Maryville School District

Eugene Field Elementary Student/Parent Handbook

Adopted by the Board of Education: July 15, 2026

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Mission C-110-S

The mission of the Maryville School District is: developing individuals who positively contribute to their communities by advancing learning, leadership, character, and collaboration.

Eugene Field Elementary School - Learning to Grow; Growing to Learn.

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Toys

We ask that students leave toys, collecting cards, electronics, and other personal items at home. These items often become a distraction to the learning environment, and we don't want student's personal belongings to become lost, stolen, or damaged while at school. At times a classroom teacher may communicate that these items may come to school on a special occasion. Otherwise, we ask that you keep these items at home to limit disruptions from the classroom environment.

School Board Members G-100-S

Mr. JR Kurz, Board President

Mr. Dale Baker, Board Vice President

Mr. Josh McKim, Board Member

Mr. Mitch Coffelt, Board Member

Ms. Traci D. Westfall, Board Member

Ms. DeAnne Davison, Board Member

Ms. Amy Ziegler, Board Member

Ms. Mindy Scadden, Board Treasurer

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

School Building Information and Contact Information
418 East Second Street

Maryville, MO 64468

www.mhs.maryville.k12.mo.us

Mrs. Chelli Green – Principal Mrs. Madeline Dowis – Asst. Principal

Phone (660) 562-3233

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

School District Website: www.maryville.k12.mo.us From this location you can access district wide information as well as link to the Eugene Field Elementary School website.

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Parent Portal: This is an online access tool for parents. From this secured account you can view information related to your child's class schedule as well as their attendance history, lunch account information and current grades.

Spoofhound Mobile: If you sign up for this service, you will receive text message reminders about upcoming school events, school closings and reminders for early dismissals. This resource can be accessed through our district website or by calling our school office to receive further information.

Newsletters: A school wide newsletter is emailed to parents on a monthly basis. This information is provided by administration and other non-classroom personnel in order to keep you up to date on current events in our school. Grade level teachers also provide frequent newsletter communication home.

-Communication is set up to go directly to parents/guardians entered into the school information system during the registration process. Unique situations should be discussed with the office and child's teacher.-

Parent/Teacher Conferences

EFES will have formal parent/teacher conferences at the end of the first quarter. Conferences will be held after the third quarter for students, if the teacher and/or parent deem it necessary. We believe it is very important for parents to keep in close contact with their child's teacher concerning his/her progress.

Parents are encouraged to contact their child's teacher any time they have questions or concerns about the progress of their children. Please remember to schedule a conference in advance so a time that is convenient for everyone can be established (before or after school, during teacher planning periods, etc.).

A progress report will be sent home (via email) after the second, third, and fourth quarters.

Emergency Information

Parents are asked to provide the school with emergency information, including alternate adults to contact in an emergency. It is very important that the school has updated telephone numbers and addresses on file at all times. Please update as frequently as necessary.

Parent Volunteers

Eugene Field Elementary recognizes that volunteers make valuable contributions to our school and are an asset to our students. The Maryville R-II School Board endorses a volunteer program, encourages volunteer participation and expects district staff to encourage and strengthen community, parent and family involvement in the schools. In

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order to become a volunteer in the Maryville R-II school district, the district will conduct screening and criminal background checks on volunteers as required by law. Background screening must be completed before any volunteer is placed in a position where he or she will be left alone with a student or have access to student education records.

Maryville school volunteers must participate in the FBI/Highway Patrol Background Check system, which is done through fingerprinting. The closest location for this is University Police at NWMSU. There is a cost, which the volunteer is responsible to pay. The background check is good for six years. Advance registration which requires school specific codes, is required. If you are interested in volunteering, please **contact the Maryville R-II District Office** to acquire the correct volunteer code and registration details. This office is located at 1501 South Munn, and the phone number for questions is 660-562-3255.

Volunteering in the district is a privilege, not a right. The district may decline the services of any volunteer for any legal reason. All information collected on volunteers will be considered confidential to the extent allowed by law and will be used only to protect students or minimize disruption to the educational environment.

Academic Calendar I-100-S
To access our school calendar please click on the link below or go to the district web page and click on the "District Calendar" tab on the home page:
https://files-backend.assets.thrillshare.com/documents/asset/uploaded_file/2299/Maryville/3ec099e0-53f1-4321-9044-8f2eacd17207/SY26-27-School-Calendar-%28Approved%29.xlsx?disposition=inline

Attendance and Absence Procedures S-115-S
Expectations for Attendance
Attendance is essential for learning. By law, all children must attend school beginning at the age of 7. Parents/guardians are accountable for the attendance of their child. The District will inform parents/guardians of their student's absence and support families when attendance becomes a concern. It is the responsibility of the student to make up work due to an absence. Students who wish to participate in school-sponsored activities must attend at least three full class periods the day on which the activity occurs, unless the principal has pre-approved the absence based upon special circumstances. Any time missed must be verified. In the case of a doctor's appointment on the day of an event, a doctor's note or administration approval must be provided before the student can participate.

Procedures for Reporting an Absence

We wish to keep absences and tardiness to a minimum in order to maximize instructional time. It is recognized that absence from school may be necessary under certain conditions. Please ask for a doctor's/counselor's excuse during a visit and plan to bring this documentation to the office upon your child's return.

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Parents are requested to call the school office at (**660) 562-3233** by **8:30am** if a student is going to be absent from school. Absences without contact are considered unexcused.

If a student's attendance rate drops below 90% a letter will be mailed home alerting the parent/guardian. Additional communication will be made when necessary. Appropriate action will be taken if the absences do not appear to be necessary. In the case of a child continuing to be late or absent, this may be referred to the juvenile office.
-Every effort will be made to work with parents and/or guardians.-

Verified Absences

Verified absences are when the parent contacts the school and informs the school of the parent's approval of their student's absence. If the parent contacts the school and does not approve of their student's absence, the absence will be marked as unverified.

Unverified Absences

Unverified absences are when the parent does not contact the school to inform them of their student's absence or calls the school but does not approve of the student's absence.

Late Arrival/Tardiness
Anytime a student enters the school after 7:55 a.m. or their classroom after the bell rings, the student is considered tardy. Tardies are marked by teachers for individual classes. A parent contact will be made when tardies become excessive. Appropriate action will be taken if the tardies do not appear to be necessary.

Truancy
Truancy is when the student is absent from school without permission of the parents/guardians or school official. Truancy includes, but is not limited to, skipped classes, falsely informing the school about the reason(s) for the absence, or absences that have not been pre-arranged and pre-approved as excused. The District may assign disciplinary measures for truancy.

