



**Maries Co. R-1
Elementary**

PARENT/STUDENT HANDBOOK

Updated 02/2021

**300 4th St.
Vienna, MO 65582**

www.mariesr1.k12.mo.us

(573) 422-3365 option 3

**Shanda Snodgrass
Elementary Principal**

**Teresa Messersmith
Superintendent**

PLEASE NOTE

Any COVID-19 policy or procedure changes can supersede any printed material in this Elementary Handbook.

Welcome

The teachers, school personnel, and administrators welcome you to Vienna Elementary School. It is our hope that you will enjoy this school year and will take advantage of the opportunities that exist here. We hope you will always be conscious of its traditions and requirements. We have the reputation of being one of the finest schools in the area. You, the students, have the opportunity to attain an excellent education. If you take advantage of this opportunity, you will receive the quality education we are striving to offer. Remember, the school will be whatever you make it. Let us always have the spirit to do the thing that will make it outstanding. All things considered, it is the student that is most influential in determining the kind of year he/she has.

Mission Statement

We are the EAGLES. Everyone Achieving Goals and Learning Expectations Successfully!

Vision Statement

Watch Us SOAR!
Success Opportunity Achievement Readiness

Philosophy

A philosophy of education is the foundation on which a school district is built, and upon which the product of the school program is evaluated. The philosophy herein subscribed to by the board of education shall be a guide in determining the policies, rules and regulations of the school district.

School Classification

The Maries R-I School program is fully accredited by the State Department of Education. Classification and accreditation are a cooperative matter in which the school curriculum, facilities, staff, etc., are evaluated for the purpose of continually improving the quality of the education program.

STUDENT HANDBOOK
Table of Contents

| | |
|---|--------------|
| Welcome | 3 |
| Mission Statement | 3 |
| Vision Statement | 3 |
| Philosophy | 3 |
| School Classification | 3 |
| Table of Contents | 4-6 |
| School Board / Administration / Elementary Directory | 7 |
| General Information | 8 |
| Arrival & Departure | 8 |
| Dismissal of School | 8 |
| School Colors, Mascot & Song | 8 |
| Eagle Updates / E-Notes | 9 |
| Library | 9 |
| Parties | 9 |
| Lost and Found | 9 |
| School Calendar | 9 |
| Bell Schedule | 10 |
| Articles Prohibited At School | 11 |
| Radio and Electronic toys | 11 |
| Assemblies | 11 |
| Attendance Policy | 12 |
| Tardiness | 12 |
| Bus Regulations | 13 |
| Cafeteria Procedures | 14 |
| USDA School Nutrition Program | 15 |
| Published Information | 16 |
| Discipline | 16-18 |
| Classroom Rules | 16 |
| Playground Rules | 17 |
| School-wide Rules | 17 |
| Discipline Referrals to the Office | 17 |
| Definitions of Possible disciplinary actions | 17 |
| Time out / In-Class Suspension ICS | 17 |
| In-School Suspension – ISS | 17 |
| Out of school Suspension – OSS | 18 |
| Dress Code and Appearance | 18 |
| Emergency Disaster Plan – Civil Disturbance | 18-19 |
| Safety Drill Instructions | 18 |
| Fire Drill Evacuation | 19 |
| Severe Weather Drills | 19 |
| Emergency Contact Information | 19 |
| Fees and Charges | 19 |
| Grading/Reporting System | 19 |
| Homework Policy | 20 |
| Honor Roll | 20 |
| Parent/Guardian Conferences | 20 |
| Physical Education Class | 20 |
| Health Screening Schedule | 20 |
| Medical Issues | 21-22 |
| Communicable Disease Policy | 21 |
| Health Information | 21 |
| Immunization Requirements | 22 |
| Safe School Policy | 23 |

| | |
|--|-------|
| Closed Campus | 23 |
| Drug Free Schools | 23 |
| Firearms and Weapons in School | 23 |
| Prohibition Against Discrimination, Harassment and Retaliation General Rule | 23 |
| Stolen Items | 24 |
| Student Conduct | 24-26 |
| After School Activities | 24 |
| Care of School Property | 24 |
| Fighting | 24 |
| Foul Language, Profanity and Verbal Abuse | 24 |
| Hallways | 24 |
| Opposition to School Authority | 24 |
| Possession of Use of Drugs or Alcohol | 24 |
| School Sponsored Trips | 25 |
| Sportsmanship and School Spirit | 25 |
| Rules for Assembly & Concert Behavior | 25 |
| Student Safety | 25 |
| Tobacco | 26 |
| Verbal Abuse | 26 |
| Student Records | 26 |
| Substitute Teacher | 26 |
| Telephone Usage | 26 |
| Testing | 26 |
| Textbooks | 27 |
| Animals | 27 |
| Use of Building | 27 |
| Visitors | 27 |
| District Information | 28-58 |
| Notice of Affirmative Action | 28-29 |
| No Child Left Behind Act of 2001 (NCLB) | 30-31 |
| Asbestos Awareness | 32 |
| Prohibition Against Discrimination, Harassment and Retaliation | 33 |
| Programs for Students with Disabilities | 33-37 |
| General | 33 |
| Students Eligible for Special Education Services under the IDEA | 34 |
| Students Placed in Private Schools by their Parents | 34 |
| Evaluation and Identification | 34 |
| Independent Evaluations | 34 |
| Extended School Year | 34 |
| Mediation | 34 |
| Resolution | 34 |
| Accommodation of Student with Disabilities including Those Not Eligible for Special Education Services under the IDEA | 35 |
| Programs for English Language Learner | 35 |
| Public Concerns and Complaints | 35-36 |
| Federal Programs | 36 |
| Notice | 36 |
| Process for Resolving a Concern or Complaint | 36 |
| Documentation and Release of Information | 36-37 |
| Assessment Program | 37 |
| District Assessment Plan | 37 |

| | |
|---|---------------|
| Surveying, Analyzing or Evaluation Students | 37 |
| Inspection | 37 |
| Notification of Policy and Privacy | 37 |
| Missouri Mo HealthNet | 38 |
| Program Description | 38 |
| General Program Requirements | 38 |
| Program Contact Information | 38 |
| Bullying | 38--40 |
| General | 38 |
| Definitions | 38 |
| Designated Officials | 39 |
| Reporting Bullying | 39 |
| Investigation | 39 |
| Consequences | 39-40 |
| Policy Publication | 40 |
| Training and Education | 40 |
| Additional School Programs and Resources | 40 |
| Teaching About Human Sexuality | 41 |
| Searches by School Personnel/Canine | 41 |
| Notice of Non-Discrimination | 41 |
| Public Notice | 42 |
| Electronic Communication | 42-43 |
| Training | 43 |
| Emergency Medications | 43 |
| Every Student Succeeds Act (ESSA) of 2015 (Public Law 107-110) Right to Know | 44 |
| Notification of Rights under FERPA for Elementary and Secondary Schools | 45-46 |
| Special Services Awareness Public Schools | 47 |
| Appendix 1 | |
| • Policy AC | 48-57 |
| ○ Prohibition Against Discrimination, Harassment and Retaliation | |
| • Policy AC-AF2 | 56-57 |
| ○ Grievance Form | |
| Internet Use Agreement | 58 |
| Student/Parent Permission Slip (RETURN) | 59 |
| Commitment to Safety (RETURN) | 60 |
| General Field Trip Permission Form (RETURN) | 60 |
| Electronics Policy (RETURN) | 61 |
| Handbook Affirmation (RETURN) | 61 |

Maries County R-1 School Board

Mrs. Victoria Bade - President
Mr. Penny Schoene- Vice-President
Mr. Matthew Novak - Member
Dr. Joe Barnhart - Member
Mr. Dave Garro - Member
Mr. David Long - Member
Mr. Mike Kleffner - Member

Administration

Superintendent.....Mrs. Teresa Messersmith
High School Principal.....Mr. Ian Murray
Elementary Principal.....Mrs. Shanda Snodgrass

Directory

| | |
|--------------------------------------|---|
| Pre-School | Ellie Glick |
| Pre-School Paraprofessional | Nichoel Snodgrass |
| Kindergarten | Rachel Johnson |
| Kindergarten | Lisa Swindell |
| First Grade | Jennifer Massman |
| First Grade | Shayla Willoughby |
| Second Grade | Amber Schell |
| Second Grade | Rebekah Weidinger |
| Third Grade | Rachel Hays |
| Third Grade | Mandy Mickem |
| Fourth Grade | Melanie Swarthout |
| Fourth Grade | Sara Campbell |
| Fifth Grade | Jennifer Freeman |
| Fifth Grade | Scott Mayberry |
| Art | Jessica Colliver |
| Music | Blake Bard |
| Physical Education | Chandler Harker |
| Title Teacher | Miranda Bock |
| Title Math Aide | Ralf Trusty |
| Title Math Aide | Joyce Honse |
| Librarian | Kristy Helton |
| Computers | Malinda Howard |
| School Nurse | Lindsay Otto |
| Nurse Assistant | Robyn Hollis |
| Secretary | Barbara Laughlin |
| K - 6 School Counselor | Alyssa Smith |
| Special Service Director | Joe Edwards |
| Special Services/Counselor Secretary | Robyn Hollis |
| Special Service Teacher K-6 | Anita Phipps |
| Special Services Paraprofessional | LaWanda Pritchett |
| Special Services Paraprofessional | Beth Edwards |
| Special Services Paraprofessional | Kelsey Rominger |
| Special Services Paraprofessional | Carrie Kleffner |
| Speech Pathology Assistant | Tracey Maher |
| Technology Coordinator | Kevin Schwartze |
| Bus Driver # 2 | Gary Honse |
| Bus Driver # 3 | Debbie Honse |
| Bus Driver # 4 | Buddy Thompson |
| Bus Driver # 5 | John Schulte |
| Bus Driver # 7 | Lindell Patterson |
| Bus Driver # 8 | Tammy Lake |
| Bus Driver # 9 | David Roberds |
| Pre-School Bus Driver | Tammy Lake |
| Food Service Coordinator | Amy Rowden |
| Head Cook | Carol Falter |
| Cook | Christine Robertson |
| Cook | Toni Willoughby |
| Custodians | Pat Hutchison / Connie Cahill / Zach Byington |
| Maintenance | Mike Shaunessy |

General Information

| | |
|---|------------------------|
| School Phone Number | 573-422-3365 option #3 |
| School Hours: | |
| Building Opens | 7:45 am |
| School Begins | 8:05 am |
| School Dismisses on Mon, Tue, Thurs and Fri | 3:20 pm, Wed 2:05 |

Arrival & Departure

Students should arrive at school no earlier than 7:45 a.m. Parents may drop their students off at the doors facing Eagle Drive. Upon arrival at school, students may go to the cafeteria for breakfast or go directly to their homeroom class. Students are considered tardy if arriving after 8:05 a.m.

Eagle Flight Passes are designed to help expedite parents' departure and will provide safety for students. Each family can be assigned a hang tag to display in the vehicle window that identifies them in the pick-up line. The pick-up line is located on the west side of the building beside the elementary office doors. Vehicles must remain occupied and students will be released as each vehicle reaches the elementary office doors. Eagle Flight Passes are available to be registered and picked up in the elementary office.

If your student is going home a different way than usual, **WE MUST HAVE A NOTE!** You are welcome to call in (before 2:00 p.m.) to the elementary office at 573-422-3365 option #3 and leave a message, otherwise, there are no exceptions.

Dismissal of School

The decision to close school is normally reached after a survey of conditions has been made to determine the safety of traveling district bus routes. If, in the judgment of the school administration and bus drivers, the school should be closed, notice of school closings will be given to these radio stations: KZNN (105.3), KCLQ (107.9) and KCLR-Y107 (106.9). Notice will be given to television station KRCG- Channel 13, KOMU-Channel 8, and ABC17 - Channel 17 if possible. An Eagle Update text cast will also be transmitted.

In case of severe weather (high water, snow, ice, heat, etc.), making it necessary to dismiss school early, these same stations will be notified. Your child will be dismissed according to the instructions provided by the parent at the beginning of the year on their child's information sheet.

Parents are asked to call the school only if your child is to go somewhere different from where he/she usually goes.

Please do not call the elementary office to ask if school is canceled. The superintendent's office notifies us only when a decision has been made and then an Eagle Update text cast will be sent. The radio stations are called immediately as well. School is not responsible for calling parents.

School Colors: Black & Gold

School Mascot: Eagle

School Song:

Go! Go! Vienna
Raise our Banner High
Black & Gold will shine tonight
 Now watch our Eagles FLY
VI-EN-NA
Upward and Onward
True to you we'll be
Fight now you Eagles
 We are with you
Marching on to VIC- TO-RY!
 HEY!

Eagle Updates / E-Notes

Eagle Updates / E-Notes is an informational text sent via cell phones. The information released is provided by the school administration. The option to sign up for Eagle Updates is located on our school website at the bottom of the home page. Some examples of messages that would be released are school dismissals, scheduled events, and reminders.

Library

The library is under the direction of a librarian who is available to assist students in the use of the library. Our library contains encyclopedias, required and suggested reading materials for the various departments, periodicals, (current and back issues), newspapers, electronic databases, CD-ROM reference sources, telecommunication and satellite capabilities as well as a varied assortment of books for enjoyment.

Parties

There will be three all-school parties during the year: Halloween, Christmas, and Valentine's Day. Costumes and/or decorations should not include blood, guts, gore or guns.

Lost and Found

A lost and found department is maintained through the principal's office. Students who lose or find items should report them to the office. Loss of property may be minimized by placing the owner's name on every article and by not leaving personal items unattended.

School Calendar

An official school calendar is kept in the principal's office. To eliminate conflicts and confusion, teachers, sponsors, and students are to schedule events with the office as early as possible. The principal must approve all dates and activities before they will be entered on the calendar.

