

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

**2019-2020  
MIDDLE SCHOOL/HIGH SCHOOL  
HANDBOOK**



**MCEHighSchool**



**@MCEHighSchool**

**#PantherNation**

# MARION C. EARLY R-V SCHOOL DISTRICT

5309 South Main

Morrisville, MO 65710

www.mcepanthers.com

Twitter: @MCEHighSchool

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#PantherNation

## Welcome!!!!

We welcome you to a new school year at Marion C. Early. As you embark on this journey, we hope that you will let us help you grow and learn. Whether you are returning to MCE or this is your first year, know that we are here to help in every way. Below are some basic names and numbers of people who can and will help you as the school year begins and progresses. Once again, welcome to MCE and as always...

“It’s A Great Day To Be A Panther!!!”

MS/HS Principal:	Dr. Joel Carey
Principal’s Secretary:	Mrs. Rita Shadwick
Foodservice & Office Secretary:	Mrs. Kathy Painter
MS/HS Counselor:	Mrs. Cheryl Hinkle
6 <sup>th</sup> Grade Counselor:	Mrs. Kayla Wilson
HS Office Phone #:	376-2216
HS Fax #:	376-7622

**\*Many of the topics covered in this handbook are excerpts of board policies. These policies can be viewed in their entirety by going to the board policies tab on the school website mentioned on the first page of the handbook, or by visiting the Office of the Superintendent.**

**2019-2020**  
**CALENDAR OF EVENTS**

August 7-9.....		Teacher Work Days
August 9.....		Meet the Teacher Night
August 13.....		First Day of School
October 14.....		Parent/Teacher Conferences 12 to 7 p.m.
November 27-29.....	No School.....	Thanksgiving Break
December 20.....	Early Release (12:50).....	Christmas Break
January 6.....		Teacher Work Day
January 7.....		School Resumes
April 10.....	No School.....	Good Friday
May 15.....	Early Release (12:50).....	School Term Ends
May 18.....		Teacher Work Day

***149 Student School Days***  
***160 Teacher Contract Days***

**Make Up Snow Days**  
**(In This Order)**

- March 16**
- April 6**
- May 4**
- May 19**
- May 20**
- May 21**
- May 22**
- May 18**

**Summer School Begins June 1**

**MCE 2019-2020**  
**Class Schedule**

1 <sup>st</sup> Hour	7:50-8:45
2 <sup>nd</sup> Hour	8:49-9:44
3 <sup>rd</sup> Hour	9:48-10:43
4 <sup>th</sup> Hour	10:47-11:42
5 <sup>th</sup> Hour	11:46-1:06
MS Lunch	11:42-12:07
HS Lunch	12:41-1:06
6 <sup>th</sup> Hour	1:10-2:05
7 <sup>th</sup> Hour	2:09-3:04
Panther Time	3:08-3:30

**Students are urged not to arrive until 7:30 or stay at school after 3:45, unless involved in a specific sport or activity. There will not be any supervision of your child before or after those times. Parents are urged not to drop off their child before 7:30 or leave them after 3:45 due to this fact.**

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

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

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

## **DISTRICT GOALS**

**Goal 1: The Marion C. Early School District will develop and enhance quality education/instructional programs to improve performance and enable students to meet their personal, academic, and career goals as evident by local, state, and national achievement levels.**

Objective 1: MCE will meet and exceed academic expectation on state assessments as measured by the Annual Performance Report.

Objective 2: MCE will meet and exceed DESE attendance standards as measured by monthly and year end percentages.

Objective 3: MCE students will be prepared for post-secondary college and career readiness entry upon graduation as measured by district and standardized assessments.

Objective 4: The Marion C. Early R-V School District graduation rate will continue to meet or exceed DESE standards using the four- OR five- year status target for APR.

**Goal 2: The Marion C. Early School District will consistently communicate with stakeholders through a variety of media to encourage involvement, support, and two-way communication.**

**Goal 3: The Marion C. Early School District will provide, update, and maintain appropriate instructional technology, support services, and safe facilities**

Objective 1: MCE will evaluate and maintain an emergency management plan.

Objective 2: The Marion C. Early R-V School District will establish, maintain, and plan for adequate facilities, resources, and materials.

**Goal 4: The Marion C. Early School District will continually monitor district finances and remain fiscally responsible while providing the best education possible for our students.**

Objective 1: MCE will build and maintain a reserve balance of 17.5%

Objective 2: MCE will build a healthy Fund IV balance to account for future facility upgrades and maintenance.

Objective 3: MCE will meet or exceed local and conference averages for staff compensation and benefits.