Arrival and Dismissal Procedures S-165-S
Eugene Field Elementary (Grades 1-4)
School will begin promptly at **7:45** each morning and conclude at **2:50** each day. Students arriving after 7:55 are marked tardy. Doors will open to students (not attending G.O.) at **7:30**am. Students who arrive at school prior to **7:30** am should be enrolled in our **Growing Opportunities** program. G.O. serves as our before-school supervision. When dropping your child off for G.O. prior to school, walk your child into the building and sign them into the G.O. program. EFES will not be responsible for supervising students who are not enrolled in G.O. before 7:30.
More on arrival -

- Students, teachers, and parents are to use the crosswalks.
- Parents are asked not to block the crosswalks during school arrival and dismissal hours.

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When doors open, students will be allowed to go to their classroom (homeroom) with supervision provided by the classroom (homeroom) teacher. Students escorted by their parents should be taken to their assigned entry door. Parents will not be allowed inside the building unless dropping off medication to the nurse or attending a scheduled meeting. The beginning of the school year is sometimes a tearful time for students (and parents). If your child has a hard time separating from you, please help us make the transition to school easier by saying, "Goodbye" and leaving promptly.

Students are required to go directly home after school unless the student is involved in a school-sponsored activity. Students must bring a note from home or have a parent call the office by **1:30** pm if they are not going home according to their *normal dismissal plan. This allows the office staff ample time to notify the classroom teacher of the change in dismissal plans. Students are not allowed to cross the street after school into the parking lot without an adult.

*Normal dismissal is the designated dismissal plan as given at registration and can be changed by notifying the office.

During the designated times of 7:20-7:50 am and 2:15-2:55 pm parents are asked not to park on the street in front of the building. Parent parking is available in the lot directly north of EFES. Please use crosswalks when crossing the street. Guests should not use the handicapped parking area unless permitted to do so.

Before/After School Care Program
Growing Opportunities (G.O.)
The Growing Opportunities (G.O.) Program provides a before and after school program for elementary school children in grades kindergarten through fourth. This program is offered on all student attendance days, including emergency early dismissals, and planned early outs.
G.O. activities include sports and recreation, arts/crafts, games, tutoring, homework time, snack time, occasional field trips, and free time. G.O. employs a ratio of 1 adult:16 students. G.O. is available from 6:30-7:30am and 2:50-5:30pm.

<u>Dress Code S-180-S</u>
The school administration has the responsibility to help develop guidelines which contribute to good taste in matters of dress and appearance. While it is impossible to list all specific infractions, the following are common examples. Extremes in dress and personal appearance which tend to cause distraction, call undue attention to the wearer, or post health or safety problems will not be allowed to be worn at school.
Student dress and grooming will be the responsibility of the individual and parent/guardian within the following guidelines:

1. Dress and grooming will be clean and in keeping with health, sanitary, and safety requirements.
2. All students should wear shoes, boots or other types of footwear.

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3. Dress that is disruptive or distracting to the educational process (such as short skirts, low-cut tops, revealing clothing, sagging pants or shorts, clothing that exposes undergarments, etc.) will not be permitted. Clothing should cover the stomach, back, chest, buttocks, and feet. When necessary, we will help children with appropriate dress.
4. Clothing that promotes drugs, alcohol, and violence, is sexually suggestive or displays any picture or writing that may be distracting to the learning environment is prohibited.
5. Hats, caps, bandanas, hoods, sunglasses or any distracting items will not be worn in the building at any time during the school day, unless celebrating a special day per the classroom teacher.
6. In the spring and fall, students need to be prepared for changing conditions and should dress in layers. Students will be expected to be dressed appropriately to go outside for recess if the temperature feels like 20 degrees or above, so please use good judgment when dressing your child for school each day.
7. In the winter months, all weather boots will be worn when it is cold, snowy, and/or wet outside. Cowboy boots, hiking boots, and fashion boots are not considered all weather.
8. During cold weather, all students should have a warm coat, some type of head cover and gloves in order to participate in outdoor recess.

-Administrators reserve the right to ask a student to change at their discretion.

<u>Food Service Program F-285-S</u>

Cafeteria Student Guidelines

All students will be issued a 4-digit personal identification number (PIN). When a student purchases lunch or breakfast he/she will use the PIN number to deduct money from his/her account. With this system, parents can put any amount into their child's account for future lunch and breakfast purchases. **Applications for free and reduced lunches may be requested from the school office and on our website throughout the school year*.

Lunch Schedule

Your child's teacher will provide the lunch time for his/her class in parent-teacher communications and/or the office can assist you. Lunch will be served from approximately 10:45am to 1:00pm.

Breakfast Schedule

Breakfast will be served each morning from 7:30 a.m. to 7:50 a.m.

Once a student's meal account only has $5 remaining, parents will receive a phone call notification. Once a student's meal account reaches a negative balance, parents will receive a call and a letter about the balance.

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Adult Visitors for Lunch
Parents/guardians may have lunch with their student. Parents/guardians will eat lunch with their student in another room outside of the cafeteria. If the parent/guardian will eat a school lunch, prior notice and exact change is required.

Allergy Prevention and Response S-145-S
The District is required to ensure students with allergies are safe at school through planned prevention and response to a student's allergic reaction. For purposes of District policy and related procedures, an allergic reaction occurs when the immune system overreacts to a typically harmless substance and may be mild to life-threatening. Allergy prevention and response protocols apply to all school locations, including nonacademic, school-sponsored activities and transportation provided by the District. The Board authorizes the Superintendent or designee to develop and implement procedures to protect the health and well-being of students with significant allergies.

Building-Wide and Classroom Approaches
No homemade food items for parties, fundraisers, etc. are allowed. Only pre-packaged, store-bought food items are allowed.

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

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

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

Individual Approaches
The District will evaluate and determine whether a student's allergies rise to the level of a disability that requires accommodations through the provisions of an Individual Education Plan (IEP) or Section 504 Plan (504). For those students who have allergies that do not rise to the level of disability, a designated team

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may develop an Individual Health Plan (IHP) and/or Emergency Action Plan (EAP). Staff who have a need to know about a student's allergies and plan will be informed and trained, and all staff members will follow any IEP, 504 Plan, IHP, and/or EAP.

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

Health Services S-215-S

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

Vital information is needed to be on file in the health service office for the well-being of every student. It is necessary to have emergency phone numbers as requested on the annual health record update form.

Illnesses/Injuries

If a student becomes ill or injured, or has contracted a communicable disease, the nurse must be notified to assess the situation and take appropriate action. A parent/guardian should contact the nurse if a student has or develops any type of health problem. A student with a temperature of 100.4 or higher will be sent home. A student must be fever-free without fever-reducing medicine for 24 hours before returning to school. A student must also be free from vomiting, diarrhea and COVID related symptoms for 24 hours before returning to school.

