardians should provide, at the time of enrollment, information on any allergies the student may have. The school nurse may request written permission from the parents/guardians to communicate with a student's health care provider as needed. Staff members are trained annually on risk reduction strategies, symptom recognition, and response procedures. **The school nurse has an emergency kit available and accessible in all school buildings containing prefilled auto syringes of epinephrine and asthma-related medications as allowed by District rules.** If you do not want these medications administered to your student in an emergency, please notify **the school nurse** in writing.

The District will provide age-appropriate education for students, consistent with state learning standards, including potential causes of allergic reactions, information on avoiding allergens, symptoms of allergic reactions, and simple steps a student can take to keep classmates safe.

All processed foods, including food sold in vending machines, are labeled with a complete list of ingredients on each individual package. Ingredient lists will be created for all food provided through the District's nutrition program, including before- and after-school programs, which are available upon request. This also applies to items sold as part of concessions, fundraisers, and classroom activities.

Individual Approaches

The District will evaluate and determine whether a student's allergies rise to the level of a disability that requires accommodations through the provisions of an Individual Education Plan (IEP) or Section 504 Plan (504). For those students who have allergies that do not rise to the level of disability, a designated team may develop an Individual Health Plan (IHP) and/or Emergency Action Plan (EAP). Staff who have a need to know about a student's allergies and plan will be informed and trained, and all staff members will follow any IEP, 504 Plan, IHP, and/or EAP.

A student's health information and individualized plan will be kept confidential and not shared with those who do not have a need to know unless authorized by the parent/guardian or as allowed by the Family Educational Rights and Privacy Act (FERPA). The District will communicate and collaborate at least annually with parents/guardians regarding the student's allergies, medications, restrictions/precautions, emergency contacts and any other relevant information to keep the student safe.

Health Services S-215-S

Health services are provided under the direction of a school nurse. The school nurse for your student's building may provide services in other buildings as well. Although the nurse may be not physically present at all times in a specific building, the nurse is always on call and there are trained employees in the building to provide first aid, dispense medication, and support the needs presented in the health office.

Illnesses/Injuries

Ill and injured students will be taken to the nurses office and the school nurse or staff will contact parent/guardian.

Students with a temperature at or above 100 degrees will be sent home. The following guidelines should be used when deciding if a child is not well enough to attend school:

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

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

Health Screenings

The Hearing Screening Schedule is as follows:

- Students in Pre-K, K, 1st, 2nd, and 3rd grade; and all new students;
- Any student referred by the teacher, parent, or self;
- Special education evaluation requests; and
- Students in 7th grad for educational purposes regarding noise exposure, if time permits.

Vision Screening Schedule

Grade	Type of Screening
All Students new to the District	Age appropriate
Kindergarten – 3 rd Grade	Near and Distance Acuity, Random Dot E (stereoacuity)
Every other year after 3 rd Grade	Distance Acuity (Near Acuity optional)

Height and Weight

Current school health guidelines recommend assessing growth and nutritional status in students when they enter the school system, identifying those students who fall outside the norms for age, monitoring those at risk, and providing follow-up and referral for those who meet referral criteria. School districts assessing growth in children and adolescents are urged to screen accurately using standardized techniques, calibrated accurate equipment, and reliable, trained measurers. Following the Centers for Disease Control and Prevention (CDC) protocols for weighing and measuring will improve accuracy and allow the screeners to use the established national norms on the CDC-approved growth charts for comparison. Guidelines for accurate weights and measures, training in the use of standardized growth charts, and training for health care

professionals in screening, assessment, and management of overweight in children and adolescents are available on-line from various websites.

Head Lice

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

If any nits remain upon return, the students will not be allowed to return to school.

Health Office

If you have any questions, please contact Emily Wilhelm, R.N., School Nurse, 2905 Hwy D Philadelphia, MO 63463, 573-439-5913 ext. 2.

Administration of Medication S-135-S

All medication is kept in the health office and no medication will be dispensed without written parental permission, including over-the-counter medication. Many medications can be given at home before or after school. When this is not possible, medication should be brought directly to the health office and must be accompanied by the following information:

Non-Prescription Medication – A written note from the parent/guardian with the student's name, reason for the medication, the time the medication is to be given, the dosage prescribed, and the number of days the medication is to be administered at school. These medications include, but are not limited to, allergy medication, decongestants, cough syrup, ibuprofen (Advil), acetaminophen (Tylenol), cough drops, or others.

Prescription Medication – Prescription medication must be sent to school in the original prescription container. The prescription label will serve as the written permission from the physician. If the doctor has given samples of medication, then a written note from the physician is necessary and should include the name of the student, the medication, and the dosage prescribed. Only those doses of medication given at school should be brought to school and no more than a 30-day supply should be stored at school. The nurse may need to clarify prescription orders with the provider.

When a student has a health condition which needs accommodation or may necessitate emergency care, it is important that the school nurse be informed. Examples of a health condition that would need to be shared with the school nurse include severe allergies, asthma, diabetes, hearing loss, seizure disorder, etc. This would include situations when a physician recommends a student assume responsibility for self-medication. The nurse may request a release of information from the student's health care provider and the

information may be shared with necessary District staff members on a need-to-know basis. Please contact the school nurse.

Communicable Diseases F-245-S

Parents/guardians must notify the District if their student has a communicable disease. Parents/guardians will be required to provide written approval from the student's treating physician in order for their student to attend school. The District reserves the right to prevent student attendance until clarification or implementation of precautionary measures are in place. Parents/guardians are required to notify the District if they are enrolling or have a student attending school who is HIV positive.

Medical information of students is highly confidential, and the District will take necessary steps to protect the medical information of students and ensure that such information is released only to those with a need-to-know and/or individuals and entities who are required by law to be notified of certain health and medical information.

Students with a communicable disease who exhibit behaviors that increase the chances of their condition being spread to other individuals, may be subject to discipline/remedial action in accordance with the discipline code, and state and federal law.

Immunizations and Vaccinations

It is unlawful for any student to attend school unless the student has been immunized according to Missouri School Immunization Law or unless a signed statement of medical or religious exemption is on file at the school, which is described in all enrollment information. Parents/guardians should bring immunization records at the time of enrollment and obtain additional immunizations as required by state law.

Asbestos F-215-S

The U.S. EPA Asbestos Hazard Emergency Response Act (AHERA) under the Federal Code of Regulations 40 CFR 763.93g(4) requires that building occupants be notified annually of the presence of asbestos in the building and the availability of the Asbestos Management Plan.

A copy of the Management Plan and inspection reports are available for review at the Superintendent's Office located at 2905 Hwy D, Philadelphia, MO 63463 as well as each school office. Questions regarding asbestos or the management plan may be directed to Central Office/Superintendent at 573-439-5913.

Student Insurance S-140-S

The District recommends student accident insurance for the protection of a student and parents/guardians. It is the responsibility of the parents/guardians to arrange insurance coverage as the District does not assume financial responsibility for student injuries.

Students participating in interscholastic athletics are required to have insurance coverage. This may be in the form of either family coverage or the coverage offered

through the District. Missouri State High School Activities Association (MSHSAA), requires that a student be covered through insurance before being allowed to practice or compete for a school team. The student will not be allowed to participate in interscholastic practices or competitions until proof of insurance is provided.

The District also provides information about MO HealthNet for Kids (MHK), Missouri's Medicaid program, to qualifying families who enroll students in the District. Parents who complete an application for free and reduced-priced meals (FRL), and who indicate on the application form a child does not have insurance, will be notified by the District that the MHK program is available. Forms for MHK may be accessed at:

<https://dssmanuals.mo.gov/wp-content/uploads/2020/09/IM-1SSL-Fillable-Secured-6-24-21.pdf>.

Student Records S-125-S

Access to and Release of Student Information

All parents/guardians may inspect and review their student's education records, seek amendments, consent to disclosures except to the extent the law authorizes disclosure without consent, and file complaints regarding the records as allowed by law. Requests to inspect or review education records may be directed to the District's Custodian of Records. Requests to amend education records may be directed to the District's Custodian of Records to obtain the proper form. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

The parents'/guardians' rights relating to the education records transfer to the student once the student becomes an eligible student; however, parents/guardians maintain some rights to inspect student records even after a student turns 18. The District allows access to records to either parent, regardless of divorce, custody or visitation rights, unless the District is provided with legal documents that the parent's rights to inspect records have been modified.

Directory Information

Directory information is information about a student that generally is not considered harmful or an invasion of privacy if disclosed without the consent of a parent or eligible student. The District will designate the types of information included in directory information and may release this information without obtaining consent from a parent or eligible student unless a parent or eligible student notifies the District in writing. Parents and eligible students will be notified annually of the information the District has designated as directory information and the process for notifying the District if they do not want the information released. Even if parents or eligible students notify the District in writing that they do not want directory information disclosed, the District may still disclose the information if required or allowed by law. For example, the District may require students to disclose their names, District email addresses in classes in which

they are enrolled, or students may be required to wear or display a student identification card that exhibits information designated as directory information. If you do not want the District to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent (with exception of disclosures required by law), you must notify the District in writing by September 1st of each school year or within 14 days of enrollment for new students.

The District designates the following items as directory information:

General Directory Information: The following personally identifiable information about a student may be disclosed by the District without first obtaining written consent from a parent or eligible student: Student's name; date and place of birth; parents' names; grade level; enrollment status (e.g., full-time or part-time); participation in District-sponsored or District-recognized activities and sports; weight and height of members of athletic teams; athletic performance data; dates of attendance; degrees, honors and awards received; artwork or course work displayed by the District; schools or school Districts previously attended; and photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy.

Limited Directory Information: In addition to general directory information, a student's address, telephone number and email address; and the parents' addresses, telephone numbers and email addresses may be disclosed to: school officials with a legitimate educational interest; parent groups or booster clubs that are recognized by the Board and are created solely to work with the District, its staff, students and parents and to raise funds for District activities; governmental entities including, but not limited to, law enforcement, the juvenile office and the Children's Division (CD) of the Department of Social Services.

School Officials with a Legitimate Educational Interest

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests.

A school official includes a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a Board Member. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks.

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

Release of Records to Other Agencies or Institutions

The District forwards education records to officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements under the law.

Military and Higher Education Access

The District will disclose the names, addresses and telephone numbers of secondary school students to military recruiters or institutions of higher education as required by law. However, if a parent or a secondary school student who is at least 18 submits a written request, the District will not release the information without first obtaining written consent from the parent of the student/eligible student.

Release

Parents or guardians may designate additional adult(s) to have access to their student's records by requesting a Family Educational Rights and Privacy Act (FERPA) release form by contacting the Principal's office at 573-439-5913 ext. 1.

Notice

Parents/Guardians and/or eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

Personnel Records E-190-S

The District is required to inform you that, according to the Every Student Succeeds Act of 2015 (Public Law 114-95), upon your request, the District is required to provide you in a timely manner, the following information:

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

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

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

This information may be requested by contacting: Aaron O’Laughlin, Principal.

Parent and Family Involvement and Engagement (Title I, Part A) I-135-S

The District encourages effective involvement by parents, guardians, and families to support the education of their children. In consultation with the State Board, educators, local associations, parent organizations and individual parents/guardians whose children are enrolled in the District, the District will:

1. Promote regular, two-way communication between home and school.
2. Promote and support responsible parenting.
3. Recognize that parents and families play an integral role in assisting their children to learn.
4. Promote a safe and open atmosphere for parents and families to visit the school that their student(s) attend and actively solicit parental/family support and assistance for school programs.
5. Include parents as full partners in decisions affecting their children and families.
6. Avail community resources to strengthen school programs, family practices, and the achievement of students.

