Marshfield R-I School District

170 State Hwy DD, Marshfield, MO 65706

(417) 859-2120

Elementary Student/Parent Handbook

Hubble Elementary

Webster Elementary

Shook Elementary

2026 -2027

Adopted by the Board of Education: 6/25/26

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Mission C-110-S
The mission of the Marshfield R-1 School District is: To prepare each child for a successful future.

School Board Members G-100-S

Mark Messick - President
Janette Clark - Vice President
Amy Wilkerson - Member
Tony Cologna - Member
Josh Hartman - Member
Craig Thomas - Member
Mitch Espy- Member
Appointed Board Treasurer/Secretary: Marta Fraker

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

District Administrative Offices
Garrett Lowder
Superintendent of Schools
859-2120 ext 9000

Josh Hume
Assistant Superintendent of Operations
859-2120 ext 9000

Stephany Vickers
Assistant Superintendent of Academic Services
859-2120 ext. 9000

Sherry Davis
Director of Special Services
859-2120 ext 9007

Christina Roberts
Director of Nurses
859-2120 ext 9000

School Building Information and Contact Information
Marshfield R-I School District Website: https://www.mjays.us/Page/1

The Marshfield R-I District website included information for each building such as a calendar of events, online copies of the Student/Parent Handbook, and other important information.

Marshfield R-I School District Central Office
170 State Highway DD, Marshfield , MO 65706
Phone: 417-859-2120
Fax: 417-859-2193

Hubble Elementary (PreK-1)
600 North Locust, Marshfield, MO 65706
Principal: Missy Basnett
Assistant Principal: Sara Reynolds
Counselor: Jenni Catron

Webster Elementary (2-3)
650 North Locust, Marshfield, MO 65706
Principal: Natasha Adams
Assistant Principal: Calen Van Ness
Counselor: Angie Neil

Shook Elementary (4-5)
180 State Highway DD, Marshfield, MO 65706
Principal: Becky Weigand
Assistant Principal: Taylor Young
Counselor: Jacy Harris

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

Welcome Letter

Dear Students and Families,

We hope this year provides opportunities to strengthen the bonds between school and home. As we strive to provide the best educational experience possible for your child, we appreciate your continued support of your child and all of the students and staff.

Close ties and open communication between school and home are essential to our work. Whatever we do as teachers to guide, shape, and motivate children can only supplement the loving commitment, interest, and instruction you provide at home. As we engage in this worthwhile partnership, we thank you for your hard work and ask that you never underestimate the precious role you play in the success of your child.

As members of the Marshfield R-1 Schools community, we all share in the responsibility of helping children become productive adults. Parents have an enormous role in shaping their child's life by teaching responsibility and taking interest in the student's work at home and at school. The staff at school is committed to provide the tools and further develop the knowledge and skills to ensure academic success. This student handbook is one of those tools; it is an easy way for parents and students to know and understand the policies and procedures of the school. We appreciate the time you take to read through this handbook and discuss its contents with your family and your child.

It is our intention to make this school year a positive experience for all. To be certain this goal is reached, it will take all of us working cooperatively and in close communication. The staff and administration appreciate the honor of helping educate the children of our community. Please feel free to contact us with any questions or concerns that we may work together to address.

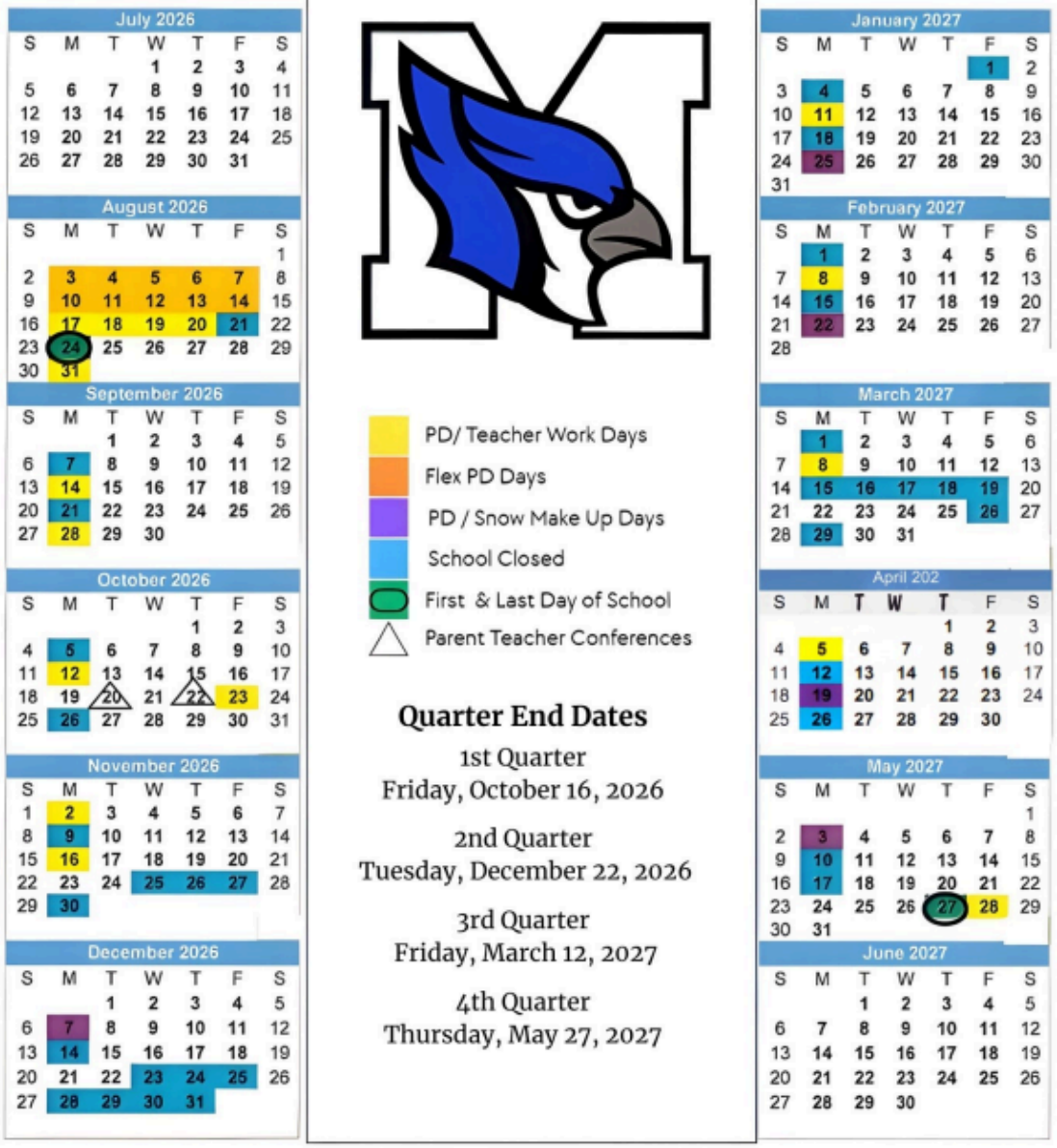
Sincerely,

The Staff and Administration of Hubble, Webster, and Shook Elementary Schools

Academic Calendar I-100-S

2026-2027 School Calendar

Marshfield R-I Schools



Attendance and Absence Procedures S-115-S

Expectations for Attendance

Attendance is essential for learning. By law, all children must attend school from the age of 7 until the age of 17. Parents/guardians are accountable for the attendance of their child. The District will inform parents/guardians of their student's absence and support families when attendance becomes a concern. Students will be given one day for each day absent to complete and turn in work for full credit. It is the responsibility of the student to make up work due to an absence. Students who wish to participate in school-sponsored activities must attend school the entire day on which the activity occurs, unless the principal has pre-approved the absence based upon special circumstances.

Procedures for Reporting an Absence

Parents must report a student's absence by 9:15 a.m. on the day of the absence. The school will contact parents who do not report a student's absence by the designated time. When a student is released early from school to a parent or guardian, it constitutes an absence. In general, prior notification is required when a student is dismissed early and the student must be checked out through the office.

Procedures for Receiving Daily Assignments Missed

Parents can call the school office to request daily assignments missed due to an absence by 12:00 p.m. Homework will be available for pick up between 1:30 and 3:30 in the school office.

Verified and Unverified Absences

There are two types of recorded absences - Verified and Unverified Absences. When your child is absent and you have made contact with your child's teacher regarding their absence, this is considered a **verified absence**. If communication has not been made with your child's teacher prior to, on the day of, or immediately following the absence, this is considered an **unverified absence**. The Marshfield R-1 School District encourages parents to make sure that students are in school every day unless hindered by the following reasons:

1. Personal illness
2. Days of religious observance
3. Death of close friends or relatives.
4. Family emergencies which necessitate absence from school. The school must be notified in advance when such absences are foreseen.
5. Professional appointments that cannot be scheduled outside the regular school day, such as dental or doctor appointments.

Every minute of the school day impacts student attendance. After four (4), eight (8) and twelve (12) days of absence, the parent/guardian will receive a letter from the school confirming the days of absence and reminding them of the attendance policy. After fourteen (14) days of absence (this is at the point an individual student will not be able to make the 90% attendance goal set by the State of Missouri Board of Education), the parent/guardian will be notified by letter from the Assistant Principal and contact will be made with the Division of Youth Services, the Juvenile office, Sheriff's Office and/or

the Prosecuting Attorney's office for assistance. **Please note: Because being absent from school will have a negative effect on academic performance, it is possible that students who have excessive absences could be denied promotion to the next grade level.**

Truancy
Truancy is when the student is absent from school without permission of the parents/guardians or school official. Truancy includes, but is not limited to, skipped classes, falsely informing the school about the reason(s) for the absence, or absences that have not been pre-arranged and pre-approved. The District may assign disciplinary measures for truancy. Students who are truant will make up missed work to aid learning. The timelines for turning in make-up work and any impact on grading will be according to the guidelines of the building and at the direction of the teacher. Families are entitled to appeal assigned consequences to the Superintendent or designee.