Bell Schedule

| Monday, Tuesday, Thursday, and Friday Schedule | Wednesday Schedule |
|--|---|
| 8:01 Warning bell: first period | 8:01 Warning bell: first period |
| 8:05 School Day Starts | 8:05 School Day Starts |
| 10:47 to 11:11 Third & Fourth Grade Lunch | 10:47 to 11:11 Third & Fourth Grade Lunch |
| 10:56 to 11:16 Second Grade Lunch | 10:56 to 11:16 Second Grade Lunch |
| 11:01 to 11:21 First Grade Lunch | 11:01 to 11:21 First Grade Lunch |
| 11:06 to 11:26 Kindergarten Lunch | 11:06 to 11:26 Kindergarten Lunch |
| 11:16 to 11:41 Kindergarten Lunch | 11:16 to 11:41 Kindergarten Lunch |
| 3:10 PK and K Dismissal Bell | 1:50 PK - K Dismissal Bell |
| 3:15 1 and 2 Dismissal Bell | 1:55 1 and 2 Dismissal Bell |
| 3:20 3, 4 and 5 Dismissal Bell | 2:00 3, 4 and 5 Dismissal Bell |

Please inform the school of any changes to the routine schedule. Any student doing an alternative plan other than their routine schedule must provide a note from home with a parent/guardian signature or a phone call must be provided prior to 2:00 p.m. (Ex: going home with a friend, walking to the library, being picked up by a relative, etc.)

Parents needing to pick up their children before the end of the school day must report to the office. The elementary office will then notify student(s) of parent(s) arrival.

When a student leaves school early, he/she must have parent permission and sign out in the office. Students leaving without permission will be considered truant and the absence will be treated as such. Maries R-1 has a closed campus and violation of this policy will result in a school detention.

Articles Prohibited At School

Problems arise each year because students bring articles to school that interfere with school procedure in some way. The following items should not be brought to school – matches, cigarette lighters, e-cigarettes, vapes, vape pods, or other inhaled substances or drug paraphernalia unless a prescription has been provided with authorized information, knives, guns, or trading cards (Pokémon, baseball, etc.), personal toys and anything else of value.

Many items, such as squirt guns, some magazines, etc, are inappropriate items for school. If one of these items is brought to school by accident, it should be turned in to the office as soon as possible, and it will be returned at the end of the day with no action taken. If not turned in, it will be confiscated and necessary action will be taken.

Such items will be taken from the student and depending on what the item is, may be given back to the student at the end of the day or kept and returned only to the parent. Illegal items will be turned over to the proper legal authorities.

Students are not to buy, sell, trade or give away any items at school. The school is not responsible for any personal items brought from home including cell phones and other electronic devices.

Hats, caps, hoods, etc, should be removed by students when entering the building, and placed in the student's book bag until the bell rings to go home. The penalties for wearing the above items may result in suspension if the student doesn't correct the situation.

Radio and Electronic Toys

Students are not allowed to have or use personal cell phones, iPads, iPods, radios, electronic toys, etc. during the school day. Such personal items in the possession of a student will be confiscated and turned in to the principal. If a student needs to bring a cell phone to school, cell phones will be collected by their homeroom teacher and will be stored in the principal's office during the day for safe keeping. Maries R-1 is not responsible for personal belongings.

Assemblies

Assemblies are an important part of our school program. The faculty, administration, and student organizations will schedule a variety of programs. An attempt will be made to make the programs both enjoyable and educational. Admission may be charged for some assemblies and students will be notified in advance when this is to be the case.

One of the educational values of having assemblies is that students learn good audience behavior. It is each student's responsibility to be respectful, courteous, and attentive at all times. The assembly conduct of pupils, in a general way, speaks for the quality of citizenship existing within the school.

Teachers are expected to sit among the student body during these assemblies and are responsible for supervising students during the assemblies. The faculty should expect to promote an assembly atmosphere complementary to the educational objectives of the school.

Attendance Policy

With the belief that there is a high correlation between attendance and success in school, Vienna Elementary School expects each student to attend school regularly and to be on time for classes. Regular attendance is necessary for the student to receive the maximum benefits from the instructional program and to develop habits of punctuality, self-discipline and responsibility. Teachers cannot teach pupils who are not present.

Absentees miss important segments of their education that cannot be duplicated with assignments. The entire process of education requires a progression of instruction, classroom participation, learning experiences and study in order for students to reach their educational potential.

Regular contact of pupils with one another in the classroom and participation in well-planned educational activities under the instruction of a competent teacher are vital to the purpose. Hopefully, students and parents will keep track of absences closely as they could affect grades.

1. If you find it necessary to be absent, you should have a parent or guardian call the elementary school office before 10:00 am on the day of the absence (573) 422-3365 option #3. There will be an answering machine in operation for those who need to leave a message before 8:00 a.m. If the school is not notified by phone, your parent/guardian could receive a call from the school inquiring about your absence. If no call or notice is received the absence will be marked unexcused.
2. Excused absences will be given for the following reasons: Illness, illness in the family, death in immediate family, medical and dental appointments, some, not all pre-arranged absences with permission from the principal. A physician's slip will be required after a student misses a third consecutive day due to illness, or when leaving school or missing school for a Doctor/Dentist appointment. Doctor's notes must be submitted within one week of absence.
3. Sign-In and Sign-Out Procedures: Students must sign-in and sign-out if they arrive late or leave early. Any students arriving after 8:14 a.m. are required to be signed in by the parent/guardian in the elementary office prior to being released to the classroom. After a student has reported to school after boarding a bus or physically on campus he/she is not to leave at any time except after reporting to the office and receiving permission. Permission to leave school will not be granted unless the parent contacts the school by phone or note before the absence. Permission will be considered on an individual basis by the principal. Even when parents arrive to pick students up at the office, students must sign-out. A sign-in and sign-out list is available at the office. Students who fail to sign-in and out at the appropriate times will face disciplinary action by the principal and/or superintendent.
4. Students who miss school due to illness have the responsibility of making up the work missed. All make-up work should be completed and turned in on time. Students will be allowed (1) day for each day missed to complete missed work. Students will be expected to take tests that were announced before the absence on the day they return. Students will have a specific amount of time to make-up work and not an unlimited amount of days. Deadlines need to be communicated to the student by the teacher and the student needs to be accountable for meeting these deadlines.
5. Any student with 10 or more days of unexcused absences could be reported to the Division of Child Services for educational neglect.

Tardiness

Initially, the teacher will handle classroom tardiness. One of three key areas we stress in school besides attendance and bringing materials to class is punctuality. Being on time is a very important part of education. No matter what facet of life a person is involved in, he/she must learn to be on time if he/she wishes to succeed.

A student is considered tardy if outside the classroom when the tardy bell rings without a written note from a teacher or administrator.

Bus Regulations

Students using district transportation should understand that they are under the jurisdiction of the school from the time they board the bus in the morning until they depart the bus in the evening.

The safety of students during their transportation to and from school is a responsibility shared by students, parents, bus drivers and school officials. The following rules are to be observed:

1. Observe classroom conduct.
2. Be courteous, use no profane language.
3. **Do not eat or drink on the bus.**
4. Keep the bus clean.
5. **Cooperate with the driver.**
6. Do not smoke, vape, or bring alcoholic beverages on the bus.
7. Do not damage the bus or equipment. Students will be held responsible for any and all damage to the bus perpetrated by them.
8. **Stay in your seat and face the front of the bus.**
9. Keep head, hands and feet inside the bus.
10. Do not fight, push or shove.
11. Do not tamper with bus equipment.
12. Do not bring pets on the bus.
13. Do not bring flammable material on the bus.
14. The bus driver is authorized to assign seats.
15. Students must identify themselves when requested to do so.

Students who fail to observe these rules will be subject to immediate disciplinary action since their failure to do so may affect the safety of others. A student misbehaving will be reported by the driver to the principal on the same school day if the incident occurs in the morning or the next morning if it occurs in the afternoon. The following action will be taken:

1. Those offenses warranting parent notification will result in:
 - A. First offense: first trip to the office could result in a warning, an assigned seat, etc. (for the minor offenses), or suspension from riding the bus for (major offenses, such as a fight). A discipline notice from the office will be sent home describing the incident. This notice must be signed and returned to the office.
 - B. Second offense: a second offense will result in disciplinary action being taken, or suspension from riding the bus. A conference with the parents may be needed. A disciplinary notice will be sent home to be signed and returned.
 - C. Third offense: a third offense may result in suspension of bus riding privileges for a stated period of time. The period will be in relation to the seriousness of the offense.

Excessively dangerous behavior will result in immediate disciplinary action by the principal.

Cafeteria Procedures

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced breakfast and lunch are offered at a reasonable price. Elementary students do not have snack time. We strongly encourage students to eat breakfast every morning and to eat their lunch during our lunch time in the cafeteria.

Maries R-1 has a closed lunch period, which simply means each student must go with his/her class to the lunchroom and return to class after being dismissed. No student is permitted to eat lunch anywhere other than the cafeteria except for special circumstances as designated by the teacher.

Our school cafeteria offers two kinds of meals. Students may choose the regular cafeteria entrée or substitute either a sandwich (peanut butter and jelly) or a chef salad (when available). Milk is provided with each meal.

Application forms to participate in the free or reduced breakfast/lunch program are given to all enrolled students prior to the starting date of school. Forms are available on the Maries R-1 website or may also be picked up in the elementary office. The cost of lunch/breakfast will be determined each school year.

Meals and other lunch room charges can be tracked through an ID card issued following picture day.

Depositing money in your child's account is easy. You may either send a check or cash. Please place the monies in an envelope with the student's name and amount of payment written on the envelope. You may pay by the week, month, quarter or for an extended length of time. You may call the school to check on the account balance at any time. We ask that you always have enough money in your child's account so that they will never be refused the cafeteria entree. **Students who owe over \$25 will be served a peanut butter and jelly sandwich with milk for lunch and 2 pieces of toast and a milk for breakfast. Children who owe over \$12 are not allowed to charge anything except breakfast and lunch meals.**

E Funds is a program we will be implementing for parents to make online cafeteria payments into their child's lunch account each student's meal account. More information will be released as available.

Breakfast/lunch menus are included on the school website.

Students should follow the rules reflecting good manners and etiquette as stated below:

1. Get in line with your class.
2. Students with lunch cards eat first, students without lunch cards should go to the end of the line.
3. Do not push or shove.
4. Talk in a low-toned voice.
5. Do not throw food or paper in the lunchroom.
6. Keep hands and feet to yourself.
7. Use your eating utensils appropriately.
8. Students are not allowed to trade or give away food in the lunchroom.
9. Do not leave food or other items on the table.
10. Take your tray and all discarded items to the clean-up window.
11. Typically, no food or drinks of any kind may be taken from the cafeteria

USDA Non-Discrimination Statement:

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, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

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

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, 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:

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

This institution is an equal opportunity provider.

Published Information

Published information includes information that notifies about academic successes and/or activities or events happening within the school system. Published information may include but is not limited to the student's name, students parent(s) names, grade level, individual and/or group pictures (examples: artistic performances, sporting contests, assemblies, service projects, awards ceremonies, etc.).

Parents or eligible students will have ten (10) school days from the first day of school to provide notice in writing to the school district that they choose to not have this information or any portion of the published information released. Unless notified to the contrary within the (10) school day period, the school district may disclose any of those items designated as published information without the parent's or eligible student's prior written consent.

As guests come into our building, please be mindful of the privacy of others. It is a privilege to take pictures and videos of your child and school happenings. That privilege is abused by sharing other students on public feeds. Some families do not want their child publicized for personal reasons. Thank you for being considerate of their requests.

Discipline

The main goal in school is education. Any person preventing any student from reaching this goal is going to be disciplined. Learning requires being able to listen, participate, share, and concentrate. This school protects all students' rights to an education without interference. Teachers are qualified and prepared to provide a safe environment for students' success. Students can enhance the experience in their education by learning to cooperate with all teachers and students of different dispositions. This quality will help prepare any student for the life skills necessary for success.

The student code of conduct is designed to foster student responsibility, respect for the rights of others, and to ensure the orderly operations of district schools. No one can be expected to list each and every offense, which may result in the use of disciplinary action. All district personnel responsible for the care and supervision of students are authorized to hold every pupil strictly accountable for any disorderly conduct in school.

Basically the kinds of misbehavior that can occur at school consist of minor offenses, such as running in the halls, playing in the restrooms, being too loud or playing in the lunchroom, shoving or horse playing in lines and talking too much.

Serious misbehavior at school can consist of things such as name calling, not doing schoolwork, scuffling or playing too rough on the playground, being untruthful, disrupting the classroom or being disrespectful to school personnel or property.

Major school infractions can include things such as fighting, using profanity that's directed at school personnel, being in possession of drugs or bringing a weapon to school. The school district's policies can be viewed at any time during regular school hours in the office of the Maries R-1 Superintendent. This includes the district policy for corporal punishment.

I. Classroom Rules

Classroom rules and consequences for breaking a rule vary with each grade level teacher; however, following is a list of general rules which apply to all classrooms.

- a. Follow teacher directions.
- b. Respect school property.
- c. Keep hands and feet to self.
- d. Bring only school related materials to school unless the teacher or principal gives special permission.

II. Playground Rules

- a. Students should only slide down the slide on their bottoms.
- b. Students should not throw rocks, sticks, etc.
- c. Students should stay within the playground area at all times.
- d. Students should use all playground equipment properly.
- e. Students who cannot participate in recess activities, due to a health problem, must have a note from the doctor.

If the temperature and/or wind chill is below freezing, students will have indoor recess; however, the teacher may take the students out for a portion of the recess period. Students need to dress appropriately based on weather conditions.

III. School-wide Rules

- a. Students should follow the directions of all school personnel.
- b. Students should walk in the school building at all times.
- c. Students should not wear caps, hats or hoods in school buildings.
- d. Students should not fight.
- e. Students should not use profanity.
- f. Students should not use name-calling or bully other students.
- g. Students should not leave the school grounds without permission.

IV. Discipline Referrals to the Office

When a student is referred to the office for disciplinary action, the following procedures will be used:

- A conference will be held with the student with all sides of the incident being looked at.
- Unless the incident is a major infraction, the student will usually be given a verbal or written warning.
- Second and all other trips to the office usually result in some kind of disciplinary action being taken.
- These actions could range from timeouts, loss of recesses, conferences with parents, in-class suspension (ICS), in-school suspension (ISS), and/or out-of-school suspension (OSS).

