

Marquand-Zion Student Handbook
2021/2022
School Motto:
Marquand-Zion Tigers
Where Every Tiger Learns to Roar



Marquand-Zion School
205 E. Morley
Marquand MO. 63655

Phone Number: (573) 783-3388 Fax: (573) 783-3067
Option 1 for Elementary
Option 2 for High School
Website: www.mz.k12.mo.us

Board Approved July, 2021

Board Approved: August 18, 2020

DIRECTORY INFORMATION

MARQUAND-ZION SCHOOL DISTRICT NUMBER

PHONE: 573-783-3388 FAX:573-783-3067 WEBSITE: www.mz.k12.mo.us

OPTION 2 FOR HIGH SCHOOL

OPTION 1 FOR ELEMENTARY AND SUPERINTENDENT

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MARQUAND-ZION BOARD OF EDUCATION:

STEVE STROUP JO DUNN PATRICK WHITENER DERRICK MEEK

LESLIE STAFFORD BRAD COOK DANIELLE “LIZ” RHODES

KEEPER OF RECORDS/TREASURER RHONDA DENMAN

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NOTICE OF NON DISCRIMINATION

Students, parents of elementary and secondary school students, employees, applicants for admission and employment and sources of referral of applicants for admission and employment with Marquand-Zion R-VI School District are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, disability, or age in admission, access to, treatment, or employment in its programs and activities.

Any person having inquiries concerning Marquand-Zion R-VI School District's compliance with the regulations implementing these Prohibitions is directed to contact Donna Greer, Title IX and Section 504 Coordinator, (573)783-3388 who has been designated to coordinate Marquand-Zion R-VI School District's efforts to comply with the regulations implementing Title IX and Section 504.

Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding Marquand-Zion R-VI School District's compliance with the regulations implementing Title IX or Section 504.

Superintendent of Schools
Scott Blake
Marquand-Zion R-VI School District

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INTRODUCTION:

Welcome to Marquand-Zion R-VI School District. We hope you enjoy the year with us. Please use the following handbook as a guide of our policies and procedures. Please call the school with any questions or comments.

SUPERVISION OF STUDENTS:

All school district personnel responsible for the care and supervision of students are authorized to hold every pupil strictly accountable for any disorderly conduct in school or on any property of the school district, on any school bus going to or returning from school during school sponsored activities, or during intermission or recess periods. Teachers and other authorized district personnel in the Marquand-Zion R-VI Public Schools are responsible for the care supervision, instruction, and discipline of school children, including volunteers selected with reasonable care by the school district, shall not be civilly liable when acting in conformity with the established policy of discipline developed and adopted by the Marquand-Zion R-VI Board of Education. Teachers are responsible for control of students under their supervision and are expected to act as reasonably prudent adults in providing for the safety and welfare of the students in their charge. All students should be under assigned adult supervision at all times when in school, on school grounds, and engaging in school sponsored activities. Supervision is not being limited to the classroom, but is extended to the halls and corridors, playgrounds, lunchroom, and extra curricular activities program. Teachers are encouraged to report violations of policies, rules and regulations by students during the school day, or while attending school sponsored activities or when they observe policies, rules and regulations being violated.

STUDENT RESPONSIBILITY

Underlying all rules and regulations is the expectation that each student will treat respectfully all members of the student body, faculty, and staff. Each student will respect the personal property of others. With this in mind, it is expected that each will extend to others any and all courtesies which he or she would expect to have extended to them. Student conduct should reflect that respect and consideration for the rights and privileges of others. Student actions should demonstrate cooperation with all members of the school community.

High personal standards of courtesy, dress, decency, morality, clean language, honesty, integrity, and wholesome relationships with others shall be maintained. Pride in one's work and achievement within one's ability shall be expected of all students.

Although not everyone has the same level of ability for academic achievement, every student evidencing a sincere desire to remain in school, to be diligent in studies, and to profit from educational experiences will be given every opportunity to do so. They will be assisted in every possible way to achieve scholastic success.

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DUTIES OF STUDENTS

Student admittance and continued attendance in any Missouri public school is dependent upon compliance with the laws of the State of Missouri and the rules and regulations of the local school districts. In this instance, those rules and regulations are reviewed, approved, and accepted by the Marquand-Zion R-VI Board of Education. It follows that the right of attendance in school may be revoked. The failure of a student to comply with the expected duties constitutes misconduct, and the student will be liable to punishment. Punishment may be in the form of social or academic probation, detention, suspension, or expulsion.

FOR THE STUDENT, THE READING OF THIS HANDBOOK CONSTITUTES A FORMAL WARNING REGARDING DISCIPLINARY ACTION TO RESULT FROM STUDENT MISCONDUCT.

STUDENT DUTIES ARE AS FOLLOWS:

1. Comply with the rules and regulations of this school and with this policy statement as approved by the Marquand-Zion R-VI School Board of Education.
2. Use common sense in matters not covered by written policy. Expectations are that students have developed knowledge of socially acceptable behaviors and standards which apply to society and to student behavior in public institutions.
3. Obey and respect the authority of faculty, staff, and administration of this school and comply with any reasonable request or directive given by these adults in the normal daily operation of Marquand-Zion High School. Any request or directive which the student considers to be improper or abnormal should be brought to the attention of the proper authority that has charge of the person making that request or directive.
4. Display proper conduct to/from school and refrain from acts of misconduct on school grounds, in school buildings, or elsewhere while attending school sponsored events.
5. Be diligent in studies. Compliance will include: Completing assignments on time (including homework), paying attention to the instructor in class, exhibiting good citizenship at all times, doing the caliber of work consistent with your individual ability and grade level, cooperating with teachers and other students, attending regularly and being punctual.

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MARQUAND-ZION R-VI SCHOOL DISTRICT DISCIPLINE SECTION

In general, you are expected to behave in a reasonable, polite manner at school and at any school sanctioned event. We have generated a list of discipline infractions, and the penalties that you may suffer for each infraction. Note that every infarction includes a behavior points category. Behavior points will be kept and totaled on each student. When you exceed 12 points in a semester, you are guilty of excessive misconduct, and subject to the rather severe penalties associated with this. You may want to read the section on the Excessive Misconduct Control Program. Not every type of misconduct can be foreseen, so any unlisted misconduct will be dealt with in accordance with Missouri Law and at the discretion of the principal. In general, the following penalties are possible:

1. **WARNING:** you will receive a formal warning, and it will be recorded in your disciplinary file.
2. **LUNCH DETENTION (LD):** The student is required to eat lunch with the principal or other personnel. After eating lunch, the student will work on school work or assignments to modify behavior.
3. **AFTER SCHOOL DETENTION (ASD):** after school detention will run from 3:05 to 4:00. ASD will be, by design and intent, a harsh, no-nonsense environment designed to punish the student for misconduct, and more importantly, to deter from repeating that behavior. Expect to have to work and be obedient and silent in this setting.
4. **IN SCHOOL SUSPENSION (ISS):** the student is isolated from the other students. He/She is required to do his/her work in a room or office that is free of distractions. He/She will have no contact with the other students during the school day.
5. **OUT OF SCHOOL SUSPENSION (OSS):** This penalty bans you from attending school, and school related functions. It is up to the student to ask for make-up work upon returning. The work will be assessed to determine whether material missed is understood; however, **NO CREDIT WILL BE GIVEN**. You may not attend extracurricular activities, (games, dances, etc. either her, or away) during a suspension. You may not come on campus unless invited by the administration while suspended. If you come on campus anyhow, you will first be warned to leave, if you do not leave it will be considered trespassing and law enforcement will be contacted immediately. The principal has authority to suspend students from school for up to 10 academic days, the superintendent may suspend a student for up to 180 days.

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6. **EXPULSION:** this penalty means that you are dropped from Marquand-Zion School and banned from attending again, subject to review after one year period, at which time you may be enrolled at the discretion of the superintendent and the approval of the Board of Education. Expulsion for certain violent offenses covered under the Missouri Safe Schools Act will result in all schools in the State of Missouri honoring the expulsion and refusing you admission. The Marquand-Zion R-VI School Board has the authority, for good reason, to expel students. In certain situations of violence, the Missouri Safe Schools Act mandates expulsion.
7. **LAW ENFORCEMENT (LE):** In certain situations where misconduct affects the safety of others, and/or when laws are broken, law enforcement officials will be called and asked to make an arrest.

EXCESSIVE MISCONDUCT CONTROL PROGRAM

In the past discipline system, the penalty for one disciplinary infraction is left unrelated to another infraction. This does not deter inappropriate behavior effectively. To rectify this situation, the Excessive Misconduct Control Program (EMCP) acts to relate all misconduct, and penalize excessive misbehavior. Under this program, every discipline infraction will have Conduct Points associated with it. Students who exceed 12 Conduct Points during a semester will be guilty of Excessive Misconduct. That student will then be suspended for excessive misconduct, plus will suffer the penalty for the misconduct which put them over 12 (Limited to a maximum of 10 days OSS). Upon return to school, the student will be placed on a behavior contract, and have the cumulative conduct point total adjusted to 11 points. At the end of school on every Friday, 2 points will be deducted from the student's total conduct points. If they violate a rule, then the appropriate number of conduct points will be added to the conduct point total. When the student goes over 12 points, they are again guilty of excessive misbehavior and begin again. When they get to zero points, they are removed from the behavior contract. Total conduct points will be reset at semester for all students, except those currently on a behavior contract.

NOTE: Students returning from an excessive misconduct suspension to a behavior contract on a Monday or Tuesday will have the full 2 points deducted from the point total on Friday; those returning on Wednesday or Thursday will have only one point deducted on the first Friday of return. Those returning on Friday will have no points deducted on that Friday.

EXCESSIVE MISCONDUCT PENALTIES:

1st Time: 3 Days Out of School Suspension

2nd Time: 5 Days Out of School Suspension

3rd Time and Every Time Thereafter per Semester: 10 days Out of School Suspension

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MARQUAND-ZION R-VI SCHOOL DISTRICT DISCIPLINE SUMMARY

REPORTING TO LAW ENFORCEMENT

It is the policy of the Marquand-Zion School District to report any or all crimes that occur on school grounds to law enforcement, this is including but not limited to, the crimes the district is required by law to report. The following acts are subject to reporting requirements.

1. First or second degree murder under §§ 565.020, .021, RSMo.
2. Voluntary or involuntary manslaughter under § 565.023, .024, RSMo.
3. Kidnapping under § 565.110, RSMo.
4. First, second or third degree assault under §§ 565.050, .060, .070, RSMo.
5. Sexual assault or deviate sexual assault under §§ 566.040, .070, RSMo.
6. Forcible rape or sodomy under §§ 566.030, .060, RSMo.
7. Burglary in the first or second degree under §§ 569.160, .170, RSMo.
8. Robbery in the first degree under § 569.020, RSMo.
9. Possession of a weapon under chapter 571, RSMo.
10. Distribution of drugs under §§ 195.211, .212, RSMo.
11. Arson in the first degree under § 569.040, RSMo.
12. Felonious restraint under § 565.120, RSMo.
13. Property damage in the first degree under § 569.100, RSMo.
14. Child molestation in the first degree pursuant to § 566.067, RSMo.
15. Sexual misconduct involving a child pursuant to § 566.083, RSMo.
16. Sexual abuse pursuant to § 566.100, RSMo.
17. Harassment under § 565.090, RSMo.
18. Stalking under § 565.225, RSMo.

The principal may notify the appropriate law enforcement agency and superintendent if a student is found possessing/distributing a controlled substance, illegal substance, over the counter substance or weapon in violation of the district's policy.

The superintendent will notify the appropriate authorities, juvenile or family court upon suspension or expulsion of any student who the district is aware is under the jurisdiction of the court.

ASD-After School Detention
OSS- Out of School Suspension
EX- Expulsion
LE- Law Enforcement
Conf.-Confiscation

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STUDENT DISCIPLINARY CODE/POLICY IS DESIGNED TO FOSTER STUDENT RESPONSIBILITY, RESPECT FOR THE RIGHTS OF OTHERS, AND TO ENSURE THE ORDERLY OPERATION OF THE MARQUAND-ZION SCHOOL DISTRICT. NO CODE/POLICY CAN BE EXPECTED TO LIST EACH AND EVERY OFFENSE. HOWEVER, IT IS THE PURPOSE OF THIS CODE/POLICY TO LIST CERTAIN OFFENSES WHICH, IF COMMITTED BY A STUDENT, WILL RESULT IN THE IMPOSITION OF A CERTAIN DISCIPLINARY ACTION. ANY CONDUCT NOT INCLUDED HEREIN, OR AN AGGRAVATED CIRCUMSTANCE OF ANY OFFENSE OR AN ACTION INVOLVING A COMBINATION OF OFFENSES MAY RESULT IN DISCIPLINARY CONSEQUENCES THAT EXTEND BEYOND THIS HANDBOOK AND THE CODE OF CONDUCT AS DETERMINED BY THE PRINCIPAL, SUPERINTENDENT, AND/OR BOARD OF EDUCATION.

Most Infractions carry the same point value for each offence. If the 2nd and 3rd offence carry a higher value the points will appear in the Pts column.

