Marshfield R-I School District

170 State Hwy DD, Marshfield, MO 65706

(417) 859-2120

High School Student/Parent Handbook

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 student 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

Mike Henry	Superintendent of Schools	859-2120 ext 9000
Josh Hume	Asst. Superintendent-Operations	859-2120 ext 9000
Garrett Lowder	Asst. Superintendent-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
Tony Blackwell	Director of Transportation	859-2120 ext. 9000

School Building Information and Contact Information

Marshfield R-I School District Website: https://www.mjays.us

The Marshfield R-I District website includes 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

Marshfield High School (9-12)
370 State Highway DD, Marshfield,
MO 65706 Phone: 417-859-2120
Principal: Nicki Thompson
Assistant Principal: Brad Hurley
Assistant Principal: Kylie McCoy
Activities Director: Ronda Hubbard

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

Welcome Letter

Dear Blue Jays:

Welcome to another great year! We are so excited to have you back in the building. Marshfield High School serves to prepare EACH student for a successful future

We would encourage you to connect with one of the many clubs, activities, or athletic teams we offer. Research shows that this will be beneficial for you academically and socially.

Academic success also depends on support from parents/guardians. We highly value open lines of communication. Additionally, it is vital that you are present to maximize your learning opportunities.

Thank you for doing your part to make it great to be a BLUE JAY! Sincerely,

Marshfield High School Administration

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Academic Calendar I-100-S

2026-2027 School Calendar

Marshfield R-I Schools

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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. 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. The administration makes the final determination regarding whether an absence is verified or unexcused.

A student must be in attendance the entire school day in order to participate in practice or games unless the absence is verifiedin advance. Ms. Thompson, Mr. Hurley, Mrs. McCoy, and Ms. Hubbard must clear unavoidable absences for High School students *in advance*. Unavoidable absences might include: *funerals, doctors & dentist appointments, etc*. If a student misses school on the day of a contest because of illness, he/she will be ineligible to participate on that day. For Saturday participation, the student must be in attendance the entire day Friday. The exception to this rule would be a student missing class on Friday with a verified absence. In this case, the parent should make contact with the school administration so the student's eligibility status can be communicated to the coach. If it is necessary to be absent from practice, the student is expected to obtain permission from the head coach *prior* to the scheduled practice.

In the event a truancy or suspension takes place, the student will *not* be eligible for participation until he/she has fulfilled the disciplinary requirements established by the administration.

Truancy

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

We believe that attendance in school is important. Everyday Counts! Our goal at Marshfield High School is for each student to develop student responsibility regarding school attendance.

- Develop quality citizenship
- Increase respect for teachers, other students, and learning
- Achieve success in their courses
- Prepare for college and/or future employment

We believe when a student misses school, regardless of the reason, he/she is missing something of value. We believe all students need to learn the value of developing a pattern of good attendance and punctuality. Regular attendance is necessary for a student to reach his/her maximum potential.

Frequent absences of students from the learning experience disrupts the continuity of the instructional process for everyone. There is no such thing as a completely excused absence, as all absences will affect a student's educational experience to some extent. It is strongly suggested that parents/guardians schedule special family events in conformity with the school calendar.

Student Absences
When students are absent from school:

1. Parents should phone or email (mhsattendance@mjays.us) the school before 10 a.m. at 859-2120 ext.1701 on the day of the absence. An automated phone call/text/email will be sent out at 10:00 am to make guardians aware that their student is not at school. If a parent does not contact the school on the day of a student's absence, the student will be declared truant. If a student brings written documentation or the parent/guardian phones the attendance office prior to returning to class, the absences may be changed to verified status.
2. Students will be responsible for obtaining their make-up work by logging in to their Canvas account or emailing their teacher.
3. All make-up work should be completed within the same number of days that the student was absent except for tests and long-term assignments (two weeks or more). These tests and long-term assignments will be made up at the teacher's discretion.