Trips to the office usually result in a discipline notice being sent home depending on the degree of infraction. This notice is to be signed by a parent or guardian and returned to school the next school day.

Major violations (fights, possession, weapons, etc.) may warrant additional consequences such as referral to the juvenile authorities, police, etc.

Fights at school are defined as any physical contact between two students that is done in anger. Fights usually result in immediate ISS.

Offenses involving possession (use/selling) of drugs will result in confiscation as well as disciplinary action.

Definitions of possible disciplinary actions

Time Out / In Class Suspension - ICS

Time out is a temporary removal from the classroom or other school activities. Time outs can be taken in a part of a classroom (ICS), in the office, or other parts of the school. The student will be expected to do their schoolwork.

In-School Suspension - ISS

The student will be sent to a separate environment (ISS room). There the student will be expected to do their schoolwork. The student will lose all other school activities while in ISS. A teacher will be in the ISS room to assist students.

Out of School Suspension - OSS

The student will be suspended from school and all school related activities. Each out-of-school suspension, by the principal, may range from one to ten days. The superintendent may suspend for 11-90 days per incident. The Board of Education may suspend for more than 90 days.

Dress Code and Appearance

In determining acceptable dress and appearance, the following guidelines are to be used:

1. Clothing worn at school or school sponsored functions is not to be suggestive or indecent. This includes any alcohol or tobacco product and sexually suggestive content.
2. Dress and appearance shall not, in any way, cause a distraction or interfere with the educational process.
3. Dress and appearance shall be in keeping with what is generally accepted by the community as being in good taste.
4. Dress and appearance shall not in any manner present a potential health or safety hazard. Dress for the weather, knowing outside time is scheduled.
5. Shorts, skirts, dresses, and rompers should not be shorter than mid-thigh length. Shorts must be baggy enough to provide freedom of movement.
 - Footwear and undergarments are to be worn at all times.
 - Spaghetti strap tops, tube tops, halters, half shirts and midriffs shirts are not acceptable.
 - Shorts may be worn to school provided they are in good taste.
 - Hats, caps, hoods, and sunglasses are not to be worn in the building.

Hair should be neatly groomed and styled in a generally acceptable manner. Students involved in co-curricular and/or extra-curricular activities must follow the standards set by the sponsor of that activity.

Students violating the proper standards of dress and appearance will not be admitted to school or be allowed to continue in school until the problem is resolved.

Emergency Disaster Plan -Civil Disturbance

In the event of a civil disturbance, plans have been made to cooperate with local authorities and the Missouri State Highway Patrol.

If a civil disturbance should develop during a school activity, it would be the building principal's responsibility to notify the sheriff's office. The telephone number for the sheriff's office is to be posted near the phone in each building.

Safety Drill Instructions

The fire alarm signal will be a loud buzzer and/or announced over the intercom. The all-clear notification will be a verbal OK by an administrator. Students should become familiar with the fire drill instructions for each classroom they will be in during the day. These instructions are posted in every classroom.

The tornado alarm signal is a loud buzzer and/or announced over the intercom. Students should move quickly and quietly to the designated safety area to await further instructions. Tornado safety instructions are posted in each classroom. The all-clear notification will be a verbal OK by an administrator. Students should take the time to become familiar with these instructions.

The earthquake alarm will be announced over the intercom system. Students should be aware of what actions to take should such warning occur.

Fire Drill Evacuation

A fire drill plan is posted in each room. Students should study the plan and become familiar with it. When the buzzer sounds and or the announcement on the intercom is made, students will leave the room in an orderly manner. Students should not pass another student or break the line. Students should walk quietly in line with their teacher to a designated location where classroom roll will be taken. Students should remain with their teacher until the signal from an administrator is given to re-enter the building

Severe Weather Drills

The signal for severe weather preparedness will be a loud buzzer or announced over the intercom. In this kind of drill students and staff members do not evacuate the buildings where maximum safety conditions exist. The specific areas that students are to go are posted in each classroom. Your safety and health are dependent upon following the rules of tornado safety.

Emergency Contact Information

It is very important that parents can be contacted in case of an emergency. Please leave a telephone number where you can be reached if you will not be at the emergency number previously given. *If the emergency phone number changes during the school year, it is the parent's responsibility to inform the school.*

Fees and Charges

1. When the student causes the willful or negligent destruction of property, the school district may make charges that will enable the school to replace or repair the property.
2. Fines may be imposed in classes, such as Art, if items loaned to a student are not returned promptly so that other students may use them.
3. All fees and charges such as cafeteria fees and/or library fees must be paid before the student's grade card is released to the parents/guardians.

Grading/Reporting System

Students receive a progress report after each quarter. A mid-quarter report will also be sent home. Parents are asked to acknowledge receipt by signing and returning the report within one week.

The grading system represents five levels of achievement. These levels are as follows: A (Superior), B (Above Average), C (Average), D (Below Average) and F (Failing). A deficiency report may be sent as needed any time throughout the year, if the student's grade is 69% or below. This is a notice to make the parents aware that the student is functioning below at or below a (D+) level and is in jeopardy of receiving a failing grade. These deficiency reports are to be signed and returned to school.

The following grading scale has been adopted by the Maries R-1 School.

| | | |
|------------|------------|------------|
| 100 - 95 A | 82 - 80 B- | 69 - 67 D+ |
| 94 - 90 A- | 79 - 77 C+ | 66 - 63 D |
| 89 - 87 B+ | 76 - 73 C | 62 - 60 D- |
| 86 - 83 B | 72 - 70 C- | 59 - 0 F |

Homework Policy

It is important that students plan for a regular period of study at home. All homework must be turned in on the due date assigned by the teacher. Assignments will not be accepted after the due date. All school work is the student’s responsibility and must be turned in on time. Any school work missed due to absences may be made up according to each teacher’s classroom policy.

Unusual circumstances such as extended illness or hospital stays, etc. will be considered and addressed on an individual basis by the homeroom teacher and principal.

Honor Roll

Students in grades 3-5 are eligible for recognition on the honor roll for attaining an A or B letter grade average during each of the 7 class periods. Students earning honor roll recognition will receive a certificate at the final award assembly of the year. Honor roll designations will be A or A/B.

Parent/Guardian Conferences

Each teacher has a daily planning period. Parents/guardians may call the principal's office to request a time for a return phone call or conference with a teacher. We would encourage parents/guardians to do so anytime there is a concern.

Physical Education Class

Students enrolled in physical education class **are required to wear tennis shoes to Physical Education Class** and to provide their own clothing. The clothing shall be of a type necessary for safety, health, or protection of people or property. A student who has an illness or disability, which necessitates a limited physical education program or one who should be excused entirely from physical education, must have a doctor's statement submitted to the office. The statement should include the student's name, statement of the problem and dates during which the student will be unable to participate.

Health Screening Schedule:

| | | |
|------------|---------------------|--------------------|
| September: | Grade K | vision and hearing |
| November: | Grades 1, 2, 3, & 5 | vision and hearing |

This is a tentative schedule. Please note that screenings may be performed earlier or later in the school year as time allows.

Medical Issues

Communicable Disease Policy

A student shall not be permitted to attend classes or other school sponsored activities if the student is known to be afflicted with, or liable to transmit, any contagious or infectious disease unless the board or its designee has determined, based on medical evidence, that (1) the student is no longer infected or liable to transmit the disease or (2) the student is afflicted with a chronic infectious disease which poses little risk of transmission in the school environment with reasonable precautions.

- Any student permitted to attend school with a chronic infectious disease must do so under specified conditions. Failure to adhere to the conditions will result in the student being excluded from school.
- Any student determined to have a chronic infectious disease and who is not permitted to attend school will be provided instruction in an alternative setting in accordance with the district policy.

Students with a contagious or infectious disease and their families have the right to privacy and a need for confidentiality. Only staff members who have medical reasons to know the identity and condition of such students will be informed. Willful or negligent disclosure of confidential information about a student's medical condition by staff members will be cause of disciplinary action.

In the event of an outbreak of a vaccine-preventable disease within a particular facility, children who are not fully immunized or do not have documented laboratory evidence of immunity shall not be allowed to attend school until the local health authority declares the designated outbreak or health emergency has ended per the Missouri Department of Health and Senior Services. *The district will implement the reporting disease outbreak control measures in accordance with 19 CSR 20-20.050 and 20-28.010.*

Health Information:

Schools play a very important role in controlling the spread of communicable disease. Our district will enforce the state communicable disease regulations and exclude from school any child who is ill. Our district wishes to promote a high level of wellness for each student because we know healthy students learn better.

Please review the following guidelines. Our school asks that you abide by them when deciding whether or not your child is well enough to be in school.

1. If your child's temperature exceeds 100 degrees. A child with such a fever should remain home for 24 hours after the temperature returns to normal without the use of fever-reducing medication.
2. If your child is experiencing nausea, vomiting, and/or diarrhea. He/she should be free from vomiting and diarrhea for at least 24 hours.
3. If your child complains of severe persistent pain. This symptom should be referred to a physician for further evaluation.
4. If your child shows signs of upper respiratory infection (cold symptoms) serious enough to interfere with the child's ability to learn.
5. If there are signs of conjunctivitis (pink eye) with drainage coming from one or both eyes, itching, crusts on eyelids; the child should be evaluated by a physician. If infection is present, student must be on antibiotic treatment for 24 hours prior to returning to school.
6. If there are areas of rash or open sores that have not been evaluated by a physician.
7. If there are signs of infestation with lice (nits in the hair, live lice present, severe scalp itching) the child should be evaluated for treatment with a pediculicide.

Please note that over-the-counter medication such as Tylenol, Ibuprofen, Tums, Benadryl, and/or cough drops are available in the nurse's office and may be given to students if permission to do so is signed by the student's legal guardian. If your child requires a prescription medication to be given during school hours, the medication must be supplied by the parent in the original prescription container. A letter of permission from the parent/guardian must accompany the medication indicating the time to be administered. The district will not administer the first dose of any medications. The school nurse or principal's designee (in the absence of the school nurse) will administer these medications.

Please feel free to contact the school nurse at 422-6395 if you have any questions about the above information.

2018-2019 Missouri School Immunization Requirements

- All students must present documentation of up-to-date immunization status, including month, day, and year of each immunization before attending school.
- The Advisory Committee on Immunization Practices (ACIP) allows a 4-day grace period. Students in all grade levels may receive immunizations up to four days before the due date.
- Required immunizations should be administered according to the current Advisory Committee on Immunization Practices Schedule, including all spacing, (<http://www.cdc.gov/vaccines/schedules/index.html>).
- To remain in school, students "in progress" must have an Immunization In Progress form (Imm.P.14) on file. In progress means that a child has begun the vaccine series and has an appointment for the next dose. This appointment must be kept and an updated record provided to the school. If the appointment is not kept, the child is no longer in progress and is noncompliant. (i.e., Hep B vaccine series was started but the child is not yet eligible to receive the next dose in the series.)
- Religious (Imm.P.11A) and Medical (Imm.P.12) exemptions are allowed. The appropriate exemption card must be on file. Unimmunized children are subject to exclusion from school when outbreaks of vaccine-preventable diseases occur.

| Vaccines Required for School Attendance | Dose Required by Grade | | | | | | | | | | | | |
|---|------------------------|----|----|----|----|----|----|----|----|----|----|----|----|
| | K | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| DTaP/DTP/DT ¹ | 4+ | 4+ | 4+ | 4+ | 4+ | 4+ | 4+ | 4+ | 4+ | 4+ | 4+ | 4+ | 4+ |
| Tdap ² | | | | | | | | | 1 | 1 | 1 | 1 | 1 |
| MCV ³ (Meningococcal Conjugate) | | | | | | | | | 1 | 1 | 1 | | 2 |
| IPV (Polio) ⁴ | 3+ | 3+ | 3+ | 3+ | 3+ | 3+ | 3+ | 3+ | 3+ | 3+ | 3+ | 3+ | 3+ |
| MMR ⁵ | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 |
| Hepatitis B ⁶ | 3+ | 3+ | 3+ | 3+ | 3+ | 3+ | 3+ | 3+ | 3+ | 3+ | 3+ | 3+ | 3+ |
| Varicella ⁷ | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 1 | 1 | 1 | 1 |

1. Last dose on or after the fourth birthday and the last dose of pediatric pertussis before the seventh birthday.
Maximum needed: six doses.
2. 8-12 Grades: Tdap, which contains pertussis vaccine, is required.
3. Grade 8-10: One dose of MCV is required. Dose must be given after 10 years of age.
Grade 12: Two doses of MCV are required unless the first dose was administered to a student who was 16 years of age or older, in which case only one dose is required. At least one dose must be given after 16 years of age.
4. Kindergarten-8 Grade: Last dose must be administered on or after the fourth birthday. The interval between the next-to-last and last dose should be at least six months.
9-12 Grades: Last dose on or after the fourth birthday. Any combination of four doses of IPV and OPV constitutes a complete series. **Maximum needed:** four doses.
5. First dose must be given on or after twelve months of age.
6. There must be at least four weeks between dose one and two; at least 8 weeks between dose two and three; at least 16 weeks between doses one and three and final dose must be given no earlier than 24 weeks of age.
7. First dose must be given on or after twelve months of age.
Kindergarten-8 Grade: As satisfactory evidence of disease, a licensed health care provider may sign and place on file with the school a written statement documenting the month and year of previous varicella (chickenpox) disease.
9-12 Grades: As satisfactory evidence of disease, a parent/guardian or MD or DO may sign and place on file with the school a written statement documenting the month and year of previous varicella (chickenpox) disease.



Safe School Policy

Closed Campus

With the safety and welfare of the students in mind, the Board of Education has closed all campuses during the school day. Permission to leave school will be granted only for valid reasons, and only with a written request signed by a parent/guardian. In emergency situations, a telephone call from a parent/guardian may suffice, with approval of the building principal.

Drug Free Schools

Pursuant to requirements of the 1989 amendments of the *Drug-Free Schools and Communities Act*, pursuant to the requirements of the *Safe Schools Act*, and for the purpose of preventing the use of illicit drugs and alcohol by students, the district shall provide age-appropriate, developmentally based drug and alcohol education and prevention programs to all students in all grades from early childhood level through grade twelve (12).