DISCIPLINE CHART

INFRACTION	PTS	PENALTIES 1st	PENALTIES 2nd	PENALTIES 3rd
Accessory	3	Punishment commensurate with policy to which accessory occurred.		
Alcohol/Drugs Illegal street drugs, OTC, Controlled Substance, CBD Oil Use/Possession/Distribution/Purchase	12	3 to 30 ASD and/ or 3 to 30 OSS and/ or LE or EX Dependent upon Severity of Infraction	10 to 30 ASD and/ or 10 to 30 OSS and/ or LE or EX Dependent upon Severity of Infraction	30 to 180 OSS or EX and LE
Arson	12	3 to 10 OSS and/ or LE or EX Dependent upon Severity of Infraction	5 to 10 OSS and/ or EX and LE	10 to 180 OSS and/ or EX and LE
Assault	12	10 OSS and LE	10 to 30 OSS and/or EX and LE	30 to 180 OSS and/or EX and LE
Banned Mat/Item	2	1 to 3 ASD Conf.-End of Semester	3 to 5 ASD Permanent Conf.	5 to 10 ASD or 1 to 10 OSS Permanent Conf.
Bullying (as defined in the definition section of handbook)	6	1 to 5 ASD and/or 1 to 30 OSS and/or LE	5 to 10 ASD and/or 1 to 180 OSS to EX	EX and LE

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<u>(Bullying forms are available in the office and in google docs)</u> Cyber Bullying (as defined in the definition section of handbook)	6	1 to 5 ASD and/or 1 to 30 OSS and/or LE	5 to 10 ASD and/or 1 to 180 OSS to EX	EX and LE
Cheating (Giving and taking answers to/from another)	3	Warning and a grade of Zero	3 ASD and a grade of Zero	5 ASD and a grade of Zero. If infraction occurs again 1 OSS for each occurrence.
Classroom Disruption Per Class/ Disruptive Behavior.	2	2 ASD	3 to 5 ASD	5 to 10 ASD or 1 to 5 OSS
Computer use violations	3	Computer Violation 1 to 3 ASD	Computer Violation 5 ASD	Computer Violations 1 to 5 OSS
Cell Phone use (see Cell Phones in definition section of the handbook)	1 3 5	Cell Phone Violation Ask to put the phone in the teacher provided safe place. If the student refuses to do so it will be an automatic office referral and the student will be blacklisted/blocked from school wifi for 5 school days.	Cell Phone Violation Phone will be sent to administration for the duration of the day, and blacklisted/blocked from school wifi for remainder of semester	Cell Phone Violation Phone will be taken to the office and held until the end of the day and/or the parent will have to pick up the phone/student will be blacklisted/ blocked from school wifi for remainder of the school year.
Defiance of Authority/ Insubordination / Disrespect	3	1 to 3 ASD	3 to 5 ASD	1 OSS 4 + 3 to 180 OSS

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Destruction of School Property (Divided into Minor or Major not offences)	3 7	Minor: 1 to 5 ASD and Pay Damages (under \$100)	Major: 3 to 5 ASD or 3 to 10 OSS or EX or LE and Pay Damages (Over \$100) Intent considered when penalties assessed.	
Failure to Attend ASD	3	1 ASD Per Day Missed	2 ASD Per Day Missed	1 to 3 OSS
Fighting (As defined in the definition section of the handbook)	7 9 12	3 to 5 ASD Non-Aggressor may get less or nothing	5 to 10 ASD or 1 to 5 OSS Non-Aggressor may get less or nothing	3 to 10 OSS Non-Aggressor may get less or nothing
Harassment (as defined in the definition section of the handbook)	6	3 to 5 ASD or 1 to 3 OSS	5 to 10 ASD or 3 to 5 OSS and/or LE	10 to 180 OSS and LE (on 3rd offence a pattern has formed and harassment becomes bullying)
Horseplay that goes too far. (as defined in the definition section of the handbook)	3 5 7	Warning or 1 to 3 ASD.	3 to 5 ASD	1 to 3 OSS At this point we are seeing a pattern and it needs to stop.
Improper Display of Affection	2	Warning	1 to 3 ASD	3 to 5 ASD (4+ will be considered Inappropriate Sexual Conduct)
Improper Language (see definition section of handbook for various types of Improper Language)	3	Warning or 1 to 5 ASD Depending on the Severity of the Language	5 to 7 Depending on the Severity of the Language	1 to 180 OSS

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Intimidation/ Threatening Language/ Extortion	5 7 12	3 to 5 ASD and/or 1 to 3 OSS and/or LE and/or EX	1 to 10 OSS and/or LE and/or EX	1 to 180 OSS and/or LE and/or EX
Threatening Language against student body/Staff/ School as a whole	12	Automatic LE and 1 to 180 OSS and/or EX		
Inappropriate Attire (Refusal to Change/Cover Up may result in 1 to 3 OSS)	2	Warning and Change/Cover Up	1 ASD Change/Cover Up	3 ASD or 1 to 3 OSS Change/Cover Up
Sexual Misconduct (between two willing students)	3 6 9	1 to 5 ASD or 1 to 10 OSS Depending on severity	1 to 30 OSS	1 to 180 OSS
Sexual Harassment (When one student is not willing and feels violated. see definition section of handbook <u>Fill out a bully form and be specific about the sexual harassment that took place</u>)	8 10 12	3 to 7 ASD 1 to 180 OSS and/ or LE or EX and LE Depending on Severity	1 to 180 OSS and/or EX and LE Depending on Severity	Automatic LE 180 OSS and/or EX

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Indecent Exposure Penalty is dependant upon Severity	5 5 7	Flashing/Mooning with undergarments on 1 to 3 ASD or 1 to 3 OSS Without undergarments 1 to 5 OSS and/or LE or EX and LE	With undergarments on 3 to 5 ASD or 3 to 5 OSS Without undergarments 5 to 10 OSS and/or LE or EX and LE	With undergarments 5 to 10 ASD or 5 to 10 OSS Without undergarments 10 to 180 OSS and/or LE or EX and LE
Leaving Campus/Class without permission	5	3 ASD	1 to 3 OSS	3 to 5 OSS
Moving Vehicle Violation/ Non-licensed driver, driving to school	3 5 7	Loss of Parking for 1 Week and/or LE Non-Licensed driver Warning not to drive to school anymore	Loss of parking for 1 month and/or LE Non-Licensed driver Car/Truck will be towed at your expense and LE	Loss of parking for 1 year and/or LE Non-Licensed driver Car Truck will towed at your expense and LE
Plagiarism	5	1 to 3 ASD and a Grade of Zero	3 to 6 ASD and a Grade of Zero	1 to 3 OSS and a Grade of Zero
Skipping Class	3	1 to 3 ASD	3 to 5 ASD	5 to 10 ASD or 1 to 3 OSS
Tardy After 2, on 3rd tardy penalty 10 minutes late to class is skipping not tardy.	0 0 1	1 ASD (on 3rd tardy) Per Quarter	1 ASD Per Ever Tardy over 3 to 6 Per Quarter	2 ASD Per Every Tardy over 6 Per Quarter
Theft	5	1 to 3 ASD and reimbursement (under \$25). Or 1 to 3 OSS (over \$25) and reimbursement and/or LE	1 to 3 OSS and reimbursement (under \$25) or 3 to 5 OSS and reimbursement (Over \$25) and/or LE	3 to 5 OSS and reimbursement (under \$25) and LE 5 to 10 OSS and reimbursement (over \$25) and LE

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Tobacco use or possession/electronic cigarettes, vaping and similar objects used in conjunction with vaping and vaping paraphernalia	3	3 ASD and Permanent Confiscation. or 1 to 3 OSS and Permanent Confiscation.	1 to 3 OSS and Permanent Confiscation	5 to 10 OSS and Permanent Confiscation and LE (tobacco is illegal for those under the age of 18)
Truancy (see definition for Truancy, see attendance policy for what is considered excused and not excused and for information on attendance committee)	3	<p>Elem after 6 days unexcused 1 to 3 ASD or loss of recess</p> <p>Junior High After 6 days unexcused May result in retention.</p> <p>High School after 6 absences if not excused may result in loss of credits</p>	3 to 5 ASD and hotline for educational neglect (after 10 absences if not excused) and/or loss of credits	Hotline for educational neglect and loss of credits. (after 12 absences if not excused)
Unprepared for Class (Excessively-More than 3 times per quarter)	3	1 to 3 ASD	3 to 5 ASD	1 OSS
Weapon Possession	12	<p>3 to 5 ASD and/or 1 to 180 OSS and/or LE and/or EX</p> <p>Permanent Confiscation</p>	<p>10 to 180 OSS and LE and/or EX</p> <p>Permanent Confiscation</p>	<p>EX and LE</p> <p>Permanent Confiscation</p>

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All students who are referred for disciplinary purposes will receive an accumulating total of discipline code points. Any student who exceeds 12 points in a given semester is guilty of excessive misbehavior. That student will receive the penalty for the violation which placed them over 12 points, plus the OSS for the excessive misbehavior violation. (Sum is limited to 10 OSS). Students returning from an excessive misbehavior suspension will be placed on a behavior contract at 11 points. Each Friday upon return, 2 points will be subtracted from the student's behavior point total. Upon reaching zero, the student is no longer on a behavior contract. Each time the student goes over 12 points, they are guilty of excessive misbehavior.

At the beginning of each semester the behavior point totals are reset for all students, except for students currently on a behavior contract.

Students that have accumulated more than 5 disciplinary points are not eligible to attend school field trips of any kind, attend events scheduled on school grounds, this includes junior/Senior prom and senior trips.

SOCIAL/ACADEMIC PROBATION

Students may be banned from attending home and away extracurricular events (including games, competitions, dances, prom, senior trip, field trips, concerts, etc.) for attendance (if you have missed over the allotted days allowed under the District's absentee policy), unacceptable behaviors or unsportsmanlike conduct. This is left to the discretion of the principal/superintendent and may last for a period of one event to one semester. The student on social/academic probation may not ride team/activity buses, or be on the campus where such an event is occurring.

Violation of this policy may result in both an extension of the social probation, charges of criminal trespass, and constitute discipline code violation under insubordination.

RULES AND DISCIPLINE INFRACTIONS DEFINED

(Penalties are stated in the discipline summary)

- **ACCESSORY:** Any student who assists another in violating the discipline policy.
Example: talking a student into a violation, helping a student cover up a violation, etc.

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- **ALCOHOL/DRUGS/USE POSSESSION/DISTRIBUTION (ILLEGAL STREET DRUGS, OVER THE COUNTER, CONTROLLED SUBSTANCE, CBD OIL): THE USE, POSSESSION OF AND/OR DISTRIBUTION OF ANY ILLEGAL MOOD ALTERING SUBSTANCE, TO INCLUDE ALCOHOL AND THE MISUSE OF OTC AND PRESCRIPTION MEDICATIONS OR CONTROLLED SUBSTANCE. THIS ALSO INCLUDES COMING TO SCHOOL UNDER THE INFLUENCE OF A MOOD ALTERING SUBSTANCE. POSSESSION OF A PRESCRIPTION MEDICATION OR OVER THE COUNTER MEDICATION WITHOUT A VALID PRESCRIPTION FOR SUCH MEDICATION ON SCHOOL PREMISES OR ON A SCHOOL BUS IS PROHIBITED. (SEE MEDICATIONS FOR POLICY ON PRESCRIPTION AND OTC MEDICATIONS) THIS INCLUDES TOBACCO, ELECTRONIC CIGARETTES, VAPING AND SIMILAR OBJECTS USED IN CONJUNCTION WITH VAPING. THE BOARD PROHIBITS THE USE, SALE, TRANSFER AND POSSESSION OF STREET DRUGS/OTC DRUGS/PRESCRIPTION DRUGS WITHOUT A PRESCRIPTION/CBD OIL/ALCOHOL/TOBACCO PRODUCTS AND SUBSTANCES APPEARING TO BE TOBACCO PRODUCTS, i.e. E-CIGARETTES, VAPING PARAPHERNALIA/DRUG PARAPHERNALIA, AT SCHOOL AND AT SCHOOL ACTIVITIES.**
- **In the VERY LIMITED CIRCUMSTANCES that a QUALIFIED STUDENT MUST RECEIVE Medical Marijuana at school, certain procedures MUST BE FOLLOWED. SEE POLICY 2871**
- **ARSON:** Intentionally causing or attempting to cause a fire or explosion which results in damage to property or buildings.
- **ASSAULT:** Defined as the attempt to do bodily harm to another person. This is differentiated from fighting by severity, intention, and the nature/or lack of provocation.
- **BANNED MATERIALS/ITEMS:** Cell Phones during class time (cell phones are permitted before and after school, breakfast and lunch, and between classes.). Water guns or anything that could be mistaken as a real gun. Inappropriate and/or Lewd Magazines, Pillow, Blankets, Cigarette Lighters, Matches, any item with Lewd and/or Inappropriate Messages displayed on them, any clothing or item that displays weapons of any kind and other materials which may be distracting or inappropriate in the view of the faculty and staff of Marquand-Zion School District are banned (this would be items that cause a disruption to instruction and learning). Penalties are as stated in the discipline summary.
- **BULLYING:** Defined as when one person or group of people, repeatedly picks on or hurts another person either physically, verbally, or nonverbally. Bullying can be, pushing, shoving, hitting, spitting, shoulder checking, name calling, picking on, making fun of, heckling, starting rumors, excluding someone and basically any unwanted teasing or joking. (form must be filled out, they may be obtained from the office, or google docs for privacy. If google docs are used, the form may be emailed to Mrs. Greer, Mrs. Dublin, or Mr. Blake.)

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- Cyber Bullying is bullying that takes place via an electronic device, such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, chat and websites. Examples of cyber bullying include mean text messages, or messenger messages, emails, rumors sent by email or posted on social networking sites, and embarrassing pictures, videos, websites or fake profiles. (form must be filled out, they may be obtained from the office, or google docs for privacy. If google docs are used, the form may be emailed to Mrs. Greer, Mrs. Dublin, or Mr. Blake.)
- Bullying Forms must be filled out for any type of bullying or harassment. Forms are in the Elementary and High School Offices and on Google Docs. Forms may be returned to Mr. Blake, for Elementary and Mrs. Dublin or Mrs. Greer for Junior High and High School. Investigations will then be conducted.
- **BULLYING/DISCIPLINE: BOARD POLICY 2655**
The District is committed to maintaining a learning and working environment free of any form of bullying or intimidation. Bullying is strictly prohibited on school grounds, or school time, at a school sponsored activity or in a school related context. Bullying is the intentional action by an individual or group of individuals to inflict 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 acts of bullying.
- Cyberbullying means bullying as defined above 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. The district may prohibit and discipline for cyberbullying that originates on any District campus or at a District activity if the electronic communication was made using the school's technological resources, if there is a sufficient nexus to the educational environment, or if the electronic communication was made on the District's campus or at a District activity using the student's own personal technological resources. Further, students who engage in significant acts of misconduct off campus which materially and adversely impact the education of District students will be subject to discipline.