**Goal 5: The Marion C. Early School District will foster an environment for teaching and learning that is positive, supportive, and encourages collaboration.**

### **Emergency School Dismissal**

In our efforts to improve communications between parents and school, the Marion C. Early R-V School District has instituted a telephone broadcast system that enables school personnel to notify all households and parents by phone within minutes of an emergency or unplanned event that causes early dismissal, school cancellation, or late start. The service may also be used from time to time to communicate general announcements. This service is provided by ThrillShare which specializes in school-to-parent communications. When used, the service will simultaneously call all listed phone numbers in our present contact list and will deliver a recorded message from a school administrator. The service will deliver the message to both live answer and answering machines. No answers and busy signals will be automatically retried after the initial call. Parents should have a pre-arranged procedure for their student(s) to follow should this situation arise.

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

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

### **Statewide Assessments**

The District will implement the components of the Missouri Assessment Program (MAP) including End-Of-Course Exams (EOC) in order to monitor the progress of all students, as set forth by the Missouri State Board of Education. The School Board authorizes the Superintendent to establish a process designed to encourage the students of this district to give their best efforts on each portion of any statewide assessment, which may include, but is not limited to, incentives or supplementary work as a consequence of performance.

### **Emergency Safety Procedures**

Fire, tornado, earthquake and intruder drills are designed for the safety of the students. All students will be instructed at the beginning of the year as to the procedures to be followed for all drills. Drills will be held on a periodic basis.

### **Lockers**

School lockers, desks and other district property are provided for the convenience of students, and as such, are subject to periodic inspection without notice. Student property may be searched based on reasonable suspicion of a violation of district rules, policy or state law. Reasonable suspicion must be based on facts known to the administration, credible information provided or reasonable inference drawn from such facts or information. Searches of student property shall be limited in scope based on the original justification of the search. The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses, and not in front of other students, unless extenuating circumstances exist. Drug –sniffing dogs may be used for such inspection and search. Students are not to change lockers without approval of the office. Students will be assigned lockers. Students are responsible for items in their lockers. **THE SCHOOL IS NOT LIABLE FOR ITEMS LOST OR STOLEN FROM LOCKERS.** To secure lockers, the high school office will issue a lock to each student. Personal locks will not be allowed on school lockers and may be removed by the office. Locks not returned at the end of school year or when a student leaves will cost that student \$5.00.

### **Cafeteria**

The lunch period is closed, and all students are required to remain on the school grounds during the school day. Because of congestion in the cafeteria and other concerns, visitors are not allowed at lunchtime. Lunch may be eaten in the cafeteria or the outside eating area with permission and supervision by a certified staff member. The lunch period is divided into two sections. **All students are to report to the cafeteria during lunch period.** The snack line cost will vary with each item purchased.

Food Service Prices will be as follows:

Breakfast  
K-12=\$1.00  
Adult=\$1.30

Lunch  
Elementary=\$1.75  
MS/HS=\$2.00  
Adult=\$2.75

In an effort to improve and speed up our lunch lines, a computer scanning system is utilized to keep better track of our meals and a la carte items. On his/her first day of school attendance, each student will be issued their student number. Using the number, students are expected to pay in advance so as to have a credit balance in their account. When a student passes through the lunch line, his/her number is entered, and the amount of purchase is deducted from the account balance.

**There are no charges in the cafeteria.** All lunches must be paid for with the assigned number. Free and reduced lunch participants will be issued a number similar to all others. If these students wish to purchase extra food items, they must keep a credit balance in their account or pay for the purchase. A lunch account balance report will be available upon request following each lunch period. Students who do not make advance payment on their lunch account should bring payment to the cafeteria during lunch. Students who do not have an account balance and fail to have money at the time of purchase will not be permitted to eat from the snack line.

# EDUCATIONAL REQUIREMENTS

## GRADUATION REQUIREMENTS FOR CLASS OF 2020

Each student must complete a minimum of 26 credits to receive a high school diploma from Marion C. Early. Transfer students must attend their final semester at Marion C. Early Schools or receive permission from the School Board to graduate if entering after the eighth semester begins.

Marion C. Early Senior Valedictorian and Salutatorian will be determined by the highest cumulative weighted GPA at the end of seven (7) semesters completed for Valedictorian and the second highest GPA for the Salutatorian. The GPA will be carried out to the hundredths. If there is a tie, Co-Valedictorians or Co-Salutatorians will be awarded.

## GRADUATING WITH HONORS

Students who earn the following cumulative high school grade point averages will be honored at graduation with an academic honors medal. Honors will be calculated upon completion of the 7<sup>th</sup> academic semester.

4.0 or Higher	Summa Cum Laude	Gold Academic Honors Medal
3.85 - 3.99	Magna Cum Laude	Silver Academic Honors Medal
3.67 - 3.84	Cum Laude	Bronze Academic Honors Medal

### **26 Units Required for Graduation:**

Subject Area	Units to Complete	Requirements/Exceptions
English Language Arts	4	Required: English I, English II, English III or dual credit, English IV or dual credit (Beginning with the graduating class of 2017, Speech will not satisfy the 4 <sup>th</sup> English credit)
Mathematics	3	Required: Algebra I
Science	3	Required: Physical Science, Biology
Social Studies	3	Required: 1 credit American History, 1 credit World History, ½ credit Government, plus ½ credit SS elective; Must pass U.S. and Missouri Constitution tests
Fine Arts	2	
Practical Arts	2	Must pass 1 semester of Personal Finance or pass the Missouri Personal Finance exam
Physical Education	1	
Health	.5	1 semester of Health is required
Electives	7.5	
<b>TOTAL:</b>	<b>26</b>	<b>A student attending the OTC program will have his or her total credits due to graduate reduced by 1 credit for each year of attendance at OTC.</b>

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



### **A+ PROGRAM**

Marion C. Early High School has been designated by the state of Missouri as an A+ School. Due to the constant changes within the program, current eligibility can be found at: <http://dhe.mo.gov/ppc/grants/aplus scholarship.php> . Program agreements and more information may also be obtained from the MCE A+ Coordinator.

