

Marion County R-II Elementary School Student Handbook



2023-2024

The Mustang Way

1. Mustangs are different. We celebrate this and we do not apologize for it. To be different you must have a different perspective, a different philosophy, and be willing to do things differently. That is exactly what we do, every single day.
2. Mustangs live their life by the “Big Three” (Attendance, Effort, and Attitude). The “Big Three” allow us to separate ourselves from normal and become different. There is a direct correlation between your future success in life and the “Big Three.”
3. There is a time and place for almost everything. Understanding this philosophy is critical in “making it” as a Mustang and in life. You have got to learn how to play the game: our game and the game of life.
4. A mistake is only a mistake when you have a poor attitude. For Mustangs, a mistake is an opportunity to learn and get better. Accept responsibilities for your own actions, this goes a long way here and in life.
5. There are three ways to fail at everything and anything: complain about everything, blame others for your problems, and never be grateful.
6. Mustangs are kind. Everyone you meet is fighting a battle you know nothing about. It is easy to be kind to people who can do something for you, but how do you treat those who can do nothing for you? Your life and our school will become better, by you trying to make other people’s lives better.
7. Mustangs do not blame others for their mistakes or problems. Everyone has problems and obstacles they must overcome, it’s called life. Mustangs overcome obstacles by helping each other in times of need. Refuse to be a victim, fight to overcome your problems.
8. Mustangs work hard and play hard. Understand what a right is and what a privilege is. Classroom time will always be the number one priority. Sports and extracurriculars will be secondary.
9. Mustangs have pride in our school and community. Never miss an opportunity to improve our school or community by your actions or words. You will have multiple opportunities everyday to do this, take advantage of them.
10. Mustangs are not perfect, but we will always work to be our best.

Dear Parents and Students,

We are looking forward to working with each of you during the school year for a better school and community.

The MCR-II Elementary Student Handbook has been developed to familiarize you with general information about your school. We hope you find it helpful.

Parents are always welcome to visit at school. They are also encouraged to call or come in if they have a problem or need more information. Any parent desiring a conference with one of the teachers may call the school office to set up a mutually agreeable time. The school office phone number is 573-439-5913.

Jason Keilholz, Superintendent

PHILOSOPHY OF EDUCATION

The Marion Co. R-II School District has the responsibility of ensuring that each child within the district has an opportunity to obtain a high quality education. To insure this, emphasis must be placed upon the well-being of the total person. Provisions must be made for social and career development. Each student should actively participate in a variety of activities that offer him experiences that are necessary in his growth for a productive life.

The school staff has an obligation to make sure that all students are successful to the extent that they will have a desire to continue their learning throughout life. The staff should provide encouragement, leadership, individual help, and other special services to see that this is accomplished. It is important for the staff members to recognize that failure only leads to more failure and that the strengths of the students need to be developed while the weaknesses need to be improved as much as possible. The students should be aided in their development of a positive self-concept and helped to realistically face their limitations.

In the area of intellectual development, there is a need to stress the communication and decision-making skills as well as the quantitative thinking and scientific approach. The students need concrete experiences and language skills that will enable them to fulfill their basic needs through acceptable means. This includes setting realistic goals and being willing to work toward them by using one's ability, inventiveness, imagination, etc.

Physical programs need to include types of activities that will lead to good mental, social, and physical health habits. The students need to know how to obtain accurate information and how to use available resources in their preparation for a safe, enjoyable life. Recreational programs should provide learning experiences that will carry over in lifetime leisure activities. Competitiveness, self-discipline, and respect for others are important elements in the development of a sense of fair play while serving as a source of relaxation and enjoyment for the students.

In the area of social development emphasis should be placed upon ethics, rights, privileges, and responsibilities one has in a democratic society. The students need to be able to relate to other people while showing respect for differences in people and take action through appropriate channels to insure the well-being of their society.

Emphasis should be placed upon the relationship of work and life in the area of career development. Education should be viewed, in part, as a step toward the preparation of a productive career. However, the importance of interpersonal factors should not be overlooked. The ability to work and get along with other people is very important here. The students should be made aware of existing career opportunities and the type of training required.

Students should be able to choose an occupational field in which they can become a success and an asset to themselves and society.

PHILOSOPHY OF SPECIAL EDUCATION

The special education services of the Marion Co. R-II School District are based on the philosophy that each individual is unique and that the entire educational process should be organized to give continuous assistance in helping each student understand and accept himself as an individual and as a worthy member of society. We maintain that each student should be given every chance to develop to the fullest of his potential.

Our special education services strive to meet the needs of students in the regular classroom. However, some services are provided outside of the regular class whenever needed. We see this as another approach to promote positive growth in the areas of academic learning, vocational skills, recreation and leisure-time activities, and home and community involvement.

All of our educational services, including special services, are viewed as an attempt to ensure that our students are given the opportunities to maximize their capabilities in order to live more productive lives.

SCHOOL HOURS

Elementary students arriving at the South entrance of the school before the bell rings at 8:00 a.m. will report to their designated area as assigned by the teachers on door duty. School starts at 8:00 a.m. and is dismissed at 3:30 p.m. (Elementary bus students dismissed at 3:25 p.m., High school bus students are dismissed at 3:30 p.m. and walkers and car riders are dismissed after buses have left).

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

There may be times you wish to pick your child up after school rather than have them ride the bus. If this happens, please let the office know. A student must have a note if there is ANY change in the way he/she is to go home.

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

Students are not to remain in the school building at the end of the school day unless they are required to do so by a teacher. The halls should be free of students by 3:40 each day school is in session.