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Bullying, as defined in this policy, is strictly prohibited. Students are encouraged to report any incident of bullying which they have witnessed or incurred, by completing a bullying form and giving it to their building principal. District employees are required to report any instance of bullying of which the employee has witnessed within two (2) school days of the occurrence. Employees shall report the occurrence to the building principal, who is the person the District designated to receive reports of incidents of bullying. A principal who receives a report of an incident of bullying shall initiate an investigation into the allegations within two (2) days of receipt of the report. The principal may assign other employees to assist in the investigation, or request that the superintendent assign an outside investigator. The investigation shall be completed within ten school days from the date of the written report of bullying unless good cause exists to extend investigation. No employee or student who reports an act of bullying shall be subject to reprisal or retaliation for making such a report. Any person who engages in reprisal or retaliation against an employee or student who reports an act of bullying shall be subject to disciplinary action.

Students who are found to have violated this policy will be subject to consequences depending on factors such as: age of student's), degree of harm, severity of behavior, number of incidences, etc. Possible consequences to a student for a violation of this policy include: loss of privileges, classroom detention, conference with teacher, parents contacted, conference with principal, in school suspension, out of school suspension, expulsion and law enforcement contacted.

The District shall give annual notice of the policy to students, parents or guardians, and staff. This policy shall be included in all student handbooks. This policy shall also be posted on the District's web page (as a Board policy) and a copy shall be placed in the District Administrative Office.

The District shall provide education and information and appropriate training to District staff who have significant contact with students regarding the policy. All staff with significant student contact shall be trained on the requirements of this policy on an annual basis.

The District shall provide education and information to students regarding bullying, including information regarding this policy prohibiting bullying, the harmful effects of bullying, and other 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, reprisal, or retaliation against any person who reports an act of bullying. The District shall instruct its school counselors, school social workers, licensed social workers, mental health professionals, and school psychologists to educate students who are victims of bullying, on techniques for students to overcome bullying negative effects. Such techniques include but are not limited to, cultivating the student's self-worth and self-esteem; teaching the student to defend himself or herself assertively and effectively; helping the student develop social skills or encouraging the student to develop an internal locus of control. District administrators will implement programs and other initiatives to address bullying, to respond to such conduct in a manner that does not stigmatize the victim, and to make resources or referrals available to victims of bullying.

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- **CHEATING:** Looking at another student's paper during a test or quiz, copying homework when not allowed by teacher, receiving an answer during a test/quiz from another student, using a "cheat sheet", or in some manner giving another student an answer during a test/quiz, or giving another student homework to be copied when not allowed by the teacher.
- **Plagiarism** is stealing and using the ideas or writings of another as one's own.
- **CLASSROOM DISRUPTION/DISRUPTIVE BEHAVIOR AT ANY TIME WHILE AT SCHOOL OR SCHOOL FUNCTION AND/OR ON BUS:** Any action by the student which, in the opinion of the teacher, is disruptive of the teaching environment or educational process. Conduct which has the intentional effect of disturbing education or the safe transportation of a student.
- **COMPUTER USE VIOLATION:** Any action by the student which violates the computer use agreement.
- **CELL PHONES:** Cell Phones are not permitted during class time. They are permitted before and after school, breakfast, lunch, and between classes. Students should not use cell phones to contact parents or anyone else during school hours, if the student needs to contact parents/guardians then they need to have it approved and use the office phone. Parents please call the office if you need to get a message to your child.
- **DEFIANCE OF AUTHORITY/INSUBORDINATION/DISRESPECT:** Refusal to obey directions or defiance of staff authority. Refusal to comply with the reasonable directive of an administrator, certified faculty member, or adult staff member. Any action, including speech, which is disrespectful to the faculty, staff, or other students in the Marquand-Zion School District.
- **DESTRUCTION OF SCHOOL and/or Personal PROPERTY:** The destruction of school property or the property of another person either by intention, or by willful neglect.
- **EXCESSIVE MISCONDUCT:** Exceeding 12 Conduct Points during one semester.
- **FAILURE TO ATTEND ASD:** Failure to attend a scheduled after school detention.
- **FIELD TRIP MISBEHAVIOR/BUS MISBEHAVIOR:** Any behavior that would be considered an infraction while at school, but also includes any misbehavior that occurs given the particular circumstances of being off school grounds and/or on a field trip or Bus.
- **FIGHTING:** Physically striking another in a mutual contact as differentiated from an assault. When both students are equally involved, penalties will be equal. When one student is clearly the aggressor, and the other is a non-aggressor, the non-aggressor student may be treated in a less severe manner.
- **FORGERY:** Signing someone else's name to a document.
- **HARASSMENT:** To create an unpleasant situation, aggressive pressure or intimidation.
- **Horse Play that has gone too far:** When students start off in a playful manner but tempers become flared and an altercation takes place, or someone is accidentally harmed.
- **IMPROPER LANGUAGE:** Use of obscene or vulgar language to another student, staff, or just out loud on school grounds. Language which depicts sexual acts, human waste, and blasphemous language such as cursing, giving the finger or similar tactics, belittling speech toward another student or Marquand-Zion staff member.
- **INTIMIDATION:** The use of frightening words as to try to scare another person or as to make that person feel uncomfortable.

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- **THREAT:** The use of verbal, physical or written threats to do bodily harm to a person or personal property. Verbally threatening another student or Marquand-Zion staff member, or acting in a physically threatening manner. **NOTE:** With regard to Marquand-Zion Staff members, no threat, verbal or otherwise, will be considered as a joke. It will not be funny to the staff member, and it will not be funny to you when you suffer the consequence. Threats will automatically be reported to Law Enforcement.
- **INAPPROPRIATE ATTIRE:** The wearing of inappropriate clothing that goes against the dress code, this includes hats and/or hoods of any kind indoors during school hours.
- **INDECENT EXPOSURE:** This will include walking around in your undergarments/flushing/mooning with or without undergarments. This includes any self fulfilling sexual act upon one's self.
- **LEAVING CAMPUS/CLASS WITHOUT PERMISSION:** Self explanatory. You must have the principal's or designees permission before you may sign out to leave campus during the school day. You may sign out with prior parental permission, either in a note or a phone call from a parent. Leaving Class without teacher's permission.
- **PUBLIC DISPLAY OF AFFECTION:** Consensual kissing, fondling, or embracing in a full body hug, etc. if PDA goes too far it can be considered Sexual Misconduct. **ONLY** the holding of hands is permissible as a display of affection.
- **Sexual Harassment:** To create an unpleasant situation, aggressive pressure or intimidation using sexual content. Unwelcome sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature. Examples include: Sexual provocative or explicit speech, derogatory comments toward a certain student, demeaning comments, sexually explicit writing, grabbing or twisting an individual's arm (particularly a larger person grabbing a smaller person to make them compliant), unwarranted restraint, inappropriate touching, and gestures of a sexual nature.
- **SEXUAL MISCONDUCT:** Includes, but is not limited to physical touching of another student in the area of the breast, buttocks, or genitals. Having consensual sexual activities on school property or while at any school sponsored event. .
- **SKIPPING CLASS:** Missing a class, or a portion of a class when in attendance (not signed out), without having permission. Over ten minutes late to a class is considered skipping class, not tardy.
- **TARDY:** Not being to class when the bell rings. You must be through the door by the time the bell stops ringing or you are tardy. If you've been with another teacher bring a note from that teacher to your next class. If you are more than 10 minutes tardy without a note you are considered absent.
- **Theft:** Nonconsensual taking or attempt to take the property of another. Minor Theft under \$25.00, while a Major Theft is \$25.00 or more.
- **TOBACCO: POSSESSION OR USE OF TOBACCO OR TOBACCO PRODUCTS, INCLUDING VAPES/E-CIGS OF ANY KIND. DO NOT BRING TOBACCO PRODUCTS/VAPES/E-CIGS ON SCHOOL GROUNDS. NOTE: CARS IN THE PARKING LOT WILL NOT BE SEARCHED FOR TOBACCO PRODUCTS, BUT IF YOU ARE FOUND SMOKING OR CHEWING THERE YOU WILL BE PENALIZED.**
- **TRUANCY:** Being absent from school without good reason. (see absentee policy for more detail)

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- **UNPREPARED FOR CLASS:** Excessively, (in the teacher's opinion) unprepared for class. Not doing homework, not bringing books, paper, writing instruments, etc. not dressing out for PE falls in this category and may come with loss of points for the day.
- **WEAPONS POSSESSION:** Carrying onto school grounds any obvious weapon (firearm, knife, or any other sharp metal, glass, etc.); or using or threatening to use any common object (baseball bat, tire iron, pencil, pen, screwdriver, scissors or craft knives used in art or on projects, etc.) as a weapon. CONSIDERATION WILL BE GIVEN IN REGARDS TO THE TYPE OF WEAPON AND INTENDED USE WHEN PENALTIES ARE GIVEN.

DISCIPLINE CARDS GRADES FIFTH THRU EIGHTH ALL YEAR: Students will receive discipline cards and must carry these cards with them at all times. These discipline cards will have minor infractions on them and are not to take the place of a write up of a major rule infraction. Minor infractions may include, but not limited to, being prepared for class, excessive talking, blurting out, etc.

FOR THE PROTECTION OF EVERYONE, THE SUPERINTENDENT MAY AT HIS DISCRETION EMPLOY THE USE OF DRUG DOGS TO SEARCH LOCKERS AND SCHOOL PROPERTY.

GENERAL INFORMATION

ACCIDENT INSURANCE

Each fall, a student accident insurance policy will be offered to all students at a reasonable cost. No pressure is exerted on pupils to take out the insurance; however, they are encouraged to take this information home and discuss it with their parents/guardians.

ALCOHOL/DRUGS (ILLEGAL SUBSTANCE, OTC, PRESCRIPTION, CONTROLLED SUBSTANCE)

The use of, transportation of, and selling or distribution of any form of drug/alcohol is strictly prohibited at school. Any student found to be in possession of or under the influence of drugs or alcohol, even if the substance was consumed before arriving at school, or at any school sponsored activities such as athletic events, dances, parties, trips and/or club activities, will be suspended if found guilty. If under a doctor's care medications must be given to the school nurse to administer to students this includes OTC.

The Board of Education avows to all parents, students, and employees that the use of illicit drugs and unlawful use and /or possession of alcohol is wrong and harmful to an individual's health and our society in general.

ALTERNATIVE METHOD OF INSTRUCTION (AMI) AND ALTERNATIVE METHOD OF INSTRUCTION EXTENDED (AMI-X)

AMI is a legislative act that allows school districts to count attendance for school cancellations due to severe weather.

AMI-X is a Missouri State Board of Education decision for schools to count attendance for cancellations due to COVID-19.

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AMI/AMI-X Learning packets will be sent home with students. In the packet you will find at least 10 days worth of assignments per subject/class. Every student in the district will receive a packet. If your child has access to the internet they may check their school email for optional online assignments in place of the paper packets. The school is working to put internet access at the high school parking lot and the public parking lot downtown. These assignments will be labeled Day 1, Day 2, Day 3, etc. Each day that your child is home due to inclement weather or COVID-19 closure they will be **REQUIRED TO COMPLETE THAT DAY'S LESSONS AND RETURN ALL COMPLETED ASSIGNMENTS UPON RETURN TO SCHOOL. GRADES AND ATTENDANCE WILL BE COUNTED.** If work is not returned it will count as an unexcused absence.

ATTENDANCE POLICY

The Board of Education has established the following rules and regulations regarding attendance, absences and excuses for students. These rules and regulations are intended to comply with Missouri Compulsory Attendance Law (167.031 RSMo.). In addition, the regulation takes into account the attendance standard of 90% or better for each student required by the Missouri Schools Improvement Program.

In case of absence, it is the responsibility of the parent/guardian to notify the school that you are aware of the child's absence. It is best to call the morning of the absence. This in no way constitutes an excused or unexcused absence. Please see below for the definition.

EXCUSABLE ABSENCES

Includes but not limited to the following

1. Doctor or dental appointment with a written excuse from the medical professional
2. Days of religious observance
3. Death in the family (parents, grandparents, siblings, aunt/uncle, cousin)
4. An absence pre-approved by the building principal
 - * documentation must be turned into the office within 48 hours (2 days) after the student returns to school. It is the parent's responsibility to ensure written notice is provided to the office. Any absence that does not meet one of the above 4 requirements will be considered an unexcused absence.

The following procedures should be followed by students who are absent so as to prevent academic difficulties

1. The student shall obtain assignments from appropriate staff members. Assignments shall be obtained in advance, if the absence is foreseen.
2. Students will be given one day for each day absent to return work for full credit (example, a student missed 2 days of school so he or she would have 2 days after returning to school to complete and turn in all of the assignments). All assignments after this time will be considered late and the teacher's classroom policy for late work will apply.
3. All classroom work(to include test) shall be completed as indicated by the individual classroom teacher.
4. In classes that give participation points, for participation in class, points **WILL NOT** be given on days of unexcused absences. Students who receive an excused absence will be exempted for those points as to not affect their grade.

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UNEXCUSED ABSENCES

Attendance patterns for all students will be monitored. Absences which are not clearly excusable will be investigated by the principal and/or staff, and appropriate action will be taken. This may require a parent meeting or contact with an outside agency, including law enforcement. Uncompleted AMI or AMI-X assignments will be an unexcused absence.