Dress Code S-180-S
The purpose of a dress code is to contribute to a safe, healthy environment that protects students and maintains a focus on learning. The dress code included in this handbook provides guidance to students and parents as to what constitutes appropriate attire for school and school activities. District administrators have the discretion to determine whether a garment or manner of dress not specifically described below is appropriate attire for school and school activities and/or causes a disruption to the educational environment. Administrators have the authority to take action to address dress code matters as they arise. The following District guidelines should be observed:

Dress Code Expectations and Prohibitions
Tops, bottoms, and shoes must be worn. Clothing should be properly fitted (not overly restrictive or loose). Coverage of the body is expected. Therefore, the following garments are not permitted:

1. House shoes, slippers, or shoes with wheels;
2. See- through garments;
3. Tops that are backless, racerback, strapless, low-cut, bare-midriff, have overly-large arm openings; or spaghetti straps (straps must be at least 2 inches wide over the shoulder);
4. Clothing that does not cover undergarments when a student is sitting or standing;
5. Undergarments worn as outerwear;
6. Clothing that does not reach to mid-thigh;
7. Holes in pants that are above mid-thigh unless patched;
8. Clothing with profane, obscene, or otherwise inappropriate language;
9. Clothing with words, symbols or images that promote illegal, sexual, or violent behavior;
10. Clothing with advertisements or promotion of alcohol, tobacco, or drugs;
11. Language or symbols that promote gangs;
12. Hats and hoods (hooded sweatshirts worn up);

13. Wigs;
14. Do-rags;
15. Handkerchiefs;
16. Sunglasses;
17. Face paint;
18. Overly-dramatic make-up;
19. Other wear that restricts the line of sight of a student's face and/or facial recognition may not be worn, although exceptions will be made by the principal for head coverings that have religious significance, are worn for medical reasons, or are for a specific, school-sponsored event;
20. Blankets carried or worn as coats or wraps while in the building;
21. Heavy or loose chains, or straps that create a safety risk.

Additional Dress Code Information
Courses and/or class activities that require observance of specific safety requirements may require adjustments of a student's clothing, accessories, or hair style for the duration of the class (e.g., hair pulled back and/or hair nets for culinary classes or other safety wear, etc.). Other dress code requirements may be articulated for students participating in certain extracurricular activities.

Violations of the District dress code will be addressed with remedial actions and/or consequences.

Food Service Program F-285-S
The Marshfield R-1 School District provides breakfast and lunch programs with nutritious meals planned by Opaa! staff. Meal prices for the 2026 -2027 school year are as follows:

SCHOOL	BREAKFAST	LUNCH	MILK
HUBBLE	FREE	$2.45	$0.50
WEBSTER	FREE	$2.45	$0.50
SHOOK	FREE	$2.45	$0.50
REDUCED	FREE	$0.40	$0.50
ADULT	$1.95	$4.25	$0.50

All students are required to eat in the cafeteria, including students who bring their lunch from home. Children are expected to use good table manners and be courteous.

School lunches include one milk. Extra milk will be an additional cost. Children who bring their lunch from home are also allowed to purchase milk or other items. Lunch money should be given to the student's classroom teacher to be added to their lunch account.

Depending on the size of your family and your income, your family may be eligible for free or reduced price meals. Applications for the free/reduced lunch program are available in each school office and only need to be filled out one per family. A student may not accumulate more than 10 unpaid meal charges. Students are not allowed to charge a la carte items. If a student has a negative balance, an alternate lunch may be provided as a regular lunch choice, at a reduced price. If the debt persists, the District will reach out to the parents about resolving the debt.

K-5 parents or guardians may have lunch with their student(s). Adults must have the security code for the child in order to eat with the child. An alternate location may be provided for lunch with a child, if deemed necessary, by school administration. Parents are asked to adhere to cell phone, dress code, and headgear policies of the school, and to use good judgment. If necessary, parents may not be allowed to return to eat with students in the future.

Allergy Prevention and Response S-145-S

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

Building-Wide and Classroom Approaches

Homemade food items may not be served to our students. Parents wishing to provide birthday/party treats are welcome to bring commercially prepared food items.

Parents/guardians should provide, at the time of enrollment, information on any allergies the student may have. The school nurse may request written permission from the parents/guardians to communicate with a student's health care provider as needed. Staff members are trained annually on risk reduction strategies, symptom recognition, and response procedures. Epinephrine and asthma-related medications are available for emergency allergic reactions. If you do not want these medications administered to your student in an emergency, please notify the school nurse in writing. Rescue inhalers are not provided in any building.

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

All processed foods, including food sold in vending machines, are labeled with a complete list of ingredients on each individual package. Ingredient lists will be

created for all food provided through the District's nutrition program, including before- and after-school programs, which are available upon request. This also applies to items sold as part of concessions, fundraisers, and classroom activities.

Individual Approaches
The District will evaluate and determine whether a student's allergies rise to the level of a disability that requires accommodations through the provisions of an Individual Education Plan (IEP) or Section 504 Plan (504). For those students who have allergies that do not rise to the level of disability, a designated team may develop an Individual Health Plan (IHP) and/or Emergency Action Plan (EAP). Staff who have a need to know about a student's allergies and plan will be informed and trained, and all staff members will follow any IEP, 504 Plan, IHP, and/or EAP.

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

Health Services S-215-S
Health services are provided under the direction of a school nurse. The health service staff will be responsible to their building principal and may also be responsible to a designated District administrator. The school nurse for your student's building may provide services in other buildings as well. Although the nurse may not be physically present at all times in a specific building, the nurse is always on call and there are trained employees in the building to provide first aid, dispense medication, and support the needs presented in the health office.

Illnesses/Injuries
The Marshfield R-1 School District will be responsible for providing first aid or emergency treatment for students in cases of sudden illness or injury. Where necessary, and with notice to the parent/guardian, emergency health services will be secured. The parent/guardian is responsible for the cost of their child's medical treatment.

Lice
It is the expectation of Marshfield R-I Schools that students excluded for head lice/nits should be treated immediately and return promptly back to school. Students should not stay home for an extended period related to head lice.

When initially excluding a student for head lice, the school nurse or designee will notify the student's parent/guardian to pick up the child and will provide treatment instructions to the parent/guardian. The student may return to school after treatment and nit removal (this could be the same day of exclusion). Upon treatment, students

must be brought to school by a parent/guardian and not ride on the school bus. A school nurse will check the student's hair before the student can return to class. If lice or viable nits are still present, the school nurse or designee will send the student home for further treatment.

School Attendance: Exclude until live lice and viable nits are eradicated. Children may return after being treated with a pediculicide and after delousing personal articles.

Health Screenings
Health screenings are given yearly to Marshfield R-1 elementary students. The purpose of the screenings is to identify those who could benefit from intervention. The following is a list of screenings performed in Kindergarten through 5th Grade.

- Kindergarten: vision, dental, 1st Grade: vision, dental, hearing
- 2nd Grade: vision, dental
- 3rd Grade: vision, dental hearing
- 4th Grade: vision, dental
- 5th Grade: vision, dental, hearing, scoliosis

Families will be notified of screening dates and are encouraged to contact Christina Roberts, RN, Christina.Roberts@mjays.us, (417) 859-2120, ext. 2404, with any questions.

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

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

When a student has a health condition which needs accommodation or may necessitate emergency care, it is important that the school nurse be informed. Examples of a health condition that would need to be shared with the school nurse include severe allergies,

asthma, diabetes, hearing loss, seizure disorder, etc. This would include situations when a physician recommends a student assume responsibility for self-medication. The nurse may request a release of information from the student's health care provider and the information may be shared with necessary District staff members on a need-to-know basis. Please contact the school nurse.

Communicable Diseases F-245-S

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

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

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

Immunizations and Vaccinations

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

Asbestos F-215-S

The U.S. EPA Asbestos Hazard Emergency Response Act (AHERA) under the Federal Code of Regulations 40 CFR 763.93g(4) requires that building occupants be notified annually of the presence of asbestos in the building and the availability of the Asbestos Management Plan.

Inspections occur every 6 months. A copy of the Management Plan and inspection reports are available for review at the Central Office located at 170 State Highway DD as well as each school office. Questions regarding asbestos or the management plan may be directed to the Maintenance Director at 417-859-2120.

Student Insurance S-140-S

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

injuries. The District does, however, make an optional student accident group plan available for students, for which a carrier is named and rates established annually. Information on insurance coverage will be available through packets provided to the student at time of registration. Families and/or students must deal directly with the insurance carrier to obtain information about available coverage and policies. Parents/guardians can access information on student accident insurance at https://kidguardinsurance.com/pages/parent_pages/25193.

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

IMPORTANT NOTICE TO PARENTS

Dear Parents,

Your school is very interested in providing a safe environment for all students. However, accidents do happen every day during school activities. Therefore, the school offers all parents the opportunity to enroll their child in a low cost, school approved insurance program. Because of the high risk of injury in sports, all students that want to participate in school sports should have basic insurance protection. We strongly urge all parents to read this description of low cost coverage available through the school. This basic policy may not pay for 100% of all medical expenses due to the limits of the policy as described below. The school cannot accept financial responsibility for any expenses due to school injuries or any expense not covered by insurance.