The persistence to graduation standard requires all students to be in attendance a minimum of 90% of the school year. Our school year is based on a 149-day school calendar year which is divided into two semesters. A student must be in attendance at least 67 days per semester. This allows students 6 days or 43 hours per semester for illness or personal appointments that cannot be scheduled outside the regular school day. We strongly recommend that students schedule their personal appointments on Monday.

If during one semester, more than six (6) absences occur during any individual class period, a grade reduction will occur in that particular class. (See chart below). Students will be expected to make up all assignments from missed classes regardless of whether an absence is verified or unverified. This academic penalty represents the engagement portion of the student's grade and is intended as a deterrent to excessive absences.

Absences	**Grade**

	Reduction
7	2%
8	4%
9	8%
10	16%
11	32%
12+	50%

Any student may reduce accrued absences by attending Saturday School or Evening School sessions scheduled by the high school principals. Saturday School sessions do not match the educational value of actual class attendance, so no student will be allowed to make up more than five absences by attending Saturday School sessions in a semester.

Students who maintain an overall hourly attendance rate equal to or higher than 90% will be exempt from the grade reduction policy.

Students may decrease the grade reduction penalty in either– or a combination of– two methods.

- Attendance at Saturday/Evening School.
  - Attending one Saturday School or Evening School will reduce the grade penalty by one level (ex. Missing 9 periods in one class = an 8% reduction in course grade. Attending one Saturday School would change the 8% reduction in course grade to a 4% reduction in course grade.).
  - A student may attend a maximum of 5 Saturday Schools.
- Attending every hour of school for 8 consecutive days.
  - 8 consecutive days count begins after a student might receive a course grade reduction (i.e. their 7th absence in the course).
  - Periods of 8 consecutive days may be repeated up to 5 times.
    - Missing a class period would require the 8 consecutive day count to restart.
    - The full 8 days must be attended to receive the decrease in penalty.
- A student may attend a Saturday School or Evening School and 8 consecutive days simultaneously and decrease their course grade reduction 2 levels (ex. Missing 9 class periods will result in an 8% course grade reduction. Attending one Saturday School would change the 8% reduction in course grade to a 4% reduction in course grade. Attending 8 consecutive days simultaneously would change the course grade reduction to 2%.).

Other Attendance Items

- Students must have at least 90% attendance to graduate early and attend incentive field trips taken during the school day.

- Students who want to attend dances or other activities must have at least 90% hourly attendance rate. An eligibility list will be provided to the sponsor of the dance or activity by an administrator.
- Absences for school-sponsored activities are not considered an absence.
- A student who wishes to practice or participate in extracurricular activities must be in attendance the entire day unless approved by the administration in advance. Exceptions will only be made for "unavoidable" situations such as funerals, doctor's appointments, etc.
- For Saturday participation in activities, the student must have an excused absence on Friday or have prior approval by the administration. (See the Activities Handbook for additional information)
- College visits – juniors and seniors only, 1 visit per year for juniors, 2 visits per year for seniors. College visit form must be filled out before visit, and must be signed by an authorized representative of the college.

As a school we are legally obligated to monitor student attendance and to report any cases that we feel qualify as educational neglect, regardless of whether the absences are verified or not. Therefore, as a student begins to accrue absences, a review of the student's progress will take place. Interventions such as scheduling parent conferences, contacting the District security officer for assistance, mandating summer school, notifying the Children's Division and/or the Prosecuting Attorney of Webster County may be considered.

A+ students need to maintain a 95% attendance rate, missing no more than 8 days of school or 50 hours, annually, to remain eligible for 2 years of community college or technical school tuition free. (See: A+ attendance guidelines for additional information) 4-year average will remain in place for all A+ students.

Part-time Attendance
Marshfield High School recognizes the need and right of some students to attend high school on a part-time basis. It is the intent of this policy to meet the individual needs of each student, and at the same time, establish rules and regulations that will preserve the discipline, health, and academic standards of the school.

- *Part-Time Attendance General Eligibility Requirements*
    - In order to be eligible for part-time attendance, a student must be a senior who has successfully completed 20 units of high school credit and have overall 90% hourly attendance by the application deadline. Students must also have parental approval, be able to abide by the enrollment procedures, and have met or be in the process of completing the requirements for graduation set forth by the State Department of Education, and Marshfield R-I Board of Education. Part-time students must enroll in FOUR consecutive class periods.

