

Maryville School District



Early Childhood Center 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.

About the Maryville Early Childhood Center

The Maryville Early Childhood Center (MECC) is a Preschool and Kindergarten Center. Students are eligible to attend preschool if they have turned 3 years old by August 1st. Students are eligible to attend kindergarten if they have turned 5 years old by August 1st. MECC has been designed to increase each child's opportunity to improve his/her potential for success by building a strong foundation in early learning, social and fine motor skills. The MECC recognizes that the family and home are the first and most significant influences in a young child's life. The purpose of the MECC is to provide a high-quality program that prepares students emotionally and academically for their future education. Early childhood special education services are available to eligible students when they turn three years old.

We recognize that every child is a unique individual with special abilities, interests, and needs. We believe it is important for each child to develop a positive feeling about himself/herself while exploring new concepts. The MECC offers individualized and small group programming to meet the needs of children growing in an ever-changing world. Teachers will implement a strong character and social skill program alongside a challenging academic curriculum.

Enrollment Information

The Maryville Early Childhood Center Preschool and Kindergarten will hold enrollment each spring for the following school year. Screenings will be done for all incoming preschoolers to determine enrollment. Students who have been in our preschool program before will have an automatic spot on one of our rosters if they will attend preschool for more than one year. After a registration packet has been completed, parents will be asked to sign up their child for a screening appointment to be considered for placement on a preschool roster. Prior to our enrollment period, MECC will use various modes of communication to let parents know when they can enroll for preschool and Kindergarten including: newspaper advertisements, newsletters, postings on our website, etc.

Payment Schedule and Policy

The preschool program is a non-profit organization which operates within the Maryville R-II School District Budget, grant funding, Title One, Early Childhood Special Education, and tuition. Three of the preschool classrooms are tuition paid classrooms, while the other three are provided at no cost to families. A monthly tuition statement will be sent home with your child if applicable. Prompt payment is expected. If your payment is not made within 10 days of the statement being sent home, a \$15 late fee will

be added. Billing statements will go out by the 10th of each month, and payments will be due by the 15th of each month. Tuition for the paid preschool classrooms for the year is \$3870. This is broken down into 9 monthly installments of \$430, which are due on the 15th of each month, starting in August through April.

**Failure to make payments may result in a student being disenrolled from the program.*

Checkmarc Disclaimer

Your check is welcome with the following information:

• Full Name • Street Address • Phone Number Including Area Code • Driver's License Number Including State

If your check is returned, it may be re-presented in an electronic manner. You are hereby authorizing service charges and processing fees, as permitted by law, to be debited from the same accounts by paper or electronically, at our option. Your payment check shall be recognized as acceptance of our electronic check recovery system.

Things from Home

We have many new and exciting things for the children to play with at school; therefore, we ask that children leave their toys and electronic devices at home. Each classroom teacher schedules "show and tell" days with the children so that they may share things which are important to them. On these days the children will be asked to keep the items in a bag or backpack, which is kept in their cubby until sharing time. There will be no toy guns or weapons of any kind allowed at any time in the Maryville Early Childhood Center.

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

<https://mecc.maryville.k12.mo.us/o/mecc>

Mrs. Laura Tobin - Director

660-562-3915

The Department of Elementary and Secondary Education's District and Building Report Cards are available [here](#).

Accessing School Information

Maryville R-II School District recognizes the importance of providing timely and accurate information related to the school district. There are a variety of avenues for accessing this information.

School District Website: www.maryville.k12.mo.us From this location you can access district wide information as well as link to the Maryville Early Childhood Center website

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.

Parent Communication

Effective, two-way communication is the best way to ensure that parents are aware of how your child is progressing in school. Teachers will use a variety of methods to communicate with families, including phone calls, emails, group messages, SeeSaw app, etc., to inform parents of student progress. Each teacher has a phone inside their classroom. If they are unable to answer a phone call, parents will be able to leave a voice

message for them to return a phone call during their planning period or before/after school. If students need to make a phone call throughout the day, they may come to the office and the office staff will assist them. Students are discouraged from bringing cell phones or electronic devices to school.

Staff members are encouraged to communicate with students and parents/guardians for educational purposes using a variety of effective methods, including electronic communication. As with other forms of communication, staff members must maintain professional boundaries with students while using electronic communication regardless of whether the communication methods are provided by the district or the staff member uses his or her own personal electronic communication devices, accounts, webpages or other forms of electronic communication. Maryville Early Childhood Center teachers will most frequently communicate through the use of the SeeSaw App with families. Teachers will provide parents and families the unique code to join the classroom's group. This information will be sent out with families at the beginning of the year.

Parent/Teacher Conferences

MECC 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 or parent deems them 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 the school 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 emailed or sent home quarterly.

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

Maryville Early Childhood Center recognizes that volunteers make valuable contributions to our school and are an asset to our students. The Maryville R2 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 order to become a volunteer in the Maryville R2 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.

Pets

In accordance with **Policy F-250-P**, animals are not allowed on campus unless they are to be used as a service animal, a therapy animal, or unless prior permission has been given through administration.