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

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

GENERAL CONDUCT

The student is responsible to his school for his conduct at all school sponsored activities, both at home and out of town. Likewise, every member of the family has the obligation to act in the interest of good conduct, both in the classroom or where any school activity is in progress. A suggestion by any teacher to a student, designed to further good conduct should be accepted willingly.

In all instances the individuals should conduct themselves in the manner which will reflect credit to their school.

Pride in the personal appearance of the student body is reflected in the neatness and appropriateness of their dress. Cleanliness is stressed at all time. Inappropriate dress or appearance will be the decision of the superintendent, principal and Board of Education. Any immediate decisions on appearance will be made at the discretion of the principal or superintendent. Each student must wear to P.E. class the required apparel.

The school administration has the responsibility for development of regulations regarding student conduct, dress and appearance as may be needful to maintain proper decorum in schools under their supervision and shall have authority to suspend pupils from school in accord with provision of these policies. Temporary suspension by the principal or superintendent may be extended until such time as the student may appear before the Board of Education with their parents. Major reasons for temporary or permanent suspension will be:

1. Persistent opposition to school authority.
2. General bad conduct and example tending to the decline of necessary school discipline and morals.
3. Drinking, use of tobacco in any form, abusive language, fighting, possession or use of any form of narcotics while on school grounds or at school sponsored activity will be reason for suspension from school and in some instances subject to fine.

SCHOOL SONG

Every student should know their school song and take pride in singing it.

ONWARD MUSTANGS

Onward Mustangs, Onward Mustangs,
We go out to win.
Stick together through all weather,
Full of pep and vim! Rah! Rah! Rah!
Onward Mustangs, Onward Mustangs,
Hold your standards high!
School spirit, loyalty,
So Mustangs fight!

TRANSPORTATION TO SCHOOL ACTIVITIES

The Marion County R-II Board of Education has adopted the following policy in regard to student transportation to all school-sponsored activities.

1. All students participating in sports or other school-sponsored activities will be expected to ride the school bus to the games or inter-school contests.
2. Special permission will be given for students to ride with their parents on certain occasions, such as trips during the daytime when school buses are not available.
3. Students are expected to return from games or other interschool contests the same way that they go. Students may secure permission however to ride from interschool contests with their parents providing that the parents (not the student) request such permission from the coach or teacher in charge. Parents must personally contact the coach or teacher for this permission. Should the privilege ever be abused, it will be deemed just cause to eliminate the student from further participation in that particular activity for the remainder of the school year.
4. Automatic approval will be given to students who ride with faculty members to out-of-town games or activities. (This kind of transportation is used only when sufficient buses are not available).

INCLEMENT WEATHER

Weather related information concerning school closing or early dismissal will be broadcast on radio stations KICK-FM 97.9 and KRES-FM 104.7, WGEM TV, channel 10, KHQA TV, channel 7, and sent out on the Remind App as early as possible. Parents are reminded that anytime the school bus drivers feel it is unsafe to travel a particular section of their route during inclement weather, that section will be skipped. Hopefully, this situation will not occur often. If possible, the driver will notify the family in advance. Parents who are able, hopefully, will bring their children to school or meet the bus at another stop. Anytime the road conditions are poor and you're in doubt about the bus being able to travel your road, please check with the school office.

YOUR CHILD SHOULD KNOW WHERE YOU ARE IN THE EVENT THAT SCHOOL IS DISMISSED EARLY DUE TO BAD WEATHER OR OTHER EMERGENCIES.

REPORT TO OFFICE

Students arriving to school after the 8:00 bell rings or leaving school during the school day must report to the principal's office. Students will not be permitted to leave school grounds after they arrive to attend a day of class. If a student must leave school for a doctor's appointment or for other valid reasons, he/she must notify the high school office. A student must do one of the following if he/she must be away from classes during the day:

1. Bring a written note from his/her parents or guardian.
2. His/her parent or guardian may phone the principal and ask for the student to be released from school.

It is understood that a parent or guardian may come by the school and pick up their children whenever they have a good reason to do so. Parents should come to the principal's office to pick up students. The signed excuse should be returned to the office before the student leaves the building. If an excuse is found to be falsely written it will be treated the same as being truant.

STUDENT DISMISSAL PRECAUTIONS

The Marion County R-II School District is legally responsible for the safety of its students during the school day. Therefore, the principal will establish procedures to validate requests for early dismissal to assure that students are released only for proper reasons and only to an authorized person.

Staff members shall not excuse any student from school prior to the end of the school day or into any person's custody without the direct prior approval and knowledge of the building principal or his designee.

In keeping with these precautions, the following procedures will be followed:

- The building principal or his designee shall not excuse a student before the end of the school day without a request for early dismissal by the student's parent or guardian.
- Telephone requests for early dismissal of a student shall be honored only if the caller can be positively identified as the student's parent or guardian.
- Children of single parent families will be released only upon the request of the custodial parent, i.e., the parent whom the court holds directly responsible for the child and who is identified as such on the school record.

Additional precautions may be taken by the school administration appropriate to the age of students and as needs arise.

ELEMENTARY SPECIAL CLASS SCHEDULE

	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
PK	Music	Art	PE	Library
K	Art	Music	Library	PE
1	PE	Library	Music	Art
2	Library	PE	Art	Music
(All Times 12:30-1:27)				

3	Art	Music	Library	PE
4	PE	Art	Music	Library
5	Library	PE	Art	Music
6	Music	Library	PE	Art
(All Times 1:30-2:27)				

ELEMENTARY LUNCH SCHEDULE

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

FOOD IN THE BUILDING

Students are not to bring food from home or town to eat at school except during the lunch period. No glass bottles are allowed in the school building.