The Schoolwide Program Plan is available here:

<https://static1.squarespace.com/static/5cfeac15045ddf0001ab2336/t/66e0681de6ba2e6c17b89cfa/1725982749903/LEA+SCHOOLWIDE+PROGRAM+PLAN+24-25.pdf>

The School Parent and Family Engagement Plan may be found here:

<https://static1.squarespace.com/static/5cfeac15045ddf0001ab2336/t/66e06834750bo217568f80co/1725982772568/LEA+PARENT+AND+FAMILY+ENGAGEMENT+PLAN+24-25.pdf>

Program for Students who are Homeless, Migrant, English Learners, At-Risk or in Foster Care I-140-S

The District is committed to the provision of a free and appropriate education for all students enrolled in the District. Therefore, the District complies with all provisions, regulations, and administrative rules applicable to state and/or federal requirements in order to serve students who are homeless, migrants, English learners, at-risk, or in foster care.

The District’s liaison for students who are homeless, migrant, English learners, or in foster care is:

Name: Randi Lee Clayton
Phone #: 573-439-5913
Email Address: rclayton@marion.k12.mo.us

English Language Learners I-150-S

The District provides programs and support for students in order to provide equal educational opportunities for students with limited English proficiency (LEP).

Free language interpreting and translation is available for parents/guardians and students who require it. If you require an interpreter, please inform your student's teacher or school, and the District will arrange for an interpreter to assist at no cost to you. If we do not have an interpreter for your language, we will work to find someone who can help.

Information on District programs such as Gifted Education, AP classes, Special Education, extracurricular activities, and others can be found on the District website.

For more information about the programs for students with LEP or assistance for families, please contact:

Name of Coordinator: Randi Lee Clayton
Address of Office:
Phone #: 573-439-5913
Email: rclayton@marion.k12.mo.us

Visitor Procedures C-155-S

For student purposes, all visitors MUST use the main entrance, report to the office, and sign in and out upon arrival and departure. No one will be allowed to enter the hallways or classrooms without permission from the office and without a visitor's pass. If you need to pick up your child before the end of the school day, come to the office and your child will be called to the office.

Since classroom observations and visits can be disruptive, the District does not permit parents/guardians or other family members to visit classrooms during instructional time for the purpose of observing students unless the principal has approved the visit 1 week in advance.

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

Transportation Services F-260-S

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

1. The bus driver is in charge of the students and the bus. Students must obey the driver at all times. Parents will be notified of student misconduct. Students who continue to break the rules of proper bus conduct will lose the privilege of riding the bus.
2. Students must be on time. The bus cannot wait beyond its regular schedule for those students who are tardy.
3. Students should never stand in the roadway while waiting for the bus.
4. Unnecessary conversation with the bus driver is prohibited.
5. Classroom conduct is to be observed by students while riding the bus, except for ordinary conversation. No “HORSEPLAY” will be permitted.
6. Students must not at any time extend arms, head or objects out of bus windows. Windows can only be lowered to the specified height as indicated by the driver.
7. Students must not try to get on or off the bus or move about within the bus while it is in motion.
8. Students must remain in their seats until the bus has come to a complete stop and the bus driver has opened the door to depart the bus. Students must observe instructions from the driver when leaving the bus.
9. Students who must cross the road to board or leave the bus must do so only by signal from the driver and then cross in front of the bus.
10. Students must observe instructions from the driver when leaving the bus.
11. Any damage to the bus should be reported to the driver immediately. Any student causing damage to a bus will be responsible and pay for the damage.
12. Students will not be picked up or dropped off at places other than designated stops at school, unless proper authorization from parents or administration is received. Parents need to call the following number **573-439-5913 ext 10** and leave a message of any morning change **BEFORE 6:15AM**, and afternoon changes **BEFORE 2:45 PM**. If it is after this time or no call has been made the bus driver will proceed on their normal route. Please do not attempt to contact bus drivers via phone while they are on their route 6:45AM-8AM and 3:05 PM-4:45 PM.
13. The bus driver has the right to assign students to a particular seat and enforce proper conduct.
14. Students are not to bring food to be eaten on the bus nor drinks unless it is for lunch.
15. No smoking is allowed on the bus at any time.
16. No alcohol or drugs are allowed on the bus at any time.
17. No animals, weapons, glass, balloons, or any object that could be harmful to students or driver are allowed on the bus.
18. Parents should instruct their children on what procedures to follow if the bus is missed.

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

Student Discipline S-170-S
Student Code of Conduct

The District believes students deserve the right to participate and learn in a safe environment which allows teachers to focus on instruction that accelerates achievement. To ensure that school is a quality atmosphere for all students at all times, the code of conduct and discipline policies outline consequences for misconduct that occurs at school, during a school activity whether on- or off-campus, on District transportation, or misconduct that involves the use of District technology. All District personnel are responsible to supervise and hold students accountable for violations of discipline rules.

Failure to obey standards of conduct may result in, yet is not limited to, verbal warning, community service, confiscation of property, principal/student conference, parent contact, loss of credit, grade reduction, course failure, removal from extracurricular activities, revocation of privileges including transportation, parking and technology privileges, detention, in- or out-of-school suspension, expulsion, and report to law enforcement. For offenses involving academic integrity, the student may also be subject to a loss of credit for work, a grade reduction, and/or course failure. The Board authorizes the immediate removal of a student who poses a threat to self or others as determined by the principal, Superintendent, or the Board.

Any student who is suspended for any serious violation of the District's Student Discipline policy shall not be allowed while suspended to be within 1,000 feet of any school property or any activity of the District, regardless of where the activity takes place, unless:

1. Such student is under the direct supervision of the student's parent, legal guardian, or custodian and the Superintendent or the Superintendent's designee has authorized the student to be on school property;
2. Such student is under the direct supervision of another adult designated by the student's parent, legal guardian, or custodian, in advance, in writing, to the principal of the school which suspended the student and the Superintendent or the Superintendent's designee has authorized the student to be on school property;
3. Such student is enrolled in and attending an alternative school that is located within one thousand feet of a public school in the District where such student attended school; or
4. Such student resides within one thousand feet of any public school in the District where such student attended school in which case such student may be on the property of his or her residence without direct adult supervision.

If a student engages in an act of violence, a school administrator will report the information to teachers and other District employees who are responsible for the student's education or otherwise interact with the student on a professional basis while acting within the scope of their assigned duties. Additionally, school administrators will report to the appropriate law enforcement agencies any crimes as required by law.

Corporal punishment shall only be used as a method of discipline with the notification to and written permission of a parent/guardian, when other disciplinary methods have failed to improve student behavior and self-control, and when the District administration believes it will assist in maintaining an atmosphere where orderly learning is possible and encouraged. Corporal punishment shall only be administered by a building administrator and only in the presence of at least one other adult employed by the District. Reasonable force may be used, when necessary, for the protection of a student or others and property. The District limits the use of seclusion or restraint to situations or conditions in which there is imminent danger of physical harm to self or others.

Students with disabilities will be disciplined in compliance with state and federal laws per the Individuals with Disabilities Act (IDEA), Section 504 of the Rehabilitation Plan, and any regulations and state and local compliance plans, which includes due process rights as afforded to all students. Additionally, a student's Individual Education Plan (IEP), including any portion that is related to past or potentially future violent behavior, will be provided to appropriate staff members with a need to know.

Information regarding a student's misconduct and discipline is confidential and only shared with those who have a need to know. Teachers and other authorized District personnel shall not be civilly liable when acting in conformity with District policies, including the discipline policy, or when reporting acts of school violence to a supervisor or other person as mandated by law.

The District discipline policy and procedures will be provided to every student at the beginning of each year, be published on the District website, and made available in the office of the Superintendent during normal business hours.

This code applies to all misbehavior committed by a student on District property, at any school-sponsored activity or event whether on- or off-campus, and District transportation. Additionally, the District may use its authority to address behavior that occurs off-campus if it interferes with the operation of the school or endangers the safety of students or staff.

Standards of Conduct and Consequences

No document can identify every possible offense that could potentially result in disciplinary action. This code identifies most offenses constituting a failure to obey the standards of conduct set by the Board. However, when circumstances warrant, the principal, Superintendent, and/or Board may impose consequences for misconduct not specifically outlined in this document.

District Policy for Discipline

Definitions

Acts of violence or violent behavior - The exertion of physical force with the intent to do serious physical injury while on school property, including District-transportation and school activities.

Corporal Punishment – The intentional infliction of physical punishment, usually in the form of spanking, as a method of student discipline.

Detention – A form of student discipline that requires students to attend a before and/or after school setting which monitors and restricts student activity.

Expulsion – A form of student discipline which removes and excludes a student from school for an indefinite period of time. Students who are expelled are entitled to due process rights.

In-school suspension – A form of student discipline which consists of removing the student from normal classes during the day and assigning the student to an in-school suspension program or class for a specified period of time. All assigned work turned in will be graded however students will receive only 60% credit during the suspension.

Students assigned to In-School Suspension will report to the Principal's office promptly by 8:00 a.m.

1. Lateness, failure to report or asking to change days of the suspension will double the suspension time.
2. Suspension time is designed for academic work. All students assigned must bring pencils, paper, textbooks, and will be required to work the entire period.
3. Students will not be allowed to go to lockers or leave for any reason other than an emergency.
4. Students will not be allowed to sleep or talk.
5. Failure to abide by all suspension rules may result in Out-of-School Suspension (to be determined by the Principal)

Need to know – A requirement to report acts of school violence to school personnel who are directly responsible for a student's education and who otherwise interact with the student on a professional basis while acting within the scope of their assigned duties.

Out-of-school suspension – A form of student discipline which removes and excludes a student from school for a defined period of time. Students who are suspended are entitled to due process rights. Students will receive only 50% credit during the suspension. They will be expected to continue right along in the same place as their class when they return.

Physical Restraint – The use of person-to-person physical contact that immobilizes or reduces the ability of a student to move the student's torso, arms, legs, or head freely. It does not include briefly comforting or calming a student, holding a

student's hand to transport the student for safety purposes, physical escort, intervening in a fight, or using an assistive or protective device prescribed by an appropriately trained professional or professional team.

Restitution – The requirement of a student to return or pay for stolen goods or damaged property.

Seclusion – This is the involuntary confinement of a student alone in a room or area that the student is physically prevented from leaving and that complies with the building code in effect in the school district. Seclusion does not include a timeout, in-school suspension, detention, or other appropriate disciplinary measures. Seclusion is limited to situations or conditions in which there is imminent danger of physical harm to self or others.

Serious violation of the District's Student Discipline Policy – Any act of violence or violent behavior, any drug-related activity, any offense listed in [Section 160.261.2, RSMo](#), or any other violation of the District's Student Discipline Policy resulting in the suspension of a student for more than 10 school days.