Select from the following options:

1. **24 Hour Basic Accident Insurance Plan**: Provides protection during school sponsored and school supervised activities during the regular school term and also while at home, on the weekends, holidays, during vacation periods and the summer months, 24 hours a day, 7 days a week (except senior high tackle football practices and games). **Cost for 24 Hour Coverage during the school term and summer months is $40.00.**
2. **School Time Basic Accident Insurance Plan**: Provides protection only during school sponsored and school supervised classes and activities during the regular school term (except senior high tackle football practice and games). Does not provide coverage at home or during vacation periods. **School Time Plan cost is $15.00 for students in Pre-Kindergarten through 12th grade.**
3. **Increased Dental Accident Coverage**: Provides increased dental treatment benefits, up to $1,000.00 @ $500 per injured tooth, due to covered accidents. **Cost is $3.00.**
4. **In-Hospital Sickness Benefit Option**: Provides up to $250 per day of in-hospital confinement benefits if your child is hospitalized due to a covered illness or disease. **Cost is $38.00 for coverage during the school term and summer months.**

Basic Accident Insurance Coverage Maximum Benefits

Hospital Room and Inpatient Miscellaneous Charges: Up to $250.00 per day of confinement
Outpatient Use of Hospital: Pays $50.00 for out-patient hospital expenses for covered supplies, services and medications, (except charges for doctors, x-rays, MRI, Scans or other benefits listed separately in this description of coverage)
Physician (Non-Surgical Visits):
First Visit — $20.00
Follow-up Visits — $15.00
Surgery/Anesthesia: Not to exceed the amounts listed in the current CRVS fee schedule for surgery times a unit value of 75; anesthesia benefit payable up to 25% of allowance for surgery benefit.

Plastic/Cosmetic Surgery: $500.00
Physiotherapy: (manipulation, massage, adjustments, etc.) $15.00 per day, maximum of $60.00
Dental: $100.00 per injured sound natural tooth (optional increased benefit up to $500 per injured tooth)
X-Rays (includes reading): pays up to $50.00
MRI, CAT or other Scans: pays up to $100
Ambulance: $100
Orthopedic Braces: $25
Motor Vehicle Injury: pays up to $500
Maximum Medical Limit: pays up to $25,000.00

Accidental Death: $1,000.00 (within 180 days of accident)
Dismemberment:
Single: $1,000.00
Double: $5,000.00

Protect your child 24/7 at school, home and during vacations for just $40/year.

Optional In-Hospital Sickness Benefits

If your child enrolls in the In-Hospital Sickness Benefit Option, the policy will pay up to $250 for each day your child is hospitalized overnight as an in-patient due to a covered illness or disease, up to a maximum policy benefit of $5,000 for the 12-month period of coverage. No benefits are payable for out-patient expenses. **Cost for the In-Hospital Sickness Benefit Option is $38.00 for coverage during the current school term and summer months.**

HOW TO ENROLL: 1) Complete the enrollment form below; 2) Make check or money order for correct amount payable to Kidguard; 3) Write the student's name and school in the memo section of your check or money order; 4) Mail enrollment application and payment to Kidguard. Keep your cancelled check or money order receipt as your confirmation of payment. Identification cards will not be sent to you unless you request an I.D. card and enclose a self-addressed, stamped envelope for us to mail the I.D. card to you. Keep the top part of this form for your records. No premium refunds after the first day of coverage.

FOR INFORMATION CONTACT: Kidguard Insurance, P.O. Box 411216, St. Louis, MO 63141. Phone 1-800-325-1350. Do not contact the schools for claim or coverage information; contact Kidguard. Claims information phone number, 1-800-325-1350. **Go to our website, www.kidguardinsurance.com for more information.**

COVERAGE EFFECTIVE AND TERMINATION DATES: Coverage becomes effective at 11:59 P.M. on the postmark date of the enrollment envelope or the date payment is received in Kidguard Insurance's office, whichever is the earlier date. The 24 Hour Basic Accident Plan and In-Hospital Sickness Benefit Option Plan coverages terminate at 12:01 A.M. on the first official day that school classes resume the next fall term. The At School Basic Accident Plan coverage terminates at 12:01 A.M. on the last day of classes for the regular school term.

KIDGUARD INSURANCE ENROLLMENT FORM

Please (✓) the appropriate boxes below and enclose check or money order for a selected amount to Kidguard. To enroll more than one child call Kidguard or your school for more enrollment forms or enclose a note with the students' names and explanation of plans selected with this enrollment application.

☐ **$40.00 24 HOUR BASIC ACCIDENT PROTECTION PLAN** **Available to all students, PreK-12th grade.** Provides accident protection while at school and covered school activities (except Senior High School tackle football), as well as coverage during weekends, holidays, and all vacation periods, 24 hours a day, 7 days a week, including the summer months!

☐ **$15.00 (grades PreK-12th) SCHOOL-TIME BASIC ACCIDENT PROTECTION PLAN** Accident coverage only while school is in session during regular school term and during school sponsored activities (except Senior High School tackle football).

Additional Benefits Options: ***You must purchase either the 24 hour or School-Time plan to be eligible for these options:***
☐ **$38.00 IN-HOSPITAL SICKNESS COVERAGE BENEFIT OPTION** Provides up to $250 per day for In-Patient Hospital Expense.
☐ **$3.00 INCREASED DENTAL ACCIDENT COVERAGE OPTION** Increases dental accident benefit to $1,000 at $500 per injured tooth.

Total amount enclosed: (USD) $_____ ***CHECK #***_____

Please Print Student's Full Name Clearly - One Letter To A Box

Student's First Name Last Name

Home Address: _____ Home Phone: _____

City: _____ State: _____ Zip: _____

Name of School District your child attends: _____ Grade: _____

Signature of parent or guardian: _____ Date: _____

Form # MOMB - 13

Student Records S-125-S

Access to and Release of Student Information

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

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

Directory Information

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

The District designates the following items as directory information:

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

or part-time); student identification number; user identification used by the student for the purposes of accessing or communicating in electronic systems as long as that information alone cannot be used to access protected educational records; participation in District-sponsored or District-recognized activities and sports; weight and height of members of athletic teams; athletic performance data; dates of attendance; degrees, honors and awards received; artwork or course work displayed by the District; schools or school Districts previously attended; and photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy.

Limited Directory Information: In addition to general directory information, a student's address, telephone number and email address; and the parents' addresses, telephone numbers and email addresses may be disclosed to: school officials with a legitimate educational interest; parent groups or booster clubs that are recognized by the Board and are created solely to work with the District, its staff, students and parents and to raise funds for District activities; parents of other students enrolled in the same school as the student whose information is released; students enrolled in the same school as the student whose information is released; governmental entities including, but not limited to, law enforcement, the juvenile office and the Children's Division (CD) of the Department of Social Services.

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

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

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

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

Release
To request a FERPA release form, please contact the District's Central Office at 417-859-2120.

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

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

Personnel Records E-190-S
The District is required to inform you that, according to the Every Student Succeeds Act of 2015 (Public Law 114-95), upon your request, the District is required to provide you in a timely manner, the following information:

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

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

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

This information may be requested by contacting the building principal.

Parent and Family Involvement and Engagement (Title I, Part A) I-135-S
The District encourages effective involvement by parents, guardians, and families to support the education of their children. In consultation with the State Board, educators,

local associations, parent organizations and individual parents/guardians whose children are enrolled in the District, the District will:

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

The Schoolwide Program Plan is available here:
https://sites.google.com/mjays.us/marshfieldr1federalprograms/home

The School Parent and Family Engagement Plan may be found here:
https://sites.google.com/mjays.us/marshfieldr1federalprograms/home

Program for Students who are Homeless, Migrant, At-Risk or in Foster Care I-140-S
The District is committed to the provision of a free and appropriate education for all students enrolled in the District. Therefore, the District complies with all provisions, regulations, and administrative rules applicable to state and/or federal requirements in order to serve students who are homeless, migrants, at-risk, or in foster care.

The District's liaison for students who are homeless, migrant, or in foster care is the Assistant Superintendent for Operations.

English Language Learners I-150-S
The District provides programs and support for students in order to provide equal educational opportunities for students with limited English proficiency (LEP).

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

Information on District programs such as Gifted Education, AP classes, Special Education, extracurricular activities, and others can be found on the District website.

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

Name of Coordinator: Dr. Stephanie Vickers, Assistant Superintendent of Academics

Address of Office:	170 State Hwy DD, Marshfield, MO 65706
Phone #:	(417) 859- 2120
Email:	garrett.lowder@mjays.us

Visitor Procedures C-155-S

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

When a patron of the school has a need for a conference with a teacher or counselor, an appointment should be made so the staff member may proceed with his/her assigned duties without undue interruption. Unnecessary interruptions hinder the educational program in Marshfield Elementary Schools.

Observations by Parents, Advocates, or Others

Under applicable state and federal law, a parent does not have a right to observe his/her child in the educational setting. However, if a parent, advocate or other person wishes to conduct an observation of any child, activity, teacher, or classroom, he or she must submit a written request to the building principal, within five school days of the date he or she wishes to observe, with the following information:

1. The name and position of the individual(s) who will be observing;
2. The date and time he or she wishes to observe;
3. The amount of time he or she wishes to observe; and
4. The specific purpose for which he or she wishes to observe.