ATTENDANCE POLICY

Student success is directly related to their attendance. Students who are not present miss out on the daily interactions with their instructors and their classmates. Both of these are vital to the intellectual and social growth of students.

An excused absence is considered a doctor's appointment, dentist appointment, funeral, death in the family or court appointment.

Students will be allowed **SEVEN** excused absences each semester. When a student is absent from school for an **EIGHTH** time, the student **COULD** be considered for retention. A hearing could be set up with the Attendance Committee for the student and parents to present reasons for absences. The Attendance Committee

will then make a recommendation under which a student would be considered for retention or be promoted to the next grade level. Any student that falls below 90% attendance rate will be reported to Division of Family Services or the juvenile office unless absences are documented as excused.

It is the responsibility of the student/parent to document the reason for absence (Doctor's note, funeral, etc). This should be brought to the office when the student returns to school after an absence. This documentation will be important if a student has to go before the Attendance Committee.

The Faculty Attendance Committee consists of the Superintendent, Principal, Counselor, and two or three members of the secondary staff.

Decisions of the Attendance Committee/Administration can be appealed to the Board of Education.

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

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

REQUESTING HOMEWORK

Teachers need plenty of advance notice if a parent wants to pick up their child's homework. Teachers are not expected to stop teaching class and put together homework assignments. If you plan to pick up your child's homework, please call the school office after 8:00 a.m. Teachers will put together homework assignments during their instructional breaks.

ILLNESS AT SCHOOL

Students who become ill during the day should report to the nurse's office where efforts will be made to contact parents. Students who are ill will not be sent home unless there is someone at home to look after them.

MEDICATION

1. Medication prescribed by your child's doctor or over-the-counter medication with parent consent may be given during school hours by the school nurse or secretary providing the school is supplied with written information as to the dosage and time medication is to be given as well as the reason for which the child is receiving medication.
2. Aspirin/Tylenol is considered a medication and cannot be given without written permission.
3. Students are not to share medication with anyone.
4. Only those doses of medication given at school should be brought to school and no more than a 30 day supply should be stored at school.
5. Students with a temperature at or above 100 degrees will be sent home.
6. A student's doctor may write authorization for a student to carry and self administer an inhaler, but parent permission must be on file. The student's name must be on the inhaler.
7. Make sure the school has current phone numbers of where parents or guardians may be reached should the need arise.

POLICY ON CHRONIC COMMUNICABLE DISEASES - STUDENTS

Parents are asked NOT to send children to school or school sponsored activity with a communicable disease or contagious skin infection unless under a doctor's treatment. Diseases can rapidly spread among children.

The following guidelines should be used when deciding if a child is not well enough to attend school:

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

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

HEAD LICE POLICY

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

The student may return to school the following day provided a label or box top from the shampoo used to treat the head lice is presented to the school nurse and upon inspection by the school nurse all nits are removed. If any nits remain, the students will not be allowed to return to school.

SCHOOL CONDUCT

1. Students associated with this school should take great pride in high standards of conduct. Students should feel relaxed and comfortable while in the building but should refrain from loud and boisterous conduct at all times.
2. Personal habits of speech and common courtesies should be practiced on all occasions.
3. Misbehavior detracts from educational opportunities. An unacceptable act usually becomes a detriment to students other than the one who was guilty of the act.
4. Once a student arrives at school he should not leave the school grounds unless permission has been obtained from the Principal.
5. Students are not to be drinking or eating in the school halls. Food or drinks should not be taken out of the cafeteria.
6. Students should refrain from throwing objects while at school, on the bus, or within student pick-up areas. This includes rocks, snowballs, sticks, etc.

PLAYGROUND RULES

1. Do not walk up the slides.
2. Keep Shoes on at all times
3. Do not jump out of swings, swing forward only, not side to side
4. Tire Swing: Sit at all times with feet inside; No more than 3 riders(younger grades) No more than 2 riders (older grades)
5. Vortex: ride only on inside of bar and do not hang and swing from the bar on the outside
6. Slide: Only slide down one student at a time.
7. Do not jump off the equipment; use the steps.
8. Do not climb on top of any of the equipment.

9. Do not push or shove anyone while using the equipment.
10. Do not throw the gravel at any time. Keep the gravel on the playground.
11. There will be no name calling while at the playground.
12. Students will be cooperative at group play and not argue with others.
13. No Glass Containers Allowed

DISCIPLINE

The Assertive Discipline Program will be followed in grades K-6.

The primary focus of assertive discipline is to concentrate on positive reinforcement and minimize the time giving attention to negative or disruptive behavior in the classroom and all school facilities.

Most student discipline will be handled by the classroom teacher. If a student continues to show undesirable behavior, then the teacher is encouraged to send the student to the office.

The Principal/Superintendent will then assume partial responsibility for the student's behavior. Verbal reprimands, discipline contacts, letters to parents, parent conferences, and eighth hours will handle most discipline problems. Corporal punishment or suspension from school will result only when other methods fail or in extreme cases of misbehavior.

SUGGESTIONS FOR HELPING YOUR CHILD DO HIS/HER VERY BEST AT SCHOOL.

1. Getting your child up early enough to enjoy a good breakfast is important because then he/she will be wide awake and ready to learn when he/she arrives at school.
2. Make sure your child is dressed warmly when he/she leaves home with gloves and boots when necessary.
3. Be aware when your child is not feeling well and if your child has been ill, he/she should not be sent back to school until free of fever for at least 24 hours.