Health Screenings

Vision and hearing screenings will be done according to current Missouri Department of Health guidelines.

Head Lice

Head lice checks may be performed periodically on all students. If a child is found to have live lice, a parent will be notified, the child will be sent home and not allowed for reentry until cleared by the school nurse. A child who has been excluded from school due to lice must be accompanied to school by a parent/guardian. The school nurse will determine if the student will be allowed to return to class.

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Health Office
If you have any questions, please contact the school nurse.

Toilet Training
Students must be completely toilet trained and be able to use the restroom independently unless specific arrangements have been made through their Individualized Education Plan.
A toilet trained child is a child who can do the following:

1. Tell an adult they need to use the restroom before they have to go.
2. Get on and off the toilet by themselves.
3. Pull down their underwear and pants, and get them back up without assistance.
4. Wipe themselves after using the restroom.
5. Wash and dry their hands.

We understand that occasional accidents may happen. If a student has multiple accidents, the school will contact the parents to assist with changing the student, providing extra clothing, etc. so the student may be able to fully participate in educational activities.

<u>Administration of Medication S-135-S</u>
All medication is kept in the health office and no medication will be dispensed without written parental permission, including over-the-counter medication. Many medications can be given at home before or after school. When this is not possible, medication should be brought directly to the health office by the parent/guardian in the original container and must be accompanied by the following information:

> *Non-Prescription Medication* – A written note from the parent/guardian with the student's name, reason for the medication, the time the medication is to be given, the dosage prescribed, and the number of days the medication is to be administered at school. These medications include, but are not limited to, allergy medication, decongestants, cough syrup, ibuprofen (Advil), acetaminophen (Tylenol), cough drops, or others.
>
> *Prescription Medication* – Prescription medication must be sent to school in the original prescription container. The prescription label will serve as the written permission from the physician. If the doctor has given samples of medication, then a written note from the physician is necessary and should include the name of the student, the medication, and the dosage prescribed. The nurse may need to clarify prescription orders with the provider.

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

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

Parents must pick up unused medicine. It will be destroyed two days after the last day of school if no one picks it up.

Communicable Diseases F-245-S

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

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

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

Immunizations and Vaccinations

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

Student Insurance S-140-S

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

The District also provides information about MO HealthNet for Kids (MHK), Missouri's Medicaid program, to qualifying families who enroll students in the District. Parents who complete an application for free and reduced-priced meals (FRL), and who indicate on the application form a child does not have insurance, will be notified by the District that the MHK program is available. Forms for MHK may be accessed at: https://dssmanuals.mo.gov/wp-content/uploads/2020/09/IM-1SSL-Fillable-Secured-6-24-21.pdf.

Student Records S-125-S

Access to and Release of Student Information

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

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

Directory Information
Directory information is information about a student that generally is not considered harmful or an invasion of privacy if disclosed without the consent of a parent or eligible student. The District will designate the types of information included in directory information and may release this information without obtaining consent from a parent or eligible student unless a parent or eligible student notifies the District in writing. Parents and eligible students will be notified annually of the information the District has designated as directory information and the process for notifying the District if they do not want the information released. Even if parents or eligible students notify the District in writing that they do not want directory information disclosed, the District may still disclose the information if required or allowed by law. For example, the District may require students to disclose their names, District email addresses in classes in which they are enrolled, or students may be required to wear or display a student identification card that exhibits information designated as directory information. If you do not want the District to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent (with exception of disclosures required by law), you must notify the District in writing by September 1st of each school year.

The District designates the following items as directory information:

> *General Directory Information*: The following personally identifiable information about a student may be disclosed by the District without first obtaining written consent from a parent or eligible student: Student's name; date and place of birth; parents' names; grade level; enrollment status (e.g., full-time or part-time); participation in District-sponsored or District-recognized activities

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and sports; weight and height of members of athletic teams; athletic performance data; dates of attendance; degrees, honors and awards received; artwork or course work displayed by the District; schools or school Districts previously attended; and photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy.

Limited Directory Information: In addition to general directory information, a student's address, telephone number and email address; and the parents' addresses, telephone numbers and email addresses may be disclosed to: school officials with a legitimate educational interest; parents of other students enrolled in the same school as the student whose information is released; governmental entities including, but not limited to, law enforcement, the juvenile office and the Children's Division (CD) of the Department of Social Services.

School Officials with a Legitimate Educational Interest
One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests.

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

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

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

Release
Parents or guardians may designate additional adult(s) to have access to their student’s records by requesting a Family Educational Rights and Privacy Act (FERPA) release form.

Notice

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

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

Personnel Records E-190-S

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

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

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

- Information on the level of achievement and academic growth of your student, if applicable and available, on each of the State academic assessments required under Title I.A.
- Information regarding any State or LEA policy regarding student participation in any assessment required under ESEA section 111(b)(2) and by State or LEA, including a policy, procedure, or parental right to opt the child out of such assessment, where applicable.
- Timely notice that your student has been assigned, or have taught for 4 or more consecutive weeks by, a teacher who has not met applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

This information may be requested by contacting the Assistant Superintendent.

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

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

1. Promote regular, two-way communication between home and school.
2. Promote and support responsible parenting.

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

The Schoolwide Program Plan and the School Parent and Family Engagement Plan may be found here and following these instructions:

- Click "ePeGS – Public"
- Select Maryville R-II from the dropdown menu
- Click "Funding Application Menu"
- Click "Quality Schools"
- Click "ESEA Consolidated"
- Click "Budget Application"
- Click "Initial"
- Select "ESEA Consolidated Plan" from left side menu
- Click "School Level"
- Select your student's school

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

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

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

Name: Assistant Superintendent
Phone #: 660-562-3255
Email Address: ingraham@maryviller2.com

English Language Learners I-150-S

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

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

Information on District programs such as Gifted Education, AP classes, Special Education, extracurricular activities, and others can be found on the District website. The website features the ability to translate information into Spanish.

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

Name of Coordinator: Assistant Superintendent
Address of Office: 1501 South Munn, Maryville, MO 64468
Phone #: 660-562-3255
Email: ingraham@maryviller2.com

Visitor Procedures C-155-S

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

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

Transportation Services F-260-S

All students who will be using school-provided transportation (bus or van), as well as their parents/guardians must review and accept a Rules and Regulations form online when registering for school.

Misconduct

Any offense committed by a student on a district-owned or contracted vehicle is subject to a consequence given by the transportation company and/or the school. This includes riding privileges being suspended or revoked.

Student Discipline S-170-S

Student Code of Conduct

The District believes students deserve the right to participate and learn in a safe environment which allows teachers to focus on instruction that accelerates achievement.