The building principal must then grant written permission for the observation to occur. The District reserves the right to deny any observation that it believes will disrupt the educational environment or may lead to a direct or indirect release of personally identifiable information about a student or students. The building principal or other administrator will provide a written or verbal explanation of its decision prior to the requested observation date.

All visitors must check in and out at the office.

Groups of visitors wishing to visit the school or facilities shall notify the Superintendent as far in advance as possible.

Students dismissed earlier in one school than others are not permitted to be on the grounds of any other school in the District. All persons who do not obtain permission from the principal's office to visit the school, or visitors who create serious distractions

to the learning environment in the building or on the premises, shall be considered trespassers and subject to arrest and prosecution.

In order to minimize the potential harm to staff and students, persons listed on the sex offenders list may not be present in any school building, or on District property, in any District vehicle utilized to transport students, or be present at school activities without the written permission of the Superintendent. If permission is granted for a specific event or events, the Superintendent will notify the principal, where the sex offender will be present.

Volunteering at School
We welcome parents who want to volunteer at school. Parents are welcome to arrange and schedule volunteer services with your child's teacher or the office. Prospective volunteers must complete an application (available in each school office and at the District offices) and have a satisfactory check of the child abuse/neglect records maintained by the Missouri Department of Social Services.

Transportation Services F-260-S
ALL permanent bus transportation changes MUST be communicated through Central Office at 417-859-2120 ext. 0. DO NOT give this information to the classroom teacher OR the building office. Students will be allowed ONLY 3 permanent bus changes throughout the entire school year. Students may only be set up for TWO transportation addresses at any given time. Students may only travel to permanent addresses listed during online registration. There will be NO after school notes accepted for students traveling to addresses parents have not previously listed for their child during online registration. All changes for transportation to the alternate PERMANENT addresses on file, or parent pick-up must be made by 2:00 PM on the given day. The Student Discipline Code applies to student transportation.

For kindergarten and first grade students, guardians must be present at the bus unloading point before departure time. It is unsafe for our young students to get off the bus alone. Bus drivers do not have time to wait beyond their regular schedule.

School Bus Expectations
Marshfield Schools provides daily transportation to and from school for a large percentage of our student population. The driver will make every effort to be consistent with their pick-up and let-off times. He/she will operate the bus on the route as approved by the Board of Education. Do not ask him/her to change the route. If you have questions concerning the route, contact the Assistant Superintendent of Schools at Central Office . We expect all students to act in an appropriate manner any time they are on a school bus. This includes following individual bus rules and school rules. One person, the driver, is responsible for getting students to and from school in a safe manner. We leave bus referrals to driver discretion. The drivers are in charge and know when a distraction or rule infraction occurs. We expect the students to follow the rules set forth by our school District and the bus driver. All bus drivers teach and explain their expectations including, but not limited to, safety hazards, disruptive noises, littering, eating on

the bus, candy on the bus, and so on. Any destruction of District-owned or contracted buses shall be handled as destruction of school property with cost reimbursement necessary along with a disciplinary action. Bus misconduct will be treated the same as school building misconduct, with an additional option of suspending the students from riding the school bus.
NOTE: Using school District transportation is a privilege. Safety will be the prevailing justification for all expectations regarding student behavior while riding the bus. Suspension from riding the bus does not exempt a student from attending school.

Bus Rules

- The driver will operate the route as approved by the Marshfield School Board. Do not ask him/her to change the route. Direct all such requests to the transportation director.
- Students must be at the designated loading point before bus arrival time. Drivers do not have time to wait beyond their regular schedule.
- Notify the driver ahead of time when you plan not to ride the bus.
- Students should never stand in the roadway when waiting for the bus.
- Students shall wait until the bus comes to a complete stop before attempting to enter the bus.
- No toys are allowed on the bus. No electronic devices are allowed on the bus without permission of the driver. Students and parents assume the risk for any damage or loss of toys, electronic devices, etc., that are brought to school or on the bus.
- Students are not allowed to transport balloons, glass containers, or animals/insects on the bus.
- The driver will observe all rules of the highway.
- The driver is in charge of the pupils and the bus. Students must obey the driver promptly and without argument.
- Always observe instructions from the driver when leaving the bus.
- Unnecessary conversation with the driver is not permitted.
- Arguing with the driver is not permitted. If you have a problem, bring it to the principal's office.
- The driver sets the limits to noise level and students must obey when told to quiet down.
- Students must not extend head/hands/feet or anything else out of the window, nor should a student yell out the window.
- Scuffling, teasing, throwing or flipping objects, smoking and use of tobacco, and using foul or rough language are forbidden on the bus.
- The aisle of the bus should be kept clear at all times. This includes arms and legs.
- Do not turn around or lean over the seatback to talk.
- Keep your hands and feet to yourself.
- No weapons shall be permitted on the bus.
- The rear door is for emergency use only.
- Students must remain seated, (not on their knees), and facing forward while the bus is in motion.
- Students are not permitted to leave their seats while the vehicle is in motion.

- Students must cross in front of the bus, not behind it.
- Drivers may have their own personal rules that all students must follow including, but not limited to, seat assignments.
- All rules of the school apply to the bus.
- Music may not be played through a speaker on the bus. Headphones must be worn.

Student Discipline S-170-S

Student Code of Conduct

The District believes students deserve the right to participate and learn in a safe environment which allows teachers to focus on instruction that accelerates achievement. To ensure that school is a quality atmosphere for all students at all times, the code of conduct and discipline policies outline consequences for misconduct that occurs at school, during a school activity whether on- or off-campus, on District transportation, or misconduct that involves the use of District technology. All District personnel are responsible to supervise and hold students accountable for violations of discipline rules.

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

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

(1) Such student is under the direct supervision of the student's parent, legal guardian, or custodian and the Superintendent or the Superintendent's designee has authorized the student to be on school property;

(2) Such student is under the direct supervision of another adult designated by the student's parent, legal guardian, or custodian, in advance, in writing, to the principal of the school which suspended the student and the Superintendent or the Superintendent's designee has authorized the student to be on school property;

(3) Such student is enrolled in and attending an alternative school that is located within one thousand feet of a public school in the District where such student attended school; or

(4) Such student resides within one thousand feet of any public school in the District where such student attended school in which case such student

may be on the property of his or her residence without direct adult supervision.

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

Corporal punishment shall only be used as a method of discipline with the consent of a parent/guardian, when other disciplinary methods have failed to improve student behavior and self-control, and when the District administration believes it will assist in maintaining an atmosphere where orderly learning is possible and encouraged. Corporal punishment shall only be administered by a building administrator and only in the presence of at least one other adult employed by the District.

Reasonable force may be used, when necessary, for the protection of a student or others and property. The District limits the use of seclusion or restraint to situations or conditions in which there is imminent danger of physical harm to self or others. Students with disabilities will be disciplined in compliance with state and federal laws per the Individuals with Disabilities Act (IDEA), Section 504 of the Rehabilitation Plan, and any regulations and state and local compliance plans, which includes due process rights as afforded to all students. Additionally, a student's Individual Education Plan (IEP), including any portion that is related to past or potentially future violent behavior, will be provided to appropriate staff members with a need to know.

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

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

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

Standards of Conduct and Consequences
No document can identify every possible offense that could potentially result in disciplinary action. This code identifies most offenses constituting a failure to obey the standards of conduct set by the Board. However, when circumstances warrant, the

principal, Superintendent, and/or Board may impose consequences for misconduct not specifically outlined in this document.

District Policy for Discipline

Definitions
Acts of violence or violent behavior - The exertion of physical force with the intent to do serious physical injury while on school property, including District-transportation and school activities.

Corporal Punishment – The intentional infliction of physical punishment, usually in the form of spanking, as a method of student discipline.

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

Lunch Detention – A form of student discipline that requires students to attend during lunch a school setting which monitors and restricts student activity.

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

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

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

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

OSSE School – A form of student discipline located on the Extension Center campus which may be assigned as an alternative to an out-of-school suspension.

Physical Restraint – The use of person-to-person physical contact that immobilizes or reduces the ability of a student to move the student's torso, arms, legs, or head freely. It does not include briefly comforting or calming a student, holding a

student's hand to transport the student for safety purposes, physical escort, intervening in a fight, or using an assistive or protective device prescribed by an appropriately trained professional or professional team.

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

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

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

Prohibited Conduct	**Definition**
Academic Dishonesty	Any type of cheating that occurs in relation to an academic exercise or assignment. It may include plagiarism, fabrication of information or citations, cheating, falsification of work or excuses for work, disrupting or destroying another person's work, failure to contribute to a team project, or other misconduct related to academic work. Students may not claim AI generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism.
Arson	Starting or attempting to start a fire or causing or attempting to cause an explosion.
Assault, First or Second Degree	Knowingly causing or attempting to cause serious physical injury or death to another person, recklessly causing serious physical injury to another person, or any other act that constitutes criminal assault in the first or second degree.

Assault, Third or Fourth Degree	Using physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault in the third or fourth degree.
Automobile/Vehicle Misuse	Discourteous or unsafe driving on or around District 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 District property.
Bullying and Cyberbullying	Intimidation, unwanted aggressive behavior or harassment (including criminal harassment under the Safe Schools Act), that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral communication, cyberbullying, electronic or written communication, and any threat of retaliation for reporting of such acts. "Cyberbullying" means bullying through the transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager. Students will not be disciplined for speech in situations where the speech is protected by law.
Bus or Transportation Misconduct	Any misconduct committed by a student on transportation provided by or through the District.
Dishonesty	Any act of lying, whether verbal or written, including forgery and providing false or misleading information to District staff members.