EXCESSIVE ABSENCES ELEMENTARY SCHOOL

A student shall be allowed six (6) unexcused days per semester. Excessive absences, excused or unexcused, have a detrimental effect upon academic progress. Excessive absences are one factor considered in promotion/retention decisions. Students who accumulate in excess of six (6) unexcused days will require a parent meeting with the Attendance Committee or principal, or contact with an outside agency, including law enforcement.

MIDDLE SCHOOL

A student shall be allowed six (6) unexcused days per semester. Excessive absences, excused or unexcused, have a detrimental effect upon academic progress. Excessive absences are one factor considered in promotion/retention decisions. Students who accumulate in excess of six (6) unexcused days will require a parent meeting with the Attendance Committee or principal, or contact with an outside agency, including law enforcement.

HIGH SCHOOL

A student shall be allowed a maximum of Six (6) unexcused absence hours from any class during a semester. Students who accumulate in excess of six (6) unexcused hours in any class are subject to loss of credit for that class. Students who accumulate in excess of six (6) unexcused hours in a class will require a parent meeting with the Attendance Committee or principal. The school may contact an outside agency, including law enforcement. Students who accumulate (10) unexcused hours in any class during a semester **WILL RESULT IN LOSS OF CREDIT FOR THAT CLASS** (Days of student suspension are not counted as days absent for purposes of this policy). Students who miss 10 days will be reported to the Juvenile Office as well as automatic loss of credit. **ADDITIONALLY, STUDENTS 17 AND OVER WILL BE DROPPED FROM M-Z HIGH SCHOOL AFTER 10 DAYS OF UNEXCUSED ABSENCES PER SEMESTER.**

When unusual or extenuating circumstances occur exceptions to this stated policy will be made only by administrative discretion on an individual basis. Any absence not accounted for will be considered an unexcused absence. Any absence from class as a result of a school sanctioned activity is not recorded as absence for the purpose of this policy. Example: field trips, athletic events, student activity, etc. it is the student's responsibility to remind his/her teachers following a school sanctioned absence. A student is expected to make up work as a result of class periods missed. It shall be the student's responsibility to meet with the teacher and receive the necessary instructions and assignments. Students will only be given 1 day for each day missed to complete the assignments with full credit.

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Each principal may have written policies which further detail procedures for making up work, reporting work, reporting absence, etc...

APPEAL PROCESS

First Step to Appeal - Parents will be given a chance to speak with the Attendance Committee to appeal the decision of lost credit or retention. The Attendance Committee will be made up of district teachers, the counselor, and the principal, who will be responsible for hearing reasons and making decisions concerning excessive absences. The Committee will meet at the end of the semester, and the student's parents and the student will be invited to come and present an appeal. The committee will consider the following when making a decision: written proof of absences from medical professionals, past attendance records, unusual circumstance, and extreme hardship.

Final Step to Appeal- Parents may appeal the Attendance Committee's decision to the Marquand-Zion Board of Education. The appeal must be filed in writing to the Superintendent of Schools within ten (10) days of notification of the Attendance Committee's decision.

ATTENDANCE AND AFTER SCHOOL ACTIVITIES

If a student is absent for a day due to illness, they may not attend after school functions or ride an activity bus to school sponsored activities on the day of the absence. Students must be in school at least 3 hours on the day of a game in order to participate/attend the activity that night. In order to participate/attend a Saturday game, the student must be in school on the Friday before for at least three hours. Exceptions may be made if prearranged with the principal and excusable, such as in the case of a medical or dental appointment or funeral of a close friend or family member. The rule applies to all sporting events, dances, socials, etc. held in the Marquand-Zion School facilities or off campus such as ballgames, field trips, etc.

ATTENDANCE AT EXTRACURRICULAR ACTIVITIES

Students attending away games as team members, cheerleaders, or team managers must ride the school bus to and from the game. A parent that is at the game may sign their child out. A parent may also give parental permission in writing beforehand for students to leave with another adult other than a parent. Students will not be allowed to leave with anyone under the age of 18. Any exceptions must be pre-approved by the principal. Students violating these rules may be banned from all away games for the remainder of the school year.

Students in attendance at school sponsored events are subject to the same rules that apply during the school day (except for the hat rule), and must respect the authority of the Marquand-Zion administration and faculty. It is the policy of our insurance carrier that we can not transport adults who are not employed or children not enrolled in the Marquand-Zion School District. Please understand this is a liability issue.

BANNED ITEMS

In general, ITEMS NOT NECESSARY TO STUDENT CLASSROOM ACTIVITIES SHOULD NOT BE BROUGHT TO SCHOOL. The following is a listing of items banned from school:

- HATS IN ANY BUILDING
- WATER GUNS/CAP GUNS
- WEAPONS (GUNS, KNIVES OF ANY KIND)
- DARTS

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- AMMUNITION
- CIGARETTES/E-CIGARETTES/TOBACCO PRODUCTS
- CIGARETTE LIGHTERS/VAPING PARAPHERNALIA
- MATCHES
- ALCOHOLIC BEVERAGES
- DRUGS/DRUG PARAPHERNALIA
- BLANKETS/PILLOWS (EXCEPTIONS WILL BE MADE FOR ELEMENTARY)
- SODAS/ENERGY DRINKS/COFFEE/TEA OR ANY OTHER CAFFEINATED DRINK
- **MIDDLE AND HIGH SCHOOL:** NO Book Bags, Backpacks, Gym Bags, Purses, NO BAG OF ANY KIND, will be allowed in the classroom. If you bring a bag it must be left in your locker.

Keep in mind that lockers are not theft proof. If you bring valuables to school it is at your own risk. Materials of a pornographic or profane nature, including magazines and music; tobacco products, cigarette lighters and matches; alcoholic beverages and illegal drugs and paraphernalia; and weapons brought to school will be permanently confiscated. Other items will be confiscated temporarily in accordance with discipline code policy. No opened or unopened drinks of any kind are allowed in lockers. No open containers of food are allowed in lockers. Such containers of food or drink will be confiscated. Do not bring book bags to school which do not fit in your locker.

BREAKFAST

We offer breakfast to our students each morning. All students will receive FREE breakfast and lunch according to the Federal Community Eligibility Program.

BUS BEHAVIOR

Missouri state laws are quite clear about the conduct of passengers on school buses. There should be no activities which could disrupt or hinder the safe operation of the bus by the bus driver. Since riding the bus to and from school and school sponsored activities is a privilege offered to students who qualify for the privilege, all student riders are expected to respect that privilege and also respect the actual vehicle itself. Bus behavior that would necessitate disciplinary action:

- EXCESSIVE NOISE AND DISRUPTION
- LACK OF COURTESY AND RESPECT
- DELIBERATE DELAY OF LOADING AND UNLOADING OF THE BUS
- DELIBERATE DEFIANCE OR REFUSAL TO COOPERATE WITH THE BUS DRIVER
- OBSCENE AND UNACCEPTABLE LANGUAGE, GESTURES, REMARKS, OR SIGNS
- THROWING ITEMS OF ANY KIND INSIDE THE BUS, AT THE BUS, OR OUT OF BUS WINDOWS
- SMOKING
- DESTRUCTION OF PROPERTY

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- EXTENDING HANDS, ARMS, OR PORTION OF THE BODY OUT OF THE BUS WINDOW
- TAMPERING WITH EQUIPMENT
- DELIBERATE VANDALISM
- REFUSAL TO STAY SEATED
- INTERFERENCE WITH THE NORMAL OPERATION OF THE BUS, WHICH RESULTS IN JEOPARDIZING THE DRIVER'S OR STUDENT RIDERS' SAFETY
- VIOLATION OF ANY OTHER RULE OF STUDENT CONDUCT WHICH GOVERNS STUDENT BEHAVIOR AT MARQUAND-ZION R-VI
- FIGHTING OR SCUFFLING ON THE BUS OR AT THE BUS STOP
- ILLEGAL USE OR POSSESSION OF DRUGS OR ALCOHOL
- OTHER CONDUCT PREJUDICIAL TO THE MAINTENANCE OF GOOD ORDER AND SAFETY

Bus conduct must be in accordance with school conduct. Misbehavior on school buses will have the same consequences as if the behavior took place at school and any/or all infraction in the disciplinary code will apply. Misbehavior on a bus may result in the student losing bus riding privileges.

BUS RIDERS AND WALKERS

Students who normally ride the bus but wish to walk home, or who need to ride a different bus on a special occasion must secure permission from the office by providing a written request from their parents.

Students who normally walk but need to ride the bus on occasion may secure permission from the office by providing a written request from their parents. Students who walk or come by personal transport should not arrive at school prior to 7:30 AM, when the school doors will be opened.

BUS ROUTES AND OPERATING POLICIES

Bus routes and stops are planned and established by the superintendent. Safety, economy, efficiency, and allocation of resources are some of the considerations which must be evaluated in determining bus operation policies.

Parents who wish to make requests for changes in routes or stops should contact the Superintendent of Schools.

CANCELLATION OF SCHOOL

Cancellation of school takes place only during circumstances such as extreme weather, equipment failure, or public crisis. The school board and administrators are aware of the hardship which can be caused by an abrupt cancellation; therefore, school will not be canceled unless a significant safety risk has been created by unusual circumstances. Every practical means is used to notify parents of a cancellation, including the automated call/text system, radio, TV, notes sent home, and the Marquand-Zion Facebook Page.

When a decision is made concerning closing school after the school day has begun, school officials will notify the following news media:

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KFVS - CAPE GIRARDEAU
AUTOMATED CALL/TEXT SYSTEM
MARQUAND-ZION FACEBOOK PAGE

If school is cancelled for one whole day or more, the alternative method of instruction (AMI) or alternative method of instruction extended (AMI-X) packets should be completed. (See the alternative method of instruction definition.) Please remember the homework that is completed during the cancellation period is due back the next day school is in session. If the student does not complete and return the work on the due date then that day will be considered an unexcused absence.

CELL PHONES/ELECTRONIC TECHNOLOGY

JR. HIGH/HIGH SCHOOL

Developments in cell phone technology in recent years have resulted in enhanced communication opportunities. However, the use of cellphones in schools poses increasing risks of classroom disruption. As a result cell phones and similar electronic devices will not be allowed out during instructional time (class time). **TEACHERS WILL PROVIDE A SAFE PLACE FOR CELL PHONE STORAGE DURING CLASS. IF STUDENTS HAVE A CELL PHONE THEY WILL BE EXPECTED TO PLACE IT IN THE SAFE STORAGE AREA DURING CLASS. IF YOU DO NOT WANT YOUR PHONE TO BE PLACED IN THE SAFE STORAGE AREA THEN DO NOT BRING CELL PHONE TO SCHOOL.**

Cell phones and similar electronic devices will be allowed before school, breakfast and lunch times, between classes and after school for 30 minutes. If a student has a phone out during instruction time the discipline code will be followed and if it continues the student will be blocked from the school wifi. If cell phone/electronic technology becomes a disruption to the school or students misuse this privilege, cell phones and electronic devices may be banned at administration's discretion.

If phones and/or any device with photographic capability are used in locker rooms, restrooms, or any other private or public place to take inappropriate or unwanted photos, penalties would ensue, including contacting the proper authorities.

PARENTS, PLEASE DO NOT CALL, TEXT OR MESSAGE YOUR CHILD AT SCHOOL. IF YOU NEED TO SPEAK TO YOUR CHILD YOU MAY CALL THE OFFICE AND WE WILL RELAY THE MESSAGE OR ALLOW YOU TO SPEAK TO THE STUDENT IF IT IS AN EMERGENCY. IF THIS BECOMES A PROBLEM THEN STUDENTS WILL BE BANNED FROM SCHOOL WIFI.

STUDENTS WHO MISUSE OR ABUSE THIS CELL PHONE POLICY WILL BE BLACKLISTED FROM THE WIFI FOR A TIME DETERMINED BY ADMINISTRATION. (SEE CELL PHONE IN DISCIPLINE CHART)

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ELEMENTARY

Cell phones/electronic devices ARE ONLY ALLOWED AT CLASSROOM TEACHERS DISCRETION FOR LIMITED SPECIAL EVENTS. Students should not bring cell phones and other electronic devices to school.

The school will provide computers for student use.

CHANGE OF ADDRESS/TELEPHONE

It is very important that every student maintain an up-to-date address and telephone number record in the school office. Please notify the school immediately if you have a change of address or telephone number during the school year.

CHILDREN LEFT AFTER SCHOOL

If you are going to pick up your child(ren) after school, please be here no later than 2:50 PM. If you are late, it requires one or more people to stay with them until you arrive. If you are more than a few minutes late, we will attempt to reach you or a designated adult listed on the children's emergency contact form. If this is not possible, we will consider transporting the child by privately owned vehicle to his/her home. (This is an option that will be considered, but is not required) If this happens more than once or twice, we will consider calling the Division of Family Services.

ELEMENTARY CLASSROOM PARTIES

We plan four student parties at school: Halloween, Christmas, Valentine's Day, and Easter. The teachers are always happy to receive help and support from the parents in order to have successful parties. A note will be sent home asking for room mothers and parents willing to send refreshments. If we miss school on the day of the scheduled party, we will have the party on the next best day that the teachers and faculty choose. For a student to be allowed to attend the parties mentioned above, he/she must attend school at least part of the day.

COMPLAINT RESOLUTION PROCEDURE FOR FEDERAL PROGRAMS

This complaint resolution procedure applies to all programs administered by the Department of Elementary and Secondary Education under goals 2000: Educate America Act and the Improving America's School Act. This includes the federal programs of Title I, Title II, Title IV, and Class Reduction Program. Title I provides additional educational services for the students. Marquand-Zion R-VI concentrates the funds on supplemental reading instruction for the students in grades Kindergarten, First, Second and Third. Title II provides funds for the safe and drug free schools. Title V provides funds for innovative educational programs. Class Reduction funds can be used to lower the teacher to student ratio.