- *Part-Time Application Procedures*
    - In order for the school to provide supplies and adequately plan for class enrollment and participation, a student wishing to be a part-time student

must first complete the part-time attendance application that will be made available in the senior class Canvas classroom during arena scheduling for the following school year. The student must declare his/her desire to be part-time all year or one semester only**.** During the spring scheduling process, students are not allowed to schedule for part-time enrollment until the 90% attendance requirement has been met.

- *Rules for Part-time Attendance*
    - Part-time enrollment only allows the student to exclude class periods from their class schedules during the morning or afternoon. The Student must attend four consecutive class periods. Any exception to this is at the discretion of the principal and counselor.***Student athletes must have approval of the activities director.
    - A part-time student must provide his/her own transportation.
    - Students are not permitted to be on campus outside of their enrolled hours. Exceptions must be approved by the administration.
    - Part-time students will follow all rules and regulations of Marshfield High School pertaining to social and academic conduct.
    - Part-time students must successfully complete at least three credits to be eligible for participation in extracurricular activities.

Flex Program

Flex program enrollment affords schools the opportunity to offer an alternative delivery system for students in grade 12.

- *Flex Program General Eligibility Requirements*
    - In order to be eligible, a student must attend school for at least two instructional hours per day and be earning credit in classes needed for graduation, maintain a 90% hourly attendance rate, and avoid suspension or expulsion. In addition, there must be evidence that participants are enrolled and attending college or career technical programs and/or proof of employment. All components of the plan must align to the student's Individual Career Academic Plan (ICAP), which has been developed by the school district with the student.
- *Flex Program Application Procedures*
    - In order for the school to provide supplies and adequately plan for class enrollment and participation, a student wishing to be a flex student must first complete the application that will be made available in the senior class Canvas classroom during arena scheduling for the following school year. The student must apply to be a flex student each semester**.**
- *Rules for Flex Program*
    - The Student must attend a minimum of four consecutive class periods. Any exception to this is at the discretion of the principal and counselor.
    - Student athletes must have the approval of the activities director.
    - A Flex program student must provide his/her own transportation.
    - Students are not permitted to be on campus outside of their enrolled hours. Exceptions must be approved by the administration.
    - Flex program students will follow all rules and regulations of Marshfield High School pertaining to social and academic conduct.

- Flex program students must successfully complete at least three credits to be eligible for participation in extracurricular activities.
- Students must maintain a 90% hourly attendance rate to remain eligible for the flex program.

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

Appropriate shirts 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, shoes with wheels, or slippers,
2. See-through garments;
3. Tops that are backless, racerback, strapless, low-cut, bare-midriff, have overly-large arm openings, spaghetti straps, tank tops;
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. Wigs (exceptions made for medical reasons);
13. Sunglasses;
14. Face paint;
15. Cowboy hats;
16. Overly-dramatic make-up;
17. Other wear that restricts the line of sight of a student's face and/or facial recognition may not be worn.
    a. 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;

18. Blankets that are carried or worn as coats or wraps while in the building;
19. 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. (See Discipline Code S-170-S).

Electronic Communication with Staff Members
Communication is a focus for our school District, but any electronic communication should be done through email or an approved method of communication (e.g. the district app/messaging platform, including Sports You.). Texting is not an approved or appropriate method of communication between students and staff. Please make sure all electronic communication is conducted appropriately and within these guidelines.

Food Service Program F-285-S

The Marshfield R-1 School District provides breakfast and lunch programs with nutritious meals planned by 'Opaa!' staff. Because of varying costs from year to year, parents are encouraged to check current prices in the school office. All students are required to eat in the cafeteria, including students who bring their lunch from home. Students are expected to use good table manners and be courteous.

Breakfast FREE
Lunch $2.80

Students who bring their lunch from home are also allowed to purchase milk or other items. Lunch money should be given directly to the food service worker in the cafeteria. Food service workers are unable to give change.

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 per family.