Disrespectful or Disruptive Conduct or Speech	Conduct that interferes with an orderly education process such as disobedience or defiance to an adult's direction, use of vulgar or offensive language or graphics, any rude language or gesture directed toward another person. Discriminatory or harassing conduct may be addressed under the District's policy regarding this conduct.
Dress Code	Wearing a garment or manner of dress not specifically described as appropriate attire for school and school activities in the District Dress Code and/or which causes a disruption to the educational environment.
Drugs/Alcohol/Tobacco/E-Cigarettes	The use, sale, transfer, distribution, possession, or being under the influence of prescription drugs, alcohol, tobacco products, electronic cigarettes, vaping products, other nicotine delivery products, imitation tobacco products, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, counterfeit substances, imitation controlled substances, drug/tobacco paraphernalia, or over the counter drugs on any District property, vehicles, or at District-sponsored events. However, students may use, possess, and be under the influence of their prescription drugs and over the counter drugs in compliance with District procedures.
Extortion	Threatening or intimidating any person for the purpose of obtaining money or anything of value.
False Alarms or Reports	Intentionally tampering with alarm equipment for the purpose of setting off an alarm, making false reports for the purpose of scaring or disrupting the school environment.
Fighting	A conflict: verbal, physical, or both, between two or more people.
Firearms and Weapons	A) Possession or use of a firearm as defined in 18 U.S.C. § 921 or any instrument or device defined in § 571.010, RSMo, or any instrument or device defined as a dangerous weapon in 18 U.S.C. § 930(g)(2). B) Other weapons are prohibited. Other weapons are defined as a device readily capable of lethal use, or device designed to mimic a weapon. Other

	weapons include mace spray, any knife, regardless of blade length; and items customarily used, or which can be used, to inflict injury upon another person or property. C) Possession or use of ammunition, a component of ammunition or a weapon, weapon accessories, or tactical gear.
Fireworks or Incendiary Devices	Possessing, displaying, or using fireworks, matches, lighters, or other devices to start fires or other unsanctioned actions. This does not include educational activities designed and supervised by District employees.
Gambling	Betting something of value upon the outcome of a contest, event, assignment, or game of chance.
Harassment, including Sexual Harassment	Conduct that annoys, threatens, intimidates another person based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Harassment, including sexual harassment, is unwanted and unwelcomed conduct that causes another person extreme unease or fear. Examples include, but are not limited to, derogatory comments or slurs, lewd propositions, blocking movement, offensive touching, or offensive posters or graphics.
Hazing	The imposition of strenuous, humiliating, and/or dangerous tasks as part of an initiation, admission, or affiliation to a group, even when all parties willingly participate.
Instigating a Fight	Instigating a conflict: verbal, physical, or both, between two or more people.
Inappropriate Physical Contact	Any physical contact that has the potential to cause injury or is disruptive to the normal safety and order of the school. This contact is not deemed to be an assault, a fight, or sexual harassment. This contact may include (but is not limited to) scuffling, pushing, horseplay, etc.
Nuisance Items	Displaying or using items that create distractions and could be lost, stolen, or broken such as toys, collectible items, any outside food or beverage that is prohibited at the building level, or other possessions not approved for educational purposes.

Property Damage or Loss of School Property	Damage to or loss of school property such as, but not limited to, books, electronic devices, calculators, uniforms, equipment, or facilities, etc.
Public Display of Affection	Physical intimacy that is inappropriate for an educational setting, such as but not limited to, kissing, groping, fondling, cuddling.
Referral Accumulation	Anytime an administrator believes a student has accumulated an excessive number of referrals the student shall receive an OSS (off site) for each additional discipline referral.
Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material	Possessing, displaying, or generating sexually explicit, vulgar, or violent material, such as but not limited to, pornography, nudity, violence or explicit death or injury. Students will not be disciplined for speech in situations where it is permissible by law. This restriction does not apply to curricular material vetted and approved by District employees for educational purposes.
Sexual Activity	Consensual acts of sex or consensual simulations of sex including, but not limited to, intercourse or oral or manual stimulation.
Tardiness or Truancy	A student arriving after the class period has begun is marked tardy. Truancy is when a student is absent from school without permission from the parents/guardians or school official. Truancy includes, but is not limited to skipping classes, falsifying the reason for an absence, or absences that have not been pre-arranged and pre-approved as excused.
Technology Misconduct	Gaining or attempting to gain unauthorized access to or interfering with a technology system or information, using any type of electronic device without permission, or recording audio or visual information without express permission for educational purposes and as allowed by District rules, or using technology in a manner inconsistent with the terms of the Technology Usage Agreement, including violations of the cell phone/electronic device rules. This includes cell phone misuse.

Theft	Taking or attempting to take the property of others without consent or knowingly taking possession of stolen property.
Threats or Verbal Assault	Verbal, written, graphics, or gestures in a convincing manner that causes another person to fear for the safety of themselves or property.
Unauthorized Entry	Entering a District facility, office, locker or other area that is locked or assisting someone to enter District property who is not authorized or through an unauthorized entrance.
Vandalism	Deliberate destruction of or damage to property belonging to the District, employees, or students.
Videotaping of Violence or Harassment	Utilizing an audio or video recording device to record violence or harassment for purposes other than reporting the violence/harassment to the administration and/or authorities.
Violation of Imposed Disciplinary Consequences	The failure to comply with the discipline consequences assigned. This includes appearing on District property or at a school-sponsored event while serving a suspension or expulsion.

Bullying, Hazing, and Cyberbullying S-185-S

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

Definitions

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

Cyberbullying – Bullying as defined above through the transmission of a communication including, but not limited to a telephone, wireless telephone, or other wireless communication device, computer, or pager. The District has jurisdiction to prohibit cyberbullying that originates on a school campus, or at a District activity if the communication was made using District technological

resources, if there is sufficient nexus to the educational environment, or if the electronic communication was made on the school's campus or at a District activity using the student's own person technological resource.

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

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

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

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

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

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

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

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

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

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

Public Notice
The District will:

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

4. Implement programs and other initiatives to address and respond to bullying in a manner that does not stigmatize the victim and makes resources or referrals available to victims of bullying.

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

Report Form
Bullying Report forms are available in the Assistant Principal's office at any time. Students and parents are also encouraged to report any bullying or other concerning behavior, through the Marshfield Schools App under "Tip Line" and is also available on the District's website.

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

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

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

Title:	Assistant Superintendent of Operations
Name:	Josh Hume
Email:	josh.hume@mjays.us
Phone:	(417) 859-2120 ext. 9009

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

Title:	Superintendent of Schools
Name:	Dr. Garrett Lowder
Email:	garrett.lowder@mjays.us
Phone:	(417) 859-2120 ext. 9009

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

Every Student Succeeds Act of 2015 (ESSA) Complaint Procedures

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

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1. **What is a complaint?**

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

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

   Any individual or organization may file a complaint.

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

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

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

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

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

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

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

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

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

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

   The following activities will occur in the investigation:

   - **Record.** A written record of the investigation will be kept.
   - **Notification of LEA.** The LEA will be notified of the complaint within five days of the complaint being filed.
   - **Resolution at LEA.** The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
   - **Report by LEA.** Within thirty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be

made available to parents, teachers, and other members of the general public.

- **Verification.** Within five days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, or telephone call(s).
- **Appeal.** The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

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

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

9. How will appeals to the Department be investigated?

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

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

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

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

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

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

Title: Assistant Superintendent of Operations
Name: Josh Hume
Email: josh.hume@mjays.us
Phone: (417) 859-2120 ext. 9009

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

Title: Superintendent of Schools
Name: Garrett Lowder
Email: garrett.lowder@mjays.us
Phone: (417) 859-2120 ext. 0

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

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

Title IX C-131-S

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

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

Name: Josh Hume, Assistant Superintendent of Operations
Address: 170 State Highway DD, Marshfield, MO 65706
Email Address: josh.hume@mjays.us
Phone #: (417) 859-2120 ext. 9009

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or

by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address listed for the Title IX Coordinator.

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

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

Public Notice

The Superintendent or designee will publicize this policy and will disseminate information about this policy to employees, parents/guardians, students, newly-enrolled students, newly-hired employees, and all unions or professional organizations holding collective bargaining or professional agreements with the District.

Student Searches S-175-S

Desks, lockers, and other District property provided for student use are subject to periodic and random inspections without notice. Each student, with the exception of Hubble students, is assigned a hallway locker. Webster and Shook students are not allowed to have locks on lockers.

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

Students are allowed the privilege of parking on school premises. The District has the authority to monitor vehicles and the parking lots of its campuses. The interior of a student's vehicle may be searched if the administration has reasonable suspicion that the search will reveal evidence that the student has or is violating school rules and/or the law.

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

Drug dogs may be used in the District. However, drug dogs will not come into direct contact with students.

Student Alcohol/Drug Abuse S-195-S

The District takes measures to foster a safe and drug-free learning environment that supports student engagement and development. Therefore, educational programs are provided to help students cultivate healthy lifestyles and age-appropriate drug awareness. All use, sale, transfer, distribution, possession, or being under the influence of unauthorized prescription drugs, alcohol, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, or counterfeit substances on any District property, vehicles, or at District-sponsored events is strictly prohibited. Suspected or known violations of the District policy should be immediately reported to school authorities. Any incidents that violate this policy are subject to disciplinary action and notification to law enforcement. Any confiscated substances will be turned over to law enforcement.

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

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

The possession or use of medical marijuana at school is prohibited. Students under the influence of medical marijuana may result in discipline. If you have questions or want to discuss the use of medical marijuana, please contact the Assistant Superintendent of Operations.