### **VIRTUAL/ONLINE COURSES**

In accordance with the passage of Senate Bill 603, the Marion C. Early Virtual School program was created and implemented to better serve the unmet needs of some of our students and move toward preparing all students for the 21<sup>st</sup> Century Skills necessary in their futures.

The School District of Marion C. Early will be partnering with the Springfield School District (SPS) through Fueled By Launch. SPS's virtual programming will enable us to provide virtual learning options for our students, including:

- Relevant courses in flexible locations in an asynchronous environment
- High quality, interactive courses aligned to state and national standards
- High school level curriculum
- Over 60 different course options
- AP courses not offered at MCE High School
- Semester courses for credit deficient students and others unable to successfully participate in a traditional setting
- A solution for schedule conflicts, home-based learners, homebound, adjudication, truancy, expulsions, teen parents, and other special needs
- Modified rates of learning to accommodate the student -traditional, accelerated or extended
- Preparation for future training in post-secondary educational and work environments

Fueled By Launch Virtual courses are aligned to national and state standards. Course goals and objectives will be available upon request. Students currently enrolled at MCE High School full-time can enrich their course selection with courses not currently offered. However, online courses cannot supplant courses offered on-site unless approved by administration. Students in a full-time, home based learning environment have access to all available coursework. All courses are 1-2 semester courses, and will follow the semester schedule as outlined by the district's current calendar. The number of concurrent courses, being completed at any one time, will be determined by the school district. Each student will work with district staff to develop a virtual education plan. All courses are taught by Missouri certified teachers. Fueled by Launch serves a three-fold need for students: Traditional Virtual, Credit Recovery, and Credit Acquisition. To be approved for the online program, students must print and complete the approval form located in the Course Description Catalog.

### **SUMMER SCHOOL**

High School students may recover course credit through approved summer school courses. Check with the Counselor or Principal's office before enrolling for credit recovery toward graduation. Middle School students may have to attend summer school to recover core subject requirements for promotion when this policy applies.

### **SCHEDULE CHANGES**

The student and the counselor plan individual schedules based on the student's four-year personal plan of study, and yearly selection of studies, within the constraints of teacher and facility availability. For this reason, schedule changes will be very limited and only in extreme circumstances. The counselor, principal, teachers, and parents involved must approve any schedule changes.

### **WORK / COLLEGE RELEASE**

A student who has successfully completed twenty-three (23) units of credit and completed all required courses may request early dismissal from school for the purpose of work or college attendance. This is done with the understanding that the student's attendance and enrollment are considered part-time. A student may earn one (1) elective credit maximum toward graduation requirements from work release.

In order to be approved for work/college release, the student must:

1. Currently have a 2.5 grade point average at the successful completion of six (6) semesters and maintain the average the following semesters.
2. Provide written permission to work or attend college classes from parent or guardian.
3. Work with the work/college release coordinator to implement the plan after approval from administration and Board of Education.
4. Submit an application to the Board of Education for approval. The application must be submitted to the Board of Education at its regular meeting in July (for the first semester) or December (for the second semester).
5. Sign out in the main office every day.
6. Weekly provide proof of employment and hours worked (a minimum of 15 hours per week) to the work/college release coordinator.

If a student does not maintain the above criteria, it could result in the student's returning to a full day class schedule on campus.

### **STUDENT AIDES**

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

1. Must have a GPA of 2.5 or better and 95% attendance.
2. Cannot be an aide for more than one hour of his/her schedule.
3. In order to be considered for an aide position, students must have prior permission from the cooperating teacher.
4. A student may lose the privilege of being an aide at any time due to behavior, attendance or grades at the discretion of the teacher and principal.

If the student does not meet the standards set forth during the first semester, the student will be assigned a class to attend the second semester. The student will sign a contract before accepting the aide position. Teachers will be assigned only one aide per semester. Students do not receive credit for being an office aide or a teacher's aide.

### **EARLY GRADUATION**

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

1. Complete all academic and attendance requirements for graduation.
2. Pay the appropriate fees connected with the graduation exercises as determined by the class and sponsors.
3. Participate in the appropriate meetings and rehearsals for the commencement exercise.
4. Attend the required graduation rehearsal to participate in the graduation ceremony.

