

**Maries Co. R-1
High School**

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

**Maries Co. R-1 Website:
www.mariesr1.k12.mo.us**

*Parent/Student
Handbook
2021-2022*

*Updated
7-21*

**High School Office:
422-3363**

**Superintendent Office:
422-3141**



Notice of Non-Discrimination

Students, parents of students, or employees have the right to file a formal complaint alleging noncompliance with regulation outline in Title IV of the 1964 Civil Rights Act, Title IX of the Education Amendments of 1972, and Sections 504 of the Rehabilitation Act of 1973 (See Policy AC in appendix).

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-I 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-I 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-I 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-I 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 St, Vienna, Missouri on days/times school is in session from the times of 8:30am to 3:30pm.

This notice will be provided in native languages as appropriate.

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 Mr. Mark Parker, P.O. Box 218, Vienna, MO 65582, phone (573) 422- 3141. 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. Mr. Mark Parker has been 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 districts 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 pre-school, elementary or secondary level). If this box is checked give brief description below.
6. Undergraduate (including junior and community colleges.
7. Vocational or technical
8. Professional

Assurances -Title VI of the Civil Rights Act of 1964 (P .L. 83-352)

Maries R-I School District (hereinafter called the "applicant") hereby agrees that it will comply with Title VI of the Civil Rights Act of 1964 (P.L. 83-352) and all requirements imposed by or pursuant to the Department of Health, Education and Welfare (45 CFR Part 80) issued pursuant to that title, to the end that, in accordance with Title VI of that act and regulation, no person in the United States shall on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant received federal financial assistance from the Department; and hereby gives assurance that it will immediately take any measures necessary to effectuate this agreement.

If any real property or structure thereon is provided or improved with the aid of federal financial assistance extended to the applicant by the Department, this assurance shall obligate the applicant, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which the federal financial assistance is extended or for another purpose involving the provision of similar services or benefits. If any personal property is so provided, this assurance shall obligate the applicant for the period during which it retains ownership or possession of the property. In all other cases, this assurance shall obligate the applicant for the period during which the federal financial assistance is extended to it by the Department.

This assurance is given in consideration of and for the purpose of obtaining any and all federal grants, loans, contracts, property, discounts or other federal financial assistance extended after the date hereof to the applicant by the Department, including installment payments after such date on account of applications for federal financial assistance which were approved before such date. The applicant recognizes and agrees that such federal financial assistance will be extended in reliance on the representations and agreements made in this assurance, and that the United States shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the applicant, its successors, transferees, and assignees.

ASSURANCE OF COMPLIANCE WITH SECTION 504 OF THE REHABILITATION OF 1973

The undersigned (hereinafter called the "recipient") hereby agrees that it will comply with section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794) all requirements imposed by the applicable new regulation (45 C.F.R. Part 80), and all guidelines and interpretations issued pursuant thereto.

Pursuant to 84.5 (A) of the regulation (45 C.F.R. 84.6 A) the recipient gives this assurance in consideration of and for this purpose.

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)422-3141

- 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 and has 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 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 applied prior to July 21, 1976.

Notification of Rights under FERPA for Elementary/MS/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.

[Optional] 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 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, institution of postsecondary education where the student seeks or intends to enroll, military branches 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 authorize 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))

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**Maries R-I School
2021-2022 School Calendar**

- August 13** - New Teacher In-Service
- August 16** - All Teacher Workday
- August 17** - All Teacher Workday
- August 18** - All Staff Professional Development Day
- August 19** - All Staff PD (Open House 2:00-7:00)
- August 23** - First Day of School
- September 2** - Maries County Fair - NO SCHOOL!
- September 3** - Maries County Fair - NO SCHOOL!
- September 6** - Labor Day - NO SCHOOL!
- October 28** - Parent Teacher Conf. 1:30-7:00pm - Out at 12:56
- October 29** - NO SCHOOL!
- Nov 24-26** - Thanksgiving Break - NO SCHOOL!
- Dec 20-Jan 2** - Christmas Vacation - NO SCHOOL!
- January 3** - NO SCHOOL – Teacher PD Day
- January 4** - Classes Resume
- January 17** - Martin Luther King Jr. Day - NO SCHOOL!
- February 21** - President’s Day – NO SCHOOL!
- March 17** - Parent Teacher Conf. 1:30-7:00pm - Out at 12:56
- March 18** - NO SCHOOL!
- April 14** - Early Dismissal: 12:56 SPRING BREAK!
- April 15-18** - Spring Break - NO SCHOOL!
- May 18** - LAST DAY OF SCHOOL - Out at 11:30 (NO LUNCH)

School will be dismissed at 2:00 each Wednesday of the school year.

Possible Make-Up Days: The school district will continue to utilize AMI days to make up the first 36 hours of school missed. The remainder of days/hours missed due to inclement weather have been built into the calendar.

2021/22 Maries R-1 School Board

Ms. Vicki Bade/President
Mr. Joseph Barnhart
Mr. Dave Garro

Ms. Penny Schoene/Vice President
Mr. Michael Kleffner
Mr. Dave Long

Administration

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

Members of Faculty

Mr. Blake Bard	Vocal Music
Ms. Bonita Brainard	Spanish
Mr. Mike Byington	Math
Mr. Thomas Evers	Math
Mr. Patrick Bresnahan	Social Studies
Ms. Anita Martin	Math/Science
Ms. Angie Combs*	Vocational Business
Ms. Jenni Cremer	Science
Ms. Jessica Colliver	Art
Ms. Kristy Helton	Librarian
Mr. John Kinhead*	Science
Ms. Joe Edwards	Special Services Director
Ms. Alesia Lake	Science
Ms. Anita Martin	Science/Math
Mr. David Martin*	Social Studies
Ms. Natalie Martin	Guidance Counselor
Ms. Chelsea Minnick	English
Ms. Kimberly Obenauer	English
Ms. Deb Starkey*	English
Mr. Kevin Schwartze	Technology Director
Ms. Sara Schwartze	Vocational Agriculture
Mr. Mike Shelton	Social Studies
Mr. Cory Nicholson	Athletic Director/PE
Mr. Ray Spiller*	Instrumental Music
Ms. Deana Thompson	Family & Consumer Science
Ms. Lindsay Otto	School Nurse
Ms. Misty Weakly	Special Education
Mr. Ken Willardson*	Math

* Denotes Department Head

Bell Schedule

<u>9-12</u>	<u>6-8</u>
7:45 School Doors Open	7:45 School Doors Open
8:01 Warning bell	8:05 Warning Bell
8:05 First period begins	8:09 First period begins
8:55 First period ends	8:59 First period ends
8:59 Second period begins	9:03 Second period begins
9:49 Second period ends	9:53 Second period ends
9:53 Third period begins	9:57 Third period begins
10:43 Third period ends	10:47 Third period ends
10:47 Fourth period begins	10:51 Fourth period begins
11:38 Fourth period ends	11:42 Fourth period ends
11:42 Fifth period begins	11:46 JH lunch begins
12:12 First lunch period begins	12:10 JH lunch ends
12:36 First lunch period ends	12:12 Fifth period begins
12:38 Second lunch period begins	1:06 Fifth period ends
1:02 Second lunch period ends	1:10 Sixth period begins
1:02 Fifth period ends	2:03 Sixth period ends
1:06 Sixth period begins	2:07 Seventh period begins
1:59 Sixth period ends	3:00 Seventh period ends
2:03 Seventh period begins	3:04 Eighth period begins
2:56 Seventh period ends	3:20 Eighth period ends
3:00 Eighth period begins	
3:20 Eighth period ends	

(Every Wednesday school will dismiss @2:00pm)

Welcome

Welcome to Vienna Middle/High School. It is our desire to provide students a safe and effective learning environment. Both teachers and students work more effectively when they feel safe and secure. To insure this we have to have rules.

Read the handbook and make it available to your parents or guardian to read. Please feel free to discuss the handbook with the administration of there are questions or uncertainties. **Situations not included in the handbook will be left to the judgment of the administration. Visitors are welcome at Vienna High School. However, to insure the safety and to protect the learning environment we require visitors to sign in at the High School office upon entering the building.**

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.

A graduate of Vienna High School will be admitted to any state-supported college or any college accredited by the North Central Association of Colleges.

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!

MISSION STATEMENT

We are the E.A.G.L.E.S.

Everyone Achieving Goals and Learning
Expectations Successfully

BOARD POLICIES

All Maries R-1 School Board policies can
be located on the school webpage @
www.mariesr1.k12.mo.us

General Information

School Phone Number	573-422-3363
School Hours:	
Building Opens	7:45am
School Begins	8:05am
School Dismisses	3:20pm
Building Locked	3:30pm
Building Closed	4:00pm

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.

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, e-mail 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.

A staff member's supervisor may authorize a staff member to communicate with students using the staff member's personal telephone numbers, addresses, webpages 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.

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 identifiable 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 permission from a supervisor.

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.

In case of severe weather (high water, snow, ice, heat, etc.), or that buses will be running on snow routes, students are asked to listen to KZNN, KCLR, KTXV and KCLQ, textcaster or watch Channel 13, Channel 8 or Channel 17.

Parent/Guardian Conferences

Each teacher has a daily planning period. Students and teachers are on a schedule and should be interrupted as infrequently as possible. 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. **Conferences with building principal are by appointment only and set up by school secretary.** This is a necessary protocol in order to maintain a safe, effective learning environment. Any person who disrupts or interferes with the teacher's, staff's or administrator's performance or who creates a disturbance will be asked to leave the building. Those who refuse to leave the building will be escorted out by law enforcement personnel. Shouting, threats and profanity will be dealt with severely. The operation and mission of the school is for the education of the students and we will protect the sanctity of this purpose.