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To ensure that school is a quality atmosphere for all students at all times, the code of conduct and discipline policies outline consequences for misconduct that occurs at school, during a school activity whether on- or off-campus, on District transportation, or misconduct that involves the use of District technology. All District personnel are responsible to supervise and hold students accountable for violations of discipline rules.

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

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

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

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

Corporal punishment is strictly prohibited as a method of discipline. Reasonable force may be used, when necessary, for the protection of a student or others and property. The

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District limits the use of seclusion or restraint to situations or conditions in which there is imminent danger of physical harm to self or others.

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

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

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

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

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

District Policy for Discipline

Definitions
Acts of violence or violent behavior - The exertion of physical force with the intent to do serious physical injury while on school property, including District-transportation and school activities.
Corporal Punishment – The intentional infliction of physical punishment, usually in the form of spanking, as a method of student discipline.

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

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

In-school suspension – A form of student discipline which consists of removing the student from normal classes during the day and assigning the student to an in-school suspension program or class for a specified period of time.

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

Out-of-school suspension – A form of student discipline which removes and excludes a student from school for a defined period of time. Students who are suspended are entitled to due process rights.

Physical Restraint – The use of person-to-person physical contact that immobilizes or reduces the ability of a student to move the student's torso, arms, legs, or head freely. It does not include briefly comforting or calming a student, holding a student's hand to transport the student for safety purposes, physical escort, intervening in a fight, or using an assistive or protective device prescribed by an appropriately trained professional or professional team.

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

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

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

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Offense	First offense	Subsequent Offense
Academic Dishonesty/Cheating: Any type of cheating that occurs in relation to an academic exercise or assignment. It may include plagiarism, fabrication of information or citations, cheating, falsification of work or excuses for work, disrupting or destroying another person's work, failure to contribute to a team project, or other misconduct related to academic work. Students may not claim AI generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism.	No credit for work, grade reduction or replacement assignment	No credit for the work, grade reduction, course failure or removal from extracurricular activities
Arson: Starting or attempting to start a fire or causing or attempting to cause an explosion.	Detention; in-school suspension;1-180 days OSS; expulsion; &/or restitution if appropriate, possible referral to Nodaway County Juvenile Officer	1-180 days OSS; expulsion; &/or restitution if appropriate, possible referral to Nodaway County Juvenile Officer
Assault/Fighting Fighting: A conflict: verbal, physical, or both, between two or more people. Assault First or Second Degree: Knowingly causing or attempting to cause serious	Principal/student conference, detention, ISS, 1-180 OSS or expulsion, possible referral to Nodaway County Juvenile Officer	Principal/student conference, detention, ISS, 1-180 OSS or expulsion, possible referral to Nodaway County Juvenile Officer

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physical injury or death to another person, recklessly causing serious physical injury to another person, or any other act that constitutes criminal assault in the first or second degree. Assault Third or Fourth Degree: Using physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault in the third or fourth degree.		
Bullying/Cyberbullying: Intimidation, unwanted aggressive behavior or harassment (including criminal harassment under the Safe Schools Act), that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may	Principal/student conference, detention, ISS, 1-180 OSS or expulsion, possible referral to Nodaway County Juvenile Officer	Principal/student conference, detention, ISS, 1-180 OSS or expulsion, possible referral to Nodaway County Juvenile Officer

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consist of physical actions, including gestures, or oral communication, cyberbullying, electronic or written communication, and any threat of retaliation for reporting of such acts. "Cyberbullying" means bullying through the transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager. Students will not be disciplined for speech in situations where the speech is protected by law. Hazing: The imposition of strenuous, humiliating, and/or dangerous tasks as part of an initiation, admission, or affiliation to a group, even when all parties willingly participate.		
Bus/Transportation Misconduct: Any misconduct committed by a student on transportation provided by or through the District.	Principal/student conference, detention, revocation of privileges, ISS, 1-180 OSS or expulsion, possible referral to Nodaway County Juvenile Officer	Principal/student conference, detention, revocation of privileges, ISS, 1-180 OSS or expulsion, possible referral to Nodaway County Juvenile Officer
Dishonesty/Forgery: Any act of lying, whether verbal or written, including forgery.	Nullification of forged document; Principal/student conference, detention, ISS, 1-10 OSS	Nullification of forged document; Principal/student conference, detention, ISS, 1-180 OSS; or expulsion, possible referral to Nodaway County Juvenile Officer

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Disrespect Conduct/Speech: Conduct that interferes with an orderly education process such as disobedience or defiance to an adult's direction, use of vulgar or offensive language or graphics, any rude language or gesture directed toward another person. Discriminatory or harassing conduct may be addressed under the District's policy regarding this conduct.	Principal/student conference, detention, ISS, 1-10 OSS , possible referral to Nodaway County Juvenile Officer	Principal/student conference, detention, ISS, 1-180 OSS or expulsion, possible referral to Nodaway County Juvenile Officer
Dress & Personal Appearance	Any dress or grooming that may be interpreted to interfere with the educational process will not be permitted. Infractions may require the student to make modifications.	Any dress or grooming that may be interpreted to interfere with the educational process will not be permitted. Infractions may require the student to make modifications., possible referral to Nodaway County Juvenile Officer
Drugs, Alcohol, Tobacco: The use, sale, transfer, distribution, possession, or being under the influence of prescription drugs, alcohol, tobacco products, electronic cigarettes, vaping products, other nicotine delivery products, imitation tobacco products, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, counterfeit substances, imitation controlled substances, drug/tobacco paraphernalia, or over the counter drugs on any District property, vehicles, or at District-sponsored events. However, students may use,	Principal/student conference, detention, ISS, 1-180 OSS or expulsion, possible referral to Nodaway County Juvenile Officer	Principal/student conference, detention, ISS, 1-180 OSS or expulsion, possible referral to Nodaway County Juvenile Officer

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possess, and be under the influence of their prescription drugs and over the counter drugs in compliance with District procedures.		
Extortion: Threatening or intimidating any person for the purpose of obtaining money or anything of value.	Principal/student conference, detention, ISS, 1-180 OSS , possible referral to Nodaway County Juvenile Officer	Principal/student conference, detention, ISS, 1-180 OSS or expulsion, possible referral to Nodaway County Juvenile Officer
Failure to care for or return district property: Damage to or loss of school property such as, but not limited to, books, electronic devices, calculators, uniforms, equipment, or facilities, etc.	Restitution; Principal/student conference; detention or ISS, possible referral to Nodaway County Juvenile Officer	Restitution; Principal/student conference; detention or ISS, possible referral to Nodaway County Juvenile Officer
Failure to meet conditions of suspension, expulsion or other disciplinary consequences: The failure to comply with the discipline consequences assigned. This includes appearing on District property or at a school-sponsored event while serving a suspension or expulsion.	Verbal warning, detention, ISS, 1-180 OSS or expulsion. Report to law enforcement for trespassing if expelled, possible referral to Nodaway County Juvenile Officer	ISS, 1-180 OSS or expulsion. Report to law enforcement for trespassing if expelled, possible referral to Nodaway County Juvenile Officer
False Alarms (see also "Threats"): Intentionally tampering with alarm equipment for the purpose of setting off an alarm, making false reports for the purpose of scaring or disrupting the school environment.	Restitution; principal/student conference; detention, ISS, 1-180 OSS or expulsion, possible referral to Nodaway County Juvenile Officer	Restitution; principal/student conference; detention, ISS, 1-180 OSS or expulsion, possible referral to Nodaway County Juvenile Officer
Gambling: Betting something of value upon the outcome of a contest, event, assignment, or game of chance.		