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

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

Although no member of the community shall be denied the right to petition the Board of Education for redress of a grievance, the complaints will be referred through proper administrative channels for solution before investigation or action by the board. Exceptions are complaints that concern Board actions or Board operations only. The board advises the public that the proper channeling of complaints are as follows:

1. Teacher
2. Counselor
3. Principal
4. Superintendent
5. Board of Education

CLOSED CAMPUS POLICY

Students are not to leave the school during school day, except for a good reason that is approved by the principal. The parking lot is considered off campus for this purpose. Students are not allowed to go off campus to get food and drink. After arriving at school, students will only be allowed to leave the school grounds with parental permission, either a phone call from a parent or a note. Students who come in tardy need to obtain an admit slip from the high school office.

CLUBS

Most students will have the opportunity to belong to a club that meets their interests. However, new clubs that involve appropriate activities or subjects can be formed if student interest is sufficient. The formation of a new club must be approved by administration and Board of Education. At this time the following clubs exist at Marquand-Zion High School FBLA, FCCLA, AND BETA.

COMPUTER USE

The Marquand-Zion R-VI School District provides computer and media equipment, software, internet access, and online databases for use by students and staff. In order to maintain these resources in good working order and to ensure its appropriate use, it is necessary to require users to exercise good judgment and respect for the resources when using them. All users of these resources are required to adhere to the following guidelines.

- Any damage, whether intentional or accidental, will be the financial responsibility of the user. Abuse or defacement of equipment is not allowed.
- Horseplay, food or beverages are not allowed around any computer/media equipment.
- It is the user's responsibility to report any problems with the computer equipment immediately.
- All technical equipment (computers, printers, cameras, projectors, etc.), software, and internet resources are to be used only for its intended purpose.

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- Users will not violate any copyright laws, rules or regulations when using district computer/media equipment. Software not licensed to the school district may not be used or loaded onto any computer at any time. Programs may not be downloaded from the internet.
 - All technical equipment and resources are to be used for educational purposes only.
 - Files generated by the user or obtained from the internet will not be saved on the hard drives of the computers. Users must provide their own flash drive to store their data files.
 - Users are not to alter (change, add, or delete) any computer/media equipment configuration settings. This includes wallpaper, screensavers, icons, toolbars, and homepages. Students **MUST NOT CHANGE PASSWORDS OR HACK INTO COMPUTERS TO OBTAIN STAFF PASSWORDS.**
 - Users will not assign any unauthorized security protection to any files, programs or computer/media equipment.
 - Use of obscene, abusive, or otherwise objectionable language, sound, images or content in either public or private files or messages is prohibited.
 - Accessing or copying another person's files or media is prohibited
 - Accessing or participating in chat rooms or groups is not allowed (facebook, snapchat, instagram etc.).
 - Email is not allowed except under the direct supervision of a teacher. These accounts have been established by the school district for educational use only. These accounts will be monitored. Messages may be read at any time by any certified staff member and/or administration.
 - All student files may be viewed by certified staff at any time. Passwords must be given to teachers/administration when requested.
 - **STUDENTS WILL NOT BE ALLOWED TO USE SCHOOL COMPUTERS UNTIL THE COMPUTER USE AGREEMENT IS SIGNED AND RETURNED TO SCHOOL.**
 - **HACKING IN OR SETTING UP ANY UNAUTHORIZED HOTSPOTS OF ANY KIND TO GAIN ACCESS OF ANY SCHOOL DISTRICT ACCOUNT, PROGRAM, SYSTEM, OR PASSWORD IS INAPPROPRIATE. THIS INCLUDES ANY UNAUTHORIZED ACCESS TO DISTRICT INTERNET PASSWORDS.**
- CONSEQUENCES MAY INCLUDE ONE OR MORE OF THE FOLLOWING:**
1. LOSS OF TECHNOLOGY PRIVILEGES
 2. SUSPENSION (OSS)
 3. EXPULSION AND/OR CONTACT OF THE APPROPRIATE LAW ENFORCEMENT AGENCIES

COUNSELOR:

Our counselor is available to meet with students on an individual basis to help with questions on career choices, social problems, and crisis situations. The school counselor is available on Tuesday, Wednesday, or Thursday for appointments. If you need assistance on days the counselor is not available, see the principal.

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CORPORAL PUNISHMENT:

Corporal punishment, as a measure of correction and of maintaining discipline and order in schools, is allowed by the State of Missouri. It shall be administered only by the principal in agreement with or at the request of the parent/guardian. The principal may, for any reason, refuse to administer corporal punishment and instead assign other disciplinary measures. In accordance with state guidelines, there will be a certified teacher as a witness anytime corporal punishment is administered. Corporal punishment will be administered only by swatting the buttocks with a paddle for a maximum of three times. Students and parents should be aware that though every precaution will be taken so no serious injury occurs, certainly you can expect pain to be inflicted. The possibility of swelling, redness and bruising are always there anytime corporal punishment is administered. Corporal punishment can be an option for most offenses but will not take the place of suspension if warranted.

CYBER BULLYING:

Cyber bullying is bullying that takes place using electronic technology. Electronic technology includes devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, chat, and websites. Examples of cyber bullying include hateful text messages or emails, rumors sent by email or posted on social networking sites, and embarrassing picture, videos, websites of fake profiles.

DIRECTORY INFORMATION:

The Marquand-Zion R-VI School District, in conformance with the u.s. General education provisions Act, declares the following as “directory information.” as provided in that act, this information concerning students may be made public:

- Students Name
- Address
- Telephone listing
- Pictures
- Participation in officially recognized activities
- Weight and height of members of athletic teams
- Dates of attendance
- Honors and awards received

This public notice is required by law before such information can be placed in yearbook, Marquand-Zion School District Social Media Pages (Facebook and Twitter), student directories or other student publications. If any parent or legal guardian of a student does not want any of this information released without his/her consent, he/she must contact the principal within thirty days of this notice.

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DRESS CODE:

Students are expected to dress in a reasonable and comfortable fashion for school, dressing in a fashion acceptable to community values and moral standards.

shorts/skirts may be worn at any time during the year. Please keep in mind that the shorts/skirts must be of a decent length. When the student is standing, the hem of their shorts/skirts must be no shorter than mid-thigh in length.

Midriff shirts which show any skin at all are not allowed. In checking for compliance, when a student raises his/her arms straight above the head, no skin should show.

Shirts with spaghetti straps are not allowed unless worn under another shirt. Blouses should fit in such a manner that bra straps are not easily visible. All blouses must have a full back.

Any cleavage is not acceptable and you will be asked to change.

Blouses and shirts which are made of sheer material are forbidden unless another shirt is worn underneath.

Pants and shorts worn in a sagging fashion such as to show any underwear are banned.

Pants/shorts should have no holes or thinly worn areas above the mid thigh area. No undergarments should be visible.

Shirts, jackets, other articles of clothing, athletic bags, and backpacks that have lewd or inappropriate language, drawings, pictures, or advertisements for tobacco products, drugs, sexual innuendo, or alcoholic beverages will not be worn to school.

If wearing leggings, jeggings or any other tight pants, you must have on a shirt that is mid-thigh length. The buttocks region must be covered in the back and front.

Dress and grooming will be kept clean and in keeping with health, sanitary and safety requirements.

All students must wear shoes and must have tennis shoes for participation in Physical Education

Additional dress regulations may be imposed upon student participation in certain extracurricular activities. (sports attire must meet MSHSAA guidelines)

The following items are banned:

- All items that bear the logo or advertisement of a tobacco or alcohol product or any other inappropriate saying or picture or weapons of any kind.
- Coed Naked shirts
- Big Johnson shirts

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- Kick Butt shirts
- Hooter images or logos shirts
- Playboy Bunny Clothings
- 69 shirts
- Shirts depicting ugly scenes of death, torture, abortion, mayhem, etc.
- Clothing with inappropriate Language or that promote drug use
- Shirts that use Plays on words to create the essence of inappropriate language or sexual acts
- Razor back shirts/tanks
- 3-12 grade, no tanks with spaghetti straps/ straps on shirts MUST BE THE WIDTH OF 3 FINGERS
- Trench Coats
- Pajamas or house shoes are not allowed unless it is a special dress up day
- Blankets and pillows are not allowed
- Any soda, energy drink, Tea, juice etc, that was not purchased from school
- The Marquand-Zion School Board and Administration would PREFER HAIR TO BE A NATURAL COLOR. Unnatural colored hair has potential to cause classroom and educational disruption. (natural hair colors are brown, black, blond, auburn red)

Elementary: If a student's shorts are too short a note or phone call to home will be made the first time. Any subsequent times, the parents will be called to bring a change of clothing.

Middle School/High School: If you wear inappropriate clothing to school, you will be warned and have to change the first time. The second time, there will be disciplinary consequences. Hats, hoods of any kind, sunglasses, scarves, animal ear headbands, and bandanas will not be worn on the head at school during school hours. If a student wears any of these items to school they must be removed when entering the building and placed in the student's locker until the end of the school day.

When in the judgment of administration, a student's appearance, cleanliness, odor or mode of dress disrupts the educational process, or constitutes a threat to health or safety, the student will be required to make modifications before the student is allowed to stay at school.

DRUG TESTING POLICY:

(7-12 GRADE)

PURPOSE

The Marquand-Zion R-VI School District promotes the healthy lifestyle of all students. In an effort to protect the health and safety of students from illegal drug use and abuse (this includes alcohol and tobacco) or injuries resulting from the use of these substances, the Board of Education adopts the following policy for drug testing of students participating in athletics. This district believes that drug usage is inconsistent with the guidelines for student participation in MSHSAA sanctioned extracurricular activities. Participation in any extracurricular activities is a privilege, not a right or entitlement. Thus, NO STUDENT IS GUARANTEED PARTICIPATION IN ANY EXTRACURRICULAR ACTIVITY. District officials possess the authority to eliminate this privilege at any time upon the exercise of their professional judgment and discretion. SEE ATHLETIC HANDBOOK FOR FURTHER DETAILS.

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DUAL CREDIT:

Policy 2551

College and Career Readiness (CCR)

The Marquand-Zion R-VI School District will:

1. Pay for one college credit course per semester for a Junior and Senior. In order to receive payment, the student would have to bring proof of completion and a grade of A or B in the college course. The course would also have to be a core class.
2. The college credit must be obtained through Missouri State University (LAUNCH) or Mineral Area College, or Three Rivers Community College.
3. Students wanting to participate in dual credit would have to be caught up in credits: 11.0 or more their Junior year and 17.0 or more their Senior year and be in and maintained within the Marquand-Zion R-VI attendance policy.
4. College class(es) would be taken on-line during the school day. The student would take the college class in lieu of a class being offered here at school.
5. For every three hour core college class successfully completed, the student would earn 1.0 credits at M-Z.
6. Dual credit is offered only to those Juniors/Seniors NOT attending AVCTC.
7. Withdrawing from a dual credit class after fees have been paid by Marquand-Zion School or receiving a grade below a B would result in the parent/student reimbursing the school for the amount of fees.
8. Reimburse the cost of one ACT exam if the student earns a composite score above state average. (This would not apply to the state mandated ACT given to all juniors during their junior year of high school.)
9. If a student takes a core college class during high school that class may be weighted which means their grade could potentially be higher.
10. Prerequisites such as previous grades, attendance, and behavior may apply.

*Subject to local Board of Education appropriation of funds.

Approved August 18, 2020 by Marquand-Zion R-VI Board of Education

DYSLEXIA PLAN:

The district will administer a dyslexia screening to every student in grades k-3. In addition, to meet the Marquand-Zion Title 1 reading plan and other best practices, the district may screen every student in grades k-6 for academic functioning levels.

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EARLY GRADUATION

A student may, after seven semesters and completion of all high school graduation requirements, leave school to enter an institution of higher learning (post secondary).

All requirements for graduation must be met by having requirements completed during regular class hours, or by an independent study course. The independent study course must be approved by the principal and the course teacher. Extra credits may be gained, with the approval of the high school counselor and at the student's expense, through correspondence.

Other than entering college or taking part in a vocational work study program, all requests for early graduation will be handled by the Superintendent on an individual basis. If approved, the student must submit a letter detailing reasons for early graduation addressed to the Board of Education.

Students not attending the second semester of their final year are not eligible to go on senior trip or attend any extracurricular event as a student. Early graduates may participate in graduation, and are eligible to be valedictorian or salutatorian.

EMERGENCY DRILLS

Fire, earthquake, and tornado drills are conducted periodically. Detailed escape plans are posted by each classroom door.

During a tornado drill each class will go to the SAFE ROOM (new gymnasium) quickly and quietly in an orderly manner.

For a fire drill, each class has an escape route to an outside area a safe distance from the building. Students are moved to these designated areas as quickly as possible in a safe quiet, and orderly manner.

Teachers are trained on what to do in case of an active shooter. Teachers will participate in drills and training yearly.

Teachers are trained in the proper protocols for response to the above emergencies and many others. To see a full description of these and other emergency responses see the Emergency Operations Plan (EOP). The EOP is available upon request.

EMERGENCY INFORMATION

Each parent is asked to fill out a form on each student at the beginning of the year with the following information:

Continues on next page

Parents/Guardians Names

Complete and Up To Date Address

Home Phone Number, Number where Parents can be reached if not at home (work)

Emergency Contacts, Names and Numbers incase Parents cannot be reached.

Names of those who can and cannot pick up you child form school.

Medical Information

PLEASE NOTIFY THE SCHOOL IMMEDIATELY IF ANY OF THE INFORMATION CHANGES.

ENROLLMENT:

At the time of enrollment parents need to bring the student's birth certificate or number, social security number, name and address of the previous school attended, and complete immunization records. By law, the Marquand-Zion School District cannot enroll a student without complete immunization records.

When a student transfers from another school, the grades and attendance from the other school will be used to determine grades and attendance at Marquand-Zion School District.