Use of Building

Prior arrangements should be made with the principal for any activities which 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. Use of athletic facilities is assigned by the Athletic Director. **Hold Harmless** form must be filled out prior to activity and can be obtained in the school central office.

Fees and Charges

1. All students, grades 6 through 12, will have available to them a lock which can be rented for \$5.00. At the end of the school year, when the lock is returned, the \$5.00 will be returned to the student.
2. Students desiring to construct special projects in courses such as art, home economics, or others, the student shall pay for needed materials as they are utilized. All required items constructed by the student in such courses may be purchased from the school for the cost of materials used.
3. Clubs and Organizations not required for academic credit may charge membership dues.
4. 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.
5. Fines may be imposed in classes if items loaned to a student are not returned.

Visitors

With the new security system, ALL visitors must buzz in at the High School main entrance (south side of the building) or the Elementary main entrance (west side of the building) After being allowed permission to enter the building, you must report to the office to get a visitor pass. Visitors not reporting to the principal's office will be made aware of the school policy regarding visitors and reported to

the police, if necessary. This is to insure student safety. **Visits for other than school business are discouraged.** This policy is to be enforced by all school personnel. NOTE TO PARENTS: We will be glad to call your student to the office if you need to speak with them. **We cannot allow visitors to interrupt classes.**

Library

The library is under the direction of a certified 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.

Directory Information

Directory information contained in the education record of a student is for use by administration and parents only. Student records are confidential and will not be given or shown to anyone other than certified school personnel or other educational institutions. **Only the custodial parent is privy to this information.** We cannot supply information to relatives or friends as per the dictates of The Rights to Privacy Act.

Substitute Teacher

When a substitute teacher is teaching a class, the students are expected to behave and perform as if the regular teacher were there. Students written up by the substitute may be automatically required to serve detention for inappropriate behavior.

Guidance Services

The Maries R-1 School District believes that the guidance program is an important and integral element of the overall educational process. In its design and operation, guidance services exist to improve the learning climate in a school by involving students, faculty, staff, parents and others who influence the learning and development of students.

Since students develop emotionally, socially, and educationally, the guidance program must address the issue of total growth in all aspects of development. Growth and learning are developmental; therefore, guidance must be developmental and sequential. The need for guidance begins with pre-school children and continues throughout life.

The K-12 developmental program is concerned with all students while recognizing the fact that individuals have needs that will continue to require special attention. The Maries R-1 Guidance Program helps students develop a more adequate and realistic concept of themselves through individual and group contact. Its aim is to make students become more aware of educational and vocational opportunities, career planning and exploration, and integrate their knowledge of self and others in making informed decisions.

Students must have written permission to see the counselor during class. Students can make appointments to see the counselor between classes.

Testing

The Missouri Assessment Programs (MAP) tests are designed to test a student's mastery in the key areas of communication arts, math and science. The MAP test will be administered in the spring to students in grades 6, 7, & 8. Beginning in spring 2009 students in grades 9-12 will be required to take end-of-course (exit) exams in various subjects to demonstrate their mastery of concepts covered in the course. Each fall sophomores and juniors have the opportunity to participate in the PLAN (10th) and PSAT (11th) tests to determine their strengths and weaknesses in various subject matter.

ACT test dates and registration deadlines are as follows:

Registration deadline:	Test Date:
August 6, 2021	September 11, 2021
September 17, 2021	October 23, 2021
November 5, 2021	December 11, 2021
January 7, 2022	February 12, 2022
February 25, 2022	April 2, 2022
May 6, 2022	June 11, 2022
June 17, 2022	July 16, 2022

Graduation Requirements

To meet high school graduation requirements, a student must complete a minimum of 25 units of credit during grades nine and above in a program which should be cooperatively planned by the student, his/her parent and the school to meet the individual needs of the student. If a student attends the RTI program for one year, 24 units of credit are needed for graduation, if the student attends RTI for two years, 23 units of credit are needed.

Students in need of additional credits to graduate can take up to two (2) credits of correspondence courses. The student will complete the course work through a contract set up with the counselor and principal in order to receive credit. Classes may be taken starting the summer preceding the senior year and no more than **one** class may be taken the spring semester before graduation. Any student in need of more than two credits must meet with the principal to determine if they are eligible for an administrative exception to the rule. This needs to be done by June of the summer preceding the senior year. **All students must meet all graduation requirements, all books turned in and all fees paid (lunch, etc.) prior to participating in the Graduation Ceremony.**

The following requirements are in effect for all graduating students:

Communication Skills	4 units
Social Studies	3 units
Science	3 units
Mathematics	3 units
Fine Arts (Art, Band, Chorus)	1 unit
Practical Arts (Home Ec, Computers)	1 unit
Physical Education	1 unit
Health	.5 unit
Personal Finance	.5 unit
Electives	8 units

Of the above requirements, ½ units of Social Studies must be Government and 1 unit must be American History, ½ unit of Practical Arts must be Computers, and ½ unit of electives must be Health.

In addition, the state of Missouri stipulates that no student may receive a diploma unless he/she has satisfactorily passed an examination on the provisions and principles of the constitutions of the United States and the State of Missouri and an American Civics Exam.

Beginning in the 2017-18 school year, prior to graduation, pupils must receive 30 minutes of cardiopulmonary resuscitation (CPR) instruction and training in the proper performance of the Heimlich maneuver or other first aid for choking.

7 Grading Scale

The following grading scale has been adopted by the Maries R-I School. The points are for regular classes, not weighted.

Grade Points			Grade Points		
95-100	A	4	73-76	C	2
90-94	A-	3.67	70-72	C-	1.67
87-89	B+	3.33	67-69	D+	1.33

83-86	B	3	63-66	D	1
80-82	B-	2.67	60-62	D-	.67
77-79	C+	2.33	0-59	F	0

Grading System

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 report of deficiency will be given in the middle of each quarter (but can be sent as needed any time throughout the year). Report cards are issued every nine weeks

A+ Program

Description of the A+ Program

Students who graduate from a designated A+ High School may qualify for a state-paid financial incentive to attend any public community college or career-technical school in Missouri if students meet all of the requirements of the A+ Program. Those students who complete all the requirements are eligible to receive two (2) years (six semesters including summer school) of paid tuition and general fees at a designated 2 year Community College or Vocational/Technical (state funded) school in Missouri. Financial need is not a factor in determining student eligibility for the A+ tuition incentive. Participants will have up to four (4) years (from the date of high school graduation) to access the A+ tuition incentive. Participants are under no obligation to use the A+ Incentive. The tuition incentive is earned by each student and it is not transferable to any other student.

Goals of the A+ Schools Program

The three primary goals of the A+ Program are as follows:

1. All students will graduate from high school.
2. All students will complete a selection of high school studies that are challenging and for which there are identified and measurable student expectations.
3. All students will proceed from high school graduation to a traditional college or post-secondary vocational or technical school or high wage job with work place skill development opportunities.

For more information, please review the A+ Student & Parent Handbook which is available in the High School Counselor's Office.

Honor Classes

Weighted classes compared to regular classes will carry a weight of 0.33. An example would be if a student receives a C+ (2.33 GPA), the 1.33 will be multiplied by 2.33. Example:

$$\begin{array}{r} C+ = 2.33 \\ \times 1.33 \\ \hline = 3.0989 \end{array}$$

3.09 will be rounded up two decimals. This would round up to 3.10.

Weighted classes are:

College Prep English

Advanced Biology

Pre-Calculus

Physics
Honors English III
Forensics Science
Chemistry II

Anatomy and Physiology I
Anatomy and Physiology II
Environmental Science
All Dual Credit Classes

Calculus I
College Algebra
Trigonometry
Statistics

College/Job Shadow Day

It is important that students who are planning to further their education after high school be able to explore and tour institutes of higher learning. Each senior will have four (4) college/job shadow days during their senior year to be used to visit campuses. These four (4) days will be considered field trips and will not count as absences.

The following guidelines will need to be followed:

1. Students wishing to take a college/job shadow day need to have the date set up through the counselor's office. They will need to complete the college/job shadow day form in advance explaining the college/job shadow day to the office, plus the name of the college/employer and the representative who will be in charge of the visit. This form must be signed by the student and parent and returned to the counselor's office **two weeks in advance**. Only five (5) students can be missing on any one day for this purpose.
2. Students will have all assignments for the classes they will miss completed and turned in prior to the college/job shadow day.
3. After the visit, students must bring back a college/job shadow day visitation form signed by the college representative/employer, if not done subsequent visits may be voided.
4. Seniors wishing to take their college days must have taken the ACT or SAT test (if this information is needed for admission) or show proof of test registration.

Honor Roll

At the conclusion of each semester, an honor roll will be published listing those students who have attained an A or B average.

Class Rings

Students may purchase school class rings during the second semester of their sophomore year.

Class Rank

The class rank of Vienna High School graduates is determined on the basis of average grade points in all courses taken for credit during grades 9 through 12 plus their top ACT composite score. Grade points will be figured on a four point system. ACT score will simply be added as a bonus for VHS ranking only, transcripts to colleges will not use this formula, theirs will strictly be GPA from classes taken.