MARION COUNTY R-II ASSERTIVE DISCIPLINE

In order to guarantee your child, and all the students in our classrooms the excellent learning climate they deserve, we are utilizing the following Assertive Discipline Plan. Rules that students are expected to follow:

1. Sit quietly in your seat and be ready to work unless the teacher has given you permission to do otherwise.
2. Bring to class all assignments completed for that day.
3. You may not speak out loud unless the teacher gives you permission. NEVER INTERRUPT!!!!
4. Keep your feet, hands, books, and other objects to yourself.
5. Follow all directions given by the teacher.
6. Use proper language.
7. Fighting with others is not allowed.
8. There will be no cheating.
9. Students may not take another person's belongings without permission.
10. No dangerous weapons are allowed in school (guns, knives, etc.).
11. No horseplay in the restrooms.
12. Students may not bring anything that would distract from learning.
13. No candy, gum, drinks in school unless given permission by the teacher.
14. Students will walk in the building.

(An emergency clause has been included to cover any unacceptable behavior by a student which will constitute an automatic trip to the Principal's/Superintendent's office with no warning necessary.)

The consequences for not following the rules of Assertive Discipline are listed below:

1. The student's name is written on the board.
2. Loss of privileges.
3. Student will write a letter to take home to the parents explaining why they are in trouble. The parent must sign the letter and it must be returned to the teacher the next day.
4. Trip to the Principal's / Superintendent's Office.
5. Conference between the teacher, parents, and Principal/Superintendent.

BULLYING & CYBER-BULLYING

"Bullying" means intimidation or harassment that 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, but is not limited to, physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting of such acts. Bullying by students is prohibited on school property, at any school function, or on a school bus. "Cyberbullying" means bullying as defined in this subsection 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."

CARE AND USE OF FREE LOAN TEXTBOOKS

Each student is responsible for the textbooks issued to him. Students will not be fined for reasonable wear caused by regular usage of books. However, when books are exceptionally soiled, a fine may be assessed. If books are lost or damaged beyond repair, the pupils will be required to pay the actual value of the book.

LOST AND FOUND ITEMS

Items which are lost and recovered by someone other than the owner shall be turned into the school office. The Principal may remove articles from the lost and found and store them in a safe place.

CARE OF SCHOOL PROPERTY

Students who deface or damage school property by intent or carelessness may be required to pay all damages. Please remember not to throw paper on the grounds around the buildings. Students are not permitted to eat or drink in the classrooms other than during a party that has been approved by the principal. Writing on restroom walls, tables, etc. is against school policy. Students should not sit on desks or tables.

CLASSROOM STANDARDS

The following are suggested as desirable standards of conduct in the classroom:

1. Conversation by students will be regulated by the teacher.
2. Students should have necessary books and materials ready.
3. Students should help maintain a neat and clean room.
4. Students should not move about the room unnecessarily.
5. Students are not to be in the halls during class time without a hall pass from their teacher.

TEACHER WORK AREA

The teacher work area is to be off limits to ALL students. Students are to knock on the door if they are looking for a teacher who is in the teacher work area.

PUBLIC PHONE

A public phone has been installed in the hall across from the central office. Local calls may be made from this phone. Long distance calls can be made by calling collect or using a credit card/calling card. Please limit calls to three (3) minutes. Phone calls may be made when it is absolutely necessary. Calling home because of left medicine, activity cancellations, and other things of similar importance can be justified. Students using the hall phone during class must have permission from the office. *All children should be taught their phone number before coming to school.*

TECHNOLOGY MISCONDUCT

UNAUTHORIZED ACCESS TO TECHNOLOGY

Attempting, regardless of success: to gain unauthorized access to a technology system or information; to use district technology to connect to other systems in evasion of the physical limitations of the remote system; to copy district files without authorization; to interfere with the ability of others to utilize district technology; to secure a higher level of privilege without authorization; to introduce computer "viruses," "hacking" tools, or other disruptive/destructive programs onto or using district technology; or to evade or disable a filtering/blocking device.

Consequences

1st Offense- Restitution, Detention, up to 180 days out-of-school suspension, suspension or loss of user privileges.

2nd Offense- Restitution, Up to 180 days out-of-school suspension with possible recommendation of expulsion to the Board of Education, suspension or loss of user privileges.

CELL PHONE POLICY

In order to protect the learning environment, cell phones and personal electronic devices (including bluetooth enabled headphones/airpods) must be kept out of sight during the regular school hours of 8:00 a.m. to 3:30 p.m. Students may use their phones/devices until the first hour warning bell at 7:55. (Principal's detentions are extensions of the school day and cell phones/devices are not allowed.) The expectation is for students to leave their cell phone and personal electronic devices locked in their book bags. Students are welcome to use our office phones to call home with staff permission. Parents/guardians may always leave a message in the office if they need to reach their student. Cell phone/device use outside of the allowed times will result in the following:

Consequences

1st offense - warning, phone/device will be confiscated and student pick up at end of day

2nd offense - principal's detention, phone/device will be confiscated, parent/guardian pick up at end of day

3rd offense - 2 days ISS, phone/device will be confiscated, parent/guardian pick up at end of day

Repeated cell phone violations may result in students/parents agreeing to a behavior contract and additional disciplinary actions.

UNAUTHORIZED USE OF AUDIO/VISUAL EQUIPMENT

Use of audio or visual recording equipment without permission from school employee

Consequences

1st Offense: Confiscation, detention, or in-school suspension.

2nd Offense: Confiscation, detention, in-school suspension, or 1-10 days out-of-school suspension.