Prohibited Conduct	Definition	1st Offense	2nd Offense
Academic Dishonesty	Any type of cheating that occurs in relation to an academic exercise or assignment. It may include plagiarism, fabrication of information or citations, cheating, falsification of work or excuses for work, disrupting or destroying another person's work, failure to contribute to a team project, or other misconduct related to academic work. Students may not	No credit for the assignment	No credit for the assignment & 1-3 Days ISS

	claim AI generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism.		
Arson	Starting or attempting to start a fire or causing or attempting to cause an explosion.	Restitution and OSS with Possible Expulsion	Restitution and Expulsion
Assault, First or Second Degree	Knowingly causing or attempting to cause serious physical injury or death to another person, recklessly causing serious physical injury to another person, or any other act that constitutes	1 day - 180 days OSS	4 days - 180 days of OSS or Expulsion

	criminal assault in the first or second degree.		
Assault, Third or Fourth Degree	Using physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault in the third or fourth degree.	1 day - 180 days OSS	4 days – 180 days OSS or Expulsion
Automobile/Vehicle Misuse	Discourteous or unsafe driving on or around District property, unregistered parking, failure to move vehicle at the request of	Loss of driving privilege for 1 day – 180 days	Loss of driving privilege for 4 days – 180 days

	school officials, failure to follow directions given by school officials or failure to follow established rules for parking or driving on District property.		
Bullying and Cyberbullying	Intimidation, unwanted aggressive behavior or harassment (including criminal harassment under the Safe Schools Act), that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of	1-3 days ISS	1-3 days OSS and conference with parents & administration

	<p>physical actions, including gestures, or oral communication, cyberbullying, electronic or written communication, and any threat of retaliation for reporting of such acts.</p> <p>"Cyberbullying" means bullying through the transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager.</p> <p>Students will not be disciplined for speech in situations where the speech is protected by law.</p>		
Bus or Transportation Misconduct	Any misconduct committed by a student on transportation provided by or	Warning and parent conference with administration	1 day - 180 days of suspension

	through the District.		from bus transportation
Dishonesty	Any act of lying, whether verbal or written, including forgery.	Conference with administration	1-3 days ISS
Disrespectful or Disruptive Conduct or Speech	Conduct that interferes with an orderly education process such as disobedience or defiance to an adult's direction, use of vulgar or offensive language or graphics, any rude language or gesture directed toward another person. Discriminatory or harassing conduct may be addressed under the District's policy regarding this conduct.	Consequences will vary	1-3 Days ISS
Drugs/Alcohol/Tobacco/E-Cigarettes	The use, sale, transfer, distribution, possession, or being under the influence of prescription drugs, alcohol, tobacco products, electronic cigarettes, vaping products, other nicotine delivery products,	Conference with administration, 1-4 days ISS	Conference with administration, 1-4 days OSS

	imitation tobacco products, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, counterfeit substances, imitation controlled substances, drug/tobacco paraphernalia, or over the counter drugs on any District property, vehicles, or at District-sponsored events. However, students may use, possess, and be under the influence of their prescription drugs and over the counter drugs in compliance with District procedures.		
Extortion	Threatening or intimidating any person for the purpose of obtaining money or anything of value.	1-3 days ISS	conference with parents & administration, 1-4 days OSS
False Alarms or Reports	Intentionally tampering with alarm equipment for the purpose of	4 days OSS	Expulsion

	setting off an alarm, making false reports for the purpose of scaring or disrupting the school environment.		
Fighting	A conflict: verbal, physical, or both, between two or more people.	1-3 days OSS	8 days OSS
Weapons and Firearms	<p>A) Possession or use of a firearm as defined in 18 U.S.C. § 921 or any instrument or device defined in § 571.010, RSMo, or any instrument or device defined as a dangerous weapon in 18 U.S.C. § 930(g)(2).</p> <p>B) Other weapons are prohibited. Other weapons are defined as a device readily capable of</p>	<p>A) Suspended from school for not less than one calendar year or permanently expelled. The suspension or expulsion may be modified on a case-by-case basis by the Superintendent.</p> <p>B) Confiscation of weapon or firearm, Consequences vary from conference with administration to 1-180 Days OSS</p> <p>C) Confiscation of weapon or firearm, Consequences vary from conference with administration to 1-180 Days OSS</p>	<p>A) Suspended from school for not less than one calendar year or permanently expelled. The suspension or expulsion may be modified on a case-by-case basis by the Superintendent .</p> <p>B) Confiscation of weapon or firearm, 1-180 Days OSS</p> <p>C) Confiscation of weapon or firearm, 1-180 Days OSS</p>

	<p>lethal use, or device designed to mimic a weapon. Other weapons include mace spray, any knife, regardless of blade length; and items customarily used, or which can be used, to inflict injury upon another person or property.</p> <p>C) Possession or use of ammunition, a component of ammunition or a weapon, weapon accessories, or tactical gear.</p>		
Fireworks or Incendiary Devices	Possessing, displaying, or using fireworks, matches, lighters, or other devices	1-3 days ISS	1-4 days OSS

	to start fires or other unsanctioned actions. This does not include educational activities designed and supervised by District employees.		
Gambling	Betting something of value upon the outcome of a contest, event, assignment, or game of chance.	1 day ISS	2 days ISS
Harassment, including Sexual Harassment	Conduct that annoys, threatens, intimidates another person based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Harassment, including sexual harassment, is unwanted and unwelcomed conduct that causes another person extreme unease or fear. Examples	1-3 days ISS	1 day - 180 days OSS

	include, but are not limited to, derogatory comments or slurs, lewd propositions, blocking movement, offensive touching, or offensive posters or graphics.		
Hazing	The imposition of strenuous, humiliating, and/or dangerous tasks as part of an initiation, admission, or affiliation to a group, even when all parties willingly participate.	1 – 4 days OSS	1 day - 180 days OSS
Nuisance Items	Displaying or using items that create distractions and could be lost, stolen, or broken such as toys, collectible items, or other possessions not approved for educational purposes.	Conference with administration and contact parents.	1-4 days ISS
Property Damage or Loss of School Property	Damage to or loss of school property such as, but not limited to, books, electronic	According to state law, parents or guardians are responsible for vandalism loss	1 day of ISS – 1 year of OSS

	devices, calculators, uniforms, equipment, or facilities, etc.	or damage caused by their children up to \$2,000. Depending on the seriousness of the offense, additional punishment may be given. Up to and including suspension from school. The event may be reported to law enforcement officials.	
Public Display of Affection	Physical intimacy that is inappropriate for an educational setting, such as but not limited to, kissing, groping, fondling, cuddling.	1 day ISS	Conference with parents and administration. 1 - 4 days OSS
Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material	Possessing, displaying, or generating sexually explicit, vulgar, or violent material, such as but not limited to, pornography, nudity, violence or explicit death or injury. Students will not be disciplined for speech in situations where it is permissible by law. This restriction does not apply to	1-4 days of ISS	Conference with parents and administration. 1 - 4 days OSS

	curricular material vetted and approved by District employees for educational purposes.		
Sexual Activity	Consensual acts of sex or consensual simulations of sex including, but not limited to, intercourse or oral or manual stimulation.	1 – 4 days OSS	4 days – 180 days of OSS
Tardiness or Truancy	A student arriving after the class period has begun is marked tardy. Truancy is when a student is absent from school without permission from the parents/guardians or school official. Truancy includes, but is not limited to skipping classes, falsifying the reason for an absence, or absences that have not been pre-arranged and pre-approved as excused.	See Attendance and Absence Procedures, S-115-S .	

Technology Misconduct	Gaining or attempting to gain unauthorized access to or interfering with a technology system or information, using any type of electronic device without permission, or recording audio or visual information without express permission for educational purposes and as allowed by District rules, or using technology in a manner inconsistent with the terms of the Technology Usage Agreement. This includes cell phone misuse.	1-4 days ISS	1-4 days ISS or 1-4 days OSS
Theft	Taking or attempting to take the property of others without consent or knowingly taking possession of stolen property.	1 day ISS - 10 days OSS Any stealing which exceeds a \$50 value will result in restitution being made, contact of law enforcement and possible school expulsion.	Conference with parents & administration. 1 - 10 days OSS Any stealing which exceeds a \$50 value will result in restitution being made, contact of law enforcement

			and possible school expulsion.
Threats or Verbal Assault	Verbal, written, graphics, or gestures in a convincing manner that causes another person to fear for the safety of themselves or property.	1 day ISS – 10 days OSS Further disciplinary action, and possible report to law enforcement officials is possible.	1 day OSS – 180 days OSS with possible expulsion. Report to law enforcement officials is possible.
Unauthorized Entry	Entering a District facility, office, locker or other area that is locked or assisting someone to enter District property who is not authorized or through an unauthorized entrance.	1 Day ISS - 180 Days OSS	1-180 Days OSS
Vandalism	Deliberate destruction of or damage to property belonging to the District, employees, or students.	1 day ISS – 10 days OSS Expulsion and report to law enforcement officials is possible.	1 day – 180 days OSS Expulsion and report to law enforcement officials is possible.
Violation of Imposed Disciplinary Consequences	The failure to comply with the discipline consequences assigned. This includes appearing on	1 – 180 days OSS Expulsion and report to law enforcement officials is possible.	1 – 180 days OSS Expulsion and report to law enforcement

	District property or at a school-sponsored event while serving a suspension or expulsion.		officials is possible.
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Bullying, Hazing, and Cyberbullying S-185-S

The District strictly prohibits bullying, including hazing, and cyberbullying on school grounds, at any school function, or on District transportation.

Definitions

Bullying – Intimidation, unwanted aggressive behavior or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting such acts.

Cyberbullying – Bullying as defined above through the transmission of a communication including, but not limited to a telephone, wireless telephone, or other wireless communication device, computer, or pager. The District has jurisdiction to prohibit cyberbullying that originates on a school campus, or at a District activity if the communication was made using District technological resources, if there is sufficient nexus to the educational environment, or if the electronic communication was made on the school's campus or at a District activity using the student's own person technological resource.

Anti-bullying Coordinator – The Superintendent will ensure an individual at each school is designated to serve as the anti-bullying coordinator. All anti-bullying coordinators will be teacher-level or above and a list of coordinators will be kept on file at the District administration office and updated annually. Additionally, a District anti-bullying coordinator will be designated. The building anti-bullying coordinator is: Aaron O'Laughlin and can be reached at 573-439-5913.

School Day – A day on the District calendar when students are required to attend school.

Reporting Bullying or Cyberbullying

District employees are required to report any instance of bullying of which the employee has firsthand knowledge. Any employee, substitute, or volunteer who witnesses an incident of bullying must report the incident to the building anti-bullying coordinator within two (2) school days of witnessing the incident. If the anti-bullying coordinator is

unavailable or is the subject of the report, the employee should contact the District's Compliance Officer. In addition, all District employees, substitutes, or volunteers must direct all persons seeking to report an incident of bullying to the building anti-bullying coordinator.

Any individual making a verbal report of bullying will be asked to submit a written complaint to the anti-bullying coordinator. If the person refuses or is unable to submit a written complaint, the anti-bullying coordinator will summarize the verbal complaint in writing.

When an anti-bullying coordinator is informed about a possible bullying or cyberbullying incident, verbal, written, or otherwise, the District will conduct a prompt, impartial, and thorough investigation to determine whether misconduct, including unlawful conduct, occurred. The District will implement interim measures as necessary. When it is determined that bullying or cyberbullying occurred, the District will take appropriate action for violations of District expectations and rules.

Investigation

Within two (2) school days of receipt of a report of bullying or cyberbullying, the anti-bullying coordinator or designee will initiate an investigation of the incident. The school principal may appoint other school staff to assist with the investigation. The investigation will be completed within ten (10) school days from the date of the written report unless good cause exists to extend the investigation. A copy of the written report of the investigation and results will be sent to the District anti-bullying coordinator and included in the files of the victim and the alleged or actual perpetrator of bullying or cyberbullying. All reports are confidential in accordance with law and District rules.

Retaliation

The District prohibits reprisal or retaliation against any person who reports an act of bullying or cyberbullying, testifies, or participates in any manner with an investigation proceeding, or hearing. The District will take appropriate remedial action for any student, teacher, administrator, or other school personnel who retaliates.

Consequences of Bullying, Cyberbullying, or Retaliation

When the District receives a report of bullying, cyberbullying, or retaliation, interim measures to protect the victim(s) will be taken. If an investigation determines that bullying, cyberbullying, or retaliation occurred, the District will act to end the bullying, cyberbullying or retaliation.

Students who are determined to have participated in bullying, cyberbullying, or retaliation will be disciplined in accordance with the District discipline policy. Consequences may include, but are not limited to, loss of privileges, detention, in- or out-of-school suspension, expulsion, and referral to law enforcement. Any determination of consequences will consider factors such as the age of the student(s),

developmental level of the student(s), degree of harm, severity of behavior, disciplinary history, and other educationally relevant factors.

District employees and substitutes who violate this policy will be disciplined, up to and including termination. Volunteers, visitors, patrons, or others who violate this policy may be prohibited from District property or activities, or other remedial action.