EXAMPLE: $3.85 \text{ GPA} + 27 \text{ ACT score} = 3.85 + \text{ACT bonus} = \text{new } 4.12 \text{ GPA}$

Students entering from another accredited public school must attend Vienna two full consecutive semesters in order to be ranked in the class. Students attending part-time or graduating at the end of the 7th semester will not be included in the class rank.

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Valedictorian and Salutatorian

The valedictorian and salutatorian of a graduating class will be the student with the highest grade point average as computed at the end of eight semesters.

Middle School Promotion

6th, 7th and 8th grade students must pass three of four core subjects (math, science, language arts, and social studies) to be "considered" for promotion to the next grade. Promotion is determined by the building principal. **Students who fail core subjects may be retained or required to attend summer school.**

Early Graduation

Seniors meeting the graduation requirements for leaving at the end of the seventh semester will be considered graduates, and will be allowed to participate in graduation. But they forfeit the right to go on the senior trip, attend the Jr./Sr. Prom and being in the top 10 of the class. The high school principal will determine if a student may graduate early.

Classification of Students

Students will be classified according to grade based on the following:

Freshmen	Fewer than 7 credits earned
Sophomore	8-13 credits earned
Junior	14-18 credits earned
Senior	Over 18 credits earned

Only those students who are able to meet graduation requirements by the end of the school year will be classified as seniors. The number of credits earned will determine which class meeting students attend.

Repeating Courses/Schedule Changes

Students choosing to repeat a class must obtain special permission from the teacher, counselor, and/or principal. The grade earned by the student when he/she repeats a class will be the grade on record on the official transcript. Another credit cannot be earned. This does not apply to performance classes (band, choir, pe, etc.)

Students will have an opportunity at the beginning of each semester to change their schedule. All changes must be made through the counselor within the **first week** of each semester.

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Attendance Policy (Grades 9-12)

The Maries R-I Board of Education and staff believe that a system of rewards can possibly encourage and increase attendance in our school. A GOOD ATTENDANCE RECORD is often used as a measuring stick by future employers and colleges as to the student's maturity and sense of responsibility. The rewards are as follows:

Final Exams must be taken by all students. However, if the student has a 95% or above in the class, the student can opt out of the final. If a student has perfect attendance the final can only help the students grade and not count against the student. If you have perfect attendance in all classes but one (you might have missed 1st hour once or only have an 80% in math) your final exam grade will be averaged into your semester grade. The other six hours you would still have to take the finals but it can only be used to better your grade, not lower it.

Perfect Attendance is defined as 100% attendance for the school year. If a student has more than four (4) tardies in an hour in the year, they will be considered to have missed enough class time to be ineligible for perfect attendance status.

1. A student will be allowed a total **of eight (8) absences** per semester from a class period for emergency situations when necessary by the parent and/or guardian. **The parent/guardian must notify the office by 10:00am on the day of the absence or student may be considered truant (truant is defined as "absent without parental knowledge"). There are no excused or unexcused absences. Do not bring in notes or excuses. Students and parents/guardians must assume the responsibility of keeping personal documentation if needed for review. Please make all appointments after school or when school is not in session when possible.** Make up assignments will be at the discretion of the teacher.

Note: There are no "excused" absences. Students have eight (8) days they can miss and that is the maximum. Doctor's notes are not excused absences. Students should not assume that they can use up absences and then look to be excused for subsequent absences. This is a board policy and the administration cannot depart from it.

2. No credit will be given in a class on the ninth (9) absence unless the prior absences are based on extenuating circumstances. **The student may arrange to meet with the Attendance Review Committee.** Verification of the extenuating circumstances must be brought to the meeting.
3. A student who misses ten (10) consecutive days of school without notification will be dropped from school.
4. Absences are documented by the hour missed.

Tardies

Tardiness to all classes will be handled initially by the teacher. One of the three key areas we stress in our school besides attendance and bringing materials to class is punctuality. Being on time for all appointments 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. Students are sole arbiters of whether a student is tardy. The following policy is in effect:

A student is considered tardy if outside the classroom when the tardy bell rings without a written note from a teacher or administrator. **A total of three tardies will constitute one absence and one after school detention will be assigned.** On the fourth tardy the student will serve **two after school detentions.** Failure to serve assigned after school detentions will result in a day in In School Suspension.

Each succeeding tardy through 10 will warrant one day in the alternative classroom for each tardy. Once a student has reached ten (10) tardies, **that student will be suspended one school day for every tardy over ten.** The numbers of tardies applies only to the present semester.

THERE ARE NO EXCUSED OR UNEXCUSED TARDIES - A TARDY IS A TARDY!!!

Example A: A student is tardy for 1st hour, then is also tardy for 2nd and 5th hours. This is three tardies and the student will serve an after school detention

Example B: A student is tardy on Monday, Wednesday and Thursday for 5th hour. Student will be counted for having three tardies and serve an after school detention, this will also count as one absence for 5th hour.

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Attendance Review Committee

A student and/or parent/guardian may appeal to the Attendance Review Committee (ARC) for extenuating circumstances after the student misses his/her eighth (8th) day. The ARC will consist of the principal, counselor, and designated teachers (with parent/guardian input). The ARC will only consider the following extenuating circumstances for exemption:

- a. long-term illness (consecutive days of absenteeism verified by a physician) (could possibly qualify for homebound education)
- b. hospitalization
- c. death in the immediate family (parents/grandparents/siblings)
- d. situations over which the student/parent/guardian has no control
- e. ongoing rehabilitation of an injury, condition, or illness.

The appeal to the ARC must be made within ten (10) days following the eighth (8th) absence or before the semester ends where the absences took place. **If an appeal process is chosen after the ARC meeting, the appeal must be directed to the Superintendent of Schools and the Board of Education.**

If a student goes over their days, the ARC **may** have the student to attend summer school or attend a certain amount of Saturday Schools. **If a student goes over his/her days again, they will not receive their credits earned for that semester.** Example: If a student misses 10 days (see above reasons), the student could have the

opportunity to attend Saturday School(s) or Summer School. **Students can go before the ARC committee a maximum of two times during their high school years. Any over that is automatic credit removal. (A major illness or accident will be taken into consideration)**

Part-time Attendance

Keeping in mind that the ultimate goal of a high school program is the attainment of a diploma, high school is organized to provide a full four-year educational program for all students and is structured to provide many and varied opportunities to meet the needs of individual students. Occasionally, however, circumstances dictate a need for part-time enrollment. Students wishing to attend part-time should take care to plan an individual program that will lead to the completion of courses required to earn a diploma. Requests for part-time attendance will be considered for the following reasons:

1. Students needing to work due to family finances.
2. Students wanting to attend a nearby college or university.
3. Students working with an employer for vocational skills, training, etc., as a part of a planned educational experience.

All requests for part-time attendance must be made one-quarter prior to the requested semester and only when the following has been completed:

1. A letter of application filed with the principal which is to include a statement of intent signed by the student and parent/guardian and a certificate of credits and requirements from the counselor and principal.
2. An application filed with the appropriate educational institution or business or employer providing on-the-job training.
3. Receipt of acceptance at the educational institution or written verification from the business or employer, including skills to be mastered, must be submitted to the principal.
4. At the end of the eighth semester, the student shall supply Maries R- I High School a record of courses taken or a list of skills mastered, if on an on-the-job training situation. This verification is to be supplied by the institution providing the training.

The following guidelines and regulations have been developed for part- time attendance:

1. Only those students between the ages of 16 and 20 will be considered.
2. Requests for less than a semester will not be considered.
3. Students on part-time attendance who attend less than five (5) periods per day for credit will not be eligible for extra-curricular activities.
4. Schedules cannot be broken up. For example, students may not attend first hour, leave second hour, and return for third hour. etc.

The Board of Education reserves the right to review, change, and/or modify this policy as deemed.

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Withdrawal from School

Students withdrawing or transferring must pick up a transfer slip in the office. This slip must be signed by all teachers, librarian, lunchroom supervisor, counselor and principal. All books and materials must be returned and all fees paid before the slip is signed by the teacher.

Senior Trip

The Maries County R-1 School District may decide, at its discretion, to offer a "senior trip" to students who are graduating seniors. This supplemental educational experience is designed to serve as a reward to those graduating seniors who are in good standing for the senior trip, as described below. Participation in the senior trip is a privilege, not an entitlement. Participants serve as representatives of the high school and are expected to set a positive example for other students while engaging in fundraising activities before the trip and while attending the trip itself.

The District has established these senior trip rules so that students and their parents/guardians will be aware of the behavioral expectations of those students who wish to participate in the senior trip. The effective cooperation of parents/guardians, and their participation in the enforcement of this policy, is vital to ensuring that students follow the rules and avoid behaviors that are damaging to the students themselves and the community.