DRESS CODE

The personal appearance of the individual student while at school reflects the general attitudes of our student body. We expect each individual student to dress in a manner that reflects the moral attitude of our community and student body. Students will not be allowed to attend school or any school event when their attire, personal hygiene, and/or behavior are distracting and/or detrimental to the functions of the school. The following are specific guidelines for student use.

1. All students must wear shoes while at school.
2. Dress and grooming will be clean and in keeping with health, sanitary, and safety requirements. No inappropriate clothing, jewelry, or accessory that is distasteful or distracting will be worn at school or related functions.
3. Shirts, T-shirts with marking or insignias which display obscenity, or illustrations designed to be immorally suggestive, advertise alcohol, drugs, or tobacco have no place in our school.
4. Muscle shirts, fishnet shirts, undershirts, cut-off t-shirts, halter-tops, and bare midriffs will not be allowed. Sleeveless t-shirts worn must be manufactured to be sleeveless, not ripped or torn to make it sleeveless.
5. Pants that are torn or have holes above the knee are not allowed to be worn at school.
6. Pajamas or boxers are not proper attire for school.
7. No flip flops or open sandals (slide on)
8. Students, grades K-12, will be allowed to wear shorts to school at any time under the following conditions: No shorts of a length that is distracting or improper. No cut-off sweats. All cut-off shorts must be hemmed or cuffed and meet the length requirements. The acceptable length of shorts /skirts/dresses and anything worn over leggings must be no shorter than the longest fingertip rule (middle finger) with the arms fully extended at the side and the shorts above the hips. **Biker/spandex shorts must be of acceptable length, no shorter than the longest fingertip rule.**
9. Students may not wear coats during the school day. If classroom temperatures are not comfortable, the teacher may then allow the student to wear their coat.
10. A shirt or sweater must be worn over a narrow strapped top or dress.
11. Undergarments: Should not be seen. No visible undergarments, includes but not limited to bras, sports bras, panties, boxes, and briefs

VISITORS

Parents are not allowed to visit classrooms or teachers during the normal school day, this includes during drop-off and departure time before and after school.

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

All visitors **MUST** report to the office. Parents should pick their child up at the office if the child is to leave the school during school hours.

Exceptions may be made at the discretion of the administration.

Marion County R-II School Food Services Policy

Cafeteria Policy Statement

The Marion County R-II School District will provide nutrition services that maximize the health, nutrition, and education of our children by providing well-prepared meals served in a safe and pleasant environment. While offering and encouraging wise food choices and contributing to the overall district educational setting.

Charges to a Student Account

Student lunch account balances must be paid a week in advance. Prices are as follows for the 2023-2024 school year:

PK-6th \$7.80/week \$1.95/day & 7th-12th \$8.80/week \$2.20/day

Students whose balance falls below zero will not be offered a second entrée. Once a family's combined account balance is negative \$50, Central Office Administration will call the parent/guardian to set up payment arrangements. At the end of the school year, any family with a combined account balance that is negative \$250, will be taken to Small Claims Court if no agreement can be reached.

Marion County R-II Food Services will provide an alternative lunch option of a peanut butter sandwich, free of charge to any student who is unable to purchase a second entrée or simply wants more to eat.

Conduct in the Cafeteria

Students will be given 25 minutes to eat lunch.

High School students may sit at the table of their choice as long as their manners and conduct are acceptable to fellow students and teachers. Students are not permitted to return to their lockers during lunch shift time.

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

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

Policies included in the student handbooks pertain to cafeteria conduct.

Adult Lunches

Adult account balances, for employees, will be addressed on an individual basis, yet encouraged to be paid in full at the end of each payroll period. Despite any arrangements made through the fiscal year, all balances must be paid in full by the last day of the school term.

Adult lunches will contain the same amount of food as a High School reimbursable lunch. Additional food items may be obtained at no additional cost upon the discretion of the foodservice director. This may not, however, include items from the beverage cooler.

Meals served to adults who are directly involved in the operation and administration of the school nutrition program are to be furnished at no charge. This cost will be fully attributed to and supported by the nonprofit foodservice operation.

Guidelines

This district is to operate in accordance with the Child Nutrition Program set by the Missouri Department of Education, School Food Service Division, to include or add the policies stated **above**.

Meal Counting

Each morning by 9:00 a.m. an estimated meal count will be taken in each classroom and emailed to the head cook in the cafeteria. Actual meal count will be taken from Lumen Lunch Program at the end of all lunch shifts each day. A record will be kept by the food service manager in the main office.

All students and adults will be assigned a number by the food service manager. These numbers or the student's name will be used to represent the individuals' lunch account so every charge and deposit will be accessible, in chronological order with this foodservice number.

Meal Choices

Adults and students in grades 7th-12th will be offered an alternative entree Monday-Friday. In order to get the alternative entree the head cook must be informed during the time meal counts are emailed in.

Method of Collection

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

USDA Non-discrimination Statement:

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. To file a program discrimination complaint, a Complainant should complete a Form AD-3027, [USDA Program Discrimination Complaint Form](#) which can be obtained from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by: 1. **mail:** U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; or 2. **fax:** (833) 256-1665 or (202) 690-7442; or 3. **email:** program.intake@usda.gov This institution is an equal opportunity provider.