Public Notice

The District will:

1. Provide information and appropriate training to District staff who have significant contact with students regarding the policy.
2. Provide education and information to students regarding bullying, including information regarding the District policy prohibiting bullying, the harmful effects of bullying, and applicable initiatives to address bullying, including student peer-to-peer initiatives to provide accountability and policy enforcement for those found to have engaged in bullying, cyberbullying, and/or retaliation against any person who reports an act of bullying.
3. Instruct school counselors, school and licensed social workers, mental health professionals, and school psychologists to educate students who are victims of bullying on techniques for overcoming bullying's negative effects. Techniques will include, but are not limited to, cultivating the student's self-worth and self-esteem; teaching the student to defend himself/herself assertively and effectively; helping the student develop social skills; and/or encouraging the student to develop an internal locus of control.
4. Implement programs and other initiatives to address and respond to bullying in a manner that does not stigmatize the victim and makes resources or referrals available to victims of bullying.

Complaints alleging unlawful discrimination, harassment, or retaliation in violation of District policy will be referred for investigation to the District Compliance Officer.

Report Form

This form is located at the back of this handbook.

Complaints or Concerns C-120-S

Effective communication helps avoid and resolve many complaints, concerns, misunderstandings and disagreements. Individuals who have a complaint or concern should discuss their concerns with the school personnel involved in the issue at hand in an effort to resolve problems. This step will usually involve communicating directly with the person or persons with whom the complainant has a concern. This step may be skipped when the complainant in good faith believes that speaking directly to the person would subject the complainant to discrimination, harassment or retaliation.

This step may also be skipped if the complainant in good faith believes that any law or a District policy or written rule has been violated. The District has adopted specific procedures for investigation and resolution for complaints or concerns as required by specific and varying laws that are applicable to the District. The District's Compliance Officer should be contacted with any complaints or concerns that any law or District written rule has been violated, including but not limited to, laws relating to: civil rights, including discrimination, harassment, and retaliation; special education matters including the IEP and 504 processes and services; federal programs and related services; bullying; and The Family Educational Rights and Privacy Act, including student records and confidentiality.

When communicating directly with the school personnel involved in the issue does not resolve matters satisfactorily, or if it is appropriate to skip the first step as described above, a complainant should consult with the District's Compliance Officer who will direct the complainant to the appropriate process for resolution of the complaint. The District designates the following individual to act as the District's Compliance Officer:

Name: Savannah O'Bryan
Phone #: 573-439-5913
Email Address: sobryan@marion.k12.mo.us

In the event the District's Compliance Officer is unavailable or is the subject of a report that would otherwise be made to the Compliance Officer, reports should instead be directed to the alternative Compliance Officer:

Name: Aaron O'Laughlin
Phone #: 573-439-5913
Email Address: aolaughlin@marion.k12.mo.us

All complaints of violation of any law or a District policy or written rule will be promptly investigated by the District, and appropriate action will be taken. Complainants are strongly encouraged to provide their concerns in writing.

Every Student Succeeds Act of 2015 (ESSA) Complaint Procedures

This guide explains how to file a complaint about any of the programs (Title I, A,B, C, D, II, III, IV.A, V) that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA).

Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents
General Information <ol style="list-style-type: none">1. What is a complaint under ESSA?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 nonpublic 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?

For these purposes, a complaint is a written 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 ESSA.

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 the 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.

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

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

- A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and
- The facts on which the statement is based on the specific requirements 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-five calendar days. That time limit can be extended by the agreement of all parties.

The following activities will occur in the investigation:

- **Record.** A written record of the investigation will be kept.
- **Notification of LEA.** The LEA will be notified of the complaint within five days of the complaint being filed.
- **Resolution at LEA.** The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
- **Report by LEA.** Within thirty-five 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.
- **Verification.** Within five 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, or telephone call(s).
- **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 nonpublic school children handled differently?

In addition to the procedures listed in number 7 above, complaints related to equitable services 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 Department's resolution of the complaint (or its failure to resolve the complaint).

9. How will appeals to the Department be investigated?

The Department will initiate within ten days, which will be concluded within thirty days from the day of the appeal. This 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.

Equal Opportunity and Prohibition against Harassment, Discrimination, and Retaliation C-130-S

The District is committed to providing equal opportunity in all areas of admission, recruiting, hiring, employment, retention, promotion, contracted services, and access to programs, services, activities, and facilities. The District strictly prohibits any unlawful discrimination or harassment against any person because of race, color, religion, disability, age, sex, gender, national origin, or any other characteristic protected by law. The District also prohibits retaliatory action, harassment, or discrimination against individuals who make complaints of, report, or otherwise participate in the investigation of any such unlawful discrimination, harassment, or retaliation. The District is an equal opportunity employer.

Anyone who believes that they have been discriminated, harassed, and/or retaliated against in violation of this policy should report the alleged discrimination, harassment and/or retaliation to the District's Compliance Officer. The District designates the following individual to act as the District's Compliance Officer:

Name: Savannah O'Bryan
Phone #: 573-439-5913
Email Address: sobryan@marion.k12.mo.us

In the event the Compliance Officer is unavailable or is the subject of a report that would otherwise be made to the Compliance Officer, reports should instead be directed to the alternative Compliance Officer:

Name: Aaron O'Laughlin
Phone #: 573-439-5913
Email Address: aolaughlin@marion.k12.mo.us

All employees, students, and visitors who have witnessed any incident or behavior that could constitute discrimination, harassment, or retaliation under this policy must immediately report such incident or behavior to the District's Compliance Officer for investigation.

All complaints of violation of this policy will be promptly investigated by the District, and appropriate action will be taken.

Title IX C-131-S

The District does not discriminate on the basis of sex in the education program or activity that it operates and is required by Title IX not to discriminate in such a manner. The requirement not to discriminate in the education program or activity extends to admissions and employment. Inquiries about the application of Title IX to the District

may be referred to the Title IX Coordinator or Assistant Secretary for Civil Rights of the Department of Education, or both.

The District designates the following individual to serve as the District's Title IX Coordinator:

Name or Title: Savannah O'Bryan
Address: 2905 Hwy D, Philadelphia, Missouri 63464
Email Address: sobryan@marion.k12.mo.us
Phone #: 573-439-5913

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address listed for the Title IX Coordinator.

All employees, students, and visitors who have witnessed, heard about, or received a report about any incident or behavior that could constitute sexual harassment under this policy must immediately report such incident or behavior to the District's Title IX Coordinator for investigation. If the allegations are against the District's Title IX Coordinator, it must be immediately reported to the Superintendent, unless the Superintendent is also the Title IX Coordinator, then to the President of the Board of Education.

All complaints of violation of this policy will be promptly investigated by the District, and appropriate action will be taken.

Student Searches S-175-S

Desks, lockers, and other District property provided for student use are subject to periodic and random inspections without notice. The District may use drug dogs on campus. Drug dogs will not come into direct contact with students.

Student property may be searched based upon reasonable suspicion of a violation of school rules or law and an examination of facts, credible information, or reasonable inferences based upon the facts and circumstances. Searches will be conducted in the presence of an adult witness.

Students are allowed the privilege of parking on school premises. The District has the authority to monitor vehicles and the parking lots of its campuses. The interior of a student's vehicle may be searched if the administration has reasonable suspicion that the search will reveal evidence that the student has or is violating school rules and/or the law.

Law enforcement will be contacted if a search produces a controlled substance, drug paraphernalia, weapons, stolen goods, or evidence of a crime.

Student Alcohol/Drug Abuse S-195-S

The District takes measures to foster a safe and drug-free learning environment that supports student engagement and development. Therefore, educational programs are provided to help students cultivate healthy lifestyles and age-appropriate drug awareness. All use, sale, transfer, distribution, possession, or being under the influence of unauthorized prescription drugs, alcohol, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, or counterfeit substances on any District property, vehicles, or at District-sponsored events is strictly prohibited. Suspected or known violations of the District policy should be immediately reported to school authorities. Any incidents that violate this policy are subject to disciplinary action and notification to law enforcement. Any confiscated substances will be turned over to law enforcement.

In cases where it is necessary for a student to take prescription or over-the-counter medications during the school day, the medication must be documented by the nurse's office in accordance with written label directions and parental permission in compliance with District rules. (See the Handbook's section on Administration of Medication for more information.)

Any drug/alcohol offense may result in one or more of the following:

Administrator/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension or expulsion, restitution if appropriate, loss of privileges including, but not limited to: confiscation of the contraband item, loss of parking privileges, loss of technology privileges, and referral to law enforcement. (See the Handbook's section on Student Discipline for more information.)

The possession or use of medical marijuana at school is prohibited. Students under the influence of medical marijuana may result in discipline. If you have questions or want to discuss the use of medical marijuana, please contact Aaron O'Laughlin, Principal.

Weapons in School S-200-S

The District strictly prohibits unauthorized possession or use of weapons on District property, at District-sponsored activities, either on- or off-campus, and District transportation. Weapons will be confiscated and reported to law enforcement authorities.

Examples of prohibited weapons may include, but are not limited to, blackjack, concealable firearm, explosive weapon, firearm, firearm silencer, gas gun, knife, machine gun, knuckles, projectile weapon, rifle, shotgun, spring gun, switchblade or any knife, mace spray, or any other items customarily used, or which can be used, to inflict injury upon another person or property.

By law, a student who brings a weapon prohibited by law on school property will be expelled or suspended from school for not less than one calendar year and referred to

law enforcement. The expulsion or suspension may be modified on a case-by-case basis upon the recommendation of the Superintendent to the Board. Other provisions of the discipline code related to the offense may be applied in addition to the consequences required by law. Students with disabilities who violate this policy will be reviewed under the provisions of the Individuals with Disabilities Act (IDEA) and/or Section 504 of the Rehabilitation Act.

Instruction

Alternative Methods of Instruction

The Marion County R-II School District has worked through a collaborative process to implement an Alternative Method of Instruction (AMI) plan to be utilized on days school is closed due to inclement weather, illness, exceptional emergency circumstances, or natural disaster. It will be at the discretion of the district as to whether the school is considered “closed” or if an “AMI” day will be implemented.

Important items to remember about AMI school days:

- Students will NOT attend school on an AMI day. All students will have assigned work to be completed at home.
- AMI days count as instructional days and do not have to be made up at the end of the school year if students and staff complete assigned work.
- Students who do not complete the work will be marked absent for the related AMI day AND will receive a zero for that assignment.

We will notify all parents and guardians via text alert, school call, social media postings, and the school app in the event of school closures and use of AMI days. In the event of school closing, teachers will be accessible for questions, clarification, and feedback through email.

Summer School/Intervention for Elementary

Junior high and high school students who fail a core class (math, science, social studies or english) will be required to attend summer school for credit recovery to advance onto the next required course.

Elementary students identified will be invited to attend an intervention program during the summer.

Promotion, Acceleration, and Retention of Students I-185-S

In recommending promotion or retention, these factors will be considered:

- A. Academic achievement in all subject areas, especially attainment of grade level objectives as determined by tests, teacher assignment and work samples
- B. Chronological age
- C. Study Habits

D. Attendance

E. Social/emotional maturity

The principal will be notified quarterly of students who are not meeting grade level in reading, language arts or math.

The teacher, principal and counselor will meet to review records and parents will be notified that retention is being considered. A meeting with the parent/guardian will be scheduled. Retention will occur unless there is strong and positive improvement in the student's work.

A follow-up conference for the parent will be scheduled with the principal to review the student's progress.

The decision for retention will be made by the principal and the classroom teacher and written notification of retention will be sent to the parent/guardian.

Decisions of the classroom teacher and principal can be appealed to the Superintendent, then to the Board of Education.

A+ Program S-130-S

A+ Program Description

The District is a proud participant of the Missouri A+ Program. As a designated school, the District graduates are eligible for the A+ designation, which qualifies them to receive A+ monies from the state to be used for tuition to any public community college or public vocational technical school in Missouri. Several four-year colleges and universities accept A+ credentials and funding as well. Some private, career/technical schools are also A+ eligible. In addition, more four-year institutions are offering incentives for students who meet the A+ criteria.