As an early graduate, the individual is no longer a student and is ineligible to participate in school activities. If the student does not wish to attend graduation exercises, they may pick up their diploma in the high school office the week following Spring graduation.

### **OZARKS TECHNICAL COLLEGE (OTC)**

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

Rules for students attending OTC:

1. All Marion C. Early high school and OTC rules are to be followed.
2. **All students must ride to and from OTC on the school bus provided unless special permission for other transportation has been granted in advance by the Principal's office. The bus driver will take attendance on the bus each morning, and report it to the Principal's office.** Students must follow all MCE rules established for regular bus transportation when riding to OTC and back.
3. Upon returning to the high school, students must remain on school grounds.
4. Students attending OTC must attend afternoon classes at MCE unless they have completed all other credits.
5. Students may be removed from the OTC program for violation of these rules or any other school policy. If a student fails his/her OTC course(s), he/she will be returned to a regular class schedule at MCE.
6. If a student receives disciplinary consequences such as ISS or OSS, he or she will not be allowed to attend OTC on those suspension days.
7. Students must maintain passing grades on campus to continue second semester at OTC.

### **GRADE LEVEL CLASSIFICATIONS**

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

Classifications for grade levels are as follows:

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

# GRADE REPORTING

## GRADING SYSTEM

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

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

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

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

## GRADE REPORTING

The school year is divided into two semesters. Three-week progress reports will be given through advisory classes for any students with grades of "D" or "F." Grades will be updated periodically for the parent portal.

## GRADE LEVEL CLASSIFICATIONS

To be promoted to the next grade level, Middle School students (grades 6, 7 and 8) must pass at least 6 of the 8 semesters from the four core subject area classes of English Language Arts, Math, Science and Social Studies, as well as 3 of the 6 semesters of electives. Students will be retained at grade level if they have not met this requirement. Middle School students may attend summer school to recover core subject requirements for promotion when this policy applies.

## WEIGHTED COURSES

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

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

Algebra II	Biology II
Advanced Math	Physics
Chemistry II	Princ. Of Engineering
College Algebra	College English (ENG 180, 101, & 102)
Music Theory (MUS 110)	CIS 101/BUS 110
Calculus	BUS 115 (College Personal Finance)

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

## ACADEMIC LETTERS

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

## HONOR ROLL

Marion C. Early High School compiles statistics to determine two types of honor roll awards: **“A” Honor Roll** and **“A-B” Honor Roll**.

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

**Honor Roll (“A-B”)** – A student must have no grade lower than a B-

## EIGHTH GRADE TRIP

### GUIDELINES

Toward the end of the 8<sup>th</sup> grade year at MCE, students may be eligible to participate in a trip to Jefferson City. In order to participate in this trip, students must meet the following criteria (By sharing this information now, we hope that each student in the 8<sup>th</sup> grade will work very hard to meet these requirements this school year):

1. The student can have no more than 10 absences during the school year (exceptions may be made on a case by case basis).
2. The student can have no more than one referral to the office during the school year for discipline reasons.
3. The student can have no out-of-school suspensions for discipline reasons.
4. The student can have no more than two times on the ineligible list.

# GENERAL INFORMATION

## VEHICLES / STUDENT DRIVERS

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

**Parking Lots:** Student parking is in the parking lot behind the high school. The parking spaces against the city road and sidewalk are reserved for faculty and staff. All students should park in the spaces in the middle of the parking lot or in the spaces next to Hwy. 215.

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

1. Driving carelessly around the school campus.
2. Driving at an excessive rate of speed around the school area.
3. Possession of alcohol, weapons, drugs in your vehicle when it is parked on school property.
4. Parking in a manner that interrupts the flow of parking or traffic in the parking lot.
5. Tampering with or vandalizing other vehicles that are parked on school property.

Students are urged to lock their vehicles and leave the parking lot immediately upon arriving at school. As a safety precaution, students are not allowed to go to their vehicles during the school day for any reason without office approval.

**All students at Marion C. Early are entitled to attend school in a drug-free environment. Therefore, all students in the district who choose to drive to school and park on campus, along with their parents, must consent to random drug testing of the students.**

## COUNSELOR

Counselor services are available for everyone. The counselor is available for educational planning, interpretation of test scores, career or college placement information, study help, guidance with home, school and/or social concerns or any questions the student may feel the need to discuss with a counselor. Students wishing to visit the counselor should make an appointment before or after school if possible. If an appointment is made for during the school day, a pass will be issued to the student indicating the time he/she should be excused from class. Students are not to be in the counselor's office without a pass.

### ILLNESS AND MEDICATIONS AT SCHOOL

Students who become ill at school will be given a pass by their teacher to go to the nurse's office. The nurse will determine if the student needs to go home. Generally, students will not be sent home unless they are running a temperature of at least 100 degrees, are vomiting, or have sustained an injury needing medical attention.

In partnership with CMH in Bolivar, we will be utilizing college student interns who are working on their clinicals. At times, students will be seen by a college student with the school nurse having the final say in all issues. If you wish to not have your child seen by a clinical intern, please opt out by signing a form in the office.