Students are not allowed to charge Ala Carte items. If a student has a negative balance, an alternate lunch will 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.

Only prepaid food deliveries (no DoorDash) will be allowed in the high school main entrance (DOOR 1). High School students are not permitted to have visitors for lunch.

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

Due to the risk of possible transmission 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.

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 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.

It will be the decision of the school nurse, building principal, or school staff member who oversees the student to call the ambulance at the parent's expense. The District will use any emergency information on file provided by the parent/guardian, such as designated persons to contact in case of an emergency, name of physician, and any other significant medical information.

Health Screenings

Freshmen are provided a health screening for dental, head lice, vision, hearing, and blood pressure. The screening date is included in parent communication in the form of newsletters and parents may opt their student out with a phone call.

Health Office

If you have any questions, please contact the District's Health Services Director, Christina Roberts, RN, Christina.Roberts@mjays.us, (417) 859-2120 ext. 2404.

Administration of Medication S-135-S

All medication is kept in the nurse's 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 nurse's 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. High school students are permitted to self-carry a single dose (1-2 tablets) of over-the-counter medication.

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 needing accommodation or possible 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.

Students participating in interscholastic athletics are required to have insurance coverage. This may be in the form of either family coverage or the coverage offered through the District. Missouri State High School Activities Association (MSHSAA), requires that a student be covered through insurance before being allowed to practice or compete for a school team. The student will not be allowed to participate in interscholastic practices or competitions until proof of insurance is provided.

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

Student Records S-125-S

Access to and Release of Student Information

All parents/guardians may inspect and review their student's education records, seek amendments, consent to disclosures except to the extent the law authorizes disclosure without consent, and file complaints regarding the records as allowed by law. Requests to inspect or review education records may be directed to the building principal. 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.

Military and Higher Education Access
The District will disclose the names, addresses and telephone numbers of secondary school students to military recruiters or institutions of higher education as required by law. However, if a parent or a secondary school student who is at least 18 submits a written request, the District will not release the information without first obtaining

written consent from the parent of the student/eligible student.

Release

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

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.

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 of 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:	Garrett Lowder, Asst. 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 a parent/guardian needs to pick up his/her child before the end of the school day, they shall come to the office and the child will be called to the office.

Principals and teachers shall welcome and encourage visits by parents/guardians, Board members, volunteers and patrons of the schools. All visitors shall report to the principal's office upon entering the building so that the office will be aware of their presence and the visitor can get a pass. 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 Schools.

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.

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.

Transportation Services F-260-S

ALL permanent bus transportation changes MUST be communicated through Central Office (859-2120 ext. 9000.).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.

Bus Misconduct

Any offense committed by a student on a District-owned or contracted bus shall be punished in the same manner as if the offense had been committed at the student's assigned school. Bus misconduct will be treated the same as school building misconduct, with an additional option of suspending the student 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.

School Bus Regulations

1. The driver is in charge of the pupils and the bus. Pupils must obey the driver promptly and cheerfully.
1. Pupils must be on time. The bus cannot wait beyond its regular schedule for those who are tardy.
2. A student should notify the driver ahead of time when he/she plans not to ride the bus.
3. Pupils should never stand in the roadway when waiting for the bus.
4. Students must wait until the bus stops before moving toward it to enter.
5. Students must always observe instructions from the driver when leaving the bus.
6. Unnecessary conversation with the driver is prohibited. His/her attention to driving must not be distracted.
7. A pupil must not at any time extend arms or head out of bus windows.
8. Scuffling, teasing, throwing or flipping objects, smoking and use of tobacco, using foul or rough language are forbidden on the bus.