A+ Program Requirements

To participate in the A+ program, a student must meet all requirements. The student must be a U.S. citizen or permanent resident and have attended an A+ designated high school for two (2) consecutive years prior to graduation. The student must graduate with a non-weighted GPA of at least 2.5 on a 4.0 scale and have maintained at least a 95% attendance record in grades 9-12. In addition, the student must have performed 50 hours of unpaid mentoring and/or tutoring at a District school under District supervision coordinated through the A+ office. Up to 25% (12.5 hours) may include job shadowing prior to graduation. Good citizenship and the avoidance of unlawful use of alcohol and drugs is required. A score of proficient or advanced on the Algebra I end of course exam or a higher level DESE approved end-of-course mathematics exam must be achieved. Finally, the student must apply for non-payback scholarships by completing a FAFSA (free application for federal student aid) form.

More information about the A+ program may be accessed through the District website <https://marion.k12.mo.us/career-college>, the high school counselor, and/or the District A+ Coordinator, Randi Clayton, 573-439-5913.

Assessment Program I-195-S

All students will participate in the required, statewide screening and assessment program or an alternative assessment as determined by a student's Individual Education Plan (IEP). The District will comply with all assessment requirements for students with disabilities. The District has a written assessment plan, which is updated and posted annually on the District's website. The assessment plan is located here: <https://docs.google.com/document/d/1BROh-Gv9N-h62OsWRxl55ffU-6be7kPiFeRjXq6MjzA/edit?usp=sharing>

Teaching About Human Sexuality I-120-S

Students will be provided instruction regarding human sexuality that is appropriate for students' age and gender. Students in 6th grade through 12th grade will be provided training regarding sexual abuse that is trauma-informed and developmentally appropriate. District Policy provides information about the requirements related to content. Parents/guardians have the right to remove their student from any part of human sexuality instruction or sexual abuse training. All curriculum materials used in the District's human sexuality instruction and sexual abuse training are available for review prior to its use in instruction. For grades 6-12, Lifeline from Kirksville, Missouri presents Pure Freedom curriculum.

Teaching About Computer Science I-123-S

For students electing to use a computer science course for a math unit, please be aware some institutions of higher education may require four units of academic credit in math for college admission. If a student chooses to take a computer science course to fulfill a unit of academic credit in math, the parent/guardian who signs the Acknowledgement Form for this Student Parent Handbook acknowledges taking a computer science course to fulfill a unit of academic credit in math may have an adverse effect on college admission decisions for their student.

Graduation Requirements I-190-S

Each student must complete DESE requirements for the End of Course Testing.

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

The United States, Civics Exam and Missouri Constitutions must also be passed.

Missouri State Graduation Requirements

Students are required to earn a minimum of 25 units of credit to be eligible to receive a high school diploma. Accumulation of credits begins with the ninth grade year.

Specific credit requirements are:

Language Arts (3 must be English)..... 4
 Included in the three (3) units must be English I, English II, and English III or Practical English. English III is highly recommended.

Social Studies - 3 total must be earned, including the following specific courses:

U.S. History 1 and U.S. History	
2.....	2
Government	1
Mathematics.....	3
Science (1 credit must be a biological science & 1 credit must be a physical science)	3
Fine Arts	1
Practical Arts	1
Physical Education.....	1
Health	1/2
Personal Finance	1/2
Electives	8
TOTAL MINIMUM CREDITS	25

Early Graduation Policy

- A. Develop habits of regular and punctual attendance.
- B. Attend seven (7) semesters following grade eight.
- C. Receive instruction satisfying specific legal requirements of the State of Missouri and the Marion County R-II School District.
- D. Enroll in a full schedule of credits each semester during grades 9-11. In grade 12, one class period would be used as an office aide, elementary aide, or secondary assistant. Students wishing to graduate after the seventh semester must fulfill the following requirements:
 1. Students must be seniors and at least 16 years of age.
 2. Students must submit an early graduation form to the Principal no later than ten (10) days after the enrollment in classes.
 3. Students under the age of 18 must submit a plan of action with parental/guardian approval.
 4. Student/Parent/Guardian must meet with the Attendance Committee.
 5. After the student has met all Marion County R-II graduation requirements and has approval of the Principal and/or Superintendent, the student who graduates early will achieve alumni status.
 6. Early Graduates will not attend Prom, Baccalaureate, and Graduation.

First appeal - Superintendent of Schools

Final appeal - Marion County R-II Board of Education

LAUDE SYSTEM

The Laude System will recognize academic excellence at graduation with the following GPA high standards for levels of achievement and recognition after 8 successful semesters of high school attendance.

Summa Cum Laude

Students have 3.90 cumulative GPA or above

95% attendance

22 or above ACT score

Good citizenship

Magna Cum Laude

Students have 3.70 cumulative GPA or above

95% attendance

20 or above ACT score

Good citizenship

Cum Laude

Students have 3.50 cumulative GPA or above

95% attendance

18 or above ACT score

Good citizenship

Full time attendance for 8 semesters is required. Transfer in credits subject to approval by principal, and must come from an accredited institution. As students' names are read at commencement, the Laude honors designation will be announced and awarded. In addition, honor cords will be worn during the ceremony.

Students Eligible for Services under the IDEA

Students eligible for services under the Individuals with Disabilities Education Act (IDEA) who will have completed four years of high school at the end of a school year may participate in the graduation ceremony and all related activities of the student's graduating class if:

1. The student's Individualized Education Program (IEP) prescribes special education, transition planning, transition services or related services beyond the student's four years of high school, and

2. The student's IEP team determines the student is making progress toward the completion of the IEP and that participation in the graduation ceremony is appropriate.

The student and the student's parent/guardian will be provided written notice of this policy at the annual IEP meeting prior to or during the student's fourth year of high school.

High Demand Occupations

Below is information on areas of critical workforce needs and shortages in the labor markets in this state.

For a direct link to the Department of Elementary and Secondary Education's page on Critical Need/Shortage Occupations is available here. <https://dese.mo.gov/college-career-readiness/school-counseling/legislation>

For a direct link to the fiscal year 2025 High Demand Occupations list, please click here. <https://dese.mo.gov/media/pdf/high-demand-occupations>

Section 504 I-125-S

The District is required to undertake measures to identify and locate every qualified disabled person residing in the District who is not receiving a public education; and take appropriate steps to notify disabled persons and their parent or guardians of the District's duty.

The District will provide free appropriate public education (FAPE) to each qualified disabled person in the District's jurisdiction regardless of the nature or severity of the person's disability. For purposes of Section 504 of the Rehabilitation Act of 1973, the provision of an appropriate education is the provision of regular or special and related aids and services that are designed to meet individual educational needs of disabled persons as adequately as the needs of nondisabled persons are met and are based on adherence to procedures that satisfy the requirements of the Section 504 federal regulations.

The District has developed a 504 Procedures Manual for the implementation of federal regulations for Section 504 of the Rehabilitation Act, Subpart D. This Procedures Manual may be reviewed Tuesday – Friday (8:00 am – 3:30 pm) in the office of Aaron O’Laughlin, 2905 HWY D, Philadelphia, Missouri 63463, 573-439-5913, aolaughlin@marion.k12.mo.us. Alternative times are available by request.

This notice will be provided in native languages as appropriate.

Special Education I-125-S

The District is required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the District, regardless of the severity of the disability, including children attending private schools, children who live outside the District but

are attending a private school within the District, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The District assures that it will provide information and referral services necessary to assist the State of Missouri in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

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

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

This plan may be reviewed Tuesday – Friday (8:00 am – 3:30 pm) in the office of Aaron O’Laughlin, 2905 HWY D, Philadelphia, Missouri 63463, 573-439-5913, aolaughlin@marion.k12.mo.us. Alternative times are available by request.

This notice will be provided in native languages as appropriate.

Virtual/Online Courses I-160-S

The District offers online classes for students for acceleration, credit recovery, and options for students who need flexible schedules. The courses are taught by Missouri teachers, are aligned with the Missouri State Learning Standards, and follow the same semester calendar as face-to-face classes. The requirements for the enrollment and approval process are outlined in District Policy. Students whose educational interests are best served through on-line options may take up to six credits per semester.

For more information regarding online courses, consult the secondary course catalog and/or speak with your school counselor. Additional information about resources and

processes may be accessed on the District's website at www.marion.k12.mo.us and District Policy.

Technology F-265-S

Policy on Student Display or Use of Electronic Personal Communications Devices

For purposes of this policy, an "electronic personal communications device" means a portable device used to initiate, receive, store, or view communication, information, images, or data electronically.

This includes, but is not limited to, mobile phones, personal tablets, smartwatches, personal laptops, handheld gaming devices, meta/AI glasses, and earbuds/headphones connected to these devices.

Prohibited Display or Use

Students are prohibited from displaying or using electronic personal communications devices from the beginning of the school day until the end of the school day.

The expectation is for students to leave their cell phone and personal electronic devices in their lockers and out of classrooms. If a student or parent feels uncomfortable leaving their device in a locker, they may be left in the office for the duration of the school day. Students are welcome to use our office phones to call home with staff permission. Parents/guardians may always leave a message in the office if they need to reach their student.

Disciplinary Procedures

Violations of this policy shall result in disciplinary measures consistent with the District's student code of conduct.

Exceptions

Display or use of an electronic personal communications device shall be permitted if required under:

- An Individualized Education Program (IEP)
- A Section 504 Plan
- An Individualized Emergency Health Care Plan or Individualized Health Care Plan (under §167.625 RSMo)
- The Americans with Disabilities Act (ADA), as amended
- The Rehabilitation Act of 1973, as amended
- The Civil Rights Act of 1964
- The Equal Educational Opportunities Act of 1974 for English language learners

Use of electronic devices are also allowed under the following conditions:

- In case of an emergency, a serious, unexpected, and dangerous situation that requires immediate action. This includes but not limited to the following: an active fire, active tornado or earthquake, active shooter, evacuation of school grounds, a medical emergency, or any other serious, unexpected, and dangerous situation that requires immediate action.

- For educational purposes, when explicitly authorized by a teacher or school official pursuant to this policy.

Technology Devices and Acceptable Use Policy

The District maintains an environment that promotes ethical and responsible conduct in all online network activities by employees and students. All authorized users are expected to acknowledge and comply with the rules and policies of technology usage and the District network.

Acceptable Use

All use of District devices and Internet usage must support educational purposes consistent with the District mission. Network accounts must be accessed only by the authorized user of the assigned account without an expectation of privacy from the District. Employee and student subscriptions to mailing lists and bulletin boards require prior approval by the system administrator. All online activity will be respectful and align with the code of conduct, discipline, and other related policies of the District. All technology of students will be monitored in compliance with the Children's Internet Protection Act (CIPA).

Unacceptable Use

Any use of the network for commercial, for-profit, political purposes or advertisement is prohibited. Excessive use of the network for personal business may be cause for disciplinary action. No use of the network may be used to disrupt the use of the network by others or to destroy, modify, or abuse the system in any manner. District resources may not be used to download software or other files unrelated to its mission. Use of the network to access or process pornographic, dangerous, or inappropriate files as determined by the administrator is prohibited. The network may not be used to download, duplicate, or distribute copyrighted materials. The network shall not be used for any unlawful purposes. Use of profanity, harassing, or other offensive or discriminatory language is prohibited.

User Agreements

Parents and, when age-appropriate, students are required to review and sign User Agreements in order to access District technology. (See User Agreement form in this handbook.)

Safety and Cybersecurity

The District monitors the online activities of students and operates a technology protection measure ("filtering/blocking device") on the network and/or all computers with Internet access, as required by law. The filtering/blocking device will attempt to protect against access to visual depictions that are obscene or harmful to minors or are child pornography, as required by law. Filters/blocking devices are not foolproof, and the District cannot guarantee that users will never be able to access offensive materials using District equipment. Evading or disabling, or attempting to evade or disable, a filtering/blocking device installed by the District is prohibited.