**If a student must take medication at school for health reasons, he/she will need to obtain a medication form from the nurse, to be completed by the student's physician. The form is to be returned to the nurse to be kept on file.** Prescription medication must be in the original container to ensure cleanliness and accuracy in administration. **All medications** must be kept in the nurse's office.

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

### EXTRACURRICULAR TRANSPORTATION

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

### VISITORS

Due to increased safety protocols, students are not to invite visitors to attend classes with them or visit them at school during the school day, including lunchtime. Students will be unable to leave class for the purpose of meeting with visitors, except to visit with a parent in the office.



# EXTRACURRICULAR ACTIVITIES

## CITIZENSHIP AND ACADEMIC STANDARDS FOR PARTICIPATION IN STUDENT ACTIVITIES PROGRAM ARE LISTED IN THEIR ENTIRETY IN BOARD POLICY JGG

### STUDENT CLUBS AND ORGANIZATIONS

Students may join the following clubs and organizations provided they meet the requirements set forth by the organization and school policy. Each organization sponsor has their entrance and participation criterion.

FCA	Choir
FBLA	Band (Jazz, Concert, Pep, Marching)
FCCLA	FFA
Student Council	National Honor Society
Drama	Speech & Debate

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

Fundraisers from outside organizations are not allowed to take place in school.

### JUNIOR/SENIOR PROM

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

### SCHOOL DANCES

General school policies and regulations as well as other rules set by the sponsors are in effect at all school dances. Students leaving the dance venue will not be permitted to return. Students who invite out-of-school guests will observe the following regulations (**Prom & Homecoming ONLY**):

1. The guest must be under the age of 21.
2. The guest must be the student's date and adhere to the regulations that apply to students of MCE. If in violation of school rules, they will be asked to leave.
3. The student must sign the guest up in the office.

All extracurricular activities fall under the same general rules and guidelines for behavior as exist during the regular school day, whether at MCE or away. HS Students are not allowed to attend MS Dances and vice-versa. Middle School students must meet eligibility requirements to attend school dances.

**QUEENS/PRINCESSES:** Students in good standing with their class and clubs are eligible to be elected and/or chosen in any manner (i.e. donations for Barnwarming) as Queen or Princess of a dance or event.

## ABSENCES AND ATTENDANCE

The normal school hours for students to be on school grounds are from 7:30 a.m. until 3:45 p.m. Students should not be on school grounds beyond this time frame unless under the direct supervision of a staff member. Classes begin at 7:50 a.m. and end at 3:30 p.m. Students are considered absent for periods not present in class, unless involved in a school-sponsored activity.

### ATTENDANCE

Attendance is both crucial and vital to the success of students at MCE. We also understand there are times when students cannot be at school due to specific circumstances. Listed below are some guidelines to help you better understand the attendance policy for MCE. While this list is not exhaustive by any means, you can find the full policy under the board policies tab on the district website. **Attendance/Suspensions for all after school activities including athletics:** If a student misses class(es) without being excused by the principal, the student shall not be considered eligible on that date. The student cannot be eligible to participate on any subsequent date until the student attends a full day of classes without an unexcused absence. You will not be considered eligible while under suspension.

1. Reporting an absence from school is a parent's responsibility. Please make the notification the morning of the student's absence.
2. A student will be allowed a maximum of **ten (10) absences in a class period** for any reason during a semester. A student shall be permitted to make up work missed as a result of any excused absence (an exception applies if the student is OSS—if a student receives an out of school suspension, he will be permitted to make up the work missed for up to 80% credit the first OSS, 60% second OSS assigned, 40% for the third OSS assigned, etc.).
3. It shall be the student's responsibility to meet with teachers, receive the necessary instruction and assignments, and complete the assignments within the number of day(s) allowed. If work is not completed, failure of the course could result. Students will be allowed 2 days to complete assignments for each absence day. It is up to the discretion of the instructor to allow the student more than the minimum allowed time for make-up work.
4. The attendance secretary will maintain a daily record of all student absences. For purposes of granting credit, there will be no distinction between excused or unexcused absences. However, a record of reasons for absences will be kept for the Attendance Review Team (ART) to consider at a later date if an attendance appeal is necessary.

Any student that accumulates more than ten (10) absences in a class period during a semester (excluding school-approved absences, college visits or job shadowing) will not receive credit for that class, unless an exception is granted by the Attendance Review Team.

Absences due to in-school and out of school suspension will not be included in the ten (10) absences. A student and/or parent/guardian may appeal to the Attendance Review Team (ART) for a possible exception to these regulations. Near the end of the semester, the office will send out attendance appeal letters to those students who qualify. Appeals will be based on extenuating circumstances, which include but are not limited to, the following:

- Illness or injury with written documentation of being seen by a health professional (Doctor, LNP, etc.)
- Family emergency
- Court-mandated appearances
- Required religious observations
- Voting (up to 4 class periods) if 18 or over.