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Harassment/Sexual Harassment: Conduct that annoys, threatens, intimidates another person based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Harassment, including sexual harassment, is unwanted and unwelcomed conduct that causes another person extreme unease or fear. Examples include, but are not limited to, derogatory comments or slurs, lewd propositions, blocking movement, offensive touching, or offensive posters or graphics.	Restitution; principal/student conference; detention, ISS, 1-180 OSS or expulsion, possible referral to Nodaway County Juvenile Officer	Restitution; principal/student conference; detention, ISS, 1-180 OSS or expulsion, possible referral to Nodaway County Juvenile Officer
Incendiary Devices: Possessing, displaying, or using fireworks, matches, lighters, or other devices to start fires or other unsanctioned actions. This does not include educational activities designed and supervised by District employees.	Confiscation; principal/student conference, detention, or ISS, possible referral to Nodaway County Juvenile Officer	Confiscation; principal/student conference, detention, ISS or 1-180 days OSS, possible referral to Nodaway County Juvenile Officer
Nuisance Items (toys, games, etc) : Displaying or using items that create distractions and could be lost, stolen, or broken such as toys, collectible items, or other possessions not approved for educational purposes.	Confiscation; principal/student conference, detention, ISS or 1-180 days OSS	Confiscation; principal/student conference, detention, ISS or 1-180 days OSS
Public Display of Affection: Physical intimacy that is inappropriate for an educational setting, such as but	Principal/student conference, detention, or ISS	Principal/student conference, detention, ISS or 1-180 days OSS

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not limited to, kissing, groping, fondling, cuddling.		
Sexting/Possession of sexually explicit, vulgar or violent material: Possessing, displaying, or generating sexually explicit, vulgar, or violent material, such as but not limited to, pornography, nudity, violence or explicit death or injury. Students will not be disciplined for speech in situations where it is permissible by law. This restriction does not apply to curricular material vetted and approved by District employees for educational purposes.	Confiscation; principal/student conference, detention, or ISS, possible referral to Nodaway County Juvenile Officer	Confiscation; principal/student conference, detention, ISS, 1-180 days OSS or expulsion, possible referral to Nodaway County Juvenile Officer
Sexual Activity: Consensual acts of sex or consensual simulations of sex including, but not limited to, intercourse or oral or manual stimulation.	Principal/student conference, detention, ISS, 1-180 OSS, possible referral to Nodaway County Juvenile Officer	Principal/student conference, detention, ISS, 1-180 OSS or expulsion possible referral to Nodaway County Juvenile Officer
Technology Misconduct: Gaining or attempting to gain unauthorized access to or interfering with a technology system or information, using any type of electronic device without permission, or recording audio or visual information without express permission for educational purposes and as allowed by District rules, or using technology in a manner inconsistent with the terms of the Technology Usage Agreement. This includes cell phone misuse.	Restitution; principal/student conference; loss of user privileges, detention, or ISS, possible referral to Nodaway County Juvenile Officer	Restitution; principal/student conference; loss of user privileges, detention, ISS, 1-180 days OSS or expulsion, possible referral to Nodaway County Juvenile Officer

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Technology Misconduct (Cell Phones, F-265-S)	Confiscation; principal/student conference, detention, ISS or 1-180 days OSS, possible referral to Nodaway County Juvenile Officer	Confiscation; principal/student conference, detention, ISS or 1-180 days OSS, possible referral to Nodaway County Juvenile Officer
Theft: Taking or attempting to take the property of others without consent or knowingly taking possession of stolen property.	Return of or restitution for property; principal/student conference; detention; ISS or 1-180 days OSS, possible referral to Nodaway County Juvenile Officer	Return of or restitution for property; principal/student conference; detention; ISS or 1-180 days OSS, possible referral to Nodaway County Juvenile Officer
Threats or Verbal Assault: Verbal, written, graphics, or gestures in a convincing manner that causes another person to fear for the safety of themselves or property.	Principal/student conference; detention; ISS; 1-180 days OSS or expulsion, possible referral to Nodaway County Juvenile Officer	Principal/student conference; detention; ISS; 1-180 days OSS or expulsion, possible referral to Nodaway County Juvenile Officer
Truancy or Tardiness: A student arriving after the class period has begun is marked tardy. Truancy is when a student is absent from school without permission from the parents/guardians or school official. Truancy includes, but is not limited to skipping classes, falsifying the reason for an absence, or absences that have not been pre-arranged and pre-approved as excused.	Principal/student conference; detention; 1-3 days ISS	Detention or 3-10 days ISS and removal from extracurricular activities, possible referral to Nodaway County Juvenile Officer
Unauthorized Entry: Entering a District facility, office, locker or other area that is locked or assisting someone to enter District property who is not	Principal/student conference; detention; ISS or 1-180 days OSS, possible	Principal/student conference; detention; ISS or 1-180 days OSS, possible referral to Nodaway County Juvenile Officer

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authorized or through an unauthorized entrance.	referral to Nodaway County Juvenile Officer	
Vandalism: Deliberate destruction of or damage to property belonging to the District, employees, or students.	Restitution; principal/student conference; ISS 1-180 days OSS or expulsion, possible referral to Nodaway County Juvenile Officer	Restitution; principal/student conference; ISS 1-180 days OSS or expulsion, possible referral to Nodaway County Juvenile Officer
Weapons and Firearms: A) Possession or use of a firearm as defined in 18 U.S.C. § 921 or any instrument or device defined in § 571.010, RSMo, or any instrument or device defined as a dangerous weapon in 18 U.S.C. § 930(g)(2). B) Other weapons are prohibited. Other weapons are defined as a device readily capable of lethal use, or device designed to mimic a weapon. Other weapons include any other instrument or device used or designed to be used to threaten or assault, whether for attack or defense; any object designed to look like or imitate a weapon as defined in this policy unless specifically authorized by the principal for an educational purpose; ammunition or	A) Suspended from school for not less than one calendar year or permanently expelled. The suspension or expulsion may be modified on a case-by-case basis upon recommendation by the Superintendent to the Board. Principal/student conference; detention; ISS; 1-180 days OSS or expulsion, possible referral to Nodaway County Juvenile Officer	A) Suspended from school for not less than one calendar year or permanently expelled. The suspension or expulsion may be modified on a case-by-case basis upon recommendation by the Superintendent to the Board. Principal/student conference; detention; ISS; 1-180 days OSS or expulsion, possible referral to Nodaway County Juvenile Officer

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components of a prohibited weapon. C) Possession or use of ammunition, a component of ammunition or a weapon, weapon accessories, or tactical gear.		