Firearms and Weapons in School

The term firearm includes, but is not limited to, such items as:

Any item which is a loaded or unloaded weapon, weapon frame, or weapon barrel, and which is designated to, and may be readily converted to expel a projectile by action of an explosive or other propellant. Any item which has a barrel with a bore of at least one-half inch in diameter. Any explosive, incendiary, or poison gas (such as bombs, grenades, rockets with a propellant charge of greater than four ounces) and other similar devices recognized under federal law. Any combination of parts either designed to, or intended for, use in converting any device into a device described in the paragraph above or the definitions section of this regulation.

Items defined as weapons under MO Rev. Stat. 571.010

| | | |
|---------------------|-------------------|--|
| Blackjack | Machine Gun | Switchblade |
| Concealable firearm | Projectile weapon | Mace Spray |
| Explosive weapon | Rifle | All Knives |
| Firearm | Shotgun | Gas gun |
| Firearm silencer | Spring Gun | Any item which can be used to inflict injury |

The district will take the following actions upon determining that a student has brought a firearm to school or on school property:

1. The District will refer the student to the appropriate criminal justice or juvenile delinquency system.
2. The District will suspend the student from school for a period of no less than one year (365 days) from the date of the infraction, and may, at its discretion, expel the student from school permanently. This suspension provision may be modified on a case-by-case basis upon recommendation of the District Superintendent if the Superintendent determines that the circumstances justify such modifications.
3. The District may, at its discretion, provide a student suspended under this regulation with educational services in an alternative setting.

Prohibition Against Discrimination, Harassment and Retaliation

The Maries County R-1 School District Board of Education is committed to maintaining a workplace and educational environment that is free from discrimination and harassment in admission or access to, or treatment or employment in, its programs, services, activities and facilities. In accordance with law, the district strictly prohibits discrimination and harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law. The Maries County R-1 School District is an equal opportunity employer. (See policy AC in appendix)

Stolen Items

Students must report all stolen items as soon as possible to the principal's office. Students are requested not to bring large sums of money or valuables to school. Each student must exercise good judgment in safeguarding his/her valuables.

Student Conduct

General misconduct leading to the decline of school discipline and morals may result in suspension. Cursing will not be tolerated at school or school related functions and will result in disciplinary measures. Vandalism, theft, or generally making a nuisance of oneself are considered behavior problems and will not be tolerated. Students making judgments concerning conduct should keep in mind the purpose for which school exists.

1. After-School Activities

Students attending ball games or other activities are expected to remain at that activity. Students will not be allowed to leave and return. Students who cannot behave at school activities will not be allowed to attend those activities. Suspended students are not allowed on campus unless with parents to discuss their discipline during school hours.

2. Care of School Property

It is the responsibility of each student to see that school property is kept in good condition. Vandalism of any sort will not be tolerated. Students will be held responsible for the proper care of all books, supplies, apparatus, and furniture furnished by the Maries R-1 School District. Students who deface or mar school property will be required to pay all damages and will be subject to disciplinary action.

3. Fighting

Fighting is not an acceptable activity at Maries R-1 School. Students who are guilty of fighting at school or school activities will be punished. Students guilty of fighting may be suspended from school. Fighting is defined as mutual combat in which both parties have contributed to the conflict VERBALLY or by PHYSICAL action.

4. Foul Language, Profanity and Verbal Abuse

Any foul language, profanity, or verbal abuse used by students on school grounds, in school buildings, or during school activities is to be reported to the principal. The principal, student and person making the report will meet in conference. The parents will be contacted.

5. Hallways

No student may leave a classroom unless excused by the teacher. Students are to go promptly to their destination.

6. Opposition to School Authority

A student may be suspended from school due to persistent opposition to school authority. A student who is insubordinate or disrespectful to any staff member will be sent home for the remainder of that day or longer if the situation warrants it. A student who strikes a teacher will automatically be suspended with a recommendation of expulsion.

7. Possession or Use of Drugs or Alcohol

Students who come to school or a school function in possession or under the influence of drugs or alcohol will be subject to a five-day suspension from school. Possession of drugs will be reported to law enforcement authorities. The student's parents will be notified by the principal's office of such violation.

8. School Sponsored Trips

Maries R-I School has definite rules and regulations to follow on all trips away from school. They are as follows:

1. Students will go and return on school sponsored transportation. However, if parents/guardians wish to transport students **from** a school-sponsored trip, they may do so by signing the student out with the teacher/sponsor.

9. Sportsmanship & School Spirit

The first rule of good sportsmanship is courtesy to everyone around you: classmates, visitors, players, teachers, and coaches.. The person who represents good sportsmanship will cheerfully abide by the rules and chances of the game, is a good loser and a courteous winner.

Maries R-I School is committed to the belief that participation in all team activities, whether as a player, spectator, or coach, supplements and enriches the student's educational experiences. Such participation however, is a privilege that carries with it responsibilities to the team, the school, the community, and the student himself. Whether participating as a player or a spectator, athletics should contribute to the student's knowledge skills, appreciation of fair play and ideals of sportsmanship thereby making each a better person and citizen. When and where athletics fails to provide these desirable values, they cease to serve their true purpose.

Rules for Assembly & Concert Behavior

- a. No objects of any kind should be tossed onto the floor, stage, or audience area. Besides possibly inflicting injury, this shows lack of respect for your school.
- b. No vulgar language or suggestive gestures will be allowed.
- c. Spectators should display respect by attending the program in its entirety.
- d. All cheering should be respectful and positive.
- e. Good listening and eye contact toward the speaker or performance is expected at all times.
- f. Any signs or posters used should be of a positive nature encouraging others.
- g. Only authorized school personnel should be on the floor at any time. No one should block the view of other spectators.
- h. Stay in seated area during the event. Go to the lobby, restroom, or get refreshments only at intermissions.
- i. Concerts, school plays, and or other copyrighted performances may be recorded to view in your homes, but do not post or upload any videos of performances to a public account on the internet. Facebook, YouTube, or any other website where videos can be uploaded for public viewing, cannot be used. Under copyright law, as a school, we have permission to perform the copyrighted material we have prepared; however, we do not have permission to record and publish the performance. The music industry is going to great lengths to fine any school groups, small or large, that violate this federal copyright law.

10. Student Safety

Often students are needlessly hurt during the school year. In most instances, injury could be avoided if students would be more cautious and simply think before acting. To minimize the possibility of injury, students are expected to obey the following rules:

1. Report accidents promptly and accurately to the principal.
2. Inform someone in authority of unsafe practices in the building, on school grounds and on the street.
3. Help keep the school building clean and free from fire and other hazards. (Cigarette lighters and matches should not be brought to school or be in the possession of an elementary student.)
4. Remain calm and follow the directions of the principal and school personnel during safety drills and other emergencies.

11. Tobacco

The Board of Education policy for Maries R- I School forbids the use of tobacco on school grounds and in school buildings, thus making our school tobacco free. This is interpreted to include the smoking of cigarettes, e-cigarettes, vaping devices, the chewing of tobacco, the use of snuff, etc.

Students found smoking or using tobacco in any form while classes are in session, between periods, or at any time they are on school premises are subject to the actions listed in the discipline action notes in the handbook.

12. Verbal Abuse

Students and teachers are expected to communicate with each other in a manner that is conducive to a wholesome learning environment.

Teachers are in charge of supervising students during the school time and are encouraged to take responsibility for such supervision. Students who verbally abuse teachers are subject to the following procedure:

- a. The student and teacher should hold a private conference to try to resolve the issue. If it cannot be resolved, the principal should be contacted.
- b. If profanity or threatening language is used by the student there could be a minimum of three days suspension.

Student Records

Student records are confidential and will not be given or shown to anyone other than certified school personnel or other educational institutions without permission from the student or his/her parent/guardian. The student, if he/she is 18 years old or older and the parent/guardian may review the student's records should they so desire.

Substitute Teacher

When a substitute teacher is teaching a class, the students are expected to behave and perform in a manner that would reflect good conduct.

Telephone Usage

Students who need to make telephone calls during the day must have approval before making the call. The office telephone is for school business only and is to be used by students only in emergencies, and then only with permission of the office personnel. Those who use the telephone without asking for permission will be given discipline. Students will not be called from class to accept a phone call unless it is an emergency. Only messages from parents/guardians will be relayed to the student.

Testing

State assessments are used to evaluate a student's mastery in identified key areas in the Show-Me and Missouri Learning Standards. These areas include Math, English Language Arts, Science, and Social Studies.

Textbooks

All textbooks are loaned to students for their use during the school year. Textbooks are to be kept clean and handled carefully. Students are to write their name in the text. Students are responsible for the condition of and the returning of texts to their teacher. Students must pay for excessive textbook damage and loss of textbooks.

Students are also responsible for correct and appropriate usage of the electronic instruction materials provided by the district. Students who abuse the electronic materials provided by the district could be responsible to submit payment for restoration of any damaged materials.

Animals

Common pets of any kind are restricted from our school due to allergy and safety issues.

Use of Building

Prior arrangements should be made with the principal for any activities that may require the use of the building after school hours. Arrangements should be made at least one week in advance and the sponsor of the organization or activity is to make the request.

Visitors

All visitors to the building are to report to the elementary office before going elsewhere in the building. Visitors not reporting to the elementary office will be made aware of the school policy regarding visitors and reported to the police, if necessary. Visitors, for other than school business, will not be allowed. This policy is to be enforced by all school personnel. Students should keep in mind; visitors to this school form an immediate impression of the school by the actions of the students. This means students should be as courteous as possible.

Notice of Affirmative Action

Students, their parents, and employees of the Maries R-I School District are hereby notified that this school district does not discriminate on the basis of sex or handicap as required by Title VI, Title IX, Section 504, and A.D.A. not to discriminate on the basis of race, color, national origin, sex or handicap in its educational activities and employment practices. Any person having inquiries concerning the Maries R-I School District compliance with Title VI, Title IX is directed to contact Superintendent, P.O. Box 218, Vienna, MO 65582, phone (573) 422- 3304. Any person having inquiries concerning the Maries R-I School District compliance with Section 504 and A.D.A. is directed to contact the Director of Special Services, P.O. Box 218, Vienna, MO 65582, phone (573) 422-6179. The superintendent is designated by the Maries R-I School District to coordinate the school district's efforts to comply with Title VI, and Title IX. The Director of Special Services has been designated by the Maries R-I School District to coordinate the school district's efforts to comply with Section 504 and A.D.A.

ASSURANCE OF COMPLIANCE WITH TITLE OF THE
EDUCATION AMENDMENTS OF 1977
MARIES R-I SCHOOL DISTRICT
P.O. BOX 218
VIENNA, MO 65582

(Hereafter the "Applicant") gives this assurance in consideration of and for purpose of obtaining federal education grants, loans, contracts (except contracts of insurance or guaranty), property, discounts, or other federal financial assistance to education programs or activities from the Department of Health, Education and Welfare (hereinafter the "Department") including payments or other assistance hereafter received pursuant to applications approved prior to the date of this assurance.

Article I -Type of institution submitting assurance

- A. The applicant is (check the following boxes where applicable)
 - 1. A state educational agency
 - 2. A local education agency
 - 3. A publicly controlled educational institution or Organization
 - 4. A privately controlled educational institution or Organization
 - 5. A person, organization, group of other entity not primarily Engaged in education. If this box is checked, insert primary purpose of activity of applicant in the space provided below.

- B. Claiming a religious exemption under 45 C.F.R. 86.12(8) (If religious official of applicant identifying the specific ranking official of applicant identifying the specific provisions of 45 C.F.R. Part 86 which conflict with a specific religious tenet of the controlling religious organization.)

- C. The applicant offers one or more of the following programs or activities (Check where applicable):
 - 1. Pre-school
 - 2. Kindergarten
 - 3. Elementary or secondary
 - 4. Graduate
 - 5. Other (Such as special programs for the handicapped even if provided on the preschool, elementary or secondary level). If this box is checked give a brief description below.
 - 6. Undergraduate (including junior and community colleges.
 - 7. Vocational or technical
 - 8. Professional

Article II -Period of assurance. This assurance shall obligate the applicant for the period during which federal financial assistance is extended to it by the department.

Article III- Terms and conditions. The applicant hereby agrees that it will:

1. Comply, to the extent applicable to it, with Title IX of the education amendments of 1972 (P.L. 92-313 as amended, 20 U.S.C. 1081, 1682, 1683, and 1685) (hereinafter, "Title IX") and all applicable requirements imposed by or pursuant to the department's deregulation issued pursuant to Title IX, 45 C.F.R. Part 86, no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any education program or activity federal financial assistance from the department. (This assurance does not apply to Section 904 -prescribing denial of admission to course of study on the basis of blindness- and 90-6 amending other laws of Title IX, 20, U.S.C. 1684 and 1685).
2. Assurance itself that all contractors, subcontractors, sub grantees or others with whom it arranges to provide services or benefits to its students or employees in connection with its education program or activity are not discriminating on the basis of sex against these students or employees.
3. Make no transfer or other conveyance of title to any real or personal property which was purchased or improved with the aid of federal financial assistance covered by this assurance, and which is to continue to be used for an education program or activity and where the federal share of the fair market value of such property has not been refunded or otherwise properly accounted for by the federal government, without securing for the transferee and assurance of compliance with Title IX and Part 86 satisfactorily unto the director and submitting such assurance to the department.
4. Submit a revised assurance within 30-days after any information contained in this assurance becomes inaccurate.
5. If the applicant is a state education agency, submit reports in a manner prescribed by the director under 45 C. F. R. 80.6 (B) as to the compliance with Title IX and Part 86 of local education agencies or other education programs or activities within its jurisdictions.