Weapons in School S-200-S

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

Examples of prohibited weapons may include, but are not limited to, blackjack, concealable firearm, explosive weapon, firearm, firearm silencer, gas gun, knife, machine gun, knuckles, projectile weapon, rifle, shotgun, spring gun, switchblade knife or any knife, regardless of blade length; mace spray, or any other items customarily used, or which can be used, to inflict injury upon another person or property.

By law, a student who brings a weapon prohibited by law on school property will be expelled or suspended from school for not less than one calendar year and referred to law enforcement. The expulsion or suspension may be modified on a case-by-case basis upon the recommendation of the Superintendent to the Board. Other provisions of the

discipline code related to the offense may be applied in addition to the consequences required by law. Students with disabilities who violate this policy will be reviewed under the provisions of the Individuals with Disabilities Act (IDEA) and/or Section 504 of the Rehabilitation Act.

Instruction

Assessment Program I-195-S

All students will participate in the required statewide screening and assessment program or an alternative assessment as determined by a student's Individual Education Plan (IEP). The District will comply with all assessment requirements for students with disabilities. The District has a written assessment plan, which is updated and posted annually on the District's website. The assessment plan can be accessed at https://sites.google.com/a/mjays.us/curriculum/

Teaching About Human Sexuality I-120-S

Students will be provided instruction regarding human sexuality that is appropriate for students' age and gender. Students in 6th grade through 12th grade will be provided training regarding sexual abuse that is trauma-informed and developmentally appropriate. District Policy provides information about the requirements related to content. Parents/guardians have the right to remove their student from any part of human sexuality instruction or sexual abuse training. All curriculum materials used in the District's human sexuality instruction and sexual abuse training are available for review prior to its use in instruction. Students will begin receiving this instruction in the 5th grade, and parents will be notified ahead of time.

Programs for Gifted Students I-130-S

The Marshfield R-1 School District, in accordance with the Marshfield R-1 School policies and the Missouri Department of Education Guidelines, is committed to an educational program that recognizes the unique values, needs, and talents of each individual student. It recognizes, however, that the academically gifted students possess extraordinary abilities to think creatively and critically, and that their cognitive and affective needs can best be met by provision of a differentiated learning environment. Such an environment will allow gifted students regular opportunities to interact with, and
be stimulated by, their intellectual peers without being completely isolated from the regular school program.

The Marshfield R-1 Gifted Program is intended for the academically gifted student, and is designed to meet the students' special needs. It is based upon a continued commitment to foster the development of each gifted students' potential by providing acceleration and enrichment through a qualitatively different environment. Identified students in grades Kindergarten-8th grade attend a "pull-out" program with a Resource Room Teacher providing direct instruction designed to meet the academic and affective needs of gifted students.

Grades K-1: classes meet one-half day per week.

Grades 2-3: attend half to one full day per week determined by individual need.
Grades 4-5: one full day program per week
Grades 6-8: half day program per week
Grades 9-12: approvable services provided by a Gifted Resource Teacher (GRT)

Promotion, Acceleration, and Retention of Students I-185-S
The purpose of promotions and retentions is to provide maximum consideration for the long-range welfare of the student and to provide an opportunity for each student to progress through school according to his/her own needs and abilities.

It is expected that most students in the schools will be promoted annually from one grade level to another upon completion of satisfactory work, however, a student may be retained when his/her standards of achievement or social, emotional, mental, or physical development would not allow satisfactory progress in the next higher grade. Retention normally occurs before the student leaves the primary grades.

Parents/guardians who wish to appeal the decision for retention must first contact the building principal. If parents/guardians do not accept the decision at the building level, an appeal may be made in writing to the Superintendent. All appeals must be requested within two (2) weeks after the close of school. The process for reading assessments and remediation, and retention guidelines for students who fail to meet the District's objectives for reading are outlined below.

Reading Intervention/Success Plans
The District will provide all parents and guardians of students with suggestions and a plan for regular parent-guided home reading.

The District annually administers screenings for dyslexia for all students in grades Kindergarten through six, , unless otherwise specified in a student's Individual Education Plan (IEP).

The District will assess all students enrolled in Kindergarten through third grade at the beginning and end of each school year for their level of reading or reading readiness on state-approved reading assessments. The District will assess any newly enrolled student in first through fifth grade for their level of reading or reading readiness on a reading assessment from the state-approved list.

At the beginning of the school year or upon student enrollment, the District will provide a reading success plan and intensive instructional services and supports as specified in such plan to any student who exhibits a substantial deficiency in reading which creates a barrier to the student's progress learning to read. A substantial reading deficiency refers to a student who is one or more grade level or levels behind in reading or reading readiness. The identification of such deficiency may be based upon the most recent assessments or teacher observations. The District will also provide a reading success plan and intensive instructional services and supports as specified in such plan to any

student who has been identified as being at risk of dyslexia in the statewide dyslexia screening or has a formal diagnosis of dyslexia. For students who enroll after the beginning of the school year, the student's reading proficiency will be reassessed by reading assessments on the state-approved list. Students on a reading success plan will continue to receive intensive reading instruction until the reading deficiency is remedied.

The District will provide intensive reading instruction through a reading development initiative to each Kindergarten through grade five student who has a substantial deficiency in reading.

The District will annually notify the parent or guardian in writing of any student in Kindergarten through third grade who exhibits a substantial deficiency in reading of the following:

- The student has been identified as having a substantial deficiency in reading;
- A description of services currently provided to the student;
- A description of the proposed supplemental instructional services and supports that the District will provide that are designed to remediate the identified are of reading deficiency;
- Strategies for parents and guardians to use in helping the student succeed in reading proficiency, including but not limited to the promotion of parent-guided home reading.

The District will notify the parent or guardian no less than four times per year of academic and other progress being made by the student and provide other useful information.
If the District provides a summer reading program, the District will notify the parent or guardian of each student who exhibits a substantial deficiency in reading of this opportunity.

If a student has a substantial reading deficiency at the end of third grade, the student's parent or guardian and appropriate District staff will discuss whether the student should be retained based on consideration of all relevant factors. A decision to promote or retain will only be made after direct personal consultation with the student's parent or guardian and after the formulation of a specific plan of action to remedy the student's reading deficiency.

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

The District will provide free appropriate public education (FAPE) to each qualified disabled person in the District's jurisdiction regardless of the nature or severity of the person's disability. For purposes of Section 504 of the Rehabilitation Act of 1973, the provision of an appropriate education is the provision of regular or special and related

aids and services that are designed to meet individual educational needs of disabled persons as adequately as the needs of nondisabled persons are met and are based on adherence to procedures that satisfy the requirements of the Section 504 federal regulations.

The District has developed a 504 Procedures Manual for the implementation of federal regulations for Section 504 of the Rehabilitation Act, Subpart D. This Procedures Manual may be reviewed in the office of Sherry Davis, Director of Special Programs, 170 State Hwy DD, Marshfield, MO 65706, (417) 859-2120 ext. 9007, sherry.davis@mjays.us. Alternative times are available by request.

This notice will be provided in native languages as appropriate.

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

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

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

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

agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA).

This plan may be reviewed Monday – Friday (8:00 am – 4:30 pm) in the office of Sherry Davis, Director of Special Programs, 170 State Hwy DD, Marshfield, MO 65706, (417) 859-2120 ext. 9007, sherry.davis@mjays.us. Alternative times are available by request.

This notice will be provided in native languages as appropriate.

Virtual/Online Courses I-160-S

The District offers online classes for students. The courses are taught by Missouri teachers, are aligned with the Missouri State Learning Standards, and follow the same semester calendar as face-to-face classes. The requirements for the enrollment and approval process are outlined in District Policy. For more information regarding online courses, please consult your school counselor. Additional information about resources and processes may be accessed on the District's website at https://sites.google.com/view/marshfieldvirtualinstruction and District Policy.

Technology F-265-S

Cell Phone Guidelines

Developments in cell phone technology in recent years have resulted in enhanced communication opportunities. However, the use of cell phones in schools poses increasing risks of school disruptions, bullying, criminal activity, and academic dishonesty. As a result, the possession and use of student cell phones, digital cameras, smart watches, and similar electronic devices during the instructional day shall be restricted as set forth in the student handbooks.

Cell phones are to be turned off, stored in the student's locker, and not in use during the school day. Failure to meet these cell phone expectations will result in cell phone confiscation by the teacher or administrator. The parent or guardian could be required to pick the cell phone up from the office. If a message needs to be relayed to your child, please call the building office.

Students may not use their cell phones to take pictures on school property or on school buses. Taking pictures in areas where privacy is expected, such as locker rooms, restrooms, etc., is a criminal offense and will be turned over to law enforcement and dealt with as a disciplinary issue by the school. (This includes during the school day, as well as during extracurricular events.)

Technology Devices and Acceptable Use Policy

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

Technology Devices

All elementary buildings provide learning opportunities utilizing student devices. The devices available vary by the building and include, but are not limited to, iPads, chromebooks, laptops, PCs, etc.

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

Students using District-owned technology devices, such as a Chromebook, will be held responsible for any inappropriate material downloaded on the device. Students will lose the privilege of using the device for the remainder of the year.

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

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

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

Building Information

Grading and Reporting System

Kindergarten, through 5th Grades: Standards-based grading is a method for teachers to measure how students are doing in meeting the grade level state standards. These standards, sometimes called priority standards, are the academic skills your child should know or be able to do for his grade level by the end of the school year. Students' progress is indicated by the following scores:

- 1 (Not Yet Proficient)
- 2 (Approaching Proficient)
- 3 (Proficient).