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Bullying, Hazing, and Cyberbullying S-185-S

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

Definitions

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

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

Anti-bullying Coordinator – The Superintendent will ensure an individual at each school is designated to serve as the anti-bullying coordinator. All anti-bullying coordinators will be teacher-level or above and a list of coordinators will be kept on file at the District administration office and updated annually. Additionally, a District anti-bullying coordinator will be designated. The building anti-bullying coordinator is: Assistant Building Principal and can be reached at 660-562-3233.

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

Reporting Bullying or Cyberbullying

District employees are required to report any instance of bullying of which the employee has firsthand knowledge. Any employee, substitute, or volunteer who witnesses an incident of bullying must report the incident to the building anti-bullying coordinator within two (2) school days of witnessing the incident. If the anti-bullying coordinator is unavailable or is the subject of the report, the employee should contact the District's Compliance Officer. In addition, all District employees, substitutes, or volunteers must direct all persons seeking to report an incident of bullying to the building anti-bullying coordinator.

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

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written complaint, the anti-bullying coordinator will summarize the verbal complaint in writing.

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

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

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

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

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

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

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Public Notice
The District will:

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

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

Report Form
The report form is available online or in the front office.

<u>Complaints or Concerns C-120-S</u>
Effective communication helps avoid and resolve many complaints, concerns, misunderstandings and disagreements. Individuals who have a complaint or concern should discuss their concerns with the school personnel involved in the issue at hand in an effort to resolve problems. This step will usually involve communicating directly with the person or persons with whom the complainant has a concern. This step may be skipped when the complainant in good faith believes that speaking directly to the person would subject the complainant to discrimination, harassment or retaliation.

This step may also be skipped if the complainant in good faith believes that any law or a District policy or written rule has been violated. The District has adopted specific procedures for investigation and resolution for complaints or concerns as required by specific and varying laws that are applicable to the District. The District's Compliance Officer should be contacted with any complaints or concerns that any law or District written rule has been violated, including but not limited to, laws relating to: civil rights,

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including discrimination, harassment, and retaliation; special education matters including the IEP and 504 processes and services; federal programs and related services; bullying; and The Family Educational Rights and Privacy Act, including student records and confidentiality.

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

Name: Assistant Superintendent
Phone #: 660-562-3255
Email Address: ingraham@maryviller2.com

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

Name: Superintendent of Schools
Phone #: 660-562-3255
Email Address: pohren@maryviller2.com

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

Every Student Succeeds Act of 2015 (ESSA) Complaint Procedures

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

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1. **What is a complaint?**

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

2. **Who may file a complaint?**

   Any individual or organization may file a complaint.

3. **How can a complaint be filed?**

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

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

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

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

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

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

   A complaint filed with the Department must be a written, signed statement that include:
   - A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and
   - The facts on which the statement is based on the specific requirements allegedly violated.

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

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

The following activities will occur in the investigation:

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

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

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

9. How will appeals to the Department be investigated?

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

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

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

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

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

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

Name: Assistant Superintendent
Phone #: 660-562-3255
Email Address: ingraham@maryviller2.com

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

Name: Superintendent of Schools
Phone #: 660-562-3255
Email Address: pohren@maryviller2.com

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

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

Title IX C-131-S

The District does not discriminate on the basis of sex in the education program or activity that it operates and is required by Title IX not to discriminate in such a manner. The requirement not to discriminate in the education program or activity extends to admissions and employment. Inquiries about the application of Title IX to the District may be referred to the Title IX Coordinator or Assistant Secretary for Civil Rights of the Department of Education, or both.

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

Name or Title: Assistant Superintendent
Address: ?1501 South Munn, Maryville, MO 64468
Email Address: ingraham@maryviller2.com
Phone #: 660-562-3255

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

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

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

Student Searches S-175-S
Desks, lockers, and other District property provided for student use are subject to periodic and random inspections without notice.

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

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

Student Alcohol/Drug Abuse S-195-S
The District takes measures to foster a safe and drug-free learning environment that supports student engagement and development. Therefore, educational programs are provided to help students cultivate healthy lifestyles and age-appropriate drug awareness. All use, sale, transfer, distribution, possession, or being under the influence of unauthorized prescription drugs, alcohol, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, or counterfeit substances on any District

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property, vehicles, or at District-sponsored events is strictly prohibited. Suspected or known violations of the District policy should be immediately reported to school authorities. Any incidents that violate this policy are subject to disciplinary action and notification to law enforcement. Any confiscated substances will be turned over to law enforcement.

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

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

The possession or use of medical marijuana at school is prohibited. Students under the influence of medical marijuana may result in discipline.

Weapons in School S-200-S

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

Examples of prohibited weapons may include, but are not limited to, blackjack, concealable firearm, explosive weapon, firearm, firearm silencer, gas gun, knife, machine gun, knuckles, projectile weapon, rifle, shotgun, spring gun, switchblade or any knife, any other instrument or device used or designed to be used to threaten or assault, whether for attack or defense; any object designed to look like or imitate a weapon as defined in this policy unless specifically authorized by the principal for an educational purpose; ammunition or components of a prohibited weapon.

By law, a student who brings a weapon prohibited by law on school property will be expelled or suspended from school for not less than one calendar year and referred to law enforcement. The expulsion or suspension may be modified on a case-by-case basis upon the recommendation of the Superintendent to the Board. Other provisions of the discipline code related to the offense may be applied in addition to the consequences required by law. Students with disabilities who violate this policy will be reviewed under the provisions of the Individuals with Disabilities Act (IDEA) and/or Section 504 of the Rehabilitation Act.

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Instruction

School Counselor and School Social Worker S-147-S

Eugene Field has two full-time school counselors who teach lessons in the areas of personal/social, academic, and careers to our first through fourth grade students on a regular basis and meet with students as needed.