Building Information

Grading and Reporting System HIGH SCHOOL GRADE SCALE

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

Standards Based Scale for Elementary

- 4 Secure Mastery- Meets grade level expectations for this time in the school year; understands the concept and independently applies this strategy.
- 3 Developing- Meets grade level expectations for this time of year; usually understands the concept and applies this strategy mostly on one's own.
- 2 Developing- Does not meet grade level expectations for this time in the school year; usually understands the concept and applies this strategy with support.
- 1 Beginning- Is having difficulty making progress toward grade level expectations for this time in the year; shows limited evidence of the concept/strategy or only when provided support.
- NA Not assessed at this time

High School Grade Reports

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

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

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

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

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

High School GRADE EVALUATION

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

Geometry
Advanced Biology

Pre-Calculus
Psychology/Sociology

Chemistry
Physics

ELA 4
Composition I & II
Statistics

Calculus
Anatomy/Physiology
American Literature

College Algebra
Speech

*Any course taken for dual credit will be weighted

** Some Vocational Education courses will be weighted

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

HONOR ROLL

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

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

To qualify for the A Honor Roll, a student must maintain a 3.8 grade point average. To qualify for the B Honor Roll, a student must maintain a 3.00 grade point average. This is based upon 4.00 point scales. A student must receive at least a C- in order to have the class grade weighted. A student with a D or F will not be eligible for A or B Honor Roll.

Missouri State High School Activities Association (MSHSAA) Activities

The District complies with all MSHSAA guidelines. The most up-to-date version of the MSHSAA handbook is located at www.mshsaa.org.

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

academic and citizenship standards set by MSHSAA and Marion County R-2 Schools. Students must be enrolled and taking classes at the District to participate.

Based on recent legislation passed (§ 167.790, RSMo), homeschool students, full-time equivalent virtual students, and family paced education school students can participate, contingent upon the successful completion of a tryout if applicable, in any event or activity offered by the District, as defined by law, in which the student resides. This includes athletics and fine arts activities, or other activities related to these. The District may require participation in components of instruction required for participation in certain activities. The District's disciplinary policies and Student Code of Conduct will apply to all students in these activities and all students must meet the same academic, physical, and financial requirements. Due to the timing of this legislation passing and printing of this material, there may be additional MSHSAA requirements in place the District must comply with as well.

PHILOSOPHY

Interscholastic activities shall supplement the secondary curricular program and shall provide most worthwhile outcomes that will contribute toward the development of the attributes of good citizenship. Emphasis shall be upon teaching "through school activities". To this end only can interscholastic activities be justified.

PROGRAM OBJECTIVE

Through our activity program we will work:

1. To ensure that interscholastic activities shall supplement the curricular program of the school to provide opportunities for youth to acquire worthwhile knowledge, skills, and emotional patterns.
2. To promote the educational values inherent in interscholastic activities this will contribute to the accepted aims of education.
3. To develop standards for the approval and direction of interscholastic activities and contests.
4. To formulate minimum uniform and equitable standards of eligibility that must be met by students to attain the privilege of representing their school in interscholastic activities.
5. To foster a cooperative spirit and good sportsmanship on the part of school representatives, school patrons, and students.
6. To develop qualities of strength, endurance, agility, and neuromuscular skill in our athletes.
7. To offer desirable social and competitive experiences that will instill courage, alertness, emotional control, and good sportsmanship in our athletes.
8. To follow all of the regulations set forth in the constitution and by-laws of the Missouri State High School Activities Association Official Handbook.

It is with these objectives in mind that this activity handbook has been written by the athletic director and coaches of Marion Co. R-II Junior and Senior High School. As with

any handbook, situations may arise that are not covered. Should this be the case the situation will be dealt with by a cooperative effort between the school administration, athletic director, and coach.

24 HOUR NO CONTACT WITH COACH POLICY

Extra-curricular and co-curricular events often represent the extremes of emotions. Profanity and confrontational behavior will not be tolerated. Parents/Guardians who have a complaint should not contact the coach/sponsor through any verbal or written communication within 24 hours after a game or performance. This will allow adults to calm down and not react in an emotional manner in front of their children. Complaints should be handled in a one on one manner out of sight of other players and parents and in compliance in C-120-S.

Sportsmanship is an EXPECTATION, so please...Let the players play, let the coaches' coach, let the officials officiate, and let the spectators be POSITIVE!

ELIGIBILITY STATEMENT

Eligibility is a privilege to be granted by the school to a student which allows that student to participate in interscholastic activities. Eligibility is not a student's right by law. A precedent setting legal cases have determined that eligibility is a privilege to be granted only if the student meets all school adopted standards which enables the school to grant the student such a privilege.

ELIGIBILITY REQUIREMENTS

A. The first priority of a student should be his/her academic development. Our activity programs offer opportunities for social, physical, and emotional development, but these objectives are considered a second priority when compared to academic development. It is for this reason that minimum academic standards for eligibility to participate in an activity program have been established.

For a student to maintain their Activity Eligibility at Marion County R-II, they must earn 3 units of credit each semester or 70% of the maximum allowable credits which may be earned, whichever is greater. If a student does not meet this requirement he/she will become ineligible to participate in the activity for the following semester.

Students must be "in good standing" to participate. MSHSAA eligibility requirements must be met at the end of each semester in order to be eligible, refer to MSHSAA handbook for these requirements.

Grades 7-8: Even though you may have been promoted to a higher grade at the end of the previous year, you will be ineligible if you failed more than two courses the previous semester.

B. **CITIZENSHIP STANDARDS:** Students who represent our school in interscholastic activities must be credible citizens and judged so by the proper school

authority who certifies a list of students for competition. Those students whose character or conduct is such as to reflect discredit upon themselves or our school are not considered "credible citizens." Building and classroom conduct shall be satisfactory in accord with the standards of good discipline.

Disciplinary Consequences

An In-school Suspension will result in the student missing that day's practice, event, or activity unless determined otherwise. An out-of-school suspension will result in the student not participating during the suspension and for five additional school days after the student is allowed back in school. A student who is expelled or who withdraws from school because of disciplinary measures shall not be considered eligible for 365 days from the date of expulsion or withdrawal.

ABSENCES

The coach must be informed in advance of any practice session or squad meeting that cannot be attended by an athlete.

If an injury or illness exists, and it is not serious enough to keep the athlete at home, then he will be expected to at least observe the practice session. Two unexcused absences from practice will result in the student missing the next activity.

ATTENDANCE

No student may attend or take part in any activity unless he/she is in attendance all day the day of the activity. In the case of an event being held on a day when school is not in session, attendance on the previous school day is required. Students must be in school, on time, the day after participating in an activity. Failure to do so could result in missing the next activity. Accepted absences will include doctor appointments, dental appointments or a death in the immediate family. Other accepted absences will be left to the discretion of the administration.

DRESS CODE

The dress code for practices, events, contests and games will be left to the discretion of the coach but must meet school policy regulations.

INAPPROPRIATE BEHAVIOR AT AN EVENT

Athletics is the most visible part of our school system. Rarely, is the public given an opportunity to see the other functions of our school as often as they see our athletic programs. Our classroom instruction and other extracurricular programs have far less public exposure.

The behavior of our athletes is very important. Our athletes represent not only themselves, but also their classmates, school, and community. We must therefore stress proper behavior and the consequences for improper behavior in our athletic

programs. These rules have been written to encourage our athletes to represent our community in a positive manner at all times.

The succession of penalties in this section of the handbook will start over with the beginning of each sport season.

An athlete's penalized for undesirable conduct which is determined not to be malicious or aggravated (such as running onto a field or court at an inappropriate time, dunking during pre-game, wearing jewelry, and others) will result in a warning on the first offense, missing a game on the second offense, and missing two games on the third offense in a season.

An athlete that shows unsportsmanlike conduct that is determined to be caused by an uncontrolled anger or frustration (such as cursing; slamming a ball to the field or court; throwing equipment; verbally threatening a spectator, player, or official; and others) will result in missing the next game on the first offense, missing the next two games on the second offense, and being removed from the team on the third offense in a season.

Fighting in any form will not be tolerated. Fighting includes pushing, wrestling, striking, or any other aggravated, physical act toward another person. If attacked by another, we expect our athletes to protect themselves and then back away from the incident. Striking a person, no matter who begins the incident, will not be considered self-defense. If an athlete is involved in any such incident and acts in some matter other than simply protecting himself, he/she will be considered to have been fighting. If an athlete fights he/she will be removed from the remainder of the current game and the next game on the first offense and will be removed from the remainder of the current game and the team on the second offense in a season.

SMOKING

The use of tobacco decreases physical efficiency and will not be tolerated. An athlete caught by a member of the coaching/teaching staff or the administration will be disciplined as follows: First offense-two week restriction from participation; Second offense-restriction from participation for the remainder of that sports season; Third offense-restriction from participation for the remainder of the school year.

DRINKING

An athlete convicted by legal authorities of illegal use or possession of alcohol will be suspended from the team for the duration of that sport for that academic year. A student athlete caught drinking by a member of the coaching/teaching staff, administration, or a law enforcement official will be disciplined as follows: First offense-two week restriction from participation; Second offense-restriction from participation for the remainder of that sports season; Third offense-restriction from participation for the remainder of the school year.

DRUGS

The use of illegal controlled substances (drugs) will not be tolerated. An athlete convicted by legal authorities, or caught possessing or using drugs by a member of the coaching/teaching staff, administration, or a law enforcement official will be suspended from the team for the duration of that sport for the academic year.

Any student who, at any time or place, is involved in, charged with or admits to, or is convicted of violating the law by committing an offense punishable by the laws defined in federal and state statutes and municipal ordinances, except for minor traffic violations, or is found to be delinquent by Missouri law, shall be subject to being declared ineligible for a period of time appropriate for the offense. The testimony of a law officer may be used as adequate grounds for evidence against an athlete who has broken one of the Activity Policy rules.

TRANSPORTATION

All students participating in school sponsored activities requiring transportation will be transported by school furnished transportation. All sponsors will first secure permission from the administration. Bus transportation is recommended for all groups involving more than five students. All students will be required to return by school furnished transportation unless verbal and written permission is given to the Administration/coach by the parent for the student to return with his or her parents. Automatic approval will be given to students who ride with faculty members to out-of-town games or activities. (This kind of transportation is used only when sufficient buses are not available).

Students will not be allowed to drive their own cars to games or to other school-sponsored activities. This applies to those who participate only, such as players, cheerleaders, pep squad.

Verbal or written permission for the child to ride with another party is not satisfactory unless it has been approved by the administration prior to leaving for the activity. All infractions of this rule will be immediately reported to the administration. All sponsors and teachers are held responsible for the enforcement of this rule.

INJURIES

It is important that athletes inform a coach of any injuries sustained during a practice or game. In most cases, the coaches will be aware of athletes that are hurt, but situations can happen where the coach might not have noticed an injured athlete. Coaches must be informed of any such cases so that the proper actions are taken.

EQUIPMENT

In order to give the student a sense of responsibility and an appreciation of their equipment, each athlete will be held responsible/accountable for the abuse or loss of it. A \$30/ITEM CHARGE WILL BE GIVEN TO AN ATHLETE WHO'S EQUIPMENT IS

LOST, DAMAGED, OR STOLEN IN ORDER TO RECEIVE A REPLACEMENT ITEM. THIS CHARGE MUST BE PAID FOR BY THE STUDENT IN WHOSE NAME IT WAS CHECKED OUT.

The following guidelines, if adhered to, will reduce the chances for lost or stolen equipment:

1. Do not exchange or loan any of the equipment checked out to you to another teammate. Exchange or loan only after given permission by your coach.
2. Keep your locker closed and LOCKED at all times when not in visual contact. This includes during showers.
3. Any loss of equipment should be reported immediately to the HEAD COACH, rather than waiting until the end of the season.
4. Any protective equipment that does not fit properly or that has any defective parts should be reported to a coach immediately. Do not wear the equipment until the necessary adjustments have been made. This is for your protection.
5. All equipment should be worn only at school and never outside of school unless permitted by the coach in charge of the sport.

As part of the lettering policy for all sports at MCR-II ALL EQUIPMENT MUST BE TURNED IN CLEAN & CARED FOR OR PAID FOR IF LOST OR STOLEN BEFORE ANY AWARDS CAN BE RECEIVED! This includes letters, certificates, plaques, etc.