### **TRUANCY**

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

### **TARDIES**

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

#### **TARDY PROCEDURE:**

A student must be in the classroom and ready to work when the last bell rings. School begins promptly at 7:50 a.m. Students arriving after that time are tardy. Any student that arrives more than 15 minutes after the tardy bell each period will be counted as absent for that period. Also, any student who leaves more than 15 minutes before the end of a class will be counted absent for that period.

When arriving to school, a student must sign in at the office.

Students will receive 3 lunch detentions for their third tardy in the semester per class per semester. Each tardy afterward will result in subsequent consequences.

### **PERMISSION TO LEAVE SCHOOL**

Permission to leave school during school hours must be obtained from either the Principal or Secretary. The student's parent or guardian must notify the office before the student will be granted permission to leave. Some circumstances call for the office to phone the student's parents to obtain permission for the student to leave school grounds.

A student who becomes ill shall be sent to the nurse by their teacher, where the parent will be notified if the student should be sent home. Only if the parent or their designee is home will the student be given permission to leave or be picked up at school. When a parent takes a student from school, he/she shall meet the student in the Principal's office and sign their child out.

### **COLLEGE VISITATION**

We recognize that it is necessary for students to visit colleges from time to time as they prepare to continue their education. A form for requesting college days may be obtained from the Counselor's office. This form requires signatures from a parent/guardian, the appropriate admissions counselor from the visiting college, counselor, and principal. College visit days are reserved for senior students and shall not exceed (2) days.

### **SCHOOL-SPONSORED ACTIVITIES**

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

### **EXTRACURRICULAR ACTIVITIES**

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

### **PERFECT ATTENDANCE**

Perfect attendance is defined as "in attendance every day, every minute, of the school year."

### **FINALS**

Final exams will only be administered during the scheduled time. Students will not be allowed to take semester exams early unless approved in advance by administration. Make-up semester exams for excused absences will be made up at the teacher's discretion. If a course is tied to an end-of-course exam, the EOC exam counts as 10% of the semester grade.

### **Mobile Devices**

Personal devices are not to be a distraction during the school day. Students are to limit personal use to lunch time. The consequences for violating the mobile device policy are laid out on page 29 of the disciplinary section of this handbook.

The taking of pictures or videos, using any type of camera/device, to slander, harass, or otherwise do harm to students or staff, is strictly prohibited. Pictures/videos must never be taken where there is an expectation of privacy (restrooms, locker rooms, confidential meetings, etc.).

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

# STUDENT CODE OF CONDUCT

The Student Code of Conduct is designed to foster student responsibility, respect for others and to ensure the orderly cooperation of the district schools. In determining the consequence for acts violating the standard of conduct, the responsible school official will examine the facts and circumstances surrounding the case. No code can be expected to list each and every offense that may result in the use of disciplinary action; however, it is the purpose of the code to list certain offenses which, if committed by a student, will result in the imposition of a specific penalty. Administrators may establish further rules and regulations and, if needed, deviate from the handbook for the maintenance of proper school discipline. Students should be aware the order of consequences will not always be followed due to the many different circumstances surrounding each individual case, previous incidents and warnings, student attitude, and extenuating circumstances. This code includes, but is not necessarily limited to, acts of students on district property, including playgrounds, parking lots and district transportation, or at a district activity, whether on or off district property. The district may also discipline students for off-campus conduct that negatively impacts the educational environment, to the extent allowed by law. In arriving at the consequences or discipline to be imposed, consideration shall be given to:

- The maturity level of the student
- Attitude of the student
- Any extenuating circumstances
- The seriousness of the act
- Prior incidents of misconduct
- Intent of the student
- Degree of involvement of the student
- Appropriateness of the discipline

Although not indicated in the individual consequences, a disciplinary report will be sent home with the student any time a student is involved in a discipline problem, unless it is a minor infraction. Also, a parent conference may be required at anytime to discuss a particular problem. Students involved in misconduct may lose the privilege of participation or may be denied extracurricular activities. Listed below are disciplinary actions or consequences that may occur:

- Conference and parent notification
- Referral to the counselor's office
- Detention
- Suspension of bus privileges
- In-school suspension
- Out-of-school suspension
- Expulsion
- Restitution/Payment of replacement cost

## DRESS CODE

As an educational institution, the school has a responsibility to help students learn what is expected of them by society in areas of behavior, dress, and hygiene. It is important that young men and women develop proper hygiene and grooming habits at an early age. This dress code will be enforced by all faculty members and administration and the interpretation of the dress code will be left to the sole discretion of the administration. Exceptions to the dress code for health or religious reasons will be considered on a case-by-case basis.