Article IV -Designation of responsible employee and adoption of grievance procedures (check the appropriate box)

- A. Pursuant to 45 C. V .C. 86.8, the applicant has adopted grievance procedures and designated the following employee to coordinate its efforts to comply with Part 86 and has notified all of its students and employees of these grievance procedures and the following name, address and telephone number of the designated employee:

Mrs. Teresa Messersmith
P.O. Box 218
Vienna, MO 65582
(573) 422-3363

- B. The applicant is not presently receiving federal financial assistance subject to Part 86 and, consequently, has not designated a responsible employee or adopted grievance procedures pursuant to 45 C.F.R. 86.8 but will do so immediately upon award of such assistance and will immediately notify the director, its students and employees of the name, office address, and telephone number of the employee so designated.

Article V -Self Evaluation {Check appropriate box}

- A. The applicant has completed a self-evaluation as required by 45 C.F.R. 86,8 (C) and has not found it necessary to notify any of its policies and practices or to take any remedial steps to come into compliance with Part 86 and is taking any necessary remedial steps to eliminate the effects of any discrimination which resulted or may have resulted from adherence to such policies and practices.
- B. The applicant has not completed the self-evaluation required by 45 C.F .R. 86.3 (C) but plans to be completed by (date).
- C. The applicant is not required to conduct a self-evaluation under 45 C.F .R. 86.3 since it did not receive any federal financial assistance to which Part 86.3 since it did not receive any federal financial assistance to which Part 86 applied prior to July 21, 1976. Missouri Department of Elementary & Secondary Education

No Child Left Behind Act of 2001 (NCLB) COMPLAINT PROCEDURES

This guide explains how to file a complaint about any of the programs ¹ that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the No Child Left Behind Act of 2001 (NCLB)².

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

1. What is a complaint under NCLB?

For these purposes, a complaint is an 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 NCLB.

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 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

¹Program includes Title I/A, B, C, D, Title II, Title III.A, Title VI, Title VILC

²In compliance with NCLB Title IX Part C. Sec. 9304(a)(3)(C)

Revised 7/15

Local education agencies are required to disseminate, free of charge, this information regarding NCLB complaint procedures to parents of students and appropriate private school officials or representatives.

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

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

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

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

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

The following activities will occur in the investigation:

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

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

If the complaint is an LEA is not providing equitable services for private school children, in addition to the procedures listed in number 7 above, the complaint 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 Departments' resolution of the complaint (or its failure to resolve the complaint).

9. How will appeals to the Department be investigated?

The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. An independent on-site investigation may be conducted if the Department determines that it is necessary. The 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.

Asbestos Awareness

On October 22, 1986 President Reagan signed into law the Asbestos Hazard Emergency Response Act (AHERA, Public Law 99-519). The law required EPA to develop regulations that provide a comprehensive framework for addressing asbestos problems in public and private elementary and secondary schools. On October 30, 1987, EPA published the Asbestos-Containing Materials in Schools Rule (40 CFR Part 763 Subpart E). This new rule requires all public and private elementary and secondary schools to inspect for friable and nonfriable asbestos, develop asbestos management plans that address asbestos hazards in school buildings, and implement response actions in a timely fashion. This rule became effective December 14, 1987. Maries R-I School District conducted a complete inspection of its facilities in 2001, utilizing the services of Mead Environmental Associates, Inc. The results of this inspection have been included in a management plan. This management plan is available in the administrative offices of this district (and in the offices of each school) during normal school hours, without cost or restriction, for inspection by representatives of the EPA and the state, the public including teachers, other school personnel and their representatives, and parents. The district may charge a reasonable cost to make copies of management plans.

Periodic surveillance is required every six (6) months. A re-inspection of our facilities is required every three (3) years. Any fiber release episodes and any activities involving the disturbance of the ACM are also recorded in the management plan. You, as a parent, are encouraged to examine the management plan that affects your child(ren).

The purpose of the Federal and State regulations is to protect the health and well-being of all persons entering the buildings of the district for any reason. This district takes very seriously the recommendations made in the management plan.

Updated information according to District Policies:

Missouri school districts are responsible for meeting the educational needs of an increasingly diverse student population by providing a wide range of resources and support to ensure that all students have the opportunity to succeed and be college prepared and career ready. Our school district has programs designed to help meet the unique educational needs of children working to learn the English language, students who are advanced learners, students with disabilities, homeless students, the children of migrant workers, and neglected or delinquent students. For more information, contact the Director of Special Program at Maries R-1 School District.

PROHIBITION AGAINST DISCRIMINATION, HARASSMENT AND RETALIATION

General Rule

The Maries County R-1 School District Board of Education is committed to maintaining a workplace and educational environment that is free from discrimination and harassment in admission or access to, or treatment or employment in, its programs, services, activities and facilities. In accordance with law, the district strictly prohibits discrimination and harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law. The Maries County R-1 School District is an equal opportunity employer.

The Board also prohibits:

1. Retaliatory actions including, but not limited to, acts of intimidation, threats, coercion or discrimination against those who:
 - A) Make complaints of prohibited discrimination or harassment.
 - B) Report prohibited discrimination or harassment.
 - C) Participate in an investigation, formal proceeding or informal resolution, whether conducted internally or outside the district, concerning prohibited discrimination or harassment.
2. Aiding, abetting, inciting, compelling or coercing discrimination, harassment or retaliatory actions.
3. Discrimination, harassment or retaliation against any person because of such person's association with a person protected from discrimination or harassment in accordance with this policy.

All employees, students and visitors must immediately report to the district for investigation any incident or behavior that could constitute discrimination, harassment or retaliation in accordance with this policy. If a student alleges sexual misconduct on the part of any district employee to any person employed by the district, that person will immediately report the allegation to the Children's Division (CD) of the Department of Social Services in accordance with state law. In accordance with this policy and as allowed by law, the district will investigate and address discrimination, harassment and retaliation that negatively impact the school environment, including instances that occur off district property or are unrelated to the district's activities. (See policy AC in Appendix)

PROGRAMS FOR STUDENTS WITH DISABILITIES

It is the policy of the Board of Education to provide a free and appropriate education for students with disabilities, including those who are in need of special education and related services.

General

Any individual who knows or believes that a student has a disability and is in need of accommodation should contact the school's principal or district administration immediately.

All complaints regarding discrimination will be resolved in accordance with policy AC. Anyone who has a complaint or suspects discrimination should contact the compliance officer identified in policy AC.

The district will notify all parents and students of its obligation under this policy and the law.

Unless the parents of the child have initially consented in writing to the district's offer to provide special education and

related services, the district cannot provide special education services pursuant to the Individuals with Disabilities Education Act (IDEA), and the child will not receive protections of the IDEA.

Students Eligible for Special Education Services under the IDEA

The Director's program and services available to meet the needs of students with disabilities will be in accordance with applicable federal and state laws governing special education services, including the State and Local Plans for the implementation of Part B of the IDEA. However, if the State of Missouri does not receive or accept federal IDEA Part B funds, nothing in this policy shall be read to require anything, procedurally or substantively, that is not required by the governing law.

Student Placed in Private Schools by Their Parents

The Maries County R-1 School District will provide special education and related services pursuant to state and federal law to eligible students who are placed in private school by their parents and not enrolled in the district. However, no child with a disability enrolled in a private school by his or her parents has an individual right to receive some or all of the special education and related services the child would receive if enrolled in the district.

Evaluation and Identification

The special education director will develop and implement procedures governing the evaluation of student to determine their eligibility for special education services. Further, the Board authorizes the special education director to use a discrepancy model, including the use of professional judgement or a response to intervention (RTI) model, for identifying students with specific learning disabilities (SLD) .

Independent Evaluations

An Independent Educational Evaluation (IEE) will be provided as required by the IDEA. Applicable procedures, evaluation criteria and cost guidelines governing the IEE process are available through the district's special services office. The Board delegates the authority to make changes to these procedures, evaluation criteria and cost guidelines to the superintendent or designee. These items will adhere to rules published in the State and Local Plans for Compliance with Part B of the IDEA.

Extended School Year

Extended school year (ESY) services may be necessary to provide a child with a disability a free and appropriate public education pursuant to law. The ESY services will be addressed in each student's Individualized Education Program (IEP). The length, nature and type of ESY services will be determined by the IEP team.

Mediation

The Board of Education authorizes the special education director to legally bind the school district to a mediation agreement developed in accordance with the IDEA and Missouri law and further authorizes the special education director to contact an attorney for legal advice prior to making any decisions. In the absence of the special education director, the Superintendent is authorized to perform his or her duties under this section.

Resolution

The Board of Education designates the special education director to represent the school district in resolution meetings and gives the special education director decision-making authority on behalf of the district. The special education director has the authority to sign and legally bind the district to a settlement agreement reached at the resolution meeting. In the absence of the special education director, the Superintendent is authorized to perform his or her duties under this section. All other settlement agreements must be approved by the Board.

Accommodation of Students with Disabilities including Those Not Eligible for Special Education Services under the IDEA.

The district seeks to identify, evaluate and provide free and appropriate education services in the least restrictive environment to all qualified students with disabilities within the definitions of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA). No qualified student with a disability shall, on the basis of disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any district program, including nonacademic services and extracurricular activities.

Students with disabilities may be eligible for accommodation(s) under this policy even though they are not eligible for services pursuant to the IDEA. The district will initiate a referral if a student requiring accommodation is also believed to be a student with a disability under the IDEA. Implementation of an IEP in accordance with the IDEA satisfies the district's obligation to provide a free and appropriate education under Section 504.

Programs for English Language Learners

The Board of Education recognizes the need to provide equal educational opportunities for all students in the district. Therefore, if the inability to speak and understand the English language excludes a student from effective participation in the educational programs offered by the district, the district shall take appropriate action to rectify the English language deficiency in order to provide the student equal access to its programs. Identifying students who are English Language Learners (ELL) and ensuring them equal access to appropriate programs are the first steps to improving their academic achievement levels.

Language Instruction Education Program - An instructional course in which an ELL child is placed for the purpose of developing and attaining English proficiency while meeting challenging state academic achievement standards as required by law. The program may make instructional use of both English and a child's native language and may include the participation of English proficient children if such course is designed to enable all participating children to become proficient in English and a second language.

The district's coordinator for ELL programs is the SPECIAL SERVICES DIRECTOR.

The Board directs the coordinator to develop and implement language instruction programs that:

1. Identify language minority students through the use of a Student Home Language survey (see IGBH-AF1). The building administrator will develop procedures to ensure that all new and currently enrolled students complete the Home Language survey.
2. Identify LM students who are also English language learners. Any student who indicates the use of a language other than English will be assessed for English proficiency using the state-provided assessment instrument.
3. Determine the appropriate instructional environment for ELL students.
4. Annually assess the English proficiency of ELL students and monitor the progress of students receiving ESOL or bilingual instruction in order to determine their readiness for the mainstream classroom environment.
5. Provide parents with notice of and information regarding the instructional programs required by law. Parental involvement will be encouraged and parents will be regularly appraised of their child's progress.

Public Concerns and Complaints

The Maries County R-1 School District is interested in resolving concerns and hearing complaints from the public regarding district programs and services so that they may be improved and better meet the needs of the students and the community.

The district encourages parents/guardians, students and other members of the public to first discuss concerns with the appropriate district staff prior to bringing the issue to the Board so that the issue may be thoroughly investigated and addressed in a timely fashion. The Board will not act on an issue without input from the appropriate district staff and may require a parent/guardian, patron or student to meet with or discuss an issue with district staff prior to making a decision in the matter. The Board strictly prohibits discrimination or retaliation.

The Board strictly prohibits discrimination or retaliation against any person for bringing a concern to the attention of the district or participating in the complaint process. This prohibition extends to relatives and others associated with the person

who brought the concern or complaint. The Board directs all district employees to cooperate in investigations of complaints.

Complaints regarding district compliance with nondiscrimination laws will be processed according to policy AC. Employee grievances will be processed in accordance with the established employee grievance procedure or as otherwise required by law. Other grievances or complaints for which there is a specific policy or procedure will be addressed pursuant to that policy or procedure.

All district employees are expected to answer questions, receive input and professionally address concerns and complaints of parents/guardians, students and other members of the public. If an employee is unable to answer a question or resolve an issue, the employee must direct the person or the question to the appropriate district employee.

Federal Programs

In addition to general concerns and complaints, the Board is interested in resolving concerns regarding federal programs including, but not limited to, allegations that the district has violated a federal statute or regulation that applies to particular federal programs administered by the district or the Missouri Department of Elementary and Secondary Education (DESE) in accordance with Title I, Parts A, B, C, D; Title II; Title III, Part A.2; Title IV, Part A; Title VI; and Title VII, Part C of the No Child Left Behind Act.

The Superintendent or designee is authorized to contact the district's private attorney for assistance in determining whether a violation has occurred. The superintendent or designee is authorized to immediately make changes to bring the district into compliance with federal law if the investigation determines that the law has been violated.

Notice

The district will notify all parents/guardians of the process for filing a complaint with the district, including the process outlined in this policy. In addition, the district will provide all parents/guardians a copy of DESE's No Child Left Behind Act of 2001 Complaint Procedures. If a person files a complaint regarding one of the listed federal programs, the person will be provided another copy of DESE's No Child Left Behind Act of 2001 Complaint Procedures if the issue is not resolved at the district level.

Process for Resolving a Concern or Complaint

The following steps are to be followed by parents/guardians, students or the public when concerns or complaints arise regarding the operation of the school district that cannot be addressed through other established procedures.

1. Concerns or complaints should first be addressed to the teacher or employee directly involved.
2. Unsettled matters from (1) above, or concerns or complaints regarding individual schools, should be presented in writing to the principal of the school. If the complaint is regarding a federal program listed above, the complaint must specify the federal law or regulation alleged to have been violated and the facts supporting the allegation. The principal will provide a written response to the individual raising the concern within five business days of receiving the complaint or concern unless additional time is necessary to investigate or extenuating circumstances exist.
3. Unsettled matters from (2) above, or concerns or complaints regarding the school district in general, should be presented to the superintendent or designee in writing. The superintendent or designee will provide a written response to the individual voicing the concern within five business days of receiving the concern or complaint, unless additional time is necessary to investigate or extenuating circumstances exist.
4. If the matter cannot be settled satisfactorily by the superintendent or designee, a member of the public may request that the issue be put on the board agenda, using the process outlined in Board policy. In addition, written comments submitted to the superintendent or the secretary of the Board, that are directed to the Board, will be provided to the entire Board.
5. For most complaints, the Board's decision is final. However, if the complaint involves one of the federal programs listed above, the individual may appeal the issue to DESE.