LEAVING TEAM DURING SEASON

If an athlete who is participating in an activity quits that activity, he/she is not eligible to begin participating in another activity. The period of ineligibility will last only as long as the season of that activity from which the student quit. Any athlete who leaves an activity by consent of the coach may be eligible to begin participation in another activity during that season.

TRAINING RULES

Individual coaches may establish training rules for their athletes and penalties for those not following those rules. These training rules will be given to the athletes when the pre-season practices begin.

PARENTAL PERMISSION

Prior to each year of interscholastic athletic participation, a student shall furnish a statement, signed by the student's parents or guardians, which grants permission for the student to participate in interscholastic athletics.

PHYSICAL EXAMS AND INSURANCE

The school shall require each student participating in athletics a physician's certificate stating that he or she is physically able to participate in athletic contests of his or her school.

A student shall not be permitted to practice or compete for a school until it has verification that he or she has basic athletic insurance coverage.

CONDITIONING STANDARDS

Each squad must have 14 days practice on 14 different days and each individual must have participated in 14 school practices on 14 different days prior to the first game in which a student participates, except when a student has been a member of another school sports squad immediately preceding and has had the 14 days conditioning.

SEMESTERS OF PARTICIPATION

A student shall not participate for more than four seasons while in grades 9 - 12 in any interscholastic activity, and these shall be during the student's first eight semesters of attendance in high school beginning with his or her entrance in the ninth grade, and the eighth semester shall follow immediately the seventh semester. Any part of a contest or interscholastic event in which a student competes shall count as a season participation in that activity.

A student is eligible for only two semesters in each the seventh and eighth grade beginning with the first semester of entrance in each grade. A student who is repeating a grade is not eligible.

ENTERING SCHOOL

You must enter school within the first 11 days of the semester in order to be eligible.

AMATEUR AND AWARD STANDARDS

Any student who represents a school in an interscholastic sport shall be an amateur.

An athlete forfeits amateur status in a sport by competing for or accepting money or other monetary compensation; receiving any award or prize of monetary value; capitalizing on athletic fame by receiving money, a gift of monetary value, or merchandise; or signing a professional playing contract in that sport.

Accepting a nominal, standard fee or salary for instructing, supervising or officiating in an organized youth sports program or recreation or playground activities shall not jeopardize amateur standards.

Only symbolic awards of no intrinsic value may be accepted by a student-athlete as a result of participation in school or non-school competition in a sport. A student may receive the following without violating this standard: unattached school letters or emblems, medals, ribbons, plaques, trophies, etc. A student shall not have accepted or competed for the following types of awards: services, cash, gift certificates, or merchandise items such as jackets, sweaters, equipment, jewelry, merchandise items such as jackets, sweaters, equipment, jewelry, blankets, balls, watches, etc., regardless of their value.

This standard shall not prevent a student from signing an agreement which binds him or her to play only for a particular team or an athletic letter-of-intent with a university or college.

Awards in the form of high school scholarships or concessions on tuition because of athletic ability shall cause the student to become ineligible for future competition in all interscholastic sports.

AGE STANDARDS

A student shall not have reached the age of 19 prior to July 1 preceding the opening of school. If a student reaches the age of 19 on or following July 1, the student may be considered eligible for that year.

To be eligible for junior high school competition against teams all in a particular grade classification, the student shall not have reached the following ages prior to July 1 preceding the opening of school: Grade Seven--14, Grade Eight--15. If a student does not meet the age standard for a particular grade classification, that student may compete on a team of a higher grade classification. Seventh and eighth grade students shall not compete with or against students in grade 10 or above except in cases where they attain the age of 15 prior to July 1 preceding the opening of school and their school does not sponsor a separate ninth grade team in the sport concerned, or where they attain the age of 16 years prior to July 1 preceding the opening of school.

FALSE NAME

If you compete under an assumed or false name, you immediately become ineligible.

GRADUATED STUDENTS

You will be ineligible to participate after graduation from senior high school. Students granted an early release following their junior year are ineligible for further participation. You are eligible to participate in state-level events beyond the high school graduation at the end of spring semester of your senior year.

NON-SCHOOL COMPETITION

During the sport season a student represents his or her school by competing in a interscholastic athletic contest, he or she shall neither practice nor compete as a member of a non-school team or as an individual participant in organized non-school competition in other sports in which MSHSAA member schools compete interscholastically under the following conditions: no school time is missed to compete, practice for, or travel to the site of such non-school competition unless the absence is approved in advance by the school administrator and the student shall not practice for or compete in the non-school competition on the same date he or she practices or competes for the school.

TRANSFER OF ENROLLMENT STANDARDS

The following standards are for the purpose of assuring fairness to all students.

Students who transfer for reasons other than promotion are ineligible for 365 days unless their cases meet the standards under the following exceptions.

If there is a corresponding change of residence of parents or guardian from the district where a student has been in attendance to the new district, the student will be eligible. A transfer of residence during the school year for the primary purpose of making an athlete eligible shall not be accepted. Guardianship shall be recognized under this standard only if neither parent is living, or legally competent. A guardian appointed for the primary purpose of making an athlete eligible shall not meet this standard. A change of residence under this rule shall consist of the moving of all household properties to the new address and the parents and students actually living there; a second family residence shall not meet the requirements of this standard.

The Board of Control of the MSHSAA may grant a student eligibility who does not meet the Transfer Standards when sufficient evidence is provided to show that it was necessary for the student to transfer because of unforeseen, unavoidable, or unusual circumstances; including, but not limited to, broken home conditions, death of parents or guardian, and abandonment and provided the transfer was not for athletic reasons and there was no undue influence.

A student must be eligible in all respects at the school from which he or she is transferring to be eligible at the school to which he or she is transferring. Even though a student transfers schools under circumstances which do not meet the terms of the Transfer of Enrollment Standards, he or she still may be granted eligibility to participate in interscholastic athletics as hereinafter restricted if the student qualifies under the following terms and conditions: A student whose name has been included on a school eligibility roster at any level for a given sport during the 12 calendar months preceding the date of such transfer can be eligible only for sub-varsity competition in that sport. A student may have unrestricted eligibility in all other sports in which his or her name has not appeared on a school eligibility roster. Eligibility can be granted provided the athlete is approved by the principals of both the sending and receiving schools and the Board of Control and further provided there is no athletic purpose involved in the transfer (approval must be granted on the special MSHSAA form provided).

SPORTS CAMP ELIGIBILITY STANDARDS

A student may participate in a specialized camp, clinic, or other similar program involving coaching and instruction in a sport provided the program and the student's participation meet the following requirements:

1. The student may not attend a specialized sports camp during the school year.

2. No camp involving a fall sport shall be attended after July 31.
3. A student may not attend a camp or camps (combination of school and non-school) in any one sport for longer than two calendar weeks in any one calendar year where he or she received instruction or coaching from a member of the coaching staff of the school the student attends.
4. There is no restriction on the number of specialized sports camps an individual athlete may attend during the summer (when school is not in session) provided all of the guidelines in this section are met.

COLLEGE TRY-OUTS

No athlete shall participate in any type of try-out or audition for a college team prior to completion of his or her high school eligibility in the sport concerned.

LOCAL SCHOOL STANDARDS

Each individual school has the authority to set more restrictive citizenship standards and shall have the authority to judge its students under those standards.

Any member school shall have the authority to set any additional eligibility requirements which are more restrictive than it deems advisable.

FURTHER INFORMATION

The information contained within this handbook has been written or included with the best interests of the Marion County R-II Junior/Senior High School students in mind. Athletes and their parents should note that there are other rules and regulations in the MSHSAA Official Handbook that are not printed in this handbook. If you have questions concerning any rules, regulations, or procedures of the athletic program, please contact the coaches, athletic director, or school administrators.

MARION COUNTY R-II LETTERING GUIDELINES

Softball/Baseball: Play in 1/7 of the total innings played (regular season games).

Basketball: Play in 1/4 of the total quarters played (regular season games).

Track: Score at least 10 points during regular season or score at the district meet.

Cheerleading: (Only varsity cheerleaders), upon completion of one year of participation and providing that the participant follows the cheerleading guidelines. Lettering of the Mascot is at the discretion of the Coach

Band/Chorus: Instructor decision. Must attend school sponsored concerts to be eligible

Cross Country: Coaches decision.

Managers: Upon completion of the season and at the discretion of the Coach.

Having participated three out of four years in a varsity sport, a player will receive a varsity letter if not yet met the above qualifications.

If any athlete is injured and he/she would have qualified for a letter, a letter will then be awarded.

Provisional Letter: Be a member of the squad in good standing at the conclusion of the season, but just fall short of meeting the requirements for a varsity letter. If you earn a varsity letter next year in the same sport you will receive a second year varsity letter.

Junior High: Will receive certificates of participation.

***Records kept by the school will be the official records for determining the letter status of each participant. Participants must finish the season in good standing to receive their awards. The letter may be received only once.

Varsity Club Guidelines

Upon receiving a varsity letter the participant is now eligible to be a full member in Varsity Club. To maintain full membership in Varsity Club the participant must participate in the following years in the sport in which they originally lettered or letter in a new sport. Not meeting these guidelines will forfeit full membership. Full membership is required for participation in Homecoming Court etc. 7-12 students who participate in athletics, but do not earn a varsity letter can participate in Varsity Club as a probationary member. If the athlete is injured (with doctor's exemption) the guideline above would be used.

District Sponsored Extra-curricular Activities and Clubs I-210-S

Extracurricular activities sponsored by the District are part of the educational experience and opportunities for students. Clubs, sports, and other groups seek a diverse range of students and provide fair access under the law. Students are encouraged to identify activities matched to their interests and ability levels and participate in those activities. Participation in extracurricular activities is voluntary and a privilege. Therefore, students must meet certain academic standards, demonstrate acceptable citizenship and behavior, and maintain appropriate attendance in order to be eligible to participate. Students must be enrolled and taking classes at the District to participate. Unless special arrangements have been made with the principal, a student is required to attend school on the day of an activity in order to participate. All extracurricular activities are supervised by District employees and the expected code of conduct for students remains the same as during the standard school day. Additional guidelines for specific groups, including activities sanctioned by the Missouri State High School Activities Association (MSHSAA), may be outlined at the beginning of the year and/or season. Competitive, interscholastic activities may have evaluation procedures

that eliminate some students from participation. When students are not selected for participation, communication will occur in a personal and respectful way. Students must be “In good standing” and all school standards must be met in order to qualify and participate in extracurricular activities. Adequate adult supervision by school personnel, parents and/or community adults will be provided.

Dances are extracurricular activities and only students in grades 7-12 are allowed to attend (Unless otherwise noted). No one age 21 or older may attend a high school dance. All carry-on bags may be searched prior to and during an activity trip.

Student in Good Standing Policy

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

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

1. Absent seven or more days and/or class periods
2. More than 3 late to school violations
3. More than 3 classroom tardies
4. Receive a failing grade at the quarter
5. Excessive discipline problems

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

Transportation Information can be found in [the Missouri State High School Activities Association \(MSHSAA\) Activities](#) section above.

Two Hour Delay Start

Over the last several years, the school district has utilized numerous inclement weather days during the winter months. In some instances, the school district might have been able to have school in session if it had a few extra hours for weather and/or road conditions to improve.

This year, the school district has added a two-hour delayed school start as an option during the inclement weather conditions. This option would be in addition to other safety measures that include full school day cancellations and/or early dismissals.

2 HOUR DELAY START FAQ

- 1) Why have a 2 hour delay start?