Updated July 2023

LUNCH

LUNCH (2023-24)

PK-6	\$7.80/week	\$1.95/day
7-12	\$8.80/week	\$2.20/day
Milk	\$.35 carton	
Extra milk	\$.35/carton	
Extra entrée	\$1.25	

BREAKFAST \$1.65

PROGRESS REPORTS

Parents of students will be notified of their student's progress once during each quarter or sooner if the teacher deems it necessary, via school auto generated email. Parent-teacher conferences will be held after the first quarter. According to the mutual or individual desires of either the parent or teacher, conferences may be scheduled at other times throughout the year.

2023-24 GRADING DATES

Progress Reports	September 19
End of First Quarter	October 18
Parent/Teacher Conference	October 30
Progress Reports	November 17
End of Second Quarter (First Semester)	December 19
Progress Reports	February 6
End of Third Quarter	March 13
Progress Reports	April 18
End of Fourth Quarter (Second Semester)	May 24

GRADE SCALE

Letter Grade Scale

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

Standards Based Scale

- 4 Secure Mastery- Meets grade level expectations for this time in the school year; understands the concept and independently applies this strategy.
- 3 Developing- Meets grade level expectations for this time of year; usually understands the concept and

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

TARDINESS

Classes begin promptly at 8:00 a.m. at school. Students entering the classroom after 8:00 a.m. are considered tardy.

It is important pupils are in the classroom at 8:00 a.m. Teachers are ready to start teaching. When a pupil is tardy, it is not always possible for a teacher to stop teaching and take the needed time to catch a student up on everything he/she has missed. Also it is not fair to the other pupils in the classroom to have to sit and wait for the teacher to catch a student up.

Students will be allowed three tardies per quarter without consequence. Doctor, dentist, and other medical related appointments will be excused only with a physician's note.

The following consequences will occur if a student continues to be tardy for school:

1. Tardies 4 and 5 - Parents will be notified by letter encouraging the students' need to be punctual.
2. More than 5 tardies - Parents will be required to attend a conference with classroom teacher and principal.

STATE POLICIES ON READING ASSESSMENT/READING IMPROVEMENT PLANS/RETENTION

SB 319 emphasizes the early assessment of students' reading skills and requires school districts to intervene for students who are reading below grade level. The new law requires:

- Assessment of students in grades 3-6 (with some exceptions) to determine their grade level – *effective 2001-02*
- Individualized reading improvement plans for students in grades 4-6 who are substantially below grade level in reading – *effective 2002-03*
- Additional reading instruction for students with reading improvement plans – *effective Summer 2003*
- Retention of students in grade 4 if they are reading below the third grade level – *effective 2003-04*
(Several exceptions to this requirement are specified in the law.)

Marion County R-II School District will follow state required time lines in regards to the SB319 law.

RETENTION

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

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

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

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

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

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

MEDIA CENTER

The Media Center should be the heart of the educational program at Marion County R-II. Not only will it be a Library where books are kept, but it will be a permanent file of all the educational materials available to teachers and students. It will consist of books, newspapers, audiovisual equipment, vocational material and college information. A small start has been made in each of these areas. Much more material is needed, and more will be added to the Center each year.

A fine of five cents per day will be charged for overdue books, magazines and pamphlets. After a book is overdue for two weeks, a student may not check out materials until the book is returned.

Reference books may be checked out for one hour or they may be checked out overnight after 3:00 p.m. and returned the following day before first hour. The fine on reference books is one cent per hour or ten cents per day.

(Revised March 24, 1998) Students will be charged twenty-five cents per page for laminating usage, unless the teacher requires laminated work. The fee may be paid to Ms. Shuck at the time she laminates the papers.

STATEMENT OF LEGAL BASIS

Students will be expected to follow the directions and reasonable requests of all school personnel. The Missouri General Assembly has delegated power to the Board of Education of Local School Districts, to set up general policies for Conduct of Students. The Superintendent, Principal, and teachers are then responsible for implementing, interpreting, and enforcing these policy guidelines. By law, school officials have power through, loco parentis, to control student behavior, on the way to school, at school, on the way home, and at school sponsored activities.

* * * * *

The Marion County R-II School District believes that everyone in the Educational System will accept their responsibilities to themselves and others, follow established policies and procedures, and respect the rights of others, that educational, physical, mental, and emotional growth can and will take place.

SAFE SCHOOLS ACT

The "Safe Schools Act" was passed by the Missouri Legislature and became effective on August 28, 1996. All of the policy changes that became necessary because of this legislation can be found in detail in our District Policy Manual. The purpose of the act is to protect the educational environment. It has become a state-wide goal to protect students and teachers from those students whose behavior is not conducive to a safe and appropriate environment for the majority of other students to learn. The policies, as they relate to student behavior, can be found in our Student Behavior Policy which was revised this past year to comply with the components of the Safe Schools Act.

Among the new regulations are policies that require students and parents of those students to report to their new school any previous suspensions, expulsions, or criminal offenses. There are policies that will not allow some students whose parents do not reside in the district to enroll in our schools. There are detailed regulations aimed at keeping all weapons out of school. The new law **requires** teachers to report violent behavior to administrators, administrators to keep staff informed about similar behavior, and administrators to report violent/criminal behavior to legal authorities. A large part of the new legislation is aimed at making it easier for schools to secure information from legal authorities about students who have criminal records.

Students need to be aware that schools now are mandated to use more drastic disciplinary action for some inappropriate behavior at school. There are numerous types of criminal involvement that, if committed by a student, could require the district to expel that student from school indefinitely!

* * * * *

Title IX of the Educational Amendments of 1972:

No person in the United States shall on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

If you believe that you have been discriminated against on the basis of sex, you may make a claim that your rights have been denied. This grievance may be filed with the Principal. Consequences will be determined on a case by case basis. It is the policy of Marion County R-II School that sexual harassment and indecent conduct will not be tolerated and will be dealt with severely.