Documentation and Release of Information

The district will maintain a copy of the complaint and documentation of any written resolution, when applicable, in accordance with law. If the complaint involves a federal program listed above, the superintendent or designee will complete

a written summary of the investigation and, if a violation has occurred, a description as to how the matter was resolved. The written summary must be completed within 45 calendar days of the complaint being filed with DESE, if the complaint is first filed with DESE.

Records will be released upon request when required by law. In situations where a violation of the law has been alleged, or determined, or documents include legal advice or work product, the superintendent or designee will have the district's attorney review the documents before they are released to DESE, the person complaining, or any other person.

Assessment Program

The district will use assessments as one indication of the success and quality of the district's education program. Further, the Board recognizes its obligation to provide for and administer assessments as required by law. The Board directs the superintendent or designee to create procedures governing assessments consistent with law and Board policy.

In cooperation with the administrative and instructional staff, the Board will regularly review student performance data and use this information to evaluate the effectiveness of the district's instructional programs, making adjustments as necessary.

The district will comply with all assessment requirements for students with disabilities mandated by federal and state law, including the Individuals with Disabilities Education Act (IDEA).

In order to achieve the purposes of the student assessment program, the district requires all enrolled students to participate in all applicable aspects of the assessment program.

District Assessment Plan

The superintendent or designee shall ensure that the district has a written assessment plan that will test competency in the subject areas of English, reading, language arts, science, mathematics, social studies and civics, as required by law.

Surveying, Analyzing or Evaluating Students

Inspection

Any parent may inspect, upon request, any instructional material used as part of the educational curriculum and all instructional materials, including teacher's manuals, films, tapes or other supplementary material, that will be used in connection with any survey, upon request, a survey created by a third party before the survey is administered or distributed by a school to a student. The term "instructional material" does not include academic tests or academic assessments.

In general, the district will not collect, disclose or use personal student information for the purpose of marketing or selling that information or otherwise providing the information to others for that purpose. In the rare case where the district may collect information from students for the purpose of marketing or selling that information parents may inspect any instrument used before the instrument is administered or distributed to a student, upon request and in accordance with Board policy.

Notification of Policy and Privacy

In accordance with law, parents will be directly notified of this policy at least annually at the beginning of the school year and within a reasonable period of time after any substantive change in the policy.

The district will take measures to protect the identification and privacy of the students participating in a protected information survey, regardless of the source of funding. These measures may include limiting access to the completed surveys and the survey results as allowed by law. All student educational records will be protected in accordance with law and Board policy JO.

Missouri Mo HealthNet

Program Description

The purpose of the MO HealthNet program is to provide medical services to persons who meet certain eligibility requirements as determined by the Family Services Division (FSD). The goals of the MO HealthNet program are to promote good health, to prevent illness and premature death, to correct or limit disability, to treat illness, and to provide rehabilitation to persons with disabilities.

General Program Requirements

In order to qualify for this benefit program, you must be a resident of the state of Missouri, a U. S. national citizen, permanent resident, or legal alien, in need of health care/insurance assistance, whose financial situation would be characterized as low income or very low income. You must also be either pregnant, a parent or relative caretaker of a dependent child(ren) under age 19, blind, have a disability or a family member in our household with a disability, or be 65 years of age or older.

Program Contact Information

To read more about Missouri MO HealthNet, please visit: <http://www.dss.mo.gov/mhd/index.htm>
You can call the MO HealthNet Division to learn more about MO HealthNet Services, please call 573-751-3425.

Bullying

General

In order to promote a safe learning environment for all students, the Maries County R-1 School District prohibits all forms of bullying. The district also prohibits reprisal or retaliation against any person who reports an act of bullying among or against students.

Definitions

Bullying - In accordance with state law, bullying is defined as 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; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or property damage; oral, written, or electronic communication, including name-calling, put-downs, extortion, or threats; or threats of reprisal or retaliation for reporting such acts.

Cyberbullying - A form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager. The district has jurisdiction over cyberbullying that uses the district's technology resources or that originates on district property, at a district activity or on district transportation. Even when cyberbullying does not involve district property, activities or technology resources, the district will impose consequences and discipline for those who engage in cyberbullying if there is a sufficient nexus to the educational environment, the behavior materially and substantially disrupts the educational environment, the communication involves a threat as defined by law, or the district is otherwise allowed by law to address the behavior.

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

Designated Officials

The principal of each building is hereby designated as the individual to receive and investigate reports of bullying. Each building principal shall designate at least two teachers or administrators in the building who are authorized to receive and investigate reports of bullying in the principal's absence or at the principal's discretion.

The district compliance officer appointed in policy AC will serve as the district wide anti-bullying coordinator. The anti-bullying coordinator will receive all completed investigative reports from all buildings and analyze the reports to identify any information that would inform the district's antidiscrimination and anti-bullying education and training programs. In addition, the anti-bullying coordinator will assist in making any relevant reports as required by state and federal law.

Reporting Bullying

School employees, substitutes and volunteers are expected to intervene to prevent student bullying, appropriately discipline the perpetrator, assist the victim and report the incident to the building principal or designee for further investigation and action. Any school employee, substitute or volunteer who witnesses or has firsthand knowledge of bullying of a student must report the incident to the building principal or designee as soon as possible, but no later than two school days after the incident.

Students who have been subjected to bullying, or who have witnessed or have knowledge of bullying, are encouraged to promptly report such incidents to a school employee. Any school employee receiving such a report shall promptly transmit the report to the building principal or designee.

If the building incident involves students from more than one district building, the report should be made to the principal or designee of the building in which the incident took place or, if more appropriate, to the principal or designee of the building attended by the majority of the participants in the incident.

Investigation

Within two school days of receiving a report of bullying, the principal or designee will initiate an investigation of the incident. Reports that involve students from multiple buildings will be investigated cooperatively by the principals of each building involved, or those principals may request that the district's compliance officer designated in policy AC conduct the investigation. If at any time during the investigation the principal determines that the bullying involves illegal discrimination, harassment or retaliation as described in policy AC, the principal will report the incident to the compliance officer designated in that policy, who will assist in the investigation. If the alleged bullying involves a special education student or a student with disabilities, the principal will also notify the special education director.

The investigation shall be completed within ten school days of the date the report of bullying was received unless good cause exists to extend the investigation. Upon completion of the investigation, the principal will decide whether bullying or harassment occurred and, if so, whether additional discipline is warranted in accordance with the district's student discipline code. The principal will generate a written report of the investigation and findings and send a copy of the completed report to the district's anti-bullying coordinator. The principal or designee will document the report in the files of the victim and the alleged or actual perpetrator of bullying. All reports will be kept confidential in accordance with state and federal law.

If the incident involved allegations of illegal discrimination or harassment, the principal's decision may be appealed in accordance with policy AC. Student discipline may be appealed when allowed by law in accordance with Board policy.

The principal or other appropriate district staff will work with victims and their families to access resources and services to help them deal with any negative effects that resulted from the incident.

Consequences

Students who participate in bullying or who retaliate against anyone who reports bullying will be disciplined in accordance with the district's discipline code. Such discipline may include detention, in-school suspension, out-of-school suspension, expulsion, removal from participation in activities, exclusion from honors and awards, and/or other consequences deemed appropriate by the principal or superintendent. The district will also contact law enforcement when required by law, or notify

social media companies of inappropriate online activity when appropriate.

Even in situations where the district does not have jurisdiction to discipline a student for bullying, such as when the acts take place off campus and there is an insufficient nexus to the district, the principal or designee will take appropriate actions to assist student victims. Such actions may include, but are not limited to, contacting the parents/guardians of the victim and the alleged perpetrators, communicating that the behavior is not allowed on district grounds or at district activities, notifying the appropriate district staff to assist the victim, and taking additional action when appropriate, such as notifying law enforcement or social media complaints of inappropriate online activity.

District employees and substitutes who violate this policy will be disciplined or terminated. Discipline may include suspension with or without pay, a negative evaluation, prohibition from being on district property or at district activities, mandated training or other appropriate remedial action. Volunteers who violate this policy will no longer be permitted to volunteer.

Policy Publication

The district shall annually notify students, parents/guardians, district employees, substitutes and volunteers about this policy and the district's prohibition against bullying. A copy of this policy shall be included in student handbooks and posted on the district's website.

Training and Education

The district's anti-bullying coordinator will provide information and appropriate training designated to assist employees, substitutes, and volunteers who have significant contact with students in identifying, preventing and responding to incidents of bullying.

The district will provide education and information about bullying and this policy to students every year. The principal of each school, in consultation with school counselors and other appropriate school employees, will determine the best methods for facilitating the discussion. Methods may include, but are not limited to: assemblies, homeroom presentations, class meetings, team or club meetings, special presentations by counselors, social workers or mental health professionals, and open-house events. When practical, parents/guardians will be invited to attend.

In addition to educating students about the content of this policy, the district will inform students of:

1. The procedure for reporting bullying.
2. The harmful effects of bullying.
3. Any initiatives the school or district has created to address bullying, including student peer-to-peer initiatives.
4. The consequences for those who participate in bullying or engage in reprisal or retaliation against those who report bullying.

School counselors, social workers, mental health professionals, school psychologists or other appropriate district staff will educate students who are victims of bullying about how to overcome the negative effects of bullying including, but not limited to:

1. Cultivating the student's self-worth and self-esteem.
2. Teaching the student to defend him-or-himself assertively and effectively without violence.
3. Helping the student develop social skills.
4. Encouraging the student to develop an internal locus of control.

Additional School Programs and Resources

The Board directs the superintendent or designee to implement programs and other initiatives to address bullying, respond to such conduct in a manner that does not stigmatize the victim, and make resources or referrals available to victims of bullying. Such initiatives may include educating parents/guardians and families on bullying prevention and resources.

Teaching About Human Sexuality

The Board of Education recognizes that parents/guardians are the primary source of sexuality education for their children. The Board also recognizes that effective sexuality education, taught in concert with parents/guardians, helps students avoid risks to their health and academic success and prepares them to make informed decisions as adults. Therefore, pursuant to the requirements of state law, any course materials and instruction relating to human sexuality and sexually transmitted diseases shall be medically and factually accurate.

Searches by School Personnel/Canine

School lockers and desks are the property of the Board of Education and are provided for the convenience of students and as such are subject to periodic inspection without notice. The lockers and desks may be searched by school administration that have a reasonable suspicion that the lockers or desks contain drugs, alcohol, material of a disruptive nature, stolen properties, weapons, or other items posing a danger to the health or safety of students with or without the use of specially trained sniffing dogs. These animals will be used to conduct periodic random searches of student lockers and campus vehicle parking areas. Student property, including vehicles may be searched based on reasonable suspicion of a violation of district rules, police or state law. Reasonable suspicion must be based on facts known to the administration, credible information provided or reasonable inference drawn from such facts of information. Personal searches and searches of student property shall be limited in scope based on the original justification of the search. The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses and never in front of other students. Students shall not be required to undress, although they may be asked to empty pockets or remove jackets, coats, shoes and other articles of exterior clothing for examination if reasonable under the circumstances.

Law enforcement officials shall be contracted if the administration reasonably suspects that a student is concealing controlled substances, drug paraphernalia, weapons, stolen goods or evidence of a crime beneath his outer clothing and the student refuses to surrender such articles. Law enforcement officials may be contracted in any case involving a violation of law when a student refuses to allow a search or where the search cannot safely be conducted. Parents may also be contacted.

The school administration needs only ‘reasonable suspicion’ to search and/or discipline.

Notice of Non-Discrimination

Students, parents of students, or employees have the right to file a formal complaint alleging noncompliance with regulations outlined in Title IV of the 1964 Civil Rights Act, Title XI of the Education Amendments of 1972, and Sections 504 of the Rehabilitation Act of 1973.

Level One - Principal or Immediate Supervisor (Informal and Optional) - may be bypassed by the Grievant -Employees with a grievance of nondiscrimination on the basis of sex, race, national origin or disability may first discuss it with their principal or immediate supervisor, with the objective of resolving the matter informally. A student or parent with a complaint of discrimination on the basis of sex, race, national origin or disability may discuss it with the teacher, counselor or building administrator involved.

Level Two - Title IX and Section 504 Coordinator(s) - If the grievance is not resolved at level one and the grievant wishes to pursue the grievance, they may formalize it by filing a written complaint on a Compliance Violation Form, which may be obtained from the Title IX and Section 504 Coordinator. The complaint shall state the nature of the grievance and the remedy requested. The filing of the formal, written complaint at level two must be within fifteen (15) working days from the date of the event giving rise to the grievance or from the date the grievant could reasonably become aware of such occurrence. The grievant may request that a meeting concerning the complaint be held with the Title IX and Section 504 Coordinator. A minor student may be accompanied at the meeting by a parent or guardian. The Title IX and Section 504 Coordinator shall investigate the complaint and attempt to solve it. A written report from the Compliance Officer regarding action taken will be sent within fifteen (15) working days after receipt of the complaint.

Level Three - Superintendent - If the complaint is not resolved at level two, the grievant may proceed to level three by presenting a written appeal to the Superintendent within ten (10) working days.

Public Notice

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Maries R-1 School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, 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 Maries R-1 School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The Maries R-1 School District assures that personally identifiable information collected, used or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Education Rights and Privacy Act (FERPA).

The Maries R-1 School 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 Provisions Act (GEPA). This plan may be reviewed at the Administrative Office of Special Services located at 300 4th Street, Vienna, Missouri on days school is in session from the times of 8:10 a.m. to 3:15 p.m.

This notice will be provided in native languages as appropriate.

Electronic Communication

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.

The district's policies, regulations, procedures and expectations regarding in-person communications at school and during the school day also apply to electronic communications for educational purposes, regardless of when those communications occur. Staff communications must be professional, and student communications must be appropriate. Staff members may only communicate with students electronically for educational purposes between the hours of 6:00 a.m. and 10:00 p.m. Staff members may use electronic communication with students only as frequently as necessary to accomplish the educational purpose.