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

Parents are requested to call the school office at 660-562-3915 by 8:30 a.m. if a student is going to be absent from school.

It is recognized that absence from school may be necessary under certain conditions; however, every effort should be made by students, parents, guardians, teachers, and administrators to keep absences and tardiness to a minimum. Frequent absences disrupt the continuity of the instructional process.

A parent contact will be made when absences become excessive. Appropriate action will be taken if the absences do not appear to be necessary.

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

Students arriving late to school must sign in at the office before going to class. Students leaving during the scheduled school day must have parent permission given through either a phone call or visit to the office before leaving. Unless prior notice (verbal/written) is given, only parents/guardians and those listed as emergency contacts are given permission to release a student from school.

School will begin promptly at 7:45 a.m. each morning and conclude at 2:50 p.m. each day. Students arriving at school after 7:55 a.m. will be marked tardy. Students arriving at school prior to 7:30 a.m. should be enrolled in our Growing Opportunities (G.O.) before school program. When dropping your child off for G.O. prior to school, please walk your child into the main doors of the Maryville Early Childhood Center and sign them in. At 7:30 a.m., Preschool and Kindergarten students will be dismissed from their G.O. location to eat breakfast or walk to their classrooms. Students who are dropped off in the morning should be dropped off with the MECC staff members outside on morning duty. MECC staff members will help students get to their

classrooms. Parents will not be allowed inside the building unless they have been invited to participate in a meeting or need to drop off medication with our school nurse.

School buses arrive daily between 7:30-7:40 and drop off on the bus loop on the east side of the building. Students should use crosswalks when dropped off in front of the school on 2nd street. Please do not use the handicapped parking area unless you have a permit to do so.

*Students, teachers, and parents are to use the crosswalks.

Parents are asked not to block the crosswalks during school arrival and dismissal hours.

**Sometimes drop off is a tearful time for students and parents. Please be aware that our staff members will do everything in their power to help your child feel comfortable and happy at school. 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 they are involved in a school-sponsored activity. Students must bring a note from home or have a parent call the office by 1:30 p.m. if they are not going home according to their normal dismissal plan. Students are not allowed to cross the street after school into the parking lot without a parent.

Students arriving late to school must sign in at the office before going to class. Students leaving during the scheduled school day must have a parent sign them out in the office before leaving. Unless prior notice (verbal/written) is given only parents/guardians and those listed as emergency contacts are allowed to sign a student out of school.

Parent Parking

Students not riding the school bus are to be dropped off on the street in front of the building at the main sidewalk. Bus unloading times are between 7:30-7:40 a.m. During this time, we ask that parents use the street for drop off to allow our buses to stay on schedule. You are welcome to park in any of the open parking spaces in our parking lot during drop off and walk your child to the sidewalk. **Please do not park in the handicapped parking area unless you have a permit to do so.**

Students, teachers, and parents are to use the crosswalks. Please do not block the crosswalks during school opening and dismissal hours.

Parents should use the sidewalks and refrain from walking through the grass. Animals are not allowed on our school property.

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.

Dress Code S-180-S

Please send your child to school in clothes that are appropriate, comfortable and washable. Any type of dress that is disruptive or distracting to the educational process will not be permitted. Clothing should always cover the stomach, back, chest, buttocks, and feet. When necessary, MECC staff members will help children with appropriate dress. Your child's clothes and shoes should also be manageable so that he/she can independently change clothes if needed. Please keep in mind that some of our activities can be messy. Students should have a change of clothes at school in case they are needed, which will be stored in his/her cubby. Students should wear shoes that are appropriate for outdoor play. We will go outside every day when the temperature feels like 20 degrees or above, so please use good judgment when dressing your child for school each day. It is important for students to bring appropriate outerwear during colder weather (hats, gloves, boots, etc.). All items need to be labeled so that each child is sure to use his/her own.

Food Service Program F-285-S

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.*

Breakfast Schedule

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

Lunch Schedule

Preschool and Kindergarten students will eat between 10:30-12:00 each day

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.

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.

Snacks

Snacks served during the school day will make a positive contribution to children's diets and health. The foods and beverages sold and served outside of the school meal program will meet the USDA Smart Snacks in School nutrition standards.

It is the policy of Maryville R-II that all foods and beverages sold to students during the school day on any property under the jurisdiction of the district will meet the U.S. Department of Agriculture (USDA) school meal and Smart Snacks in School nutrition standards. These nutrition standards apply to all food and beverages sold to students, including those sold in vending machines, school stores, and throughout district sponsored fundraisers, unless exemptions apply. *Items intended for consumption outside of the regular school day are considered exempt from this plan, as well as food and beverages that are for personal consumption only and not intended to be shared with other students.*

Snack Fee

Due to the adoption of the new Healthy U, Healthy Us Wellness Policy, Maryville Early Childhood Center will provide a daily snack that meets the nutrition guidelines set forth by the policy. Preschool students will be charged a quarterly \$15.00 snack fee, which will cover both milk and snack provided by the school. Students can bring an alternate snack to eat during snack time for themselves if they do not care for the snack that will be served that day. Student sharing of snacks is discouraged.