* * * * *

STUDENT RIGHTS AND RESPONSIBILITIES

The Board of Education believes that students have rights which should be recognized and respected. It also believes that every right carries with it certain responsibilities. Among these student rights and responsibilities are the following:

The right to attend free public schools; the responsibility to attend school regularly and to observe school policies, rules and regulations deemed essential for permitting others to learn at school.

The right to a quality education; the responsibility to put forth the best efforts during the educational process.

Civil rights--including the rights to equal educational opportunity and freedom from discrimination; the responsibility not to discriminate against others.

The right to free inquiry and expression; the responsibility to observe reasonable rules and regulations regarding these rights.

The right to due process of law with respect to suspension, expulsion, and decisions which the student believes injure his rights.

The right to privacy, which includes privacy in respect to the student's school records

* * * * *

Anti – Harassment Policy R2130

It is the policy of the District to maintain a learning environment that is free from harassment because of an individual's race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation. The School District prohibits any and all forms of unlawful harassment and discrimination because of race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation. It shall be a violation of District policy for any student, teacher, administrator, or other school personnel of this District to harass or unlawfully discriminate against a student through conduct of a sexual nature, or regarding race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation as defined by this Policy.

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

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

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

The District prohibits retaliation against a person who files a complaint of discrimination or harassment, and further prohibits retaliation against persons who participate in related proceedings or investigations.

FREE & APPROPRIATE EDUCATION

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who

are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Marion County R-II School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation/intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young children with a developmental delay.

The Marion County R-II School District assures that it will provide information and referral services necessary to assist the state in the implementation of early intervention services for infants and toddlers eligible for the MO First Steps Program.

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

The Marion County R-II District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency/s assurances that services are provided in compliance with General Education Provision Act (GEPA). This plan may be available for review at the district administrative office.

Under Section 504 of the Rehabilitation Act of 1973, local school districts must also provide a free appropriate education (regular or special education and related aids and services) to school-age children with disabilities in the district's jurisdiction. Instruction must be individually designed to meet the needs of the student as adequately as the needs of non-disabled students. A student is considered disabled under Section 504 if he/she has a physical or mental impairment which substantially limits one or more major life activities such as walking, learning, hearing, caring for one's self, performing manual tasks, speaking and breathing. If you have questions concerning Section 504 Compliance, please contact Jason Keilholz at the school

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)

The Family Educational Rights & Privacy Act (FERPA) of 1974, is a federal law designed to protect the privacy of a student's education records. FERPA gives parents certain rights to their children's education records. Students 18 or older and former students to whom the rights have transferred are called eligible students. Schools may disclose without consent "Directory Information" such as: name, address, telephone number, date & place of birth, dates of attendance, enrollment status, honors & awards, clubs and athletic participation records. The school will disclose any of these items without prior consent from the parent unless notified in writing by the parent to the contrary. The full text of the Family Education Rights & Privacy Act are available in the Principal's Office.

It is the Board's belief that, as part of the educational process, students should be made aware of their legal rights and of the legal authority of the Board to make and delegate authority to its staff and to make rules and regulations regarding the orderly operation of the district school. If the policy guidelines adopted by the Board are to be successful, it must be understood that school officials and teachers have the authority to interpret and apply policy in a given situation. Students must obey any such interpretation subject to an appeal.

Schools must be a place where students are encouraged to learn. Standards of conduct are established by the Marion County R-II Board of Education to create an environment in which each student's right to learn is protected.

Students and their parents/guardians will be notified of their rights and responsibilities, including standards of conduct, through handbooks distributed annually. When the rights and responsibilities of individuals are clearly understood, the elements of respect and cooperation will result in the harmonious and constructive education of the student.

District Coordinators

Homeless – Randi Lee Clayton
Title IX – Jason Keilholz
504 – Savannah O’Bryan
Compliance – Jason Keilholz
Custodian of Records – Sydney Copenhaver
Foster Care – Randi Lee Clayton
Migrant/ELL- Randi Lee Clayton
Safety – Jason Keilholz

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 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 I.A funds must provide to each individual parent:

- Information on the level of achievement and academic growth of your student, if applicable and available, on each of the State academic assessments required under Title I.A.
- Timely notice that your student has been assigned, or has taught 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.

**Missouri Department of Elementary and Secondary Education Every
Student Succeeds Act of 2015 (ESSA) COMPLAINT
PROCEDURES**

This guide explains how to file a complaint about any of the programs¹that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)².

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

1. What is a complaint?

For these purposes, a complaint is a written allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under ESSA.

2. Who may file a complaint?

Any individual or organization may file a complaint.

3. How can a complaint be filed?

Complaints can be filed with the LEA or with the Department.

4. How will a complaint filed with the LEA be investigated?

Complaints filed with the LEA are to be investigated and attempted to be resolved according to the locally developed and adopted procedures.

5. What happens if a complaint is not resolved at the local level (LEA)?

A complaint not resolved at the local level may be appealed to the Department.

¹ Programs include Title I, A, B, C, D, Title II, Title III, Title IV.A, Title V Revised 4/17 ²In compliance with ESSA Title VIII- Part C. Sec. 8304(a)(3)(C)

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

A complaint filed with the Department must be a written, signed statement that includes: 1. A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and
2. The facts on which the statement is based and the specific requirement allegedly violated. **7. How will a**

complaint filed with the Department be investigated?