School Cancellations and/or Early Dismissal

School will be closed when weather conditions are such that buses are unable to run safely. A broadcast will be made utilizing the District Communications Platform notification system to notify students and parents/guardians. Announcements will also be made on Springfield television and radio stations. These media are always notified immediately after a decision is made on school closing. If you do not hear/receive an announcement that school will be closed or dismissed early, school will be in session for the entire day. Please do not call the administration or radio/TV stations for this information.

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

Arrival and Dismissal Procedures S-165-S

Do not drop your child off prior to 7:25 a.m. at Shook and 7:30 a.m. at Hubble and Webster. Supervision will not be available at Shook. If you drop off prior to 7:30 at Hubble or Webster, your child will go to Jay Care and you will be charged the Jay Care fee Parents are welcome to pick their students up after school. However, we ask that you remember that school is in session until 3:39 p.m. at Hubble and Webster and 3:29 p.m. at Shook. If you need to leave early with your child, come to the office and the secretary will call the classroom. The teacher will send your child to the office, and you may leave from there after signing your child out. Hubble, Webster, and Shook have drive through pick up systems. Parents must present a photo ID when picking up a student. Parents need to present their student's Kid Account card when picking up their children. School staff will deliver children to their cars.

****For security purposes each student will be assigned a unique security code that parents/guardians or others will be required to present when picking a student up from school. They will also be required to present their photo ID and be on the approved pick up list. Any notes or phone calls must include this security code.**

If your child normally rides the bus, please pick him/her up by the end of the school day; we will not stop the bus to get your child off the bus.

Deliveries
Food items may be delivered to any District building, but must be checked in through the office.

Parties/Celebrations
Marshfield Elementary Schools will have two (2) parties during the coming school year. Parties are usually planned in advance by Building Action Teams. Parents and guardians are welcome to assist with cleared background check and arrangements are made with the teacher.

Due to the risk of possible transmittal of infectious disease, homemade food items may not be served to our students. Parents wishing to provide party treats are welcome to bring commercially prepared food items.

Birthday parties are NOT hosted at school. In order to honor your child's special day, you may provide a store-bought treat for your student to share at the teacher's discretion [include any nutrition standards for food brought by parents to be served during school hours]. Treats may be dropped off at the office.

If the school has a costume event, Halloween costumes should not have weapons, blood, violence, or gore.

Custody of Students
Students will not be released to the custody of anyone except custodial parents, legal guardians, or other persons designated in writing by the parent or guardian. Persons requesting to pick a child up at school will be required to produce the security code** or some sort of photo ID to verify identity. If the school secretary is in doubt about who is picking your child up, she will attempt to call the legal guardian for oral permission. We will not release a child to brothers or sisters without the code or written/oral permission from the legal guardian. If a custody issue exists within your family, it is your responsibility to supply us with the necessary court-generated documents to support your custody claims.

**For security purposes each student will be assigned a unique security code that parents/guardians or others will be required to present when picking a student up from school. Any notes or phone calls must include this security code.

Emergency Drill Procedures
Regular drills are held throughout the school year to maintain a level of preparedness in case of actual emergencies. These drills consist of: FIRE, TORNADO, INTRUDER and EARTHQUAKE. Drills should be conducted as if an emergency really exists. Occasionally exits will be blocked to force use of alternate exits as a practice exercise.

Field Trips
Most elementary classrooms will take at least one field trip during the school year. It is our practice to require a permission slip, signed by the child's parent or guardian. We will send permission slips home with your child. Please be aware there may be a minimal fee to participate in the trip to cover admission fees etc.

Parent Portal Access
Parents or guardians are able to view some of your child's school information online through the "Parent Portal". The following information that will be available includes:

- Attendance history – you will be able to see the dates your child was marked tardy, or absent from school, current to the previous school day.
- Your child's most recent report card.
- Your child's grades. This allows you to see how your child performed on any assignment and what work has or has not been turned in and graded. This information will be current to the last day the teacher entered grades in the grade book.
- Meal Account Balance – this allows you to see how much money is in your child's meal account, or how much he/she owes for meals.
- Meal Account History – this will allow you to see what days your child bought a breakfast or lunch or extra milk.

In order to use this service you will need to complete a registration form. (If you registered last year, you do not need to do it again.) You must have an email account to use this service, and you must have read and signed the disclaimer included in the registration form. You must complete a separate registration form for each child. Please call your child's principal if you have questions about this service.

District Communications Platform
Keeping you informed is a top priority at Marshfield R-1 School District. That's why we use a District Communications Platform , which will allow us to send a telephone or e-mail message to you providing important information about school events or emergencies, as well as remind you about various events, including report card distribution, open house, field trips, etc. In the event of an emergency at school, you can have peace of mind knowing that you will be informed immediately by phone.

The successful delivery of information is dependent upon accurate contact information for each student, so please make certain that we have your most current phone numbers. If this information changes during the year, please let us know immediately.

Solutions Room
The Solutions Room is a program designed to provide early intervention for students in grades K-5 that need behavior support, and need to be temporarily removed from the classroom. The main goal of the Solutions Room program is to reduce the number of repetitive disciplinary problems through corrective rather than punitive measures. Students who will benefit from this program include those who demonstrate repetitive

behavior problems, inadequate life skills, low self-esteem, and especially those who demonstrate violent or anti-social behavior. The building principal, with the agreement of the classroom teacher, will place a student in the Solutions Room when the student's behavior merits this action. **This placement is not permanent**. When the student demonstrates the ability to manage his/her behavior, he or she will be granted a probationary return to the regular classroom. Another goal of the Solutions Room program is to provide training in study skills for those students who struggle academically, and those students who demonstrate poor organizational skills. Study Skills placement is recommended by the classroom teacher, and is scheduled with the Solutions teacher at a time that best meets the needs of the student.

What Should not be Brought to School

If an item is not **needed** at school, it should not be brought to school. Items that may not be brought to school include, but are not limited to: matches, lighters, tobacco in any form, knives, water guns and other squirting devices, artificial noisemakers, fireworks (including snapping pops and similar devices), pea shooters, trading cards, and all other items that can cause disruptions.

Toys may only be brought to school with prior teacher approval. Toys may not be taken outside. No electronic devices are allowed at school unless approved by the teacher.

Buying, Selling, Trading Prohibited at School and on the Bus

Individual students are not allowed to sell, buy, or trade items (including but not limited to trading cards such as baseball, basketball, football, Digimon, Yu-Gi-Oh, Duel Master, Harry Potter, Pokemon) at school or on the bus. School groups and community-wide non-profit youth groups may sell and deliver items at school only with prior approval from the principal.

Lockers (Webster and Shook only)

Each student in Webster and Shook Elementary will be assigned a locker. In some cases, it will be necessary for students to share a locker. A student is not allowed to have a lock on his/her locker. Students store items in lockers at their own risk.

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, without student consent, and without a search warrant. The lockers and desks may be searched by school administrators or staff who have a reasonable suspicion that the lockers or desks contain drugs, alcohol, material of a disruptive nature, stolen properties, weapons, items posing a danger to the health or safety of students and school employees, or evidence of a violation of school policy. In addition, the Board of Education authorizes the use of trained dogs to sniff lockers or other school property to assist in the detection of the presence of drugs, explosives, and other contraband.

District Policy Information

English Language Learners I-150-S

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

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

Information on District programs such as Gifted Education, AP classes, Special Education, extracurricular activities, and others can be found on the District website.

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

Name of Coordinator:	Dr. Stephanie Vickers, Assistant Superintendent of Academics
Address of Office:	170 State Hwy DD, Marshfield, MO 65706
Phone #:	(417) 859- 2120
Email:	

Physical Examinations and Screenings S-146-S

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

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

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

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

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

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

- Inspect all instructional materials.
- Inspect and provide prior written consent for a student to participate in certain student surveys.
- Be informed of and provide prior written consent for physical examinations or screenings that the school or agency may administer to a student.

- Be informed of the District's collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose), including arrangements to protect student privacy that are provided by the agency in the event of such collection, disclosure, or use.

If a parent/guardian would like to request the review of any of the above materials, please contact the building principal.

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

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

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

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

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

This institution is an equal opportunity provider.

Student Transfers S-120-S
The District will enroll students in the school associated with the attendance area in which the student resides. The Superintendent or designee may consider exceptions to this policy under the following conditions:

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

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

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

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

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

Use of Recording Devices or Drones C-165-S
The District prohibits audio and visual recordings on District property, District transportation or at a District activity unless authorized by the Superintendent. Requests for such authorization must be made within a reasonable period of time prior

to the recording. Unless otherwise specified by the Superintendent, exceptions in Policy C-165-P apply to this prohibition.

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

Additional Public Notice Information:

Parental Information and Resource Center (PIRC):
The Parental Information and Resource Center (PIRC) program is funded by the US Department of Education, Office of Innovation and Improvement, established to provide training, information, and support to parents and individuals who work with local parents, districts, and schools that receive Title I.A funds. PIRCs provide both regional and statewide services and disseminate information to parents on a statewide basis.

PIRCs help implement successful and effective parental involvement policies, programs, and activities that lead to improvements in student academic achievement, and that strengthen partnerships among parents, teachers, principals, administrators, and other school personnel in meeting the education needs of children; and to assist parents to communicate effectively with teachers, principals, counselors, administrators, and other school personnel.

The recipients of PIRC grants are required to: serve both rural and urban areas, use at least half their funds to serve areas with high concentrations of low-income children, and use at least 30 percent of the funds they receive for early childhood parent program.