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 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.

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.

Administration of Medication S-135-S

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

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 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

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.
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).

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

The Maryville Early Childhood Center staff respects each child's individuality. We encourage independence and strive to always be positive and rewarding of desirable behavior. We set clear, consistent limits and expectations and make these known to the students. We model appropriate interactions with others and provide cues to the students to remind them of what is expected.

Students enrolled in our program must follow the guidelines of the Missouri Safe Schools Act. We cannot allow any student to hurt other students, teachers, or themselves. When aggressive behavior occurs, the parents will be notified and consequences will be determined as deemed appropriate by the building principal. The parents will be expected to begin immediate cooperative effort with the teachers and administrator to help the child learn appropriate behavior. Parental cooperation and support is an essential element in helping the students.

Consistent disruptive or inappropriate behavior is harmful for all students and is also detrimental to the quality of the program. In these situations, the classroom teacher and building administrator will schedule a conference with the families concerning behaviors if necessary. The team will openly discuss the problems, the causes, and our ability to work with the behaviors that are causing concern. The school counselor and/or school social worker may be brought to a meeting to help the team problem- solve if and when appropriate.

DISCIPLINE POLICY

Statement of Student Misconduct

The following discipline policy is designed to notify students as to the type and range of behaviors that are unacceptable; nevertheless, every rule has not been included. Consequently, students should expect to be disciplined for misconduct that is obviously inappropriate, whether it is listed in this handbook or not.

School Behavior

The Maryville Early Childhood Center establishes guidelines for students to follow. Students need to follow the directions of any adult the first time they are given.

This includes teachers, paraprofessionals, substitutes, administrators, bus drivers, custodians, secretaries, and food service staff.

Rules, Regulations and Consequences

The Maryville Early Childhood Center has high expectations for all students and adults. Good education requires that we have high expectations in all that we do. Good discipline is one characteristic of a good education.

The following information describes the standards of discipline for the MECC to ensure a safe, orderly, and purposeful school. The consequences are suggested guidelines for use by building principals. Each principal has the authority to use discretion and common sense as he/she enforces the consequences for a particular violation of the rules. Law enforcement may be notified for any of the following acts and documentation may be placed in the student's discipline file.

Students who receive out-of-school suspension or expulsion are prohibited from being within 1,000 ft. of school property for violent, drug-related, or other specified offenses on days they are serving their suspension.

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: Mrs. Laura Tobin and can be reached at 660-562-3915.

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

Reporting Bullying or Cyberbullying

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

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

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

Investigation

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

Retaliation

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

Consequences of Bullying, Cyberbullying, or Retaliation

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

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

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

Public Notice

The District will:

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

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

Report Form

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

Complaints or Concerns C-120-S

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

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

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

Name: 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).

Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents	
General Information <ol style="list-style-type: none">1. What is a complaint under ESSA?2. Who may file a complaint?3. How can a complaint be filed?	
Complaints filed with LEA <ol style="list-style-type: none">4. How will a complaint filed with the LEA be investigated?5. What happens if a complaint is not resolved at the local level (LEA)?	Complaints filed with the Department <ol style="list-style-type: none">6. How can a complaint be filed with the Department?7. How will a complaint filed with the Department be investigated?8. How are complaints related to equitable services to nonpublic school children handled differently?
Appeals <ol style="list-style-type: none">9. How will appeals to the Department be investigated?10. What happens if the complaint is not resolved at the state level (the Department)?	

1. What is a complaint?

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

2. Who may file a complaint?

Any individual or organization may file a complaint.

3. How can a complaint be filed?

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

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

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

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

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

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

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

- A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and
- The facts on which the statement is based on the specific requirements allegedly violated.

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

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

The following activities will occur in the investigation:

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

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

In addition to the procedures listed in number 7 above, complaints related to equitable services will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be

filed no longer than thirty days following the Department's resolution of the complaint (or its failure to resolve the complaint).

9. How will appeals to the Department be investigated?

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

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

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

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

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

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

Name: 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.

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 of 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 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.

Instruction

School Counselor and School Social Worker S-147-S

In addition to exploratory classes, MECC students will also have access to a school counselor and a school social worker. The school counselor will teach lessons in the areas of personal/social, academic, and careers to our Preschool and Kindergarten students on a weekly basis. The school social worker 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 counselor 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.

Schedule for Exploratory Classes

Maryville Early Childhood Center Kindergarten classes operate 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, Library/Counseling, and Music. 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.

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.

Teaching About Human Sexuality I-120-S

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

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 Craig Borey, 1501 South Munn, Maryville, MO 64468, borey@maryviller2.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.

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@maryviller2.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 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.

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 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

Maryville R-II teachers and staff will not use foods or beverages as rewards for academic performance or good behavior, and will not withhold food or beverages (including food served through school meals) as a punishment.

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.

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.

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.

District Policy Information

Physical Examinations and Screenings S-146-S

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

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

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

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

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

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

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

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

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

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

This institution is an equal opportunity provider.

Student Transfers S-120-S

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

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.

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

<https://www.msdp.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.

Signature and Form Requirements

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

*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.

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.