We also have a full-time school social worker who supports the emotional, behavioral, and mental health needs of our students. Our school social worker also plays a vital link in connecting school, home, and the community. School social workers facilitate referrals to community resources, support groups, and crisis intervention.

The school counselors and school social worker may work with any student in response to common daily occurrences or crisis situations that may arise. They may work individually or in groups with written parent consent. Please contact your school administrator, counselors, or school social worker if you have any questions about this service.

More information about our counseling and social work program can be found on our website, as well as a list of resources to help your child outside of school.

Eugene Field operates on a rotation of A-B-C-D-E day schedule so that all classes have an equal number of sessions in Art, Computer Lab, Gym, Music and Library/Counseling. If we should miss a day of school due to inclement weather, we will not skip exploratory class days. Example: If school is canceled on "C" day, when school resumes; we will follow the "C" day schedule.

Classroom Movies

Movies may be shown in class as an educational opportunity or a reward. Most movies will be rated G, but at times a PG movie may be shown. Contact your child's teacher if you would like notice prior to a movie being shown in class.

Assessment Program I-195-S

All students will participate in the required, statewide screening and assessment program or an alternative assessment as determined by a student's Individual Education Plan (IEP). The District will comply with all assessment requirements for students with disabilities. The District has a written assessment plan, which is updated and posted annually on the District's website.

> Each year students will be given several assessments at the building, district, and state level. Students in 3rd and 4th grades will be given a statewide assessment (MAP) each year. Results of these assessments can be requested from your child's teacher(s).

Teaching About Human Sexuality I-120-S

Students will be provided instruction regarding human sexuality that is appropriate for students' age and gender. Students in 6th grade through 12th grade will be provided

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training regarding sexual abuse that is trauma-informed and developmentally appropriate. District Policy provides information about the requirements related to content. Parents/guardians have the right to remove their student from any part of human sexuality instruction or sexual abuse training. All curriculum materials used in the District's human sexuality instruction and sexual abuse training are available for review prior to its use in instruction.

Section 504 I-125-S
The District is required to undertake measures to identify and locate every qualified disabled person residing in the District who is not receiving a public education; and take appropriate steps to notify disabled persons and their parent or guardians of the District's duty.

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

The District has developed a 504 Procedures Manual for the implementation of federal regulations for Section 504 of the Rehabilitation Act, Subpart D. This Procedures Manual may be reviewed in the office of Brian Lynn, 1501 South Munn, Maryville, MO 64468, lynn@maryville.r2.com. Alternative times are available by request.

This notice will be provided in native languages as appropriate.

Special Education I-125-S
The District is required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the District, regardless of the severity of the disability, including children attending private schools, children who live outside the District but are attending a private school within the District, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

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

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

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

This plan may be reviewed Monday – Friday (8:00 am – 4:00 pm) in the office of Craig Borey, 1501 South Munn, Maryville, MO 64468, borey@maryville.r2.com. Alternative times are available by request.

This notice will be provided in native languages as appropriate.

Virtual/Online Courses I-160-S
The District offers online classes for students for acceleration, credit recovery, and options for students who need flexible schedules. The courses are taught by Missouri teachers, are aligned with the Missouri State Learning Standards, and follow the same semester calendar as face-to-face classes. The requirements for the enrollment and approval process are outlined in District Policy. Students whose educational interests are best served through on-line options may take up to six credits per semester.

For more information regarding online courses, consult the secondary course catalog and/or speak with your school counselor. Additional information about resources and processes may be accessed on the District's website and District Policy.

Alternative Methods of Instruction
With the Department of Elementary and Secondary Education's guidance and approval, Maryville R-II will be implementing a plan for Alternative Methods of Instruction (AMI) beginning school year 2020-2021. AMI will be available for all students with the goal of both reinforcing previously taught skills and introducing new concepts. Students and parents will be notified on days when AMI is in effect. On these days, staff will be

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available for communication with students via email and the district learning management system.

Technology F-265-S
Cell Phone Guidelines
Policy on Student Display or Use of Electronic Personal Communications Devices
For purposes of this policy, an "electronic personal communications device" means a portable device used to initiate, receive, store, or view communication, information, images, or data electronically.

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

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

Students are encouraged not to bring these devices to school. However, if they are brought, students are to keep them in their backpacks turned off.

Disciplinary Procedures
Violations of this policy shall result in disciplinary measures consistent with the District's student code of conduct. Disciplinary action may include:
Confiscation; principal/student conference, detention, ISS or 1-180 days OSS.
Exceptions
Display or use of an electronic personal communications device shall be permitted if required under:

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

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

- In case of an emergency, a serious, unexpected, and dangerous situation that requires immediate action. This includes but not limited to the following: an active fire, active tornado or earthquake, active shooter, evacuation of school grounds, a medical emergency, or any other serious, unexpected, and dangerous situation that requires immediate action.
- For educational purposes, when explicitly authorized by a teacher or school official pursuant to this policy.

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

Technology Devices
Students will be provided a Chromebook for use at school. Chromebooks are not to be taken home.

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

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

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

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

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using District equipment. Evading or disabling, or attempting to evade or disable, a filtering/blocking device installed by the District is prohibited.

Building Information

School Cancellations and/or Early Dismissal

School will be closed when weather conditions are such that buses are unable to run safely. A broadcast will be made utilizing the Spoofhound mobile text messaging to notify students and parents/guardians. Announcements will also be made on the District website and Facebook, and KNIM Radio – 97.1 FM / 1580 AM and KXCV – 90.5 FM, KQ 2, KCTV 5 , Fox 4, and KSHB 41. Please do not call the administration or radio/TV stations for this information.

At times, school may dismiss early during the day. In the event such a closing should occur, a broadcast will be made and media notified. Information should be given to your child as to what s/he should do if this situation arises. Please keep a watch on the weather, especially in the winter months. If the school needs to send your student to another destination or phone someone to pick her/him, please have this information on file in the office. Time is short in emergency situations and every effort will be made to keep students safe.

School and Field Trips

If your child's teacher organizes a field trip off-campus, you will receive detailed information and a permission slip to be signed and returned prior to the event.

Deliveries

The school discourages delivery of flowers, balloons, etc. for students. Deliveries such as this are distracting and a safety concern, so they will be held in the office and not delivered to the classroom. Please have these items delivered to your home for your child.

Parties/Celebrations

The district is implementing a program of Healthy U, Healthy Us. **Maryville R-II will provide a list of healthy party ideas to parents and teachers that encourage non-food celebration ideas.** Healthy party ideas are available from the Alliance for Healthier Generation and from the USDA. Students and families are encouraged to communicate proactively with the teacher/school in preparation for any upcoming celebrations.