Centers must include activities that establish, expand, or operate early childhood parent education programs and typically engage in a variety of technical assistance activities designed to improve student academic achievement, including understanding the accountability systems in the state and school districts being served by a project. Specific activities often include helping parents to understand the data that accountability systems make available to parents and the significance of that data for such things as opportunities for supplemental services and public school choice afforded to their children attending buildings in school improvement.

PIRCs generally develop resource materials and provide information about high quality family involvement programs to families, schools, school districts, and others through conferences, workshops, and dissemination of materials. Projects generally include a focus on serving parents of low-income, minority, and limited English proficient (LEP) children enrolled in elementary and secondary schools.

Missouri has two PIRCs – one in St. Louis and one in Springfield.

Surrogate Parent Program
Pursuant to the requirements of state law 162.997, RSMo, the State Board of Education is required to appoint a surrogate parent at such time as it becomes evident that a child with a disability does not have a parent or a person acting as a parent to participate in matters dealing with the provision of special education. For purposes of surrogate parent appointment, "parent" is defined as a biological parent, a guardian, or a person acting as a parent of a child including, but not limited to, a grandparent, a step parent, or a foster parent with whom the child lives. The term does not include the State if the child is a ward of the State. The term does not include a person whose parental rights have been terminated.

The local school District is given the responsibility to determine when a child with a disability who requires special education and who resides in the District is without a parent. The District must notify the Missouri Department of Elementary and Secondary Education of the need to appoint a surrogate parent. Training for persons as surrogate parents will be provided by the Missouri Department of Elementary and Secondary Education and the District. If you are interested in volunteering to serve as a surrogate parent, more information can be obtained from the District's surrogate contact person, Sherry Davis, Director of Special Services.

Safety F-225-S
Earthquake Safety for Missouri Schools

The New Madrid Seismic Zone Extends 120 Miles Southward from the area of Charleston, Missouri, and Cairo, Illinois, through New Madrid and Caruthersville, following Interstate 55 to Blytheville and on down to Marked Tree, Arkansas. The NMSZ consists of a series of large, ancient faults that are buried beneath thick, soft sediments. These faults cross five state lines and cross the Mississippi River in three places and the Ohio River in two places.

The New Madrid Seismic Zone and surrounding region is Active, Averaging More than 200 Measured Events per Year (Magnitude 1.0 or greater), about 20 per month. Tremors large enough to be felt (Magnitude 2.5 – 3.0) are noted every year. The fault releases a shock of 4.0 or more, capable of local minor damage, about every 18 months. Magnitudes of 5.0 or greater occur about once per decade. They can cause significant damage and be felt in several states.

The Highest Earthquake Risk in the United States outside the West Coast is in the New Madrid Seismic Zone. Damaging temblors are not as frequent as in California, but when they do occur, the destruction covers over more than 20 times the area due to the nature of geologic materials in the region. The 1968 5.5 magnitude Dale, Illinois earthquake toppled chimneys and caused damage to unreinforced masonry in the St. Louis area, more than 100 miles from the epicenter. A 5.2 magnitude earthquake in April 2008 in southeast Illinois, did not cause damage in Missouri, but was felt across much of the state.

A Damaging Earthquake in this Area, which experts say is about a 6.0 magnitude event, occurs about once every 80 years (the last one in 1895 was centered near Charleston, Missouri). There is estimated to be a 25-40% chance for a magnitude 6.0 – 7.5 or greater earthquake along the New Madrid Seismic Zone in a 50-year period according to the U.S. Geological Survey reports. The results would be serious damage to un-reinforced masonry buildings and other structures from Memphis to St. Louis. We are certainly overdue for this type of earthquake!

A Major Earthquake in this Area - the Great New Madrid Earthquake of 1811-12 was actually a series of over 2000 shocks in five months, with several quakes believed to be a 7.0 Magnitude or higher. Eighteen of these rang church bells on the Eastern seaboard. The very land itself was destroyed in the Missouri Bootheel, making it unfit even for farming for many years. It was the largest release of seismic energy east of the Rocky Mountains in the history of the U.S. and was several times larger than the San Francisco quake of 1906.

When Will Another Great Earthquake the Size of Those in 1811-12 Happen? Several lines of research suggest that the catastrophic upheavals like those in 1811-12 visit the New Madrid region every 500-600 years. Hence, emergency planners, engineers, and seismologists do not expect a repeat of the intensity of the 1811-12 series for at least 100 years or more. However, even though the chance is remote, experts estimate the chances for a repeat earthquake of similar magnitude to the 1811-1812 New Madrid earthquakes over a 50-year period to be a 7 - 10% probability.

What Can We Do to Protect Ourselves? Education, planning, proper building construction, and preparedness are proven means to minimize earthquake losses, deaths, and injuries.

Prepare a Home Earthquake Plan

- Choose a safe place in every room--under a sturdy table or desk or against an inside wall where nothing can fall on you.
- Practice DROP, COVER AND HOLD ON at least twice a year. Drop under a sturdy desk or table, hold onto the desk or table with one hand, and protect the back of the head with the other hand. If there's no table or desk nearby, kneel on the floor against an interior wall away from windows, bookcases, or tall furniture that could fall on you and protect the back of your head with one hand and your face with the other arm.
- Choose an out-of-town family contact.
- Take a first aid class from your local Red Cross chapter. Keep your training current.
- Get training in how to use a fire extinguisher from your local fire department.
- Inform babysitters and caregivers of your plan.

Eliminate Hazards

- Consult a professional to find out additional ways you can protect your home, such as bolting the house to its foundation and other structural mitigation techniques.

- Bolt bookcases, china cabinets and other tall furniture to wall studs.
- Install strong latches on cupboards.
- Strap the water heater to wall studs.

Prepare a Disaster Supplies Kit for Home and Car

- First aid kit and essential medications.
- Canned food and can opener.
- At least three gallons of water per person.
- Protective clothing, rainwear, and bedding or sleeping bags.
- Battery-powered radio, flashlight, and extra batteries.
- Special items for infant, elderly, or disabled family members.
- Written instructions for how to turn off gas, electricity, and water if authorities advise you to do so. (Remember, you'll need a professional to turn natural gas service back on.)
- Keeping essentials, such as a flashlight and sturdy shoes, by your bedside.

Know What to Do When the Shaking BEGINS

- DROP, COVER AND HOLD ON! Move only a few steps to a nearby safe place. Stay indoors until the shaking stops and you're sure it's safe to exit. Stay away from windows.
- In a high-rise building, expect the fire alarms and sprinklers to go off during a quake.
- If you are in bed, hold on and stay there, protecting your head with a pillow.
- If you are outdoors, find a clear spot away from buildings, trees, and power lines. Drop to the ground.
- If you are in a car, slow down and drive to a clear place (as described above). Stay in the car until the shaking stops.

Know What to Do AFTER the Shaking Stops

- Check yourself for injuries. Protect yourself from further danger by putting on long pants, a long-sleeved shirt, sturdy shoes, and work gloves.
- Check others for injuries. Give first aid for serious injuries.
- Look for and extinguish small fires. Eliminate fire hazards. Turn off the gas if you smell gas or think it's leaking. (Remember, only a professional should turn it back on.)
- Listen to the radio for instructions
- Expect aftershocks. Each time you feel one, DROP, COVER, AND HOLD ON!
- Inspect your home for damage. Get everyone out if your home is unsafe.
- Use the telephone only to report life-threatening emergencies.

Additional Public Notices may be located on the District's website at: https://www.mjays.us/Page/1335.

Signature and Form Requirements

- *Email Consent/Permission Form*
- *Technology Usage Agreement Form*
- *Student/Parent Handbook Acknowledgement Form*

F-265-P Technology Form A

Email Consent/Permission Form

The faculty of the District strives to communicate and work together with the parents and guardians of our students. Email is one tool that promotes convenient, two-way communication between families and teachers. Though the District network is secure, we cannot guarantee that an email sent from the District server will remain secure once it leaves our system. When teachers or administrators receive email from outside sources, the identity of the person cannot always be easily discerned.

Therefore, permission must be granted by the parent/guardian to allow teachers or administrators to use email for communication. To remain compliant with the Family Educational Rights and Privacy Act (FERPA), email will not be used to send grading, attendance, discipline information of students, or other personally identifiable information without permission to do so. The District also encourages parents to access the District's parent portal, a secure measure, to check your child's school information and progress.

I, Parent/Guardian of (please print) _____, provide to my child's school and to the District permission to email academic, attendance, discipline, or other personally identifiable information to the email address(es) listed below. I understand that by giving this permission, there is no guarantee that the information will be fully secure and do not hold the District liable for any inappropriate release of student information that may violate the FERPA regulations as a result of any email communication. Should your email address change, please contact the District.

Name of Student (please print:)

_____

Email Address(es):

_____

Parent/Guardian Signature

_____

Parent/Guardian Name (please print):

_____

Date:

_____

Student Technology Usage Agreement

Students

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

Student Signature:

_____

Student Name (please print):

_____

Student ID: _____ Grade: _____ Date: _____

Parent Technology Usage Agreement Permission Form

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

Parent/Guardian Signature:

_____

Parent/Guardian Name (please print):

_____

Date: _____

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

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

I acknowledge that I have received and reviewed the 2025-2026 Student/Parent Handbook. I understand the policies and guidelines of the District and that violations of these policies and guidelines may result in disciplinary action.

Parent/Guardian Signature

_____

Parent/Guardian Name (please print):

_____

Date: _____

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