The following rules will be effective immediately:

1. The Board of Education of the District retains the right at all times to cancel and/or alter the senior trip at any time and at the Board's discretion. In the event of a cancellation, all monies earned from fundraising for the senior trip will be placed in District accounts and designated for an alternative purpose that serves students of the District, as determined by the Board.
2. The District strongly believes that students have a responsibility to themselves and to other members of the community to obey school disciplinary rules and the laws of the community. Therefore, students will **lose their eligibility for participation** in the senior trip if any one or more of the following occurs:
 - a. A student is suspended from school, and the suspension includes any date upon which the senior trip is scheduled to occur;
 - b. During the student's senior year, a student is arrested for, charges with, or convicted of any offense that relates to or involves drugs or alcohol or any other offense that is listed under the Missouri Revised Statutes Section 167.115(1)-(22) or under Section 167.171.3(4)(a)-(k).
 - 1) The terms "arrested for, charged with, or convicted of" refer to any of the following actions: being taken into custody by a law enforcement officer; being issued a summons or ticket; being the subject of charges, an indictment, or information in a adult, juvenile, or family court; entry of an Alford plea; being convicted in a court of law; pleading guilty or nolo contendere; or pleading guilty to a lesser or alternative charge, regardless of whether such charge concerns drugs/alcohol.
 - 2) The term "drugs or alcohol" shall include any controlled substance, illegal drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, ecstasy, item described as a controlled substance under Missouri Revised Statutes or federal law, prescription drug that is outside of its prescribed packaging or that is possesses by someone other than the patient to whom it is prescribed, alcohol (defined as the intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohols including methyl and isopropyl alcohol, wine, beer and/or hard liquor), drug or alcohol paraphernalia, look-alike drugs, items represented to be a drug or which, by markings or other characteristics, appear to be a drug.
 - 3) The term "Missouri Revised Statutes Section 167.115(1)-(22) and/or Section 167.171" refers to the twenty separate offenses - (1) through (22) -- listed in Section 167.115:
 - First Degree Murder
 - Second Degree Murder
 - Kidnapping
 - First Degree Assault
 - Forcible Rape
 - Forcible Sodomy
 - Burglary in the First Degree
 - Robbery in the First Degree
 - Distribution of Drugs
 - Distribution of Drugs to a Minor
 - Arson in the First Degree
 - Voluntary Manslaughter

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- Involuntary Manslaughter
- Second Degree Assault
- Sexual Assault
- Felonious Restraint
- Property Damage in the First Degree
- Possession of a Weapon
- Child Molestation
- Deviate Sexual Assault
- Sexual Misconduct involving a Child
- Sexual Abuse as well as the nine separate offenses -- (a) through (k) -- listed in Section 167.171.3(4)
- First Degree Murder
- Second Degree Murder
- Kidnapping
- First Degree Assault
- Forcible Rape
- Forcible Sodomy
- Statutory Rape
- Statutory Sodomy
- Robbery in the First Degree
- Distribution of Drugs to a Minor
- Arson in the First Degree
- Kidnapping, when classified as a class A felony involves drugs or alcohol or any other offense that is listed

- c. A student fails to notify the High School Principal or Superintendent that the student has been arrested for, charged with, or convicted of any offense that relates to or involves drugs or alcohol or any other offense that is listed under the Missouri Revised Statutes Section 167.115(1)-(22) or under Section 167.171.3(4)(a)-(k), as described more fully above.

- d. A student fails to maintain senior class standing.
3. A senior class student has the obligation to notify the High School Principal or the Superintendent in the event that he/she has been arrested for, charged with, or convicted of any of the offenses described above, regardless of where or in which jurisdiction the incident occurred.
4. This policy is not intended to encompass to minor traffic violations that fall outside of the provisions described above.
5. All students who desire to participate in the senior trip must make a good faith effort to participate in all senior class fundraising activities. Failure to participate in these activities in an active and engaged manner will be grounds for denial of trip privileges. Exceptions for participation in fundraising activities will be made only if authorized, in advance, by the High School Principal of Superintendent or if otherwise required by law.
6. All seniors and their parent or legal guardian must attend a mandatory meeting at the beginning of the school year in order to be eligible to participate in the senior trip. All seniors and their parent/guardian must sign a form agreeing to comply with these rules.

PARTICIPATION IN THE SENIOR TRIP IS A PRIVILEGE AND NOT A RIGHT.

STUDENTS ARE REQUIRED TO COMPLY WITH ALL OF THE RULES LISTED ABOVE TO BE ELIGIBLE FOR PARTICIPATION IN THE SENIOR TRIP.

THE SENIOR TRIP WILL CONSIST OF 4 DAYS AND THREE NIGHTS.

In order to be eligible for the senior trip, students MUST have 90% of their points possible and have a 90% attendance rate during your senior year. Only school sponsored events will earn you points.

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. No student is permitted to take a private car or to transport students.
2. Students will go and return on school sponsored transportation.
3. Students may ride home with one of their parents if one of their parents is at the activity and requests this in person of the sponsor. A check out sheet is available and must be signed by parent.

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**Class Selling Projects
(Class & Senior Trip)**

- | | | |
|------------|---|---|
| Freshmen | - | One selling project in the spring |
| Sophomores | - | One selling project in the winter |
| Juniors | - | Concession stand at all school functions, soda at the fair, and three fund-raising projects |
| Seniors | - | Two fundraising projects not to include senior dinners (only if needed for senior trip) |

A point system will be established whereby students must work on assigned projects and sales in order to be eligible for the senior trip. There will be no class dues expected.

If sales are down and the costs are higher than expected the seniors planning to go on the senior trip may be permitted to utilize projects designed to give 100% profit back to the class. Such projects might include bake sales, car washes, rummage sales, charity dinners, etc. Such extra projects will be the sole responsibility of the students and parents. The class sponsors will not be required to supervise or attend these events. **No more fundraising shall take place once enough money for the senior trip has been raised.**

NOTE: Additional projects for the purpose of gaining spending or pocket money will not be approved. Public schools are tax-exempt institutions and by law are not allowed to raise money for personal expenditures. Any extra money over the cost of the trip will be retained by the District and designated for an alternative purpose that serves students of the District, as determined by the Board.

Students planning to go on the senior trip will be given a work schedule of class activities by the class officers and approved by the principal. Students who are unable to work their scheduled time must find a replacement or work additional projects. Required work activities are fair floats, prom, and concessions stands. If a student moves to the district for their senior year and wishes to attend the senior trip they must participate in all senior class fundraising events and will be assigned to a junior class group and work a minimum of 20 concession stand events.

Fund Raising

Any fund raising promotion by classes, organizations, or individuals must have prior approval from the administration by September 1, 2016. Example – must approve items being sold.

Fund Raising Activities Calendar

Senior Sales.....	Aug. 26-Sept. 6
Open Date.....	Sept. 9-Sept 20
FCCLA Sales.....	Sept. 23-Oct. 4
FFA Sales.....	Oct. 7-Oct. 18
Band, Chorus & Flag Sales.....	Oct. 28-Nov. 8
Junior Class Sales.....	Nov. 11-Nov. 22
Student Council.....	Nov. 23-Dec. 6
Senior Class Sales.....	Dec. 7-Dec. 17
FBLA Sales.....	Jan. 6-Jan. 17
Sophomore Sales.....	Jan. 27-Feb. 7
Senior Class Sales.....	Feb. 17-Feb. 28
Athletic Sales.....	Mar. 10-Mar. 21
Junior Class Sales.....	Mar. 24-Apr. 4
Freshman Class Sales.....	Apr. 14-Apr. 25

All selling projects must be approved in advance by the class sponsors and the high school principal. **Additional projects for the purpose of gaining spending money WILL NOT be approved.**

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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 before asking for permission will be given an unexcused tardy to class. Students will not be called from class to accept a phone call unless it is an emergency. **Only messages from parents/guardians will be transmitted to the student.**

Reports to Parents

Occasionally it is necessary for teachers to send special reports concerning a student to parents/guardians, generally the fifth week of the quarter. Often such reports indicate that there is a need for improvement and/or a conference with the parent/guardian. Reports of this nature are usually sent through the mail.

Announcements

Announcements will be made at V.H.S. on the public address system. Organizations wishing to make announcements should make the request in writing to the office as soon as possible. *Announcements are to be made at the beginning or the end of a class period. Classes should not be interrupted randomly or during the middle of a class period.*

A copy of the announcements will be posted every Monday morning on the student's bulletin boards located in the Junior High and High School upper hall. All announcements should be turned in to the office by 8:30 am.

Skip Day

The absence of any student participating in skip day will be considered as truancy regardless of whether or not the parents are aware of the absence.

Missouri Health Net for Kids Program

The purpose of the MO Health Net Division is to purchase and monitor health care services for low income and vulnerable citizens of the State of Missouri. The agency assures quality health care through development of service delivery systems, standards setting and enforcement, and education of providers and participants. We are fiscally accountable for maximum and appropriate utilization of resources.

Medications

No student will be permitted to possess any medication unless the parent/guardian has submitted all required authorizations and releases.

Please do not bring ibuprofen, Tums, or any other medication to school unless you have spoken with the school nurse and there is a plan in place for this action. This is for the safety of the student.

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Missouri School Immunization Requirements 2021-2022

- 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 (Meningococcal Coniugate)									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.
 1. 8-12 Grades: Tdap, which contains pertussis vaccine, is required.
 2. 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.
3. Kindergarten-8 Grade: Last dose must be administered on or after the fourth birthday. The interval between the nextto-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.
4. First dose must be given on or after twelve months of age.
5. There must be at least four weeks between dose one and two; at least 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.
6. 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.

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 educational setting in accordance with 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 a medical reason 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 the 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.

Section for Communicable Disease Prevention
(573) 751-6439 (866) 628-9891

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.

Bus Transportation

NOTE: The R-1 District is not obligated to transport students to and from school, it is a privilege.

1. Observe classroom conduct. School rules are in force.
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 bus driver.
6. Do not smoke.
7. Do not damage bus or equipment.
8. Stay in your seat.
9. Do not fight, push, or shove.
10. Do not tamper with bus equipment.
11. Keep hands, feet and head inside bus.

12. Do not bring flammable material on bus.
13. Do not bring pets on the bus.
14. The bus driver is authorized to assign seats.
15. **Any student who needs to ride a different bus home MUST have a parent permission note.**
16. Failure to comply with these instructions may result in loss of bus privileges. Students are still required to attend school in these instances as per state law.