Maryville R-II will restrict snacks brought by students to be only intended for consumption by that student. Student sharing of snacks is discouraged. The district will provide parents a list of foods and beverages that meet Smart Snacks nutrition standards.

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Lost and Found
Articles found by students and staff will be placed in a lost and found bin. Articles not claimed by the end of each semester will be donated to charity.

Outside Food & Drink
Students are permitted to bring water bottles to school. We ask that bottles be "see-through" containing clear liquids only. The school will discourage high sugar/caffeinated beverages. Drinking fountains are available in all buildings, limiting the need for water bottles.

Textbooks/Library Books
Textbooks and library books are the property of the public and are available for your use. If a book is marred, defaced or shows excessive wear and tear, it will be necessary for the student to pay for their book. If a student loses a book, pays to have it replaced and it is later found, the money will be refunded.

During online registration, parents will be asked to sign an agreement to help their child care for and return library materials in a timely manner.

Electronic Communication
Teachers and/or students will be called to the phone only in case of emergency. If students need to make a phone call throughout the day, they may come to the office and the office staff will assist them. Parents should turn cell phones off or on vibrate when visiting EFES. Students should not bring cell phones or electronic devices to school. If they are brought to school, they are to remain in the child's backpack, turned off so that they are not a distraction to the learning environment. If an electronic device is seen out of a backpack, it will be confiscated and a parent will be asked to pick it up from the office. Eugene Field will not be responsible for electronics that are lost or stolen at school.

<u>District Policy Information</u>
Physical Examinations and Screenings S-146-S
The District will generally obtain parental consent before administering a physical examination or screening on a student. However, the District may forgo obtaining parental consent if there is a health or safety concern or by court order.

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

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

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

Surveying, Analyzing, and Evaluating Students S-150-S
The District has developed District Policies regarding the rights of a parent/guardian to:

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

If a parent/guardian would like to request the review of any of the above materials, please contact: the Building Principal.

All District policies can be located at:
https://egs.edcounsel.law/maryville-r-ii-school-district-policies

School Nutritional Program F-290-S
In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex (including gender identity and sexual orientation), religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

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

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

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

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This institution is an equal opportunity provider.

Student Transfers S-120-S
The District will enroll students in the school associated with the attendance area in which the student resides. If a student's residence changes to a different attendance area within the District, the student must transfer to the associated school. The Superintendent or designee may consider exceptions to this policy under the following conditions:

1. The Superintendent or designee may transfer students between schools if a transfer is necessary for the student's safety, health, or welfare, or to address overcrowding in a school. The decision of the Superintendent regarding a student transfer will be final.

2. Students who are homeless or in foster care may attend their school of origin if it is in the student's best interest. The District may assign District students with disabilities (served under the provisions of an Individual Education Plan (IEP) or Section 504 Plan (504)) to a school outside the student's attendance area as determined by the IEP or 504 team. In special circumstances, and at the mutual discretion of the participating school Districts, Districts may contract for necessary services for students with disabilities.

3. The District will consider students placed into programs by the Missouri Department of Mental Health (DMH), the Department of Social Services (DSS), or by a court order a resident of the District in which the program is housed. The District will allow a student to attend another school within the District if that student is enrolled in a persistently dangerous school or becomes a victim of a violent criminal offense on school property as mandated by state regulations.

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

Tobacco-Free Policy C-150-S
To promote the health of all individuals, the District prohibits all employees, students and patrons from smoking or using tobacco products, electronic cigarettes or imitation tobacco or cigarette products in all District facilities, on District transportation, on all District grounds at all times and at any District-sponsored event or activity while off campus.

Safety F-225-S
MISSOURI SCHOOL VIOLENCE HOTLINE

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1-866-748-7047

The Missouri School Violence Hotline (SVH) began in October of 2001. In 2019, through the Missouri School Safety Initiative, the reporting mechanism moved to the Missouri Information Analysis Center for 24/7 operation and was named Courage2ReportMO. The goal is to make schools safer by helping school districts and law enforcement learn about school violence as soon as possible. Courage2ReportMO takes CONFIDENTIAL reports involving any public or private school in Missouri with students in pre-kindergarten through 12th grade.

What should be reported?

Any threat to life that happens on school property or the school bus should be reported to C2R. This may include:

- Assault - Physical
- Sexual Offense
- Weapons
- Human Trafficking
- Planned School Attack
- School Shooting
- Planned Suicide
- Terrorism Threat-Extremism

Who can report it?

We encourage anyone who learns about school violence to report it. Reports are accepted from:

- Parents
- School personnel
- Students
- Concerned citizens
- Confidential reporters

What happens after I make a report?

When a report is made to the C2R, information is gathered from the reporter and entered into a centralized database. This information is then immediately disseminated to the school and law enforcement with jurisdiction.

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Officials with the school and law enforcement will then determine how to appropriately handle each report.

https://www.mshp.dps.missouri.gov/MSHPWeb/Courage2ReportMO/index.html

988 Suicide & Crisis Lifeline

We can all help prevent suicide. The Lifeline provides 24/7, free and confidential support for people in distress, prevention and crisis resources for you or your loved ones, and best practices for professionals in the United States.

Call: 988

School Resource Officer

Our School Resource Officers are a certified, uniformed, municipal police officers assigned to Maryville School District. The SRO's is under the direction of the Principal and the Chief of Public Safety, have received many hours of specialized training and are provided an office within the administrative area. The SRO's are considered members of the staff, a friend, confidant, advisor and role model for our students.

Fire/Tornado/Earthquake/Crisis Drills

Fire drills, tornado drills, earthquake and crisis drills are held at regular intervals throughout the year and are an important safety precaution. The staff in each classroom will give the students instructions, it is essential when these drills are held that everyone obeys instructions promptly.

Firearms and Weapons F-235-S
Possession of weapons, including concealed weapons, is strictly prohibited on District property, on District transportation or at any District function or activity sponsored by the District unless the visitor is an authorized law enforcement official or is specifically authorized by the Board.

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

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

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Signature and Form Requirements

- *Technology Usage Agreement Form*
- *Student/Parent Handbook Acknowledgement Form*

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

Student Signature:

_____

Student Name (please print):

_____

Student ID: _____ Grade: _____ Date: _____

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

Parent/Guardian Signature:

_____

Parent/Guardian Name (please print):

_____

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

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C-105-P District Rules and Guides Form A
Student/Parent Handbook Acknowledgment

I acknowledge that I have received and reviewed the 2026-2027 Student/Parent Handbook. I understand the policies and guidelines of the District and that violations of these policies and guidelines may result in disciplinary action.

Parent/Guardian Signature

_____

Parent/Guardian Name (please print):

_____

Date: _____

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

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