1. When communicating electronically with students for educational purposes, staff members must use district-provided devices, accounts and forms of communication (such as computers, phones, telephone numbers, email addresses and district-sponsored webpages or social networking sites), when available. If district provided devices, accounts and forms of communication are unavailable, staff members communicating electronically with students must do so in accordance with number two below. Staff members may communicate with students using district-provided forms of communication without first obtaining supervisor approval. These communications may be monitored. With district permission, staff members may establish websites or other accounts on behalf of the district that enable communications between staff members and students or parents/guardians. Any such website or account is considered district sponsored and must be professional and conform to all district policies, regulations and

procedures.

2. A staff member's supervisor may authorize a staff member to communicate with students using the staff member's personal telephone numbers, addresses, web pages or accounts including, but not limited to, accounts used for texting to organize or facilitate a district-sponsored class or activity if the communication is determined necessary or beneficial, if a district-sponsored form of communication is not available, and if the communication is related to the class or activity. The district will provide notification to the parents/guardians of students participating in classes or activities for which personal electronic communications have been approved. Staff members may be required to send the communications simultaneously to the supervisor if directed to do so. Staff members are required to provide their supervisors with all education-related communications with district students upon request.
3. Staff use of any electronic communication is subject to the district's policies, regulations and procedures including, but not limited to, policies, regulations, procedures and legal requirements governing the confidentiality and release of information about identified students. Employees who obtain pictures or other information about identifiable students through their connections with the district are prohibited from posting such pictures or information on personal websites or personal social networking websites without permissions from a supervisor.
4. The district discourages staff members from communicating with students electronically for reasons other than educational purposes. When an electronic communication is not for educational purposes, the section of this policy titled "Exceptions to This Policy" applies, and if concerns are raised, the staff member must be prepared to demonstrate that the communications are appropriate. This policy does not limit staff members from communicating with their children, stepchildren or other persons living within the staff member's home who happen to be students of the district.

Training

The district will provide training to district staff that includes current and reliable information on identifying signs of sexual abuse in children and potentially abusive relationships between children and adults. The training will emphasize legal reporting requirements and cover how to establish an atmosphere where students feel comfortable discussing matters related to abuse.

Emergency Medications

All student occupied buildings in this district are equipped with prefilled epinephrine auto syringes and asthma-related rescue medications. The school nurse or another employee trained and supervised by the school nurse may administer these medications when they believe, based on training, that a student is having a life-threatening anaphylactic reaction or life threatening asthma episode. A prescription or written permission from a parent/guardian is not necessary to administer this medication in an emergency situation.

Epinephrine and asthma-related rescue medications will only be administered in accordance with written protocols provided by an authorized prescriber. The Board will purchase an adequate number of prefilled epinephrine auto syringes and asthma-related rescue medications based on the recommendation of the school nurse, who will be responsible for maintaining adequate supplies and replacing expired syringes and medications.

The school principal or designee will maintain a list of students who cannot, according to their parents/guardians, receive epinephrine or asthma-related rescue medications. A current copy of the list will be kept with the drives at all times.

Every Student Succeeds Act (ESSA) of 2015 (Public Law 107-110) Right to Know

2021-2022

Dear Parent or Guardian:

Our district is required to inform you of certain information that you, according to the Every Student Succeeds Act (ESSA) of 2015 (Public Law 107-110), have the right to know.

Upon your request, our district is required to provide to you in a timely manner, the following information:

- Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
- Whether your child is provided services by paraprofessionals and if so, their qualifications.
- What baccalaureate degree major the teacher has and any other graduate certification or degree held by the teacher, and the field of discipline of the certification.

In addition to the information that parents may request, districts must provide to each individual parent

- Information on the achievement level of their child in each of the state academic assessments as required under this part; and
- Timely notice that their child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the Maries R-I School District receives a request for access.

Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the Maries R-I School District to amend a record should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school 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.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of 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 has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Maries R-1 School 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

[NOTE: In addition, a school may want to include its directory information public notice, as required by §99.37 of the regulations, with its annual notification of rights under FERPA.]

See the list below of the disclosures that elementary and secondary schools may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- 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 of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))

Special Services Awareness Public Notice

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Maries R-1 School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation/intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The Maries R-1 School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The Maries R-1 School District assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the 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 Maries R-1 School 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 at the administrative office of special services located at 300 4th Street, Vienna, Missouri on days/times school is in session from the times of 8:00 A.M. to 3:00 P.M.

This notice will be provided in native languages as appropriate.

Appendix 1

Policy AC Prohibition Against Discrimination, Harassment and Retaliation

Policy AC-AF2 Prohibition Against Discrimination, Harassment and Retaliation Grievance Form

General Rule

The Maries County R-I School District Board of Education is committed to maintaining a workplace and educational environment that is free from discrimination and harassment in admission or access to, or treatment or employment in, its programs, services, activities and facilities. In accordance with law, the district strictly prohibits discrimination and harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law. The Maries County R-I School District is an equal opportunity employer.

The Board also prohibits:

1. Retaliatory actions including, but not limited to, acts of intimidation, threats, coercion or discrimination against those who:
 - a) Make complaints of prohibited discrimination or harassment.
 - b) Report prohibited discrimination or harassment.
 - c) Participate in an investigation, formal proceeding or informal resolution, whether conducted internally or outside the district, concerning prohibited discrimination or harassment.
2. Aiding, abetting, inciting, compelling or coercing discrimination, harassment or retaliatory actions.
3. Discrimination, harassment or retaliation against any person because of such person's association with a person protected from discrimination or harassment in accordance with this policy.

All employees, students and visitors must immediately report to the district for investigation any incident or behavior that could constitute discrimination, harassment or retaliation in accordance with this policy. If a student alleges sexual misconduct on the part of any district employee to any person employed by the district, that person will immediately report the allegation to the Children's Division (CD) of the Department of Social Services in accordance with state law. In accordance with this policy and as allowed by law, the district will investigate and address discrimination, harassment and retaliation that negatively impact the school environment, including instances that occur off district property or are unrelated to the district's activities.

Additional Prohibited Behavior

Behavior that is not unlawful or does not rise to the level of illegal discrimination, harassment or retaliation might still be unacceptable for the workplace or the educational environment. Demeaning or otherwise harmful actions are prohibited, particularly if directed at personal characteristics including, but not limited to, socioeconomic level, sexual

orientation or perceived sexual orientation.

Boy Scouts of America Equal Access Act

As required by law, the district will provide equal access to district facilities and related benefits and services and will not discriminate against any group officially affiliated with the Boy Scouts of America, the Girl Scouts of the United States of America or any other youth group designated in applicable federal law.

School Nutrition Programs

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 (including the district), are prohibited from discriminating based on race, color, national origin, sex, disability, age or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by the USDA. These programs include the National School Lunch Program, the Special Milk Program, the School Breakfast Program and the Summer Food Service Program.

Any person or representative alleging discrimination based on a prohibited basis has the right to file a complaint within 180 days of the alleged discriminatory action with the USDA Office of the Assistant Secretary for Civil Rights or the district's compliance officer using the process outlined in policy EF.

Interim Measures

When a report is made or the district otherwise learns of potential discrimination, harassment or retaliation, the district will take immediate action to protect the alleged victim, including implementing interim measures. For example, the district may alter a class seating arrangement, provide additional supervision for a student or suspend an employee pending an investigation. The district will take immediate steps to prevent retaliation against the alleged victim, any person associated with the alleged victim, or any witnesses or participants in the investigation. These steps may include, but are not limited to, notifying students, employees and others that they are protected from retaliation, ensuring that they know how to report future complaints, and initiating follow-up contact with the complainant to determine if any additional acts of discrimination, harassment or retaliation have occurred.

Consequences and Remedies

If the district determines that discrimination, harassment or retaliation have occurred, the district will take prompt, effective and appropriate action to address the behavior, prevent its recurrence and remedy its effects.

Employees who violate this policy will be disciplined, up to and including employment termination. Students who violate this policy will be disciplined, which may include suspension or expulsion. Patrons, contractors, visitors or others who violate this policy may be prohibited from district property or otherwise restricted while on district property. The superintendent or designee will contact law enforcement or seek a court order to enforce this policy when necessary or when actions may constitute criminal behavior.

Students, employees and others will not be disciplined for speech in circumstances where it is protected by law.

In accordance with law and district policy, any person suspected of abusing or neglecting a child will be reported immediately to the CD.

Remedies provided by the district will attempt to minimize the burden on the victim. Such remedies may include, but are not limited to: providing additional resources such as counseling, providing access to community services, assisting the victim in filing criminal charges when applicable, moving the perpetrator to a different class or school, providing

an escort between classes, or allowing the victim to retake or withdraw from a class. The district may provide additional training to students and employees, make periodic assessments to make sure behavior complies with district policy, or perform a climate check to assess the environment in the district.

Definitions

Compliance Officer – The individual responsible for implementing this policy, including the acting compliance officer when he or she is performing duties of the compliance officer.

Discrimination – Conferring benefits upon, refusing or denying benefits to, or providing differential treatment to a person or class of persons in violation of law based on race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law, or based on a belief that such a characteristic exists.

Grievance – A verbal or written report (also known as a complaint) of discrimination, harassment or retaliation made to the compliance officer.

Harassment – A form of discrimination, as defined above, that occurs when the school or work environment becomes permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive enough that it unreasonably alters the employment or educational environment.

Behaviors that could constitute illegal harassment include, but are not limited to, the following acts if based on race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law or based on a belief that such a characteristic exists: graffiti; display of written material, pictures or electronic images; name calling, teasing or taunting; insults, derogatory remarks or slurs; jokes; gestures; threatening, intimidating or hostile acts; physical acts of aggression, assault or violence; theft; or damage to property.

Sexual Harassment – A form of discrimination, as defined above, on the basis of sex. Sexual harassment is unwelcome conduct that occurs when a) benefits or decisions are implicitly or explicitly conditioned upon submission to, or punishment is applied for refusing to comply with, unwelcome sexual advances, requests for sexual favors or conduct of a sexual nature; or b) the school or work environment becomes permeated with intimidation, ridicule or insult that is based on sex or is sexual in nature and that is sufficiently severe or pervasive enough to alter the conditions of participation in the district's programs and activities or the conditions of employment. Sexual harassment may occur between members of the same or opposite sex. The district presumes a student cannot consent to behavior of a sexual nature with an adult regardless of the circumstance.

Behaviors that could constitute sexual harassment include, but are not limited to:

1. Sexual advances and requests or pressure of any kind for sexual favors, activities or contact.
2. Conditioning grades, promotions, rewards or privileges on submission to sexual favors, activities or contact.
3. Punishing or reprimanding persons who refuse to comply with sexual requests, activities or contact.
4. Graffiti, name calling, slurs, jokes, gestures or communications of a sexual nature or based on sex.
5. Physical contact or touching of a sexual nature, including touching of intimate parts and sexually motivated or inappropriate patting, pinching or rubbing.
6. Comments about an individual's body, sexual activity or sexual attractiveness.

7. Physical sexual acts of aggression, assault or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking) against a person's will or when a person is not capable of giving consent due to the person's age, intellectual disability or use of drugs or alcohol.
8. Gender-based harassment and acts of verbal, nonverbal, written, graphic or physical conduct based on sex or sex stereotyping, but not involving conduct of a sexual nature.

Working Days – Days on which the district's business offices are open.

Compliance Officer

The Board designates the following individual to act as the district's compliance officer:

High School Principal

P.O. Box 218

300 Fourth Street, Vienna, MO 65582

Phone: (573) 422-3363 / Fax: (573) 422-3185

imurray@viennaeagles.org

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 acting compliance officer:

Elementary School Principal or Elementary School Counselor

P.O. Box 218

300 Fourth Street, Vienna, MO 65582

Phone: (573) 422-3363 / Fax: (573) 422-3185

ssnodgrass@viennaeagles.org or asmith@viennaeagles.org

The compliance officer or acting compliance officer will:

1. Coordinate district compliance with this policy and the law.
2. Receive all grievances regarding discrimination, harassment and retaliation in the Maries County R-I School District.
3. Serve as the district's designated Title IX, Section 504 and Americans with Disabilities Act (ADA) coordinator, as well as the contact person for compliance with other discrimination laws.
4. Investigate or assign persons to investigate grievances; monitor the status of grievances to ensure that additional discrimination, harassment and retaliation do not occur; and recommend consequences.
5. Review all evidence brought in disciplinary matters to determine whether additional remedies are available, such as separating students in the school environment.

6. Determine whether district employees with knowledge of discrimination, harassment or retaliation failed to carry out their reporting duties and recommend disciplinary action, if necessary.
7. Communicate regularly with the district's law enforcement unit to determine whether any reported crimes constitute potential discrimination, harassment or retaliation.
8. Oversee discrimination, harassment or retaliation grievances, including identifying and addressing any patterns or systemic problems and reporting such problems and patterns to the superintendent or the Board.
9. Seek legal advice when necessary to enforce this policy.
10. Report to the superintendent and the Board aggregate information regarding the number and frequency of grievances and compliance with this policy.
11. Make recommendations regarding changing this policy or the implementation of this policy.
12. Coordinate and institute training programs for district staff and supervisors as necessary to meet the goals of this policy, including instruction in recognizing behavior that constitutes discrimination, harassment and retaliation.
13. Periodically review student discipline records to determine whether disciplinary consequences are applied uniformly.
14. Perform other duties as assigned by the superintendent.

Public Notice

The superintendent or designee will continuously publicize the district's policy prohibiting discrimination, harassment and retaliation and disseminate information on how to report discrimination, harassment and retaliation. Notification of the district's policy will be posted in a public area of each building used for instruction or employment or open to the public. Information will also be distributed annually to employees, parents/guardians and students as well as to newly enrolled students and newly hired employees. District bulletins, catalogs, application forms, recruitment material and the district's website will include a statement that the Maries County R-I School District does not discriminate in its programs, services, activities, facilities or with regard to employment. The district will provide information in alternative formats when necessary to accommodate persons with disabilities.