9. The aisle of the bus should be kept clear at all times.
10. Students should remain seated and face the front of the bus.
11. No animals are permitted on a bus.
12. No weapons shall be permitted on the bus.
13. The rear door is for emergency use only. Students should never open it.
14. Riders should take pride in their bus and help keep it clean.
15. Any damage to a bus by a student must be paid by the student causing the damage.
16. Students must not try to get off of the bus or move about on the bus while it is in motion.
17. Upon leaving the bus, students who cross the highway should cross in front of the bus -- not behind it. The driver should never open the door to permit students to leave the bus until he/she is sure that no cars are in sight.
18. The driver will not discharge a student at places other than regular bus stops near the home or school unless proper authorization has been given by the transportation director or principal. Parents will notify the transportation director or principal unless this condition is of emergency circumstances.
19. The driver will not discharge students from the bus until the regular time when arriving at school ahead of schedule.
20.The driver and students are requested to report any violation of the regulations to the transportation director at once.
21. The driver will observe all rules of the highway.
22. Failure of a student to follow regulations may result in suspension from the bus.
23. All students must ride his/her designated bus to and from school unless a bus pass has been obtained from that student's Principal's office prior to riding. A bus pass can only be obtained with a written note or phone call from the parent/ guardian. A student may not be dropped off at their place of employment.
24. The driver will operate over the route as approved by the Marshfield School Board. He/she must not be asked to change the route. Requests for route changes should be directed to the transportation director.
25. Pupils are prohibited from eating while on route buses. All food and drink (except water in a resealable shatter resistant bottle) must be kept in a secure closed container.

*The Student Discipline Code applies to student transportation. Students may be suspended or removed from the bus for violations of the District's Student Discipline Code.

Student Discipline S-170-S

Student Code of Conduct

The District believes students deserve the right to participate and learn in a safe

environment that 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, 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 – 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.
Out of Designated Area	Being in any area of the Marshfield High School campus, other than their assigned classroom, without permission from a staff member.
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, Skipping Class 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 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 building principal's office and the Central 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 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. 9000

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: Garrett Lowder
Email: garrett.lowder@mjays.us
Phone: (417) 859-2120 ext. 9000

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

Every Student Succeeds Act of 2015 (ESSA) Complaint Procedures

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

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

1. **What is a complaint?**

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. 9000

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. 9000

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:

Title: Assistant Superintendent of Operations
Name: Josh Hume
Email: josh.hume@mjays.us
Phone: (417) 859-2120 ext. 9000

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

non-business hours) by using the telephone number or electronic mail address, or by mail to the office address listed for the Title IX Coordinator.

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

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

Student Searches S-175-S

Desks, lockers, and other District property provided for student use are subject to periodic and random inspections without notice. Each student is offered a hallway locker. Only locks provided by the District are permissible.

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

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 by 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.

Student Alcohol and Drug Testing S-196-S

Extracurricular Random Drug Testing Program.

All student athletes and students participating in extracurricular activities are required to participate in the random drug testing program at both the HS and the Jr. High. Any student found to have a controlled substance in their system pursuant to the extracurricular random drug testing program will be considered in violation of the Extracurricular Drug Testing Program and will be subject to discipline according to that program and the discipline in that program that relates primarily to participation in extracurricular activities.

More information regarding the Extracurricular Random Drug Testing Program is found in the MSHSAA section of this Handbook.

Drug Testing Pursuant to Agreement and/or Other Disciplinary Policy. Students who are drug testing pursuant to Board policy and/or student drug testing by agreement pursuant to a behavior modification agreement who are found to have a controlled substance in their system will be subject to suspension and/or expulsion from school. Such suspensions may be found to place the student in violation of student activities handbooks and/or participation rules and guidelines and where this occurs the student will not only be suspended from school but shall also be accountable for discipline related to those activities handbooks, rules, and guidelines.

Discipline for violations of our drug and alcohol policies are designed to prevent such activities on our campus to provide for the safety of the student and to provide an appropriate environment for educational activities.

Students found to have drugs in their system pursuant to the Extracurricular

Random Drug Testing Program have agreed that their participation in extracurricular activities will be impacted if they fail District approved drug tests and therefore, the failure to pass the drug tests, will be considered a violation of the Extracurricular Random Drug Testing Program only.