Students enrolling at the Marquand-Zion School District after the beginning of the school year will be delayed in attendance until records are transferred in from the previous school or telephone contact is made with the previous school. This is in order to review previous academic enrollment, academic performance, special needs, and student behavior history. This is necessary for the benefit of the enrolling student and the safety of the student body.

Students whose fifth birthday occurs before the first day of August are eligible for Kindergarten enrollment in the upcoming school year.

Home schooled students grade placement will be determined by an administrative evaluation of records from the home school setting and assessment of student's age, total educational experience, achievement tests administered at the time of district registration and consultation with parents/guardians. This is in accordance with Public School Laws of Missouri.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. 1232g: 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's records. These rights are to transfer to the student when he/she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students".

- 1.) Parents or eligible students have the right to inspect and review the student's educational records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for the parents or eligible students to review the records. Schools may charge a fee for copies.

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- 2.) Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- 3.) Generally, schools must have written permission from the parents or eligible student in order to release any information from a students' education record. However, FERPA allows schools to disclose those records, without consent, to the following parties under the following conditions

(34 CFR 99.31)

- a. School officials with legitimate educational interest
- b. Other schools to which a student is transferring
- c. Specified officials for audit or evaluation purposes
- d. Appropriate parties in connection with financial aid to a student
- e. Organizations conducting certain studies for or on behalf of the school
- f. Accrediting organizations
- g. To comply with judicial order or lawfully issued subpoena
- h. Appropriate officials in cases of health and safety emergencies
- i. State and local authorities, within juvenile justice system, pursuant to specific state law

Schools may disclose, without consent, "directory" information such as, students' name, address, telephone number, date and place of birth, honors and awards, and dates of attendance.

However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a school club bulletin, student handbook or newspaper article) is left to the discretion of each school.

FIELD TRIPS:

Field trips within our city and to nearby points of interest are scheduled by various teachers and administration throughout the year. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the community, and/or as a reward for good conduct. Parents will receive notices of field trips well in advance of the scheduled trip date and will be asked to sign field trip permission forms. There may be times when a small amount of money may be requested from each student to help defray transportation, facility cost or lunch cost.

Students who are over the allotted days of absence will not be allowed to attend field trips. (exceptions would be made for a student who had been hospitalized or had extenuating circumstances.)

Elementary Parents are encouraged to attend field trip outings with their children

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Students :

- ❖ Junior High and High School, when you participate in field trips, you are still responsible for turning in your work on time. If you have an assignment due on the day of the field trip, turn them in before you leave for the day or make arrangements with your teachers. It is your responsibility to ask what assignments you missed and to make them up. Either have a classmate give you a list of your assignments or ask the teachers before you leave on the field trip or when you return from the field trip.
- ❖ In order to ensure appropriate representation of our school, the school dress code applies for field trips with exceptions for certain trips, such as a water park. The dress code may be modified per the trip sponsor and administrators.
- ❖ Field trip conduct must be in accordance with school conduct. Misbehavior on trips will have the same consequences as if the behavior took place at school and any/or all infraction in the disciplinary code will apply. Misbehavior on a field trip may cause you to lose eligibility to attend future field trips.
- ❖ Students that have accumulated more than 5 disciplinary points are not eligible to attend school field trips of any kind, attend events scheduled on school grounds, this includes junior/Senior prom and senior trip.

FOOD AND DRINKS:

NO FOOD OR DRINKS ARE ALLOWED ON CAMPUS AT ANYTIME, UNLESS APPROVED BY THE PRINCIPAL.

WATER IS ALLOWED IN CLEAR BOTTLES ONLY, NO CUPS.

FUNDRAISING:

Solicitation of students by vendors during the school day is prohibited, except as approved by the school administration. Use of students to solicit for charitable or non-profit organizations will be closely controlled, and must be approved by the administration. The selling of fundraising items outside the school building is restricted as follows:

1. Profit to school class/organization of 40% or greater
2. Prizes issued by sponsoring company must be paid for by the company providing resale items
3. Sale items must be pre--approved by school administration
4. Items for sale must be of good quality and fairly priced
5. Sale campaigns have a maximum length of two weeks
6. No more than 1 sale campaign per calendar month. Campaigns must be pre-approved and scheduled by administration
7. School makes no pre-payment for resale items
8. Candy sales can only happen after school, during sporting events from the concession stand, and on special occasions as approved by administration.
9. Classes and organizations listed below are approved for the following number of sales campaigns:

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- Seniors: 3 fundraisers in addition to school approved smart snacks during the school day and concession stand
- Juniors: 1 fundraiser in addition to water, crystal light drink powder during the school day and candy grams on holidays.
- Clubs and Sports: 1 fundraiser per year

Example of a fundraiser, Krispy Kreme Doughnuts, Rada Cutlery, etc

In house fundraising such as, bake sales, car wash, 50-50 may be done at any time upon approval.

GRADING SCALE

All of the teachers are required to use the following grading scale when assigning grades

A= 96 to 100%	B- = 83 to 85%	D+ = 66 to 68%	A = 4 points on GPA
A- = 92 to 95%	C+ = 80 to 82%	D = 63 to 65%	B = 3 points on GPA
B+ = 89 to 91%	C = 72 to 79%	D- = 60 to 62%	C = 2 points on GPA
B = 86 to 88%	C- = 69 to 71%	F = 0 to 59%	D = 1 point on GPA

GRADUATION REQUIREMENTS

At Marquand-Zion R-VI, like all other high schools, the high school curriculum is not a four year program. It is a 24 credit program. You do not advance in high school without earning credits. Time is nothing, credits are everything toward graduation. The current graduation requirement of 24 units of credit must include credits in the following subject areas:

- Communication Arts 4 Units (Must include Language III during junior year)
- Science: 3 Units
- Mathematics: 3 Units
- Social Studies: 3 Units
- Health: ½ Unit/Personal Finance ½ Unit for a total of 1 Unit
- Practical Arts: 1 Unit (Business course or FACS)
- Fine Arts: 1 Unit
- Physical Education: 1 Unit
- Computer Based Class : 1 Unit
- Electives: 6 Units

Eighth graders who are participating in the graduation ceremony will need to adhere to the following dress code: The boys need to wear dress pants and either a button up shirt or polo shirt. DO NOT WEAR, tee shirts, sleeveless shirts or jerseys. Do not wear shirts with words, pictures, or letters. The girls may wear dress pants or dress/skirt and shirt combinations. Spaghetti straps and halter tops/dresses are NOT ALLOWED. The midriff area should be covered. Blouses should fit in such a manner that bra straps are not easily visible. Blouses should not be cut so low as to show cleavage. Shorts, hats, sunglasses, flip flops, tennis shoes and jeans ARE NOT permissible. NO open toed shoes for boys.

IF YOU ARE NOT DRESSED APPROPRIATELY, YOU WILL NOT BE ALLOWED TO MARCH AT GRADUATION.

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Seniors who are participating in the graduation ceremony will need to adhere to the following dress code: The boys need to wear dress pants with either a button up shirt or polo shirt. DO NOT WEAR, tee shirts, sleeveless shirts, or jerseys. Boys DO NOT WEAR, open toed sandals or flip flops.

Girls may wear a dress, skirt/blouse, or dress pants/blouse. Shorts, jeans, flip flops, tennis shoes and sunglasses are not permissible.

DO NOT WRITE, TAPE, OR ATTACH ANYTHING TO YOUR GOWN OR CAP.

IF YOU ARE NOT DRESSED APPROPRIATELY, YOU WILL NOT BE ALLOWED TO MARCH AT GRADUATION.

IF YOU OWE MONEY TO THE SCHOOL FOR ANY REASON OR HAVE NOT RETURNED SPORTS UNIFORMS YOU WILL NOT BE ALLOWED TO MARCH AT GRADUATION.

IF YOU ARE ON A SUSPENSION DURING GRADUATION YOU WILL NOT BE ALLOWED TO MARCH AT GRADUATION.

HEAD LICE CHECK:

We will be checking for head lice during the first few weeks of school, and periodically thereafter. Students who are found to have head lice or nits will be sent home and not readmitted to school until they have been treated and inspected by school personnel. All nits must be removed before a student will be readmitted.

HOMECOMING QUEEN

To participate in homecoming king and queen coronation, you must be a senior girl who has been in attendance at the Marquand-Zion School District for at least one full year prior to homecoming. From these candidates, the queen will be determined by a secret ballot vote by the entire student body.

Honor Roll

A list of Honor Roll students is compiled at the end of each grading period (quarter). A semester honor roll is not figured. Any student in grades 1-12 achieving the required GPA will be listed. To be eligible for the Honor Roll, a student must have completed the quarter with a 3.0 GPA or better. Additionally, the student must have no grade lower than a C. (A grade of C- or less makes a student ineligible for the honor roll, as does any GPA under 3.0).

ILLNESS OR INJURY:

In case of illness or injury a student will be temporarily cared for by the staff or school nurse. School will render first aid treatment only. If a child has a low grade fever of 99.9 degrees or less or a headache, we will administer medication per the yearly health update. If the parent has not completed the yearly health update or denied medication on the form, an attempt to call the parent will be made. If a student has a fever of 100 degrees or more, we will ask the parent to make arrangements to pick up the student.

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IMMUNIZATIONS:

State law requires that every student who is admitted to public school have evidence that all immunizations are up to date. If a required immunization is not on file, the school nurse or administrator will contact the parent. Proof of the immunization must be provided to the school by the mandatory date, or, by law, we must exclude the child from school.

INDEPENDENT STUDY FOR SENIORS:

If a senior would like the opportunity to take an independent study class and the add/drop date has passed, he/she would need to obtain permission from the counselor, the principal and the teacher who is willing to do the instruction. This opportunity is not offered to students who lost credit during the same semester because of attendance, failing grades, or disciplinary action. Independent courses will be offered to those students wishing to become better prepared for college, vocational class, or occupation. The course may also be taken to enable a student to become eligible for a sports program or to enable a student to graduate early.

Independent study classes are not weighted. The student must make his/her request in writing. The student must meet the following criteria:

- Must be attending class five hours or less at the time of the request.
- Must make up all the time required for a semester class and not miss more than the allowed days/hours for a semester.
- Must complete all work required of a semester class before the last day of the semester
- Must earn a passing grade
- Must stay within the attendance policy

INTERVENTION:

The elementary uses assessments to screen students for potential academic struggles and for placement in our intervention programs.

JUNIOR/SENIOR PROM:

Each year, normally in mid april, the junior class sponsors the Junior/Senior prom. The prom is organized according to the following guidelines unless special permission is obtained from the administration and Board of Education to vary the procedure. The prom is held in the Marquand-Zion High School gymnasium. The prom is held on a Saturday night, with the time being set by the sponsors and approved by administration. All expenses are covered by the Junior class. Only Junior and Senior class members are automatically invited, along with their dates. Invited dates must be of high school age, 9th thru 12th grade, and may not be older than 20 years old. Dates must be signed up by the date posted by administration. The sign up sheet will be posted outside the counselors office, once the signup sheet has been taken down no other dates will be added. All dates, that are not Marquand-Zion students, will receive a reference check and possible law enforcement background check. Administration has the authority to refuse attendance of any student and/or invited guest. Students suspended, expelled, or on social/academic probation, or who are not in compliance with the schools attendance policy, at the time of the prom are not eligible to attend. Dates are expected to spend the evening with the junior or senior who invited them since that Junior or Senior is responsible for the behavior of that date while at the prom. Once a student and his/her date enter the building to attend, they may not leave the building until the prom king and queen are crowned. Once you leave you will not be permitted to come back and will have to leave school grounds. Do not ask to call for permission to leave early. The administration will approve exceptions only on rare occasions.

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Students must be in attendance the Thursday and Friday before the day of the prom to attend, unless pre-approved with a valid reason.

NO TOBACCO PRODUCTS, ALCOHOLIC BEVERAGES, OR DRUGS WILL BE ALLOWED AT THE PROM.

The Junior class will vote on the prom queen and king. Candidates must be from the Senior Class and must have been in attendance at Marquand Zion High School for one full year prior to Prom.

Students are expected to dress in clothes appropriate to the occasion. All guests must adhere to this dress code or they will be asked to leave after the public time slot. The young men may wear tuxedos, dress pants with a dress shirt and suit jacket. This dress code may be altered only with administration approval. NO HATS unless pre-approved by administration. The young ladies may wear dresses of various lengths but must be at least mid thigh, as is the school dress code. Remember ladies and gentlemen we need to be very tasteful in what we wear to prom. If Sponsors and Administration feel you are dressed inappropriately for a school function you will be asked to leave.

LEAVING CAMPUS:

Students are not allowed to leave the school campus during school hours for any reason without the knowledge and consent of the principal. Permission to leave the school grounds will only be granted upon written or verbal request from the student's parent/guardian.

LMC:

Library Media Center materials are circulated to all students for a period of one week with renewing privileges. Students may check out two books at a time except for research projects or special needs. Students with overdue materials may not check out additional materials and are expected to pay the replacement cost of materials that are lost or damaged beyond repair.

LOCKERS:

The students are provided a locker to use during the school year in which to store their books, bags, coats, etc. The lockers are still considered school property. When you receive your locker number, you will be responsible for all items found in your locker.

DO NOT CHANGE LOCKERS WITHOUT PERMISSION

Absolutely no stickers should be found on the inside or outside of your lockers. You may tape pictures, posters, etc. up on the inside of your locker. All locker decor should be school appropriate which will be determined on a case by case basis by school personnel. Do not use anything that cannot be easily removed by you at the end of the year.

DO NOT STORE FOOD OR DRINK OF ANY KIND IN YOUR LOCKER

DO NOT WRITE INSIDE OR OUTSIDE OF ANY LOCKER

DO NOT KICK OR SLAM YOUR LOCKER SHUT

REMINDER: LOCKERS ARE FOR YOUR USE, BUT THEY ARE SCHOOL PROPERTY.