Reporting

Students, employees and others may attempt to resolve minor issues by addressing concerns directly to the person alleged to have violated this policy, but they are not expected or required to do so. Any attempts to voluntarily resolve a grievance will not delay the investigation once a report has been made to the district.

Unless the concern is otherwise voluntarily resolved, all persons must report incidents that might constitute discrimination, harassment or retaliation directly to the compliance officer or acting compliance officer. All district employees will instruct all persons seeking to make a grievance to communicate directly with the compliance officer. Even if the suspected victim of discrimination, harassment or retaliation does not file a grievance, district employees are required to report to the compliance officer any observations, rumors or other information regarding actions prohibited by this policy. If a verbal grievance is made, the person will be asked to submit a written complaint to the compliance officer or acting compliance officer. If a person refuses or is unable to submit a written complaint, the compliance officer will summarize the verbal complaint in writing. A grievance is not needed for the district to take

action upon finding a violation of law, district policy or district expectations.

Even if a grievance is not directly filed, if the compliance officer otherwise learns about possible discrimination, harassment or retaliation, including violence, the district will conduct a prompt, impartial, adequate, reliable and thorough investigation to determine whether unlawful conduct occurred and will implement the appropriate interim measures if necessary.

Student-on-Student Harassment

Building-level administrators are in a unique position to identify and address discrimination, harassment and retaliation between students, particularly when behaviors are reported through the normal disciplinary process and not through a grievance. Administrators have the ability to immediately discipline a student for prohibited behavior in accordance with the district's discipline policy. Administrators will report all incidents of discrimination, harassment and retaliation to the compliance officer and will direct the parent/guardian and student to the compliance officer for further assistance. The compliance officer may determine that the incident has been appropriately addressed or recommend additional action. When a grievance is filed, the investigation and complaint process detailed below will be used.

Investigation

The district will immediately investigate all grievances. All persons are required to cooperate fully in the investigation. The district compliance officer or other designated investigator may utilize an attorney or other professionals to conduct the investigation.

In determining whether alleged conduct constitutes discrimination, harassment or retaliation, the district will consider the surrounding circumstances, the nature of the behavior, the relationships between the parties involved, past incidents, the context in which the alleged incidents occurred and all other relevant information. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances. If, after investigation, school officials determine that it is more likely than not (the preponderance of the evidence standard) that discrimination, harassment or other prohibited behavior has occurred, the district will take immediate corrective action.

Grievance Process Overview

1. If a person designated to hear a grievance or appeal is the subject of the grievance, the compliance officer may designate an alternative person to hear the grievance, or the next highest step in the grievance process will be used. For example, if the grievance involves the superintendent, the compliance officer may designate someone outside the district to hear the grievance in lieu of the superintendent, or the grievance may be heard directly by the Board.
2. An extension of the investigation and reporting deadlines may be warranted if extenuating circumstances exist as determined by the district's compliance officer. The person filing the complaint will be notified when deadlines are extended. If more than twice the allotted time has expired without a response, the appeal may be taken to the next level.
3. Failure of the person filing the grievance to appeal within the timelines given will be considered acceptance of the findings and remedial action taken.
4. To the extent permitted by law, the district will investigate all grievances, even if an outside enforcing agency such as the Office for Civil Rights, law enforcement or the CD is also investigating a complaint arising

from the same circumstances.

5. The district will only share information regarding an individually identifiable student or employee with the person filing the grievance or other persons if allowed by law and in accordance with Board policy.

6. Upon receiving a grievance, district administrators or supervisors, after consultation with the compliance officer, will implement interim measures as described in this policy if necessary to prevent further potential discrimination, harassment or retaliation during the pending investigation.

Grievance Process

1. **Level I** – A grievance is filed with the district's compliance officer. The compliance officer may, at his or her discretion, assign a school principal or other appropriate supervisor to conduct the investigation when appropriate.

Regardless of who investigates the grievance, an investigation will commence immediately, but no later than five working days after the compliance officer receives the grievance. The compliance officer or designee shall conduct a prompt, impartial, adequate, reliable and thorough investigation, including the opportunity for the person filing the grievance and other parties involved to identify witnesses and provide information and other evidence. The compliance officer or designee will evaluate all relevant information and documentation relating to the grievance.

Within 30 working days of receiving the grievance, the compliance officer will complete a written report that summarizes the facts and makes conclusions on whether the facts constitute a violation of this policy based on the appropriate legal standards. If a violation of this policy is found, the compliance officer will recommend corrective action to the superintendent to address the discrimination, harassment or retaliation; prevent recurrence; and remedy its effects. If someone other than the compliance officer conducts the investigation, the compliance officer or acting compliance officer will review and sign the report. The person who filed the grievance, the victim if someone other than the victim filed the grievance, and any alleged perpetrator will be notified in writing, within five working days of the completion of the report, in accordance with law and district policy, regarding whether the district's compliance officer or designee determined that district policy was violated.

2. **Level II** – Within five working days after receiving the Level I decision, the person filing the grievance, the victim if someone other than the victim filed the grievance, or any alleged perpetrator may appeal the compliance officer's decision to the superintendent by notifying the superintendent in writing. The superintendent may, at his or her discretion, designate another person (other than the compliance officer) to review the matter when appropriate.

Within ten working days, the superintendent will complete a written decision on the appeal, stating whether a violation of this policy was found and, if so, stating what corrective actions will be implemented. If someone

other than the superintendent conducts the appeal, the superintendent will review and sign the report before it is given to the person appealing. A copy of the appeal and decision will be given to the compliance officer or acting compliance officer. The person who initially filed the grievance, the victim if someone other than the victim filed the grievance, and any alleged perpetrator will be notified in writing, within five working days of the superintendent's decision, regarding whether the superintendent or designee determined that district policy was violated.

3. Level III – Within five working days after receiving the Level II decision, the person filing the grievance, the victim if someone other than the victim filed the grievance, or any alleged perpetrator may appeal the superintendent's decision to the Board by notifying the Board secretary in writing. The person filing the grievance and the alleged perpetrator will be allowed to address the Board, and the Board may call for the presence of such other persons deemed necessary. The Board will issue a decision within 30 working days for implementation by the administration. The Board secretary will give the compliance officer or acting compliance officer a copy of the appeal and decision. The person who filed the grievance, the victim if someone other than the victim filed the grievance, and the alleged perpetrator will be notified in writing, within five working days of the Board's decision, in accordance with law and district policy, regarding whether the Board determined that district policy was violated. The decision of the Board is final.

Confidentiality and Records

To the extent permitted by law and in accordance with Board policy, the district will keep confidential the identity of the person filing a grievance and any grievance or other document that is generated or received pertaining to grievances. Information may be disclosed if necessary to further the investigation, appeal or resolution of a grievance, or if necessary to carry out disciplinary measures. The district will disclose information to the district's attorney, law enforcement, the CD and others when necessary to enforce this policy or when required by law. In implementing this policy, the district will comply with state and federal laws regarding the confidentiality of student and employee records. Information regarding any resulting employee or student disciplinary action will be maintained and released in the same manner as any other disciplinary record. The district will keep any documentation created in investigating the complaint including, but not limited to, documentation considered when making any conclusions, in accordance with the Missouri Secretary of State's retention manuals and as advised by the district's attorney.

Training

The district will provide training to employees on identifying and reporting acts that may constitute discrimination, harassment or retaliation. The district will instruct employees to make all complaints to the district's compliance officer or acting compliance officer and will provide current contact information for these persons. The district will inform employees of the consequences of violating this policy and the remedies the district may use to rectify policy violations. All employees will have access to the district's current policy, required notices and complaint forms. The district will provide additional training to any person responsible for investigating potential discrimination, harassment or retaliation.

The district will provide information to parents/guardians and students regarding this policy and will provide age-appropriate instruction to students.

**PROHIBITION AGAINST DISCRIMINATION, HARASSMENT AND RETALIATION
(Grievance Form)**

Once completed, file this form with the compliance officer. If you have any questions or need assistance, contact the compliance officer at:

Superintendent
P.O. Box 218
300 4th Street
Vienna, MO 65582
Phone: 573-422-3304
Fax: 573-422-3185
Email: tmessersmith@viennaeagles.org

Grievant's Contact Information

Name: _____ / _____ / _____
Address: _____
Phone Number(s): _____
School (if applicable): _____
Relationship to the District: __ Student __ Parent/Guardian __ Employee __ Other: _____

Discrimination/Harassment/Relation Grievance (Use additional sheets if necessary.)

Please list all factual information you have regarding the alleged discrimination, harassment or retaliatory actions, as well as the reasons you believe these actions violate district policy. Be complete and use full names/titles, dates, exact locations and specific occurrences, if appropriate.

List the names of witnesses to the alleged misconduct.

List the names of any persons who may have been victims of this alleged discrimination/harassment/retaliation.

FILE: AC-AF2
Critical

Have you brought your concern to the attention of a district employee or any other person? If so, list the names of those individuals:

What results are you seeking by filing this form?

I have read policy AC, including the time limits and other provisions governing the grievance process.

Signature of Grievant

Date

Note: The reader is encouraged to review policies and/or procedures for related information in the administrative area.

Implemented: 2/20/18

Revised: 10/31/18

Maries County R-1 School District Vienna, MO 65582

INTERNET USE AGREEMENT

THE INTERNET

The Maries County R-1 School District is pleased to offer its students access to the Internet through the District's computer system. The Internet is a worldwide communication network through which students may communicate with other Internet users through textual, graphical and audio transmissions. To gain access to the Internet through the district's computer system, a student must sign and submit this Internet User agreement. All students under the age of 18 must also obtain the signature of a parent or legal guardian.

In addition to enabling direct communication between users, access to the Internet enables students to explore thousands of libraries, databases and bulletin boards that exist on computer servers around the world, the District's sole intent in providing access to the Internet is to further education goals and objectives. Students and parents are warned that users may, either intentionally or unintentionally, access textual, graphic and/or auditory information which is pornographic, sexually explicit, illegal, defamatory and otherwise offensive to the user or to others. Access to this type of material is strictly prohibited by this Agreement. The District has taken action to prevent student and staff access to the above-mentioned material, including the use of blocking software. Because of the changing nature of the information on the Internet, it is impossible for the district to completely prevent access to all such material. It is, therefore, the responsibility of students and parents to set appropriate standards concerning the access and use of material contained on the Internet. The district respects the right of each student and parent to decide whether or not the student will be permitted access to the Internet. In order for the student to use the Internet access provided by the district, the parents and student must sign this Internet Use Agreement.

CONDITIONS AND RULES OF USE

Access to the Internet through the district's computer system is a privilege. Accordingly, all users must comply with the following conditions and rules of use:

1. Users shall not access, view, transfer or store any material in any form which is pornographic, sexually explicit, illegal, defamatory, or potentially offensive or injurious to others.
2. Users who unintentionally access such materials shall immediately terminate such access.
3. Users shall not harass, insult or attack others.
4. Users shall not damage computers, computer systems, networks, or data.
5. Users shall not use another user's password.
6. Users shall not trespass in the folders, work files or data of others.
7. Users shall not intentionally waste user time and resources.
8. Users shall not use Internet access for any commercial activity.
9. Users shall abide by all federal, state and local laws.
10. Users shall not use Internet access for non-academic activities when other users require the system for academic purposes.

Violation of any of the foregoing conditions and rules of use shall be grounds for immediate termination of Internet access privileges and may result in disciplinary action.

The District reserves the right to review all data stored on the district's computer system in order to enforce the above conditions and rules of use. Users should not expect that files stored on district servers will be private or confidential.

Student's Name _____

Grade _____

MARIES COUNTY R-1 ELEMENTARY SCHOOL
INTERNET USE AGREEMENT
STUDENT/PARENT PERMISSION SLIP

As a student user of the Maries R-1 School computer network, I hereby agree to follow the rules for Internet access and use of the school's network and computers. I have read or have had read to me the INTERNET USE AGREEMENT.

I understand and will abide by the CONDITIONS AND RULES OF USE. I further understand that I may lose network privileges and the opportunity to use computers if the rules and regulations are not followed. There may also be school disciplinary action.

Student Signature _____

Date _____

Parent Signature _____

Date _____

Questions:

Does this student have reliable internet access at home? yes no

If no, does this student have local access to an internet hotspot? yes no

Does this student have access to use a computer/laptop? yes no

MY COMMITMENT TO SAFETY

I want Maries County R-1 School to be a place where all students feel safe and treat each other with respect.

I will not humiliate, bully, tease, or hurt anyone. If I hear humiliation, bullying, or teasing, I will tell the person to stop and report it to an adult.

I will immediately report any threats of violence, suicide, presence of weapons or explosives to school administrators, allowing them to investigate and determine the seriousness of the report.

I will promote the acceptance of individual differences, recognizing that diversity contributes to the strength of Maries County R-1 School.

I have read the student handbook, and I understand the rules and regulations that have been set forth to create a safe environment that is conducive to the learning process.

Student's Name

Grade Level

Parent/Guardian's Signature

Date

GENERAL FIELD TRIP PERMISSION FORM

Student's Name: _____

Grade: _____

Has permission to attend any school sponsored field trip.

Parent/Guardian Signature

Date

Please sign and tear this page out and send it back to your child's teacher as soon as possible.

Electronics Policy

Students are NOT allowed to use cell phones, pagers, radios, portable media players (i.e. iPod), electronic toys, and/or any other electronic devices in the classroom. Use of these items will result in confiscation and will be turned in to the Principal.

Each classroom will have individual policies regarding the handling of electronic devices. For example: the students that bring cell phones and other devices will put the devices in the “electronics box”. All devices must be turned off or silenced. The “electronics box” will be kept in the Principal’s office. At the end of the day, the cell phone and other devices will be returned.

Parent/Guardian’s Signature

Date

Handbook Affirmation

The Maries R-1 School District has printed this handbook so that parents, students and staff are all in alignment with the expectations of each student enrolled. Knowledge gained from reading this information will answer questions, set guidelines, and give a general understanding of our school policy.

Student _____ Date _____

Parent or Guardian Signature _____ Date _____

Please sign and tear this page out and send it back to your child’s teacher as soon as possible.



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Fly High with Eagle Pride