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

### **The following guidelines will be followed by students:**

1. T-shirts, jewelry and/or other apparel should not have profanity, obscenities, suggestive or provocative statements or images, drug or alcohol symbols or advertisements, gang symbols or graffiti.
2. Headgear (hats, caps, hoods) and other forms of head covering as well as sunglasses may not be worn in the building. These articles are to be removed upon entering the school building.
3. All shirts or tops must have sleeves and be long enough to meet jeans, skirts, and shorts, without exposing the mid-section when the student is standing or sitting. Shirts from which the sleeves have been cut off and/or that have open or plunging armholes or necklines are not to be worn.
4. Pants, shorts, and skirts are to be worn appropriately and be size appropriate. Appropriate undergarments must be worn at all times and must remain covered and unseen. All pants/skirts/shorts' length must extend beyond the fingertips when fingertips are extended in the direction of the floor while standing upright.
5. Loose fitting and/or baggy (sagging), long coats or other similar items (trench coats, dusters, bathrobes, blankets, etc.) are not allowed as they considered a safety hazard.
6. Chains attached to wallets or used as a fashion accessory are not to be worn in the school building or on school grounds.
7. Due to safety and liability concerns, shoes must be worn at all times. House shoes/slippers and roller blade/shoes are not considered shoes appropriate for school wear.
8. Jewelry may not be worn in any other manner than that which is normally accepted. Sharp objects (safety pins, spiked items, pointed body jewelry, etc.) will not be allowed.

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

1st Offense:                      Warning/Clothes (t-shirt, pants) may be provided/Parent Contact

Subsequent Offense:      Parent Contact/Clothes Provided/Lunch Detention/ISS

Students violating the dress code will be asked to change into suitable clothing that may be provided by the school for the day. If necessary, parents will be contacted to pick up the student and/or supply appropriate attire. Teachers will determine appropriate attire for P.E. classes.

## SCHOOL BUS TRANSPORTATION

Bus transportation is a school service. Students are responsible to the driver at all times and are expected to be courteous and considerate to other students as well. When buses are being loaded, students are to form separate lines for each bus. No student may board the bus except as directed by the driver. Any misconduct occurring on the school bus is subject to the consequences listed for such conduct in this regulation, in addition to suspension or loss of riding privileges. The rules of conduct and consequences listed have been established to maintain safe passage of students riding buses to and from school. The complete list of transportation rules may be viewed in board policy JFCC-AP(1) These rules apply while students are on the bus and at or near bus stops. Certain discipline problems may occur on a bus that are serious enough to cause the principal(s) to disregard a step-by-step approach and take more significant action to resolve the problems. Violations such as smoking on the school bus, using profanity, fighting, use, possession or sales of any form of drugs or alcohol, refusing to follow reasonable directions of the bus driver, and other types of serious misbehavior may result in immediate and/or permanent suspension from riding the school bus. The sequence of consequences may be changed, and other rules may be established as determined necessary by school administrators to ensure proper safety standards. Again, any conduct on the school bus is subject to consequences listed in other sections of this regulation.

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

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

## STUDENT DISCIPLINE

The Student Code of Conduct is designed to foster student responsibility, respect for others, and to provide for the orderly operation of district schools. No code can be expected to list each and every offense that may result in disciplinary action; however, it is the purpose of this code to list certain offenses that, if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, any aggravated circumstance of any offense, or any action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent and/or Board of Education. In extraordinary circumstances where the minimum consequence is judged by the superintendent or designee to be manifestly unfair or not in the interest of the district, the superintendent or designee may reduce the consequences listed in this policy, as allowed by law. This code includes, but is not necessarily limited to, acts of students on school property, including playgrounds and athletic fields, parking lots and school transportation, or at a school activity, whether on or off school property.

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

## 1. Academic Dishonesty

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

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

## 2. Alcohol or Drugs

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

### A. Possession or Use

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

### B. Sale or Distribution

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

## 3. Arson

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

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

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

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

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

## 4. Assaultive Behavior

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

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

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



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

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

**C. Disrespect for Authority** – Is defined as overt conduct that exhibits a lack of proper respect for school personnel or others in authority, including incivility, irreverence, impudence, discourtesy or profanity directed toward any person in authority; or such conduct toward any school district employee during or in conjunction with any school-sponsored activity either on or off school district property.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### **10. Mobile Devices**

Mobile devices including cell phones are commonly possessed by students. However, a mobile device and/or cell phone should not disrupt the learning environment in any manner. If inappropriate use occurs, the device may be required to be relinquished, and consequences will be assigned. The inappropriate use of cell phones (video recording, texting, etc.) or other electronic devices also fall under the guidelines of other disciplinary policies outlined in this handbook. Cell phone actions that bully, harass, or share inappropriate material will result in confiscation of the cell phone and/or ISS/OSS. The following consequences will apply if the cell phone policy is violated:

- **1<sup>st</sup>** Device is confiscated for the remainder of the day
- **2<sup>nd</sup>** Device is confiscated and returned to parent only
- **3<sup>rd</sup> and subsequent offenses** Device is confiscated and returned to parent only and student will serve an ISS as assigned by the principal.

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

**A. Class I Explosive Devices** – Is defined as the possession or use of fireworks or incendiary devices on school district property that are otherwise legal (for adults) to possess.