YOU WILL BE EXPECTED TO PAY FOR ANY DAMAGES TO YOUR LOCKER.

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LOST AND FOUND:

When a student finds an item that does not belong to him/her, he/she should turn the item into the office. If a student finds money and no one claims the money in a week's time, the money will be returned to the student who turned it in. It is suggested that students keep valuable items such as large amounts of money, jewelry, electronics, etc. at home. The lockers are not theft proof in the High School and the Elementary Desk definitely are not theft proof. Those items not claimed in a few weeks' time are discarded.

LUNCH PROGRAM:

Students may bring their lunch if they wish. All students receive FREE LUNCH due to a federal lunch program grant. Students may bring their lunch to school. Administration asks that the parents pack a nutritious lunch and limit sugary sweets. Carbonated drinks and high caffeinated drinks should not be packed in students' lunches. (example: Soda, coffee drinks, energy drinks)

MAKEUP WORK:

Makeup work for days missed will be due as follows: however many days a student is absent, he/she has that number of days, from the day he/she returns to school, to complete all makeup work. There may be some assignments that a teacher will require the student to complete at school.

ALL MAKEUP AND HOMEWORK IS REQUIRED TO BE DONE IN THE STUDENTS OWN HANDWRITING.

STUDENTS SHOULD GO TO THE TEACHER/TEACHERS AND ASK FOR ALL MAKEUP WORK.

MEDICAL EMERGENCY:

All students will have on file a number where their parents/guardians can be reached during school hours. In the event of an accident or emergency the parent/guardian will be contacted. If this is not possible, the next person on the list will be notified. The the event no one can be contacted, the administration will act in their best judgment in regard to emergency medical care for the safety of the student.

MEDICATIONS:

IF YOUR CHILD MUST HAVE MEDICATION OF ANY TYPE GIVEN DURING SCHOOL HOURS, INCLUDING OVER THE COUNTER DRUGS, YOU HAVE THE FOLLOWING OPTIONS:

1. You may obtain a copy of a medication form from the school nurse. Take the form to your child's doctor and have him/her complete the form by listing the medication needed, dosage, and number of times per day the medication is to be given. This form must be completed and signed by the physician for both prescription and over the counter medications. Prescription medications must be brought to school in a pharmacy labeled bottle which contains instructions on how and when the medication is to be given. Over the counter drugs must be received in the original container and will be administered according to the doctor's written instructions.

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2. ANY MEDICATION BROUGHT TO SCHOOL, PRESCRIPTION OR OVER THE COUNTER, MUST BE TAKEN DIRECTLY TO THE NURSE. NO EXCEPTIONS. CONSEQUENCES MAY OCCUR FOR FAILURE TO DO SO.
3. Parents/guardians may come to school and administer the medication to their child at the appropriate time.
4. You may discuss with your doctor an alternative schedule for administering medication outside of school hours.
5. You may sign the ACETAMINOPHEN Standing order and Protocol and Antibiotic Ointment Standing Order and Protocol. This gives the school nurse permission to give the medication to the student. She will still contact the parent/guardian.

Refrigeration is available for the medicine if needed. Medication will be given by school personnel, primarily the school nurse. The parents/guardians of the student must assume responsibility for informing the school nurse or personnel, of any change in the student's health or change in medication.

DO NOT SEND ANY MEDICATION IN ENVELOPES, PLASTIC WRAP, LUNCH BOXES, ETC. IF NOT PROPERLY LABELED THE MEDICATION WILL NOT BE GIVEN AND WILL BE SENT HOME WITH THE CHILD AFTER THE PARENT HAS BEEN CONTACTED. MOST PHARMACISTS WILL PROVIDE EXTRA PROPERLY MARKED CONTAINERS UPON REQUEST. ANY STUDENT THAT BRINGS MEDICATION TO SCHOOL AND DOES NOT TURN IT IN, UPON ARRIVAL AT SCHOOL, MAY FACE THE PENALTIES AS STATED IN THE DISCIPLINE CODE. SCHOOL PERSONNEL WILL NOT ADMINISTER ANY MEDICATION TO STUDENTS UNLESS THEY HAVE RECEIVED A MEDICATION FORM PROPERLY COMPLETED AND SIGNED BY THE DOCTOR, AND THE MEDICATION HAS BEEN RECEIVED IN AN APPROPRIATELY LABELED CONTAINER. IN FAIRNESS TO THOSE GIVING THE MEDICATION AND TO PROTECT THE SAFETY OF YOUR CHILD, THERE WILL BE NO EXCEPTIONS TO THIS PROCEDURE.

MOVIP VIRTUAL PROGRAM:

The District will annually permit any eligible student, under the age of twenty-one (21) who resides in the District, to enroll in Missouri Course Access and Virtual School Program ("Program") courses as part of the student's annual course load. Course costs will be paid by the District provided that the student:

1. Is enrolled full-time and has attended a public school, including a charter school, for at least one (1) semester immediately prior to enrolling in the Program. However, if the reason for a student's non-attendance in the prior semester is a documented medical or psychological diagnosis or condition which prevented attendance, such non-attendance will be excused; and
2. Prior to enrolling in the Program course has received District approval through the procedure set out in Regulation 6190 (A). (see regulation in District Policy at request)

Each Program course successfully completed will count as one class and will receive that portion of a full-time equivalent that comparable course offered by the District generates.

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PERSONAL ITEMS:

Common sense and consideration is the best guide in determining whether or not to bring personal possessions to school. The school administration and staff cannot be responsible for valuables which students bring to school. It is recommended that students leave all valuables at home.

If special circumstances make it necessary for a student to bring substantial cash or other important possessions to school, these items can be safeguarded by registering them and leaving them in the office.

If your child brings something to school and it is stolen, we will make every effort to find the object.

THE SCHOOL WILL NOT BE RESPONSIBLE FOR REPLACING ANY PERSONAL ITEMS.

MARK ITEMS CLEARLY WITH STUDENTS NAME

PETS:

NO PETS OF ANY KIND WITHOUT PRE-APPROVAL FROM TEACHERS AND ADMINISTRATION.

Teachers may give special permission for pets to be brought to school as part of a special display or activity. However, under no circumstance is a potentially dangerous pet allowed to be brought to school. Pets are not allowed to ride the bus.

PHONE:

The office telephone is a business phone and is not to be used by the students, except in an emergency. Students are not allowed to make personal arrangements.

STUDENTS MAY ONLY USE THE OFFICE PHONE WITH APPROVAL BY OFFICE STAFF.

PHYSICAL ACTIVITY/PHYSICAL EDUCATION EXCUSES:

If at any time a student is not to participate in physical education activities or recess activities due to health or impairment for more than one day, we must have a doctor's statement on file for verification. These statements shall be given to the principal for approval and then given to the physical education instructor and nurse. These will be kept in the student's file. An alternative assignment may be given to students with long term doctor's excuses to make up for the lack of participation in P.E. A student missing more than one day without a doctor's excuse will receive a zero for daily participation.

PICTURES:

Individual pictures will be taken twice per school year. Once in the fall and once in the spring

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PROGRESS REPORTS:

Each quarter progress reports will be sent home with each student. This will keep the student and his/her parents informed of the progress being made or lack thereof.

PROMOTION POLICY:

IN ORDER TO BE PROMOTED TO THE NEXT GRADE LEVEL THE STUDENT MUST EARN PASSING GRADES AND BE IN ATTENDANCE AT LEAST 90% OF THE SEMESTER.

ELEMENTARY:**PROMOTION AND RETENTION (POLICY 2520)**

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

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

Parents /guardians do not accept the decision at the building level, an appeal may be made in writing to the Superintendent. All appeals must be requested within two (2) weeks after the close of school.

ACADEMIC PERFORMANCE: Students are expected to meet a certain level of achievement for that grade level to which they are assigned before being promoted to the next higher grade level. Those students who have mastered and applied the basic skills for that grade level will be promoted. Those students who have not mastered and/or applied the basic skills for that grade level will be retained unless the student has been identified as having learning disabilities or deficiencies requiring other considerations.

Parents will be notified as soon as problems with learning or behavior are observed by the teacher. At this time the teacher, with the cooperation of the parents, will attempt to assist the student. A decision to retain a student will not be made until the fourth quarter. Progress slips will be sent home during the fifth week of each quarter to keep parents informed of their child's progress. Your child's teacher will inform you during the fourth quarter if your child is in danger of being retained.

The decision to promote or retain a student will be made by the student's teacher in consultation with the building principal. The decision will be based on the student's grades, skills, achievement level, test scores, attendance, and special program placement. Every effort will be made to enlist the aid and support of parents if recommendation of retention is necessary. While the wishes and concerns of the parents/guardians will be given proper consideration, the decision to promote or retain is a professional decision. The classroom teacher and the principal will make the final decision.

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There are some children who are capable of learning the skills taught at each grade level, but do not learn as much as they could for various reasons. Among these are: poor study habits, lack of effort, indifferent attitude, lack of understanding that the school is a place in which learning happens, poor attendance, or a combination of these. These children will be held accountable for learning, as are the other students, and will be evaluated accordingly.

Junior High School:

Promotion and Retention

If a junior high student fails two (2) or more core subjects (math, science, social studies, English Language Arts) for the ENTIRE SCHOOL YEAR (2 semesters) of either 7th or 8th grade, that student will automatically be retained, without recourse.

If a student fails two (2) or more core for one semester during a year, promotion or retention will be decided on an individual basis. This decision will be reached by a committee consisting of teachers, the school counselor, and the high school principal.

If a student fails one core for the entire school year, they will be promoted to the next grade, (8th or 9th), but may be required to make up the failed subject. If failure occurs during the 8th grade, the student may only take six (6) high school subjects during the freshman year, and also then take the failed junior high level course.

After reviewing individual cases, a committee of teachers, the school counselor, and the high school principal may agree that certain unusual or extreme circumstances have caused the failure. The committee may determine that promotion would better serve the student. Under such circumstances, the committee's decision will be forwarded to the Board of Education for a final decision.

HIGH SCHOOL:

PROMOTION AND RETENTION:

A minimum number of subjects must be completed with a passing grade before a student is considered having achieved the following grade levels:

Freshman:	must pass 8th grade	Junior:	11 Credits
Sophomore:	5 Credits	Senior:	17 Credits

Class standing has nothing to do with the number of years you have been in attendance at Marquand-Zion High School. It is based strictly on the number of credits you have attained at the beginning of an academic year. Promotion will only occur at the end of each academic year, or the end of the summer if a student attends summer school.

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Class standing will affect whether or not you can attend the Junior/Senior Prom, what class meeting you are allowed to attend, etc. emphasizing class standing is meant to be a motivation factor for students to progress toward ultimately graduating from Marquand-Zion High School.

You must have 24 credits in the appropriate subjects in order to graduate from Marquand-Zion High School. A student may earn 28 credits attending high school full time for 4 years.

Transfer student's credit requirements will be handled on an individual basis.

PRESCHOOL POLICIES

Program Goals

To provide a safe and nurturing learning environment for the children ages 3 to 5 with age appropriate growth and development in the areas of cognition, physical, mental, and social development in accordance with state and licensing guidelines.

Preschool Admission Procedures

Children must turn 3 on or before August 1 to be eligible for preschool. Before a child begins attending Marquand-Zion Preschool, the child must be screened using the Dial 4 assess the age appropriate activities and groups for the child to work with. There will be a parent/guardian interview to discuss the child's needs and development as well as the results of the Dial-4. The Preschool can only have 10 students enrolled. Every student will be screened and placed on a waiting list. The Preschool Director and Principal will use a Board approved scoring guide when filling an opening.

The Marquand-Zion School District will provide verbal and written updates daily and weekly. The school will host parent-teacher conferences twice a year and more often as needed per parent or teacher request.

All children must bring an extra set of clothing (pants or shorts, shirt, undergarments, socks, etc)

Preschool Alternate Plans

You will need to make advance arrangements for alternate care on days when your child is ill. We ask that you do not send your child to school when he/she is running a fever of 100 degrees or more, have not been fever free for 24 hours, have thrown up within the last 12 hours, have been diagnosed with an illness (such as strep, the flu, etc.) and have not taken the correct procedures to be rid of the illness.

Preschool Required Forms

Parents/Guardians need to submit a completed enrollment packet and immunization records prior to attending school on the first day. The preschool medical forms are due as soon as possible but no later than 30 days after the first day of attendance.

The authorization form completed by the parent/guardian is required when medication is to be given to a child. parents/guardians must bring medications (prescription or non-prescription) in

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the original container labeled with the child's name and instructions for administration including dosage.

Preschool Hours

The preschool center will be open from 7:45 a.m. through 3:00 p.m., and only when the Marquand-Zion School is in session (Mid August to May); except for Thanksgiving break, Christmas/New Year's break, Spring (Easter) break, Labor Day, Memorial Day, Professional Development days; and possibly Martin Luther King Day, and Presidents Day, given there are no inclement weather days. Please refer to the school calendar for days in session.

Please notify the school district of any changes in attendance for your child.

Preschool Arrival/Pick up

The school will provide transportation to school in the morning and to home in the afternoon on the school bus. Students that attend the daycare will be walked by staff member at the end of the day. Please make arrangements on transportation with the elementary secretary and preschool director. If you drop off or pick up your child, you must come inside and sign them in and out of the program. Children will not be allowed to leave the program without an adult escort. No children will be allowed to leave the school property with anyone who appears to be under the influence of drugs and/or alcohol.

Preschool will eat breakfast and lunch each day in the cafeteria with the elementary. All Marquand-Zion students will receive a tray at no cost to the parents. Students with food allergies must have an alternative meal form signed by a doctor and on file with the principal, food service director, and school nurse.