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

The following activities will occur in the investigation:

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

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

In addition to the procedures listed in number 7 above, complaints related to equitable services will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Department's resolution of the complaint (or its failure to resolve the complaint).

9. How will appeals to the Department be investigated?

The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. This investigation may be continued beyond the thirty day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.

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

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

MARION COUNTY R-II FACULTY AND STAFF

Board of Education

Jared Stewart, President
Beau Britt, Vice President
Aaron Zook, Secretary
Joel Swisher, Treasurer
Brian Schaefer, Member
Todd Goldinger, Member
Mike Lauber, Member

Administration and Staff

Jason Keilholz, Superintendent
Savannah O'Bryan, Principal, Special Education Director
Dulcie Stewart, Bookkeeper
Sydney Copenhaver, Administrative Assistant
Randi Lee Clayton, Counselor, Varsity Club Sponsor, Student Council Sponsor
Emily Wilhelm, School Nurse

Faculty and Staff

Lana Bimson—Art, Art Club sponsor
Adam Brown—Band, Vocal Music
Lori Byers—H.S. ELA, NHS sponsor
Erin Cunningham—H.S. Science
Kate Dougherty—Parents as Teachers Instructor
Erica Goodwin—Second Grade, Cheerleading Coach
Isaac Gottman— Grades 3 & 5 ELA
Nicole Hirner—3-6 Science/Social Studies
Mike Johnson — Junior High Girls Basketball
Margaret Keilholz —H.S. Math, Varsity Club Sponsor, Cheerleading Coach
Logan Krigbaum- H.S. Social Studies, Varsity Girls Softball, Junior High Boys Basketball, Bus Driver
Joni Luckett—Pre-K teacher
Courtney Mann—Title I
Reed Plunkett — Varsity Boys Basketball
Stephanie Plunkett—Grades 3-6 Math
Wendy Plunkett-Computers and Business Education, FBLA sponsor
Lori Shuck—Media Center, Reading Intervention, Athletic Director, Bus Driver
Eric Spratt- J.H. & H.S. ELA
Lana Spratt—Special Education
Tiereny Spratt—Kindergarten
Henry Whetstone – Agriculture Education, FFA sponsor
Jenny Wolfe—First Grade
Ryan Wood—Physical Education, Varsity Club Sponsor, Varsity Track, Varsity Girls Basketball
Varsity Baseball Coach
Shalaine Wood—Family and Consumer Science, Special Education
Erin Wright— Grades 4 & 6 ELA, Jr. High Track, Varsity & JH Cross Country
Megan Zook—Seventh and Eighth Grade Math and Science

Support Staff

Linda Wilson—Custodian/Cook
Jeanine Crabill- Custodian
Jim Meyers—Transportation Director, Maintenance
Stacy Foster—Cook, Food Service Coordinator
Jennifer Nick – Cook
Brianna Foster—Paraprofessional
Dotty McGarry—Teacher's Aide
Heather Ragar — Paraprofessional
Roger Freels—Bus Driver

MARION COUNTY R-II

2023-2024 School Calendar

August 2023						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2023						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2023						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2023						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2023						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						



January 2024						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2024						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March 2024						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2024						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2024						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

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

Aug 16- 18	Professional Development - NO SCHOOL
Aug 22	First Day of School for students (Full Day)
Oct 18	End of 1st Quarter
Dec 19	End of 2nd Quarter/1st Semester
Dec 20-Jan 1	Christmas Break
Mar 13	End of 3rd Quarter
Mar 29-Apr 1	Easter Break
May 24	End of 4th Quarter/2nd Semester

1st Quarter- 34 Days
2nd Quarter- 35 Days
1st Semester- 69 Days
3rd Quarter- 42 Days
4th Quarter- 42 Days
2nd Semester- 84 Days
Total Days- 153
Total Hours- 1088.25 (Includes 6 Weather Make-Up Days)

The Marion County R-II High School School Handbook can be found at www.marion.k12.mo.us , Resources tab, General Resources.

STUDENT AND PARENT ACKNOWLEDGEMENT:

I acknowledge and understand that:

1. Student lockers are the property of the School District
2. Student lockers remain at all times under the control of the School District
3. I am expected to assume full responsibility for my school locker.

The School District retains the right to inspect student lockers for any reason at any time without notice, without student consent, and without a search warrant.

I have read the student handbook and understand that this manual reflects school board policy and state and federal laws that govern local public education.

I have read this student manual and understand that my student is responsible for abiding by its contents.

(Signatures of this form do not imply agreement with the mentioned documents but simply acknowledge that the student handbook was made available to the student and parent/guardian of Marion County R-II Schools.)

Dear student and parent:

Additional copies of the handbook are available at the school office. All policies are for the protection of our students and staff and intended to aid the smooth operation of the school. Please feel free to call the school office if there are any questions about the content of this or any school document.

Sincerely,

Jason Keilholz, Superintendent

BUS RULES

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

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

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

Consequences:

1st referral notice----Warning and parent conference with Superintendent

2nd referral notice----suspension of the privilege of riding the bus for 2 days

3rd referral notice----suspension of the privilege of riding the bus for 10 days

4th referral notice----suspension of the privilege of riding the bus for 1 semester

(Signatures of this form do not imply agreement with the mentioned document but simply acknowledge that the student bus rules were made available to the student and parent/guardian of Marion County R-II Schools.)

Dear student and parent:

Additional copies of the bus rules are available in the office. All policies are for the protection of our students and staff and intended to aid the smooth operation of the school. Please feel free to call the office if there are any questions about the content of this or any other school document.

Sincerely,

Jason Keilholz, Superintendent
Board adopted July 2015