Lost and Found

A lost and found department is maintained through the principal's office. Students who either 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. Students are personally responsible for their own property. The school is not responsible for lost or stolen items. Students should keep valuable items locked up or given to their teacher (e.g. Physical Education teacher) or left at home. We will not search for stolen or lost nuisance items such as cell phones and IPODs as they are not to be used. Cell phone use is banned during school hours (8:00-3:30).

Prohibition Against Discrimination, Harassment and Retaliation

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. (See Policy AC in Appendix)

Boy-Girl Relationships

Students who resort to exhibiting their affection in public are considered very immature. Public displays of affection are never in good taste. Students are to refrain from anything more intimate than holding hands. If students persist after given a warning, they will be disciplined accordingly and parents will be notified. There is to be no student contact beyond hand holding.

Student Safety

Several 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.
4. Remain calm and follow the directions of the principal and school personnel during safety drills and other emergencies.
5. Students participating in agriculture and lab classes are required to wear safety glasses or goggles and must follow the safety rules set for each class.

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 can be identified by **five (5) short bell rings or announced over the intercom system**. The all-clear notification will be a **verbal OK**. 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 **one continuous ring of the bell or announced over the intercom system**. Students should move quickly and quietly to the designated safety area to await further instructions. Tornado safety instructions are posted in each classroom. Students should take the time to become familiar with these instructions.

Materials prepared by the Federal Emergency Management Agency that develops public awareness and understanding of earthquakes and explains safety measures to be taken, are accessible at www.fema.gov/earthquake-publications-teachers-kids

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

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 Board of Education. Students who deface or mar school property will be required to pay all damages and will be subject to disciplinary action.

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Food Services

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. We strongly encourage students to eat breakfast every morning and to eat their lunch during 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's salad (when available). Milk is provided with each meal.

Application forms to participate in the free or reduced breakfast/lunch program are given to 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 school's Elementary or High School office. The cost of lunch/breakfast will be determined each school year.

We have a computerized lunch program. Students will be issued an ID card. Meals and other lunch room charges can be tracked through the ID cards. Students will receive their ID card free.

Depositing money in your child's accounts 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 any time.

We ask that you always have enough money in your child's account so that they will never be refused the cafeteria entrée. **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.**

MY SCHOOL BUCKS is a program designed to track each student's meal account. This program enables parents to view purchases, receive low balance alerts and set up automatic payments. You can make meal payments by downloading a MY SCHOOL BUCKS App.

Breakfast and Lunch menus are included on the school website.

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.

Homework Policy - Grades 6-12

1. All homework must be turned in by the assigned date as set by the teacher. Homework is not optional.
2. If the homework is not complete, the student will only receive credit for what is completed correctly. Example: Teacher assigns ten questions worth ten points. Student only has five questions completed. Student will only receive five points on the assignment.
3. Students will have **one day for every day** that the student is absent to make up the given assignment.
4. After three missing assignments, the student will be sent to the principal's office.

Home Study Habits

It is very important that senior high school students plan for a regular period of study at home. The type of courses carried by the student will determine the amount of time necessary to study after school hours as well as the nature of study. High school students should plan to spend one and one-half hours per day in study. The development of effective work and study habits is probably the most important achievement for any high school student. The following suggestions for improving study are of value regardless of the subject or problem to be solved:

1. Develop a genuine desire to learn, as interest inspires effort and saves time.
2. Organize your study time and plan your study program. Allow a specific amount of time for each subject and work steadily.
3. Know what exactly is to be done. Copy assignments given in class and analyze the problems to be solved.
4. Work with the determination of succeeding. Be thorough and never stop before completing a task.
5. Set up a pleasant place to study. Adequate lighting, comfortable temperature, and a room free from

- distractions are of great importance.
6. Learn to concentrate. Do not allow outside distractions to interfere with your learning.
 7. Gather the necessary materials. textbooks, and reference books before you begin. Be sure to select and use these effectively.
 8. Test yourself by briefly summarizing what you studied.
 9. Think and work independently under your own initiative and direction. Let excellence be your goal.

Vocational-Technical School

The vocational school bus will leave Maries R-I School grounds at 8:15 am sharp. It is the responsibility of the vocational student who drives to school to make necessary arrangements and/or precautions to be on the vocational bus and ready to go by 8:15 am. If in either of these situations the student misses the vocational bus, the student is to report immediately to the office and the absence from the vocational school will be unexcused. **Attendance and grade requirements – maintain a C- or better.** Students/parents are required to sign a contract before attending RTI/C.

A vocational-technical student is **never** to drive or ride to the tech school without prior written approval of the tech school, parents, and the high school principal. There can be no exceptions to this procedure.

1. Any student driving or riding to the vocational school without the proper permit and permission from school authorities will be disciplined by the home school. First offense will be one day ISS.
2. Any student who repeats this offense may be recommended for removal from the program.

Inappropriate Behavior on Vocational Bus:

- | | |
|-------------|--|
| 1st Offense | Warning notice describing incident to parent
(if action is severe though, student may be suspended from RTI). |
| 2nd Offense | Written notice describing incident to parent, and student will sit in an assigned seat. One to three days of after school detention. |
| 3rd Offense | Suspension from RTI. |

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 safe-guarding his/her valuables. Again, **DO NOT** leave valuable items in your school locker or PE locker. Students can give money and/or valuable items to the PE teacher for safe keeping during PE class.

Conduct in Halls

The halls are very crowded between classes as well as before and after school. Therefore, it is necessary to observe certain rules so that disruptions, confusion or other problems are kept to a minimum. Students are to be courteous to others in the hall. Students are to avoid running, shouting, whistling, slamming lockers and other forms of unnecessary loudness at all times. Please make an effort to keep the halls clean by placing waste paper and other refuse in trash cans.

Lockers

Locker assignments are made at the beginning of the school. Students are to contact the office before trading or changing of lockers. Locks are available for lockers. Lockers will work correctly if treated in a proper fashion. Problems that occur should be reported as soon as discovered. Students who misuse lockers may lose the privilege of having a locker to utilize. Students are encouraged to keep locker neat in appearance and to keep the doors closed when not in use. Students are reminded that lockers are property of the school and are subject to inspection. Students should not leave valuable personal belongings in lockers.

Physical Education Class

Students enrolled in physical education class **are required** to provide their own clothing. The clothing shall be of a type which is 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 on file with the principal a doctor's statement to that effect. The statement should include the student's name, statement of the problem and dates during which the student will be unable to participate. Students are required to dress for physical education class

Extra-Curricular Activities

Students are reminded that school rules and regulations are in effect at all school functions both here at Vienna and away from school. Students must be in good academic standing to participate in extra-curricular activities and Maries R-1 School abides by the MSHSAA rules.

Note: If a student is absent from school on the day of an activity, or Friday if the event is on Saturday, they are not to attend the activity, and failure to attend school the day after an extra-curricular activity or event may result in student's ineligibility for next such event. *Students must inform and obtain permission from the administration in case of unusual circumstances.*

Gasconade Valley Conference

Various activities are planned for students of member schools of the GVC. Athletics are just some of the areas included in League activities. Other activities include speech, scholar bowl, science olympiad, art, math, and any other GVC activity.

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Interscholastic Athletics

Fun, fellowship, and respect for opponents are only a few of the advantages which athletic competition furnishes for those who participate. Athletics should stand for good sportsmanship and clean living. In addition, athletics are valuable when they contribute to recreation and physical growth. However, when they create ill will between players and schools, they become a detriment to us and our school. With this in mind, the student body should strive for a high standard of sportsmanship. The following sports are offered to high school students:

Baseball
Track

Basketball
Softball

Cross Country
Cheerleading

MSHSAA-Sanctioned Interscholastic Activities

In addition to athletics, Maries R-I School also participates in other activities recognized by MSHSAA. Students wishing to participate in MSHSAA sanctioned activities must meet the standards set by MSHSAA. Additional requirements are found in the Activity Handbook.

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 for any reason nor are they allowed to attend Vienna athletic activities at another school (by school law, athletic events are an extension of the school campus). Students who show up on campus or at any athletic event will be assigned an additional day of suspension. Parents should not assume that they can bring their suspended student to campus with them unless they have prior permission from the school principal

Eligibility for Extra-Curricular Activities

Eligibility for extra-curricular activities, other than those sanctioned by MSHSAA, will be established by the sponsor and disseminated to participating students. Failure to meet the criteria will result in the student's ineligibility. Students are also expected to abide by the following:

1. Students must display good citizenship.
2. Students are expected to be in regular attendance and must be in attendance the day of the activity unless prior arrangements have been made with the principal.
3. Meet the sponsor's standard of conduct and performance.
4. Maries R-1 adopts the MSHSAA rules for academic standing to participate in extra-curricular activities.

NOTE: Extra-curricular activities are not a "property right" and a student may be summarily removed or suspended from such activity at the coach or sponsor's direction. MSHSAA standards have become increasingly strict in the past few years and student-athletes should be aware that they are responsible to follow school and state rules.

Insurance

All students participating in athletics **must be covered by insurance**. If a student does have, or purchase school insurance, a statement from a parent or guardian will be needed to show proof of insurance. In addition, it is strongly recommended that students enrolled in the following classes be covered by some type of insurance: Physical Education and Vo-Ag shop classes.