Drugs
Drugs shall include alcohol as well as any and all controlled substances. If a student is under the influence of any drug (referenced herein as de facto drugs), whether it is a controlled substance or not, such that it impairs or modifies his/her behavior and such that disrupts the education environment or places the using student or other students at risk of sickness, accident, physical injury, physical illness, death or dismemberment, then that student shall be in violation of our drug and alcohol discipline policies. The sale, distribution, and use of these de facto drugs shall be treated under our policies the same as the sale, distribution, and use of drugs and alcohol under District Student Discipline Policies.

Drug Violations School Disciplinary Policy – Drug Violations Per the Extracurricular Random Drug Testing Program.
Violations of our drug and alcohol discipline policies will be considered a violation of our student activities handbooks, rules, and guidelines as those items pertain and reference drug violations and suspensions from school. Failure to pass drug tests according to standards, rules, policies and regulations found in the Extracurricular Random Drug Testing Program will result in punishment under that program and NOT pursuant to our drug and alcohol discipline policy.

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

A+ Program S-130-S

As part of The Outstanding Schools Act in 1992, the A+ Schools Program was established to create a variety of academic, vocational, and technical education opportunities for all students. Through A+ all students have more opportunities to explore various career options and start preparing for future workplace experiences.

The A+ program has the following goal: To ensure that all students graduate from high school to a college, a post-secondary vocational or technical school, or a high wage job with workplace skills development opportunities.

As an additional benefit of the A+ Program, a student may qualify for two years of tuition from any Missouri public community college, vocational school, and technical school. (A+ compensation is subject to State budgeting allocations.) Eligibility requirements include:

- Entering into a written agreement with the school to participate in the A+ Program,
- Attending an A+ "designated" school for three years prior to high school graduation,
- Graduating with a 2.5 (unweighted) cumulative GPA on a 4.0 scale,
- Having at least a 95% hourly cumulative attendance record,
- Performing and documenting fifty hours of unpaid tutoring/mentoring within the Marshfield R-1 School District,
- Maintaining a record of good citizenship and avoiding the unlawful use of
- drugs, alcohol, or tobacco.
- Students must score advanced or proficient on the Alg. 1 End-of-Course exam, other Math End-of-Course exam, or a 15 or greater on the Math portion of the ACT based on the student's GPA.

A+ Citizenship Policy

Participation in the A+ Program is considered an honor and privilege for the students of Marshfield High School. Marshfield A+ students are expected to maintain a record of good citizenship during their high school tenure. Students who participate in the program are expected to conform to a higher standard of conduct than is applicable to non- participants.

In-School Suspension (ISS):
1–15 days of ISS assignments: May result in a citizenship warning. Continued eligibility is possible but subject to review by the A+ Coordinator.

17+ days of ISS assignments: Will result in a citizenship review, which may lead to ineligibility from the A+ Program.

Out-of-School Suspension (OSS):
Any OSS assignment will result in an automatic review of A+ eligibility.

Multiple OSS assignments (more than one) will typically result in immediate removal

from the program unless exceptional circumstances apply and an appeal is granted.

A student's "Serious Offense" will automatically result in an assembling of the A+ Advisory Board to hear a statement from the student regarding the citizenship offense. The result of this committee vote will result in either probation or removal from either probation or removal from the A+ Program, and if removal from the program occurs, the student will incur the irrevocable loss of A+ Schools incentives. Those "Serious Offenses" include (but are not limited to):

- Arson
- Attendance at school or school function while under the influence of drugs or alcohol (as those terms are defined below)
- Use, sale, purchase, possession, or distribution of drugs, drug paraphernalia, or alcohol. An A+ student will not use, sell, purchase, possess, or distribute any drug on school property or elsewhere. For purposes of this rule, the term "drug" includes any illegal drug, alcoholic beverage, illegally possessed prescription drug, controlled substance, drug paraphernalia, or item which, by markings or by representations made, is represented to be a drug.
- Extortion
- False alarms
- First-degree assault
- Physical assault of school staff member
- Possession of an instrument intended for use to attack
- Use or possession of firearms or other weapons
- In accordance with the Safe Schools Act, notification to the District that a criminal Petition has been filed against the student pursuant to Section 167.115, RSMo. A student may only be reinstated to the program if the student produces proof that the relevant criminal action has been