Preschool, as well as the elementary k-6 will have a recess period each day. Weather permitting recess will be outside each day. Decisions to have outdoor recess during cold weather is dependent upon outside temperature and wind chill. Students will automatically have indoor recess on any day that the temperature is below 32 degrees.

While students are encouraged to relax and exercise at recess, it should be done in such a way to prevent injury to themselves or others. The students will be safe, kind, cooperative, respectful and responsible while playing on the playground, and are expected to use the equipment properly. There will be no rough physical contact games which could lead to injuries and all students must obey rules and supervising teacher at all times.

REPORT CARDS:

Each quarter, student grades will be entered on permanent grade cards. A copy will be issued at the end of each quarter/grading period. The permanent grade card will always remain in the student's records and a copy will be sent home to parents. This grade card will allow the school and parents to keep up with student progress. If at any time parents have questions or concerns about their child's grades or progress they should contact their students teacher or principal.

Parent/Teacher conferences are scheduled for the end of the first and third quarters. Participation at conferences is very important regardless of the child's grades. It is always better if teachers

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can share information about students directly with parents. However, it is not necessary to wait for the regular conference time if you wish to speak with your child's teacher.

SENIOR TRIP:

This is currently a yearly event engaged in by graduating members of the Senior Class. **To attend the class trip a student must be, in good academic standing with all requirements for graduation completed. Students taking the trip may not be suspended, expelled, or on social/academic probation at the time of the senior trip. Students must not be over their days in accordance with the Marquand-Zion attendance policy. Students must have no more than seven disciplinary points against them either semester of their senior year in order to be eligible to go on the trip.** Each student is responsible for their own expenses.

These expenses may be offset by working the senior concession stand during all sporting events and carnival, along with other fundraisers. Students on the trip must adhere strictly to the behavior policies that pertain at any place of interest the seniors may visit. While on the trip, if a student fails to live up to expectations of the sponsor and the school, that student may be sent home at their own expense.

A student graduating at the end of the first semester of their graduation year may not attend the senior trip. In the case of students who spend five or more years in grades 9 through 12, the decision regarding eligibility to attend will be made by the administration and Board of Education on an individual basis. Also, disciplinary records from grades 9-12 will be reviewed when deciding eligibility. The policy of deciding eligibility on an individual basis also applies to students who have dropped out of school for a semester or more before returning to graduate.

Before leaving on senior trip, the student must complete all course work, pay all dues, fines, return all uniforms, etc. and meet all qualifications to graduate. The student cannot have more than 7 misconduct points in either semester of the senior year. Any student charged or convicted with crimes involving violence, drugs, alcohol, theft, and/or accumulated traffic violations that have not been paid, will not be eligible to go on the senior trip. The privilege of going on the senior trip can be revoked at any time. Any monies previously earned will be divided equally between the students who are going on the trip.

Students who elect not to attend senior trip or who are not eligible to attend are required to be in attendance at school.

SPORTS:

ELEMENTARY

The fifth and sixth grade students will have the opportunity to participate in sports. If there are not enough students interested in playing basketball or volleyball, the coach may choose to ask fourth graders to play.

Fifth and sixth grade students will be given the opportunity to cheer for the elementary basketball team.

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Any student wishing to participate in extracurricular sports will be required to have no more than one F in the core subjects (math, science, communication arts, social studies) during each grading period.

Only those students who are participating in a sport (basketball, cheerleading, volleyball) may ride the bus to away elementary games.

Physicals are required for all students who wish to participate in basketball, cheerleading and volleyball. The school nurse and coach should have a copy of the physical on file prior to participation.

Students must be in school at least 3 hours on the day in order to participate in the game that evening. In order to participate in a Saturday game, students must be present at least 3 hours on Friday.

JUNIOR HIGH/ HIGH SCHOOL

Junior high and high school students have the opportunity to participate in volleyball, basketball, cross country and cheerleading. If the numbers of players are sufficient to support two teams in the junior high level and junior varsity and varsity teams, on the high school level, there will be two teams. If the numbers are not sufficient to support two teams then the 6th, 7th and 8th grade players will be combined to make one junior high level team, and likewise the 9th through 12th grade will be combined to make a varsity team.

Because our school is MSHSAA affiliated on the junior high level we will allow 6th grade students to play on junior high level teams. Our high school is MSHSAA Sanctioned, therefore no exceptions will be made for high school level teams that are not in accordance with the Missouri State High School Athletics Association guidelines, rules, and regulations.

To be eligible for participation in any school sponsored sport, a student must have a physical on file with the Athletic Director, Coach, and School Nurse, prior to to start of practice. To be valid, the physical must have been administered by a licensed physician during the year preceding the sports season. Also, a permission slip must be completed by the athlete's parent. The permission slip indicates, parents' insurance carrier, the policy number, and the signature of the parent indicating permission for the student to participate in the school sponsored activity.

Junior high and high school students must have successfully completed the preceding year's grade. The student must pass 6 out of the 7 courses being taken each semester (previous to the sport season, example: to play fall sports you have to have passed 6 out of 7 courses from the previous spring semester, and to play a spring sport you must have passed 6 out of 7 courses from the previous fall) to be eligible to participate in sports.

In order to promote a healthy lifestyle for student athletes, it is the policy of the Marquand-Zion School District, as well as the MSHSAA, that students shall not use and/or possess tobacco or mood altering substances (any drug or alcohol) during the playing season. Students found using, and/or in possession of such substances will be removed from the team. Random drug test will

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be administered to all students playing sports and random students will be tested throughout the season. (See Details in Athletic Handbook)

HIGH SCHOOL STUDENT AREAS:

When students enter the buildings in the mornings, they may sit outside on the provided benches or in the foyer of the high school building. Students will remain in these two areas until the start of school. Students MAY NOT sit in cars, parking lot or go past the high school building toward the elementary. During breakfast all students will remain in the cafeteria. During lunch students may stay in the lunchroom or the designated outside areas.

JUNIOR HIGH/HIGH SCHOOL STUDENT DANCES

During the year, different student organizations may put on student dances. The dates and times must be approved by the office. These dances will be limited to students in grades 7-12 and some may be limited to 7-8 and/or 9-12. All dances will be 2 hours unless approved by the principal. School dress code will apply to all dances unless specified differently.

STUDENT INCENTIVE PROGRAMS

Our school strives to recognize positive behavior and achievement. In addition to verbal praise, the individual student is recognized in many ways. Certificates are given to those students displaying achievement in scholarship, music, art, physical education, citizenship, attendance, and sports. Certificates and trophies will be given at the awards banquet at the end of the year.

ELEMENTARY:

Tiger pride notes and teacher notes are sent home periodically to recognize achievement and improvement. Students will also be awarded for good behavior and good study habits in addition to perfect attendance and honor roll each quarter.

JUNIOR HIGH/HIGH SCHOOL

Students who make the honor roll every quarter, the previous year and currently be within our attendance policy (no more than 6 days absent per semester) may walk to town for lunch on the first Friday of every month and may sit in the park to eat, with parental permission. If at anytime you are tardy returning to school from lunch in town or accumulate 5 or more points for write-ups/discipline you will lose your lunch in town privileges.

Students who score in the top two categories (Proficient or Advanced) on MAP and EOC assessments may walk to town for lunch on the third Friday of each month. If at anytime you are tardy returning to school from lunch in town or accumulate 5 or more points for write-ups/discipline you will lose your lunch in town privileges.

Perfect attendance (students must be in attendance every hour of every school day) will be rewarded each month for the previous month. (Example: you do not miss any days in September you will be rewarded in October) There will be different awards each month. Students who accumulate 5 or more points for write-ups/discipline will lose reward privileges.

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Perfect attendance for the year will be awarded at the end of the year with a field trip. Students who have accumulated 5 or more points for write-ups/discipline will lose the privilege of going on this field trip. (students must be in attendance every hour of every school day)

STUDENT VEHICLES:

The Marquand-Zion R-VI School District operates scheduled bus runs which should accommodate any student who lives beyond walking distance from the school or as that set down by state law. Students are encouraged to ride the bus. However, if a student chooses to drive to school, the student will operate under the following guidelines:

1. Upon arrival on school grounds, the student will leave their vehicle and not return to the vehicle until school is dismissed for the day. Students are encouraged to lock their vehicles. Students should not loiter in their vehicles once they have arrived at school.
2. The student will not leave school grounds for any reason during the school day without permission of the Marquand-Zion administration.
3. Vehicles will be operated in a slow, safe manner on school grounds. Students will exercise extreme caution on school grounds watching for other drivers and students on foot. Vehicle speed should always be safe and reasonable for driving conditions, and not more than 5 MPH on school grounds.
4. Vehicles must not display lewd, vulgar or inappropriate stickers or messages.
5. Students are not to park along the sidewalk on the east side of the parking lot.
6. Vehicles must be legal. (appropriate licence plate and insurance)
7. Students must have a legal Missouri's drivers licence.

See the discipline code of the handbook for violation penalties.

For the purposes of enforcing these policies, vehicles parked within 1,000 feet of the school will be required to conform to these rules.

TARDIES:

ELEMENTARY:

Prompt arrival is expected of all students. Late arrivals disrupt class and cause a loss of instructional time. Any student who arrives after 7:45 or leaves after 2:30 will be considered tardy.

JUNIOR HIGH/HIGH SCHOOL

Students who are 10 minutes or more late arriving to school in the morning will be considered absent for first hour, not tardy. Students who are late arriving due to a doctor's or dentist's appointment, hospital visit, court appearances, or other professional appointments will not be counted tardy if the student can prove he/she had an appointment. Any tardies to any class once student has arrived at school is unexcused. If a student has an urgent need to use the restroom or has to speak with the counselor or administration, that student should check into class first and ask permission to attend to their necessary business.

See discipline code for penalties of tardies.

EXCESSIVE TARDIES, ANYTHING OVER 9 TARDIES PER QUARTER, WILL BE DEALT WITH ON AN INDIVIDUAL BASIS AND MAY RECEIVE ADDITIONAL PENALTIES.

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TELEPHONE:

The office phone is a business phone and needs to be treated as such. Office phones may be used only for emergencies, and only with permission from office personnel. Students may not use the phone to make personal arrangements (such as requesting permission to go to another student's home after school).

TEXTBOOKS:

Textbooks and workbooks are provided for the students. Textbooks are to be returned to the school: in the event that a student is moving to another district. Textbooks are to be turned in at the end of the school year in the same condition it was issued to the student. If a book is lost, stolen, misused, or damaged beyond reasonable wear and repair, the student is responsible for replacing the book.

TRAUMA INFORMED SCHOOLS INITIATIVE:

Trauma informed schools initiative publication

Pursuant to Missouri Senate Bill 638, Section 161.1050, the Missouri Department of Elementary and Secondary Education (DESE) has established the "Trauma informed Schools Initiative."

For the purposes of this initiative, the following terms are defined as follows:

"Trauma informed approach" an approach that involves understanding and responding to the symptoms of chronic interpersonal trauma and traumatic stress across the lifespan.

"Trauma informed school" a school that:

- a. Realizes the widespread impact of trauma and understands potential paths for recovery
- b. Recognizes the signs and symptoms of trauma in students, teachers and staff
- c. Responds by fully integrating knowledge about trauma into its policies, procedures and practices: and
- d. Seeks to actively resist re-traumatization

Missouri Department of Elementary and Secondary Education Trauma Informed Schools

Initiative Website: <https://dese.mo.gov/traumainformed>

VISITORS:**ELEMENTARY**

All visitors are required to report to the elementary office and get a visitor's pass upon entering the school building. Parents, please do not walk into the classroom without permission of the administrator. Due to legal liability, no visitors are allowed to ride the buses or come to school to visit or stay the day with any student, teacher, or staff member without the administrator's permission. Violation of this policy will constitute criminal trespass.

JUNIOR HIGH/HIGH SCHOOL

In general, visitors will not be allowed to visit classrooms, except for the parents/guardians of students who have made special arrangements in advance with administration. Visitors who, for good reason, need to see a student during the school day must have principal's approval. The student will be brought to the office. Any visitor going to a classroom must have a school pass obtainable only with administrators permission. Violation of this policy will constitute criminal trespass.

VALEDICTORIAN AND SALUTATORIAN:

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To be eligible for Valedictorian or Salutatorian, a student must attend Marquand-Zion High School their entire junior and senior years. Missouri Department of Education requires PE, and fine arts (art or music) credits. Therefore, grades for all subjects taken in grades 9-12 will be computed to determine high school class ranking. Early graduation (at the end of seven semesters) does not affect eligibility.

An eighth grade Valedictorian and Salutatorian will be selected using class rank and grade point average from both seventh and eighth grade. In order to qualify for Valedictorian and Salutatorian, the student must have attended Marquand-Zion R-VI their entire seventh and eighth grade years.

VOCATIONAL TECHNICAL EDUCATION:

Student must be either a junior or senior to attend the Arcadia Valley Career Technology Center. Students must have a good attendance record, good behavior, no grade below a C and have 13 credits entering into their junior year to attend Vocational Technical School at Arcadia Valley. If at any time a student's attendance, behavior or grades become unacceptable or that student has to drop from Vocational Technical Education, parents may be billed for the cost of the Vocational School. If a student misses Vocational School they are counted absent here at Marquand Zion. Students must stay in accordance with the Marquand Zion School attendance policy.

WITHDRAWS:

If your child will be withdrawing from the Marquand-Zion School District, please contact the office as soon as possible. Teachers and staff will summarize the student's progress and prepare the student's file for forwarding to the receiving school district. Please check with the office to make sure all books are returned and charges paid.

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Dear Parent or Guardian:

Our district is required to inform you of information that you, according to the Every Student Succeeds Act of 2015 (Public Law 114-95), have the right to know.

Upon your request, our district is required to provide to 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 status 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 child is provided services by paraprofessionals and, if so, their qualifications.

In addition to the information that parents may request, a building receiving Title 1.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 1.A
- Timely notice that your student has been assigned, or has been 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.

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