- This option allows us to keep students safety as a top priority, while also maximizing instructional time during the regularly calendared school year.
 - Avoid extending the school year into the beginning of summer school.
 - Provides pre-planning—generally, the night before—for a minor morning weather event.
- 2) Can school still be cancelled if a late start is in effect?
- Yes, after a late start is called, we still have the ability to call off school before 8:00 AM.
- 3) When will we use a 2-hour delay start?
- Minor winter weather events during morning hours.
 - Extremely cold temperatures.
- 4) What will the school day look like during a 2 hour delay start?
- Every school and bus route will start two hours later than usual.
 - NO breakfast will be served.
 - School will be released at normal afternoon time.
- 5) How will the 2-hour delay start affect when my child gets picked up in the morning?
- Pickup times will be approximately two hours later than normal. For Example, if your child get picked up normally at 7:00 AM, on delay start days your child will be picked up at 9:00 AM.
- 6) When will the doors open to the buildings?
- Doors will open at 9:35 on delay starts days.
 - Administration will be on hand to welcome students that morning.

School Cancellations and/or Early Dismissal

School will be closed when weather conditions are such that buses are unable to run safely. A broadcast will be made utilizing TV and the Remind App to notify students and parents/guardians. Announcements will also be made on channel 10 and and channel 7. Please do not call the administration or radio/TV stations for this information.

Arrival and Dismissal Procedures S-165-S

ELEMENTARY SCHOOL HOURS

Elementary students arriving at the South entrance of the school before the bell rings at 8:00 a.m. will report to their designated area as assigned by the teachers on door duty. School starts at 8:00 a.m. and is dismissed at 3:30 p.m. (Elementary bus students

dismissed at 3:25 p.m., High school bus students are dismissed at 3:30 p.m. and walkers and car riders are dismissed after buses have left).

Elementary students riding home with their high school brother/sister must remain at the elementary doors until high school classes are dismissed at 3:26 p.m.

BUILDING OPEN TO HIGH SCHOOL STUDENTS AT 7:35 a.m.

Students arriving at school before 7:35 a.m. will report to the designated area as assigned by teachers on door duty. Students will not be allowed to sit in their vehicle or loiter in the parking lot.

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

ALL STUDENTS TO LEAVE BUILDING BY 3:45 p.m.

Students are not to remain in the school building at the end of the school day unless they are required to do so by a teacher. The halls should be free of students by 3:45 p.m. each day school is in session.

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

Children of single parent families will be released only upon the request of the custodial parent, i.e., the parent whom the court holds directly responsible for the child and who is identified as such on the school record. Additional precautions may be taken by the school administration appropriate to the age of students and as needs arise.

Class Schedules/Bell Schedules

Daily Schedule

The school day for grades 7-12 will be divided into seven periods of 57 minutes each. Bells will ring only to signify the start and end of each class period and to end each lunch period. Students have 3 minutes between bells. They are expected to proceed from one class to the next as quickly as possible.

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

JH/HS Bell Schedule

1st Period	8:00-8:57
2nd Period	9:00-9:57
3rd Period	10:00-10:57
4th Period	11:00-11:57

5th Period	12:00-1:27
1st Lunch	12:02-12:27
2nd Lunch	12:30-12:55
6th Period	1:30-2:27
7th Period	2:30-3:30

Deliveries

All deliveries for students will be kept in the front office.

Lockers

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

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

Food/Drinks in the Building

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

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

Lost and Found

Items, which are lost and recovered by someone other than the owner, shall be turned into the high school office.

Public Phone

Students may use office phones to call parents when necessary.

Textbooks and Materials

Textbooks, workbooks, Ipads, and other materials are basically provided to the student by the school district free of charge. However, circumstances do dictate that at times the school will purchase certain material for the student, which the student is to reimburse the school district for. Each student is responsible for the textbooks, workbooks, Ipads, and other materials issued to them.

Student Parking

Students who bring motor vehicles to school are expected to operate the vehicle in a responsible and respectful manner to and from school. This includes the highway directly in front of our building. Students are to park on the west end parking lot in a

horizontal alignment from north to south. A parking permit must be on file in the Principal's office BEFORE you are allowed to park your vehicle on the school parking lot. A PARKING TAG must be on display in the vehicle that is parked in the school lot. Students are required to provide proof of a driver's license and insurance before the District will issue a parking pass. Any deviation from this policy may result in the suspension of the parking permit.

Teacher Work Area

The teacher work area is to be off limits to **ALL** students.

District Policy Information

Physical Examinations and Screenings S-146-S

The District will generally obtain parental consent before administering a physical examination or screening on a student. However, the District may forgo obtaining parental consent if there is a health or safety concern or by court order.

No nonemergency, invasive physical examinations or screenings of student are scheduled or expected to be scheduled at this time.

Parents and guardians will be provided an opportunity to opt out of any nonemergency, invasive physical examination or screening of their student.

This policy does not apply to any physical examination or screening that is permitted or required by state law, including physical examinations or screenings that are permitted without parent notification.

Surveying, Analyzing, and Evaluating Students S-150-S

The District has developed District Policies regarding the rights of a parent/guardian to:

- Inspect all instructional materials.
- Inspect and provide prior written consent for a student to participate in certain student surveys.
- Be informed of and provide prior written consent for physical examinations or screenings that the school or agency may administer to a student.
- Be informed of the District's collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose), including arrangements to protect student privacy that are provided by the agency in the event of such collection, disclosure, or use.

All District policies can be located at: <https://egs.edcounsel.law/marion-co-r-ii-school-district-policies/>

School Nutritional Program F-290-S

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and

institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [How to File a Complaint](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

Mail:	U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410;
Fax:	(202) 690-7442; or
Email:	program.intake@usda.gov

This institution is an equal opportunity provider.

Student Transfers S-120-S

The District will enroll students in the school associated with the attendance area in which the student resides.

1. Students who are homeless or in foster care may attend their school of origin if it is in the student's best interest. The District may assign District students with disabilities (served under the provisions of an Individual Education Plan (IEP) or Section 504 Plan (504)) to a school outside the student's attendance area as determined by the IEP or 504 team. In special circumstances, and at the mutual discretion of the participating school Districts, Districts may contract for necessary services for students with disabilities.
2. The District will consider students placed into programs by the Missouri Department of Mental Health (DMH), the Department of Social Services (DSS), or by a court order a resident of the District in which the program is housed. The District will allow a student to attend another school within the District if that student is enrolled in a persistently dangerous school or becomes a victim of a violent criminal offense on school property as mandated by state regulations.

Trauma-Informed Schools Initiative

The Missouri Department of Elementary and Secondary Education (DESE) has established the “Trauma-Informed Schools Initiative” and created a website with more information about this initiative. In accordance with Missouri law, the District is providing notice of the address for this website: <https://dese.mo.gov/college-career-readiness/school-counseling/traumainformed>.

Tobacco-Free Policy C-150-S

To promote the health of all individuals, the District prohibits all employees, students and patrons from smoking or using tobacco products, electronic cigarettes or imitation tobacco or cigarette products in all District facilities, on District transportation, on all District grounds at all times and at any District-sponsored event or activity while off campus.

Safety F-225-S

The District has a safety plan in place. The District conducts emergency drills as required by law.

Firearms and Weapons F-235-S

Possession of weapons, including concealed weapons, is strictly prohibited on District property, on District transportation or at any District function or activity sponsored by the District unless the visitor is an authorized law enforcement official or is specifically authorized by the Board.

Use of Recording Devices or Drones C-165-S

The District prohibits audio and visual recordings on District property, District transportation or at a District activity unless authorized by the Superintendent. Requests for such authorization must be made within a reasonable period of time prior to the recording. Unless otherwise specified by the Superintendent, exceptions in Policy C-165-P apply to this prohibition.

All unmanned aircraft systems (UAS), commonly known as drones, with the potential to capture or produce visual images of District property or District events must be operated in accordance with applicable Federal Aviation Administration regulations or safety guidelines and must receive authorization from the Superintendent to operate a UAS on or over District property or at a District event.

Signature and Form Requirements

- *Technology Usage Agreement Form*
- *Activity Parent Permission Form*
- *Student/Parent Handbook Acknowledgement Form*
- *Bullying Incident Report*

*Student Technology Usage Agreement**Students*

I have read, understand, and agree to the Technology Acceptable Use Policy when using electronic devices owned, leased, or operated by the District *or* while accessing the District Wi-Fi/Internet, even if using a personal device. Should I violate the policy (F-265-P) or the Student Parent Handbook provision regarding technology usage (F-265-S), my access privileges may be revoked. I also understand that any violation of the policy or Student Parent Handbook is prohibited and may result in disciplinary or legal action.

Student Signature:

Student Name (please print):

Student ID: _____ Grade: _____ Date: _____

Parent Technology Usage Agreement Permission Form

As the parent/guardian, I have read, understand, and agree to the Technology Acceptable Use Policy (F-265-P) and the Student Parent Handbook provision regarding technology usage (F-265-S) when my student(s) or family are using electronic devices owned, leased, or operated by the District *or* while accessing the District Wi-Fi/Internet, even if using a personal device. Should my student(s) violate the policy or Student Parent Handbook, access privileges may be revoked. I also understand that any violation of the policy or handbook is prohibited and may result in disciplinary or legal consequences. I further understand that the District has taken steps to control access to the Internet, but cannot guarantee that all controversial information will be inaccessible to student users. I agree not to hold the District responsible for materials acquired on the network and accept responsibility when my student(s) uses District technology outside the school setting. I give permission for my student(s) to use District technology and network resources, including the Internet.

Parent/Guardian Signature:

Parent/Guardian Name (please print):

Date: _____

*Students 18 years of age or older may sign this release form for themselves.

I acknowledge that I have received and reviewed the 2025-2026 Student/Parent Handbook. I understand the policies and guidelines of the District and that violations of these policies and guidelines may result in disciplinary action.

Parent/Guardian Signature

Parent/Guardian Name (please print):

Date: _____

*Students 18 years of age or older may sign this release form for themselves.

Activity Parent Permission Form

I/We give our permission for _____ to participate in organized high school activities. I realize that participation in interscholastic activities involves the potential for injury which is inherent in all sports or activities. I/We acknowledge that even with the best coaching, use of the most advanced protective equipment and strict observance rules, injuries are still a possibility. On rare occasions these injuries can be so severe as to result in total disability, paralysis or even death.

I/We acknowledge that I/we have read and understand the above.

Parent/Guardian Signature / Date

Student Signature / Date

The Marion County R-II School Administration and coaching staff feel that it is imperative that all students out for interscholastic activities have adequate insurance coverage.

If you presently carry insurance which will cover your son/daughter in case of injury, please sign the form below. If you do not carry insurance which will cover your son/daughter, he/she must take out the school insurance policy in order to participate.

I/We carry adequate accident insurance to cover any injury my/our son/daughter may incur while participating in interscholastic activities.

Parent(s) Signature / Date

STUDENT AND PARENT ACKNOWLEDGEMENT:

I have read and agree to abide by the activity policy as stated.

Student Signature / Date

I have read and agree that my participating child will abide by the activity policy as stated.

Parent Signature / Date

Your Name (Person Completing Form): _____

Your Role: (Circle one)

Student

Parent/Guardian

Community Member

Your Telephone Number: _____

Your Email Address: _____

Victim's First Name: _____

Victim's Last Name: _____

Victim's Student ID: _____

Victim's School: _____

Name of person(s) you believe committed bullying: _____

State the nature of your report. Please describe the action(s)/incident(s) you believe may be in violation of the District's anti-bullying policy as clearly as possible, including such things as what physical force or contact, if any, was used and any verbal statements that were made (i.e. threats, requests, demands, etc.). Definitions of 'bullying', 'hazing', and 'cyberbullying' under District Policy can be found by clicking [here](https://egs.edcounsel.law/marion-co-r-ii-school-district-policies/) or by visiting the District's website at: <https://egs.edcounsel.law/marion-co-r-ii-school-district-policies/>.

If others are affected by this possible violation, please also give their names and/or positions:

Date of alleged incident(s): _____

Where did the incident(s) occur? (Circle response)

On School Property

School Bus

During School Event/Function

Digital Communication

Please list any witnesses who were present, or others who may have information regarding the incident(s):

Please provide any other information relevant to this incident of bullying.

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