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Sportsmanship & School Spirit

The first rule of good sportsmanship is courtesy to everyone around you: classmates, visitors, players, coaches, and officials. The person who, in sports, cheerfully abides 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 athletics, 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.

Any person - whether student, parent or spectator - who does not adhere to MSHSAA Standards of Good Sportsmanship will be removed. Any person - whether parent or spectator - will be barred from attending any school activity up to one calendar year.

Selective Service Registration

All males are required, by law, to register with the Selective Service when they turn 18 years of age. This is required for students to be eligible for federal student loans, job training benefits and federal employment. Registration can be done at the local post office or the school counselor's office.

Rules of Good Sportsmanship

1. No objects of any kind should be thrown onto the court or field. Besides possibly inflicting injury, this shows lack of respect for your school and opponents.
2. **No vulgar language** or suggestive gestures will be allowed.
3. Booning officials and opposing team members is prohibited. A mature person accepts the game officials' decisions and respects guests. (Sometimes you will be the guest).

4. All yelling, screaming, and cheering should be for your own team, not AGAINST the opposing team--appreciate a good play, no matter who makes it.
5. Quiet during free throws should be observed for both teams. Any comments, such as "air ball", "rebound", or counting dribbles are in poor taste.
6. Any signs or posters used should be of a positive nature encouraging your team.
7. Only authorized school personnel should be on the floor at any time. No one should block the view of other spectators.
8. Stay in seated area during the game. Go to the lobby, restroom, or get refreshments only at half time or between games.
9. Unsportsmanlike conduct on the part of others should not be an example for us. We should set the example of good sportsmanship.
10. No parent or fan is allowed to detain, abuse, or engage in argument with any coach, sponsor, teacher or administrator either before, during or after an athletic event or activity. Failure to comply may result in the offender being barred from attending future activities/events up to one calendar year. We cannot and will not tolerate inappropriate behavior from fans or parents if we are to conduct our activities in a safe manner. Therefore, we ask that patrons not bother coaches, sponsors and teachers when they are working.

Clubs and Organizations (9-12)

The following clubs and organizations are available to students at Vienna High School:

Student Council	Future Business Leaders of America
National Honor Society	Science Olympiad
Future Farmers of America	Scholar Bowl
Theater/Speech	Math Club
Spanish Club	Students Against Destructive Decisions
Yearbook	Art Club
Family Career/Community Leaders of America	Chess Club
A+ Program	

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Regulations for Clubs and Organizations

1. Every club and organization is to file a list of officers and members with the principal by the end of the first month of school.
2. No club or organization shall hold a meeting without the presence of the sponsor and the approval of the principal.
3. No student shall be the president of more than one club or organization. *NHS and Student Council are exempt from this.
4. No club or organization may use the building at night without prior permission from the principal or superintendent.
5. In order to avoid conflicts and confusion, all activities must be scheduled in advance with the principal.
6. Requests for school transportation should be made to the principal at least three weeks in advance.
7. Students riding the bus to events away from Maries R-I High School must return on the bus. However, students may be permitted to ride home with parents if parents sign the check out sheet.
8. No meetings or practices are to be scheduled on Wednesday evenings.
*NHS and Student Council have their own set of by-laws.

National Honor Society

Students who maintain a grade point average of 3.5 or higher during their time at Vienna become eligible for selection into NHS. Students are given a letter of invitation along with an application during 3rd quarter to let them know they are academically eligible for NHS. Students must return the application within the time designated to be part of the selection process. The faculty gives a rating to each student based on the five areas of scholarship, character, leadership, service and an essay. **This information is confidential. This information is shared only with the selection committee. Parents and students will not have access to this information.** The advisor of the organization does not vote. Once the faculty ratings are presented to the advisor, a cutoff score is established by the committee. The selection committee then takes the results of the faculty ratings to determine who is most qualified for membership in the Vienna National Honor Society. The students who fall above this score are invited to the spring induction ceremony. Community service is an important element of the NHS. Each year the chapter will hold at least one charitable or community betterment project. Individual members have the responsibility for choosing and participating in individual service projects throughout the year that reflect his/her talents and interests, and that involved an ongoing commitment to the community of approximately one hour per week or a minimum of 35 hours for the year. Community service is defined as the giving of yourself for the betterment of others. This is strictly voluntary service. You cannot count hours in which someone else might be getting paid for the service. Senior

students who would like to be considered for a community service scholarship must complete 100 hours of community service. Students are required to attend meetings and group activities. Missing two meetings and any group activity may* result in dismissal from the organization. This must be approved by the NHS sponsor.

Student Council

The student council is an organization of student representatives endeavoring to create a good school attitude and a better understanding between students and teachers. Thereby developing responsibility for higher standards of scholarship, leadership and character within each student for the betterment of self-government in school and in our democracy. The members of the student council shall be elected before the fourth week of school. Each class will elect, as their representatives, one boy and one girl. Students may be elected as many years as the student body desires. Any opinions, suggestions, or complaints should be directed to the council through the representatives of the individual class. The council shall have the power to recommend rules necessary for the betterment of the school, its life or interests, and to investigate, report, and make recommendations on matters referred to it by the faculty, administration, or the student body of the school

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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 assemblies is training in good audience behavior. It is each student's responsibility to be respectful, courteous, and attentive at all times. **Students removed from an assembly forfeit the privilege of attending future assemblies.**

Dance Policy (9-12)

To attend a school sponsored dance, the following criteria apply:

1. A VHS student in good standing.
2. A student at another high school in 9-12 grades in good standing.
3. Students must register out of school guest 10 days prior to the dance.
4. All guests must be approved by the building administrator.
5. High school drop outs may **NOT** attend.
6. No guest over **21** years of age will be allowed at school dances.
7. Once in the building, students are not permitted to exit the building without the approval of an administrator at the dance. Any student that leaves without permission will not be allowed to re-enter the dance.

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 and school employees. For the safety of students and staff, random drug searches will occur throughout the school year using 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 contacted 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 contacted 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.

Hats -Caps

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

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Cell Phones/Inappropriate Items

Cell phones and their use are hereby banned at Vienna High School. Students are not allowed to have or use cell phones during school hours (8:00 AM – 3:10 PM). This has become a necessary measure due to several court cases (whereby students have been arrested for sexual harassment and child pornography) and classroom cheating. Students should leave their phones at home or in their car or turn them into a teacher or the office at the start of the day. This is not negotiable as it has become a national problem. Faculty and administration will not search for nor attempt to recover stolen cell phones.

Phones will be confiscated and disciplinary measures will be assigned as follows:

1st offense – Phone confiscated for 48 hours (ex. Phone taken on Tuesday will not be returned until Thursday after school). Phones taken on Thursday or Friday will not be returned until Monday. If parent picks up phone student will serve two After School Detentions.

2nd offense – Phone confiscated for one (1) week. ALC assigned. If parent picks up phone student will serve two In School Suspensions.

3rd offense – Phone confiscated for remainder of semester. One day suspension from school. Parent may pick up phone, however, parents should understand that if they allow their student to bring the phone again at this point that their student will be subject to long term suspension (2-10 days).

This is a serious problem in schools and will be dealt with severely.

Many items, such as squirt guns, some magazines, cell phones, electronic games, Ipods, 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 with no action taken. If not turned in, it will be confiscated and necessary action will be taken.

Radio and Electronic Toys

Students are not allowed to **have or use pagers, radios, Ipods, mp3 players, electronic toys**, etc. during the school day. Such items **in the possession of a student** will be confiscated and turned in to the principal.

1st offense - student may pick up item at end of day

2nd offense - nuisance item may be kept until end of semester or parent has to pick up

Subsequent offenses may result in detentions or suspensions being assigned and the item confiscated until picked up by parent.

NOTE: If such items are brought on school property and stolen, the faculty and administration will not search for them.

Leaving School Grounds

A student must never leave school grounds once a student is on school grounds before his/her regular dismissal time without first obtaining permission from the principal or superintendent. When a student needs to leave school early, he/she must have parental permission, either by note or phone call, and is to sign out in the office on the sheet provided by the personnel of the said office for this purpose. Students leaving without permission will be considered truant and the absence will be treated as such. Maries R-I has a closed campus and violation of this policy will result in disciplinary actions in accordance with student handbook. This is a safety consideration.

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Student Conduct

General misconduct and example tending to the decline of necessary 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 (including suspension). 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.

Use of Vehicles

Students who drive must have an operator's license from the State of Missouri. All students must register their vehicle in the principal's office prior to the beginning of school or as soon as the student begins driving to school. Those who drive must observe the following regulations:

1. No student is allowed to sit in a vehicle at any time during the school day.
2. Upon arriving to school, the driver must park his/her vehicle in the designated numbered parking space. The vehicle should be locked and left alone until after school is dismissed or the student leaves for the day.
3. Careless and imprudent driving will not be tolerated. The police department will be notified if this rule is violated. This includes when school is not in session.
4. The school is in no way responsible for vandalism to students' cars.
5. Speed limit is 5 mph on school ground.
6. All vehicles shall be properly parked. The vehicle shall be parked in such a manner as not to create a hazard in the clearly marked space.
7. Parking permits are required and must be displayed on the rear view mirror. Parking permits are available in the HS office - \$5. **Vehicles not displaying permit will be towed at the owner's expense.**
8. Students are not to go to their cars or go to the parking lot without administrative approval. Driving on school grounds is a privilege and is directly under the authority of the administration.