➤ **Possession**

- **1<sup>st</sup>** Conference to 2 days OSS; confiscation of devices
- **2<sup>nd</sup>** 3-5 days OSS; confiscation of devices

➤ **Use or Attempted Use**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**22. Technology Misconduct** (See Board Policy EHB and KKB and procedure EHB-AP) – Is divided into three sections. Misconduct will result in suspension of computer privileges, pursuant to the User Agreement that each student signs. Any violation of this Technology Misconduct section will also be referred to the district’s technology coordinator.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**C. Skipping Lunch** – Students that do not attend lunch in the high school cafeteria or who are not otherwise supervised by a teacher during the lunch period.

- **1<sup>st</sup> and subsequent** Lunch detention

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

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



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

**A. Inappropriate Language and Disorderly Conduct**

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

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

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

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

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

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

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

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

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

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

- A. Class I Weapon** – Articles designed for other purposes but by inappropriate use could easily be used to inflict bodily harm and/or intimidate others, such as belts, pencils, compasses, scissors, chains, etc.
- **Use**
    - **1<sup>st</sup>** 1-180 days OSS
- B. Class II Weapon** – Any knife, butterfly knife, dagger, or other bladed hand instrument readily capable of inflicting physical injury; finger rings or brass knuckles adapted for the purpose of inflicting serious physical injury, blackjack, or switchblade knife that opens automatically with a button.
- **Possession/Use**
    - **1<sup>st</sup>** 1-180 days OSS
- C. Class III Weapon** – Any firearm or other weapon designed to expel a projectile by the action of an explosive, including firearms, concealable firearms machine guns, rifles, shotguns, and spring guns. Any explosive weapon such as an explosive, incendiary, or similar device designed for the purpose of inflicting death, serious property damage, or serious physical injury. Any projectile weapon such as any bow, crossbow, pellet gun, paint gun, or other weapon that is capable of expelling a projectile that could inflict serious physical injury or death.
- **Possession**
    - **1<sup>st</sup>** 1-180 days OSS
  - **Use**
    - **1<sup>st</sup>** 1-180 days OSS and recommendation for expulsion

#### **Behavior Not Covered Above**

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

#### **Referral of Students with Disabilities**

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

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

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

### Student Referral Procedures

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

1. Students may be referred for discipline for any violation of the school district's student discipline policies, as defined in the Administrative Guideline on Student Discipline.
2. Minor disciplinary infractions should be handled as described above.
3. Staff members who refer a student to the office should prepare the approved student discipline referral form. Student referrals will not be accepted, except in emergencies, if they are not on the approved form.
4. Sufficient and accurate details will be written by the referring staff member on the form so that the administrator can quickly determine the nature and extent of the alleged infraction.
5. No student will be referred for discipline for conduct that does not violate, or appear to violate the student discipline policies of the School District.
6. No student will be referred for discipline because of the student's race, color, religion, ancestry, sexual orientation or perceived sexual orientation, national origin, sex, age or disability.

**Suspension:** The school principal has the right to suspend for a period up to 10 school days. In these cases, a conference between the school administrators, student, and other appropriate persons will be conducted. During this conference, the student will be given notice of the charges against him/her and given an opportunity to present his/her version of the incident. If the student denies the charges, he/she will be given an explanation of the facts that form the basis of the proposed suspension. If, after the conference is completed, the administrator decides that a suspension is necessary, it will become effective immediately. The parents or guardian will be notified in each case of a suspension. The Superintendent has the right to revoke a suspension. The school principal has the right to recommend to the Superintendent of Schools an additional suspension of up to 180 school days. Should this occur, both the student and the student's parents will be notified of the recommendation. Part of this notification will include instructions regarding due process and appeal procedures. Students, while under suspension, are prohibited from participation in, or attendance at, any school-sponsored activities or programs.

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

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

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

### **Reporting to Law Enforcement**

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

### **STUDENT DRUG TESTING POLICY**

The entire policy may be found under board policy JFCI.

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

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

### **Notice of Directory Information**

Directory Information may be prepared for mass release (examples include-school yearbook, school social media and web sites, school directory, athletic programs, summer school, summer camps, PTO, graduation program) unless parents/guardians or an eligible student (defined as a student 18 or older) indicates that they do not wish the information to be disclosed. Directory information may consist of the following: Name of student (first, last, middle), telephone number, name(s) of parent, stepparent or guardian, mailing address, school, grade, height and weight (athletic programs), graduation date, attendance record, video/photographic images, awards or honors. Please be aware, if a request is made for your child's information to NOT be included in Directory Information, then his/her name and relevant information may not be included in such things as athletic programs, graduation press releases, and the yearbook. To request that your child's information NOT be included in Directory Information, pick up a form in the office, sign and return. This request must be made during the first 10 days of school. The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the confidentiality of a student's educational records. It also requires schools receiving federal money to provide parents access to their child's records and allows them to request modification of the child's educational records. This right is also extended to students the age of 18 or older.