Careless or unsafe driving on or around school property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials or failure to follow established rules for parking or driving on school property may result in loss of parking privileges. **Students parking cars in unauthorized locations may have their car towed at the owner's expense.**

Verbal Abuse

Inappropriate student responses to faculty and staff will not be tolerated. Students must learn to respect people in authority over them if they are to succeed later in life.

If profanity or threatening language is used by the student the student will be subject to suspension up to and including one full semester.

Cyberbullying

Cyber bullying is a serious offense and will be dealt with in the same manner as physical bullying and could result in long-term suspension or recommendation for expulsion. Cyber bullying is any phone texting, e-mailing, or other form of electronic communication which makes the victim feel threatened. Cyber bullying may also result in law enforcement officials being notified and charges filed.

Dress Code and Appearance

In determining acceptable dress and appearance, the following guide-lines are to be used:

1. Clothing worn is not to be suggestive or indecent. Clothing with any alcohol or tobacco product and co-ed naked shirts will not be tolerated.
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.
5. Shorts are defined as a garment not shorter than mid-thigh. Shorts must be baggy enough to provide freedom of movement. In addition, clothing should be worn as designed.
 - Footwear and undergarments are to be worn at all times.
 - Spaghetti strap tops (straps are to be 2" wide), tube tops, halters, half shirts and midriffs shirts are not acceptable. (This includes shirts that do not cover the stomach area) Bras/bra straps must be covered.
 - Shorts may be worn to school provided they are in good taste (mid-thigh) or fingertip length.
 - Hats, caps, headbands, and sunglasses are not to be worn in the building.
 - Any article that advertises or promotes the use of drugs, alcohol, tobacco, or is sexually suggestive shall not be permitted at school or at school sponsored functions.

A good rule-of-thumb is: Any clothing that is disruptive or considered indecent or physically suggestive by a faculty or staff member may be inappropriate.

Hair should be neatly groomed and styled in a generally acceptable manner. Teachers of courses in specific dress or appearance which must ensure students' safety may require students to dress accordingly. 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 may be subject to removal from the student body or school until the problem is taken care of. **Teachers** are expected to address this with the students and notify the office. First offenders will be warned and asked to change, cover or not wear the item again. Second offense, an After School Detention, Third offense, Friday Night School, Fourth offense, ISS or OSS. (NOTE: The state of Missouri including the legislature is in favor of dress codes and student uniforms have demonstrated themselves to be effective in student performance. Therefore, it is incumbent upon students not to create a situation whereby a stricter dress code or a student uniform is enacted.)

After School Detention

After school detention may be used as a form of discipline for violation of school policy. After school detention will be held every evening from 3:20-4:20. This session will be held in the room assigned, and will be under the supervision and instruction of a certified teacher. Transportation is the responsibility of the student.

The following rules will be observed:

1. Students must be seated by 3:20pm and have materials to study.
2. NO TALKING. You are to be studying at all times.
3. You are not to be out of your chair except with special permission from the supervisor.
4. No magazines, newspapers, radios, food or drink allowed in the area.
5. Failure to serve assigned detention will result in an additional detention being assigned. Further failure to serve these detentions may result in suspension, ALC or Saturday Detention being added to the two detentions.
6. If a student cannot serve the assigned detention he/she must advise the high school office before detention was to be served so that a make-up day can be assigned. Failure to notify office will result in an in-school suspension the following day or Saturday Detention. The school will decide whether the make-up is necessary, not the student.
7. The school will not be responsible for supervision of any student serving detention after 4:20 pm.

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Foul Language, Profanity and Verbal Abuse

Profanity will not be tolerated at any level. Profanity used in response to the classroom teacher will result in suspension.

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, the chewing of tobacco, the use of snuff, etc. Tobacco of any type is not to be used during or between classes during the school day.

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 (including all after school activities) are subject to a possible 3-5 day suspension.

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/ten-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. Possible semester suspension. Any student under the influence may be prohibited from attending activities.

Fighting

Physical violence will not be tolerated. Students guilty of fighting at school will be suspended. Fighting is defined as mutual combat in which both parties have contributed to the conflict VERBALLY or by PHYSICAL action. Suspension will be:

- | | | |
|-------------------|---|---|
| First occurrence | - | 3 days OSS (out of school suspension) |
| Second occurrence | - | 3-10 days OSS |
| Third occurrence | - | 3-10 days OSS or possible semester suspension.* |

Drug-Free School

Pursuant to requirements of the 1989 amendments of the Drug Free Schools and Communities Act, pursuant to the requirements of the Safe School 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 grades from early childhood level through grade twelve (12). Such programs address the legal, social, and

health consequences of drug and alcohol use, and provide information and effective techniques for resisting peer pressure to use illicit drugs or alcohol.

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 for expulsion. The building principal may depart from the handbook if it is determined that circumstances warrant departure. The handbook is a guide for students; however, **school officials are not constrained by the handbook.** School officials (teachers, administrators) reserve the right to respond in a manner which best serves a safe, effective learning environment.

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Removal of Students From School by Law Enforcement Officials

An officer of the law may take a student from the school under direction of the school principal OR if the officer has ready for service a subpoena, a warrant for arrest, or an order for civil arrest. The school principal will attempt to notify the student's parent/guardian that the student is being removed from school. Occasionally, a principal may find it necessary to call the law enforcement officials for assistance in handling a student, case responsible for a serious offense committed at school. In such a case the officials may not arrest the student unless a sworn complaint is filed. However, the circumstances may, from time to time, justify the removal of the student from school in the absence of a complaint or warrant. Students may also be removed by the principal or the School Resource Officer. R-1 School officials work closely with local law enforcement to insure the safety of our students.

Trauma - Informed Schools Initiative to Parents/Guardians

For more information go to
<https://dese.mo.gov/college-career-readiness/school-counseling/bullying-suicide-prevention-and-trauma-informed>

Bullying

General

In order to promote a safe learning environment for all students, the Manes County R-I 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.

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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 districtwide 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 or 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 bullying 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.

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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 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 this 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 companies 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 designed 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 herself 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.

(Missouri Safe Schools Act)

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	Other:	Knives	Gas Gun
Concealable firearm	Projectile weapon	Mace Spray	Firearm Silencer	Spring Gun
Explosive weapon	Rifle	All Knives	Switchblade	
Firearm	Shotgun	Items 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.

Probationary Students: Students who persist in breaking the rules and disrupting school will be placed on "probationary status" whereby each successive offense may result in suspension from school.

Discipline

Your main goal in school is education. Maries R-1 protects each student's right to an education without interference. Individual teachers are not all alike as far as regards, punishment, and discipline – this is a valuable fact of life. Teachers are not all alike, and neither are the people with whom you will come in contact with on a job, vocation, or profession. You will have to adjust to a variety of demands from a variety of personalities. Rules apply to all. No one is singled out for special favors or punishment. **NOTE: The Vienna administration is not constrained *nor limited* by this handbook. This handbook lists possible consequences for the most probable situations. The administration may adjust according to unique circumstances (i.e. severity of offense or repeated offenses of various types may result in stricter discipline). School law and court precedence gives the building administrator wide latitude to ensure the safety of and the preservation of the school environment. This applies to parents and patrons as well as students.**

Infractions and Dispositions:	1 st Offense	2 nd Offense	3 rd Offense
Vandalism	1 day ALC	1 day OSS	3-10 days OSS
Truancy	1 day ALC-3 days OSS	3-10 days OSS	10 days OSS
Public Display of Affection	Verbal Warning	2 days ASD	ALC-3 days OSS
Dress Code Violation	Verbal Warning	Friday Night School	ALC
Stealing	ALC	OSS	3-10 days OSS
Careless Driving	Verbal Warning	1 week no driving	Double # of weeks
Lunchroom Rules	1 st -Clean mess & eat at teacher table		2 nd -Double punishment

To gain access to the Internet through the district's computer system, a student must sign and submit an Internet User Agreement form given to each student the first day of each school year or upon enrollment. All students under the age of 18 must also obtain the signature of a parent or legal guardian.

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, which is strictly prohibited by this district. 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

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.

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 which 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 Oart 763 Subpart E). This new rule requires all public and private elementary and secondary schools to inspect for friable and non-friable 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 it's' 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 EP A 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 and was conducted in May 2004. A re-inspection of our facilities is required every three (3) years and will be conducted in 2007. 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.

In any school it is necessary that rules and regulations be established for the safety and well being of all. Each student is expected to recognize that the school's authority extends from within the building itself to the walls surrounding it, the playgrounds, extra-curricular activities (home and away) and to the buses and bus stops.

In an effort to see that the rules are enforced in a fair and consistent manner, the Board of Education has adopted the discipline policy stated in this handbook. The discipline policy explains what will happen if a rule is violated. The purpose of the discipline policy is to help each student understand what is expected so he or she will not get into trouble.

This contract verifies that my son/daughter and I have read the Maries R-1 School Handbook. We understand the policies set forth in this handbook and will strive to follow the rules. My son/daughter will accept full responsibility for his/her actions while at school and related functions. I understand that I can be called at anytime if my son/daughter is causing a problem at school.

Please sign, remove, and return to the High School Office if you **do not agree** with information in this handbook or if the following applies.

Maries R-1 School does not have my permission to use my child's name and/or photograph in the local newspaper/web-page/internet for the purpose of awards, accomplishments, organizations, etc.

By not signing and returning we are assuming that none of the above applies to you or your child.

Student Name

Parent Signature

Date

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:

Middle School and High School Principal Ian Murray, Middle School and High School Counselor Natalie Martin
P.O. Box 218
300 Fourth Street, Vienna, MO 65582
Phone: (573) 422-3363 / Fax: (573) 422-3185
imurray@viennaeagles.org or nmartin@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 is 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.

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Version: [AC-C.MC1]**

Policy Reference Disclaimer:

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

<u>State</u>	<u>Description</u>
<u>§§ 213.010-.137, RSMo.</u>	<u>State Statute</u>
<u>§§ 290.400-.450, RSMo.</u>	<u>State Statute</u>
<u>§105.255, RSMo.</u>	<u>State Statute</u>

<u>§160.261, RSMo.</u>	<u>State Statute</u>
<u>§162.068, RSMo.</u>	<u>State Statute</u>

<u>Federal</u>	<u>Description</u>
<u>20 U.S.C. § 1400-1417</u>	<u>Individuals with Disabilities Education Act</u>
<u>20 U.S.C. § 1681</u>	<u>Title IX of the Education Amendments of 1972</u>
<u>20 U.S.C. § 7905</u>	<u>Boy Scout Equal Access Act</u>
<u>29 U.S.C. §§ 621-634</u>	<u>Age Discrimination in Employment Act</u>
<u>29 U.S.C. § 206(d)</u>	<u>Federal Statute</u>
<u>29 U.S.C. § 794</u>	<u>Section 504 of the Rehabilitation Act of 1973</u>
<u>42 U.S.C. §§ 12101-12213</u>	<u>Americans with Disabilities Act</u>
<u>42 U.S.C. §§ 1751-1760</u>	<u>Richard B. Russell National School Lunch Act</u>
<u>42 U.S.C. §§ 1777-1785</u>	<u>Child Nutrition Act</u>
<u>42 U.S.C. §§ 2000d-2000d-7</u>	<u>Title VI of the Civil Rights Act of 1964</u>
<u>42 U.S.C. §§ 2000e-1-2000e-17</u>	<u>Title VII of the Civil Rights Act of 1964</u>
<u>42 U.S.C. §§ 2000ff-2000ff-11</u>	<u>Genetic Information Nondiscrimination Act</u>

<u>42 U.S.C. §§ 6101-6107</u>	<u>Age Discrimination Act</u>
<u>42 U.S.C. § 11435</u>	<u>Federal Statute</u>
<u>7 C.F.R. Part 210</u>	<u>National School Lunch Program</u>
<u>7 C.F.R. Part 215</u>	<u>Special Milk Program</u>
<u>7 C.F.R. Part 220</u>	<u>School Breakfast Program</u>
<u>7 C.F.R. Part 225</u>	<u>Summer Food Service Program</u>
<u>FED COURT</u>	<u>Burlington Indust. v. Ellerth, 524 U.S. 742 (1998)</u>
<u>FED COURT</u>	<u>Davis v. Monroe County Bd. of Educ., 526 U.S. 629 (1999)</u>
<u>FED COURT</u>	<u>Faragher v. City of Boca Raton, 524 U.S. 775 (1998)</u>
<u>FED COURT</u>	<u>Oncale v. Sundowner Offshore Serv., 523 U.S. 75 (1998)</u>
<u>FED COURT</u>	<u>Harris v. Forklift Svst., Inc., 510 U.S. 17 (1993)</u>
<u>FEDERAL COURT</u>	<u>Gebser v. Lago Vista Ind. Sch. Dist., 524 U.S. 274 (1998)</u>

Cross References

<u>Code</u>	<u>Description</u>
<u>BCC-1</u>	<u>APPOINTED BOARD OFFICIALS</u>
<u>ECG</u>	<u>ANIMALS ON DISTRICT PROPERTY</u>
<u>EFB</u>	<u>FREE AND REDUCED-PRICE FOOD SERVICE</u>
<u>EHB</u>	<u>TECHNOLOGY USAGE</u>
<u>EHB-AP(1)</u>	<u>TECHNOLOGY USAGE - (Technology Safety)</u>
<u>EHB-AP(2)</u>	<u>TECHNOLOGY USAGE - (Access to Blocked or Filtered Content)</u>
<u>GBAC</u>	<u>STAFFING WITH AND EMPLOYING RETIREES</u>
<u>GBAD</u>	<u>TELEWORK</u>
<u>GBAD-AP(1)</u>	<u>TELEWORK</u>
<u>GBCB</u>	<u>STAFF CONDUCT</u>
<u>GBCC</u>	<u>STAFF USE OF COMMUNICATION DEVICES</u>
<u>GBH</u>	<u>STAFF/STUDENT RELATIONS</u>
<u>GBL</u>	<u>PERSONNEL RECORDS</u>
<u>GBL-AP(1)</u>	<u>PERSONNEL RECORDS</u>
<u>GBLB</u>	<u>REFERENCES</u>
<u>GCBA</u>	<u>PROFESSIONAL STAFF COMPENSATION</u>
<u>GCD-1</u>	<u>PROFESSIONAL STAFF RECRUITING AND HIRING</u>
<u>GCPB</u>	<u>RESIGNATION OF PROFESSIONAL STAFF MEMBERS</u>
<u>GCPD</u>	<u>SUSPENSION OF PROFESSIONAL STAFF MEMBERS</u>
<u>GCPE</u>	<u>TERMINATION OF PROFESSIONAL STAFF MEMBERS</u>
<u>GCPF</u>	<u>RENEWAL OF PROFESSIONAL STAFF MEMBERS</u>
<u>GDBA</u>	<u>SUPPORT STAFF COMPENSATION</u>
<u>GDC-1</u>	<u>SUPPORT STAFF RECRUITING AND HIRING</u>

<u>GDPB-1</u>	<u>RESIGNATION OF SUPPORT STAFF MEMBERS</u>
<u>GDPD</u>	<u>SUSPENSION OF SUPPORT STAFF MEMBERS</u>
<u>GDPE</u>	<u>NONRENEWAL AND TERMINATION OF SUPPORT STAFF MEMBERS</u>
<u>IGAEB</u>	<u>SEXUAL HEALTH INSTRUCTION</u>
<u>IGB</u>	<u>ACCOMMODATION OF STUDENTS WITH DISABILITIES</u>
<u>IGB-AP(1)</u>	<u>ACCOMMODATION OF STUDENTS WITH DISABILITIES - (Section 504 and ADA Procedures)</u>
<u>IGBA-1</u>	<u>SPECIAL EDUCATION</u>
<u>IGBA-1-AP(1)</u> ↓	<u>SPECIAL EDUCATION - (Services for Incarcerated Youth)</u>
<u>IGBA-1-AP(2)</u> ↓	<u>SPECIAL EDUCATION - (Evaluation Criteria for District and Independent Evaluations)</u>
<u>IGBCB</u>	<u>PROGRAMS FOR MIGRATORY STUDENTS</u>
<u>IGBCB-AP(1)</u>	<u>PROGRAMS FOR MIGRATORY STUDENTS - (K-12 Districts)</u>
<u>IGBH</u>	<u>PROGRAMS FOR ENGLISH LEARNERS</u>
<u>IGCD</u>	<u>VIRTUAL COURSES</u>
<u>IGCD-AP(1)</u>	<u>VIRTUAL COURSES - (Best Educational Interest Determination)</u>
<u>IGD</u>	<u>DISTRICT-SPONSORED EXTRACURRICULAR ACTIVITIES AND GROUPS</u>
<u>IGD-AP(1)</u>	<u>DISTRICT-SPONSORED EXTRACURRICULAR ACTIVITIES AND GROUPS</u>
<u>IGD-AP(2)</u>	<u>DISTRICT-SPONSORED EXTRACURRICULAR ACTIVITIES AND GROUPS - (Athletics&#8212;K-12 Districts)</u>
<u>IGD-AP(3)</u>	<u>DISTRICT-SPONSORED EXTRACURRICULAR ACTIVITIES AND GROUPS - (Participation of Part-Time Students in MSHSAA-Governed Activities)</u>
<u>IICC</u>	<u>SCHOOL VOLUNTEERS</u>
<u>IICC-AP(1)</u>	<u>SCHOOL VOLUNTEERS</u>
<u>INC-1</u>	<u>SPEAKERS AT DISTRICT EVENTS</u>
<u>IND</u>	<u>CEREMONIES AND OBSERVANCES</u>
<u>IND-AP(1)</u>	<u>CEREMONIES AND OBSERVANCES - (Flag Displays)</u>
<u>JFCF</u>	<u>BULLYING</u>
<u>JFCG</u>	<u>HAZING</u>
<u>JG</u>	<u>STUDENT DISCIPLINE</u>
<u>JHCF</u>	<u>STUDENT ALLERGY PREVENTION AND RESPONSE</u>
<u>JHCF-AP(1)</u>	<u>STUDENT ALLERGY PREVENTION AND RESPONSE</u>
<u>JHG</u>	<u>REPORTING AND INVESTIGATING CHILD ABUSE AND NEGLECT</u>
<u>KG</u>	<u>COMMUNITY USE OF DISTRICT FACILITIES</u>
<u>KG-AP(1)</u>	<u>COMMUNITY USE OF DISTRICT FACILITIES</u>
<u>KK</u>	<u>VISITORS TO DISTRICT PROPERTY/EVENTS</u>
<u>KK-AP(1)</u>	<u>VISITORS TO DISTRICT PROPERTY/EVENTS - (Public Conduct on District Property)</u>
<u>KL</u>	<u>PUBLIC CONCERNS AND COMPLAINTS</u>
<u>KLA</u>	<u>CONCERNS AND COMPLAINTS REGARDING FEDERAL PROGRAMS</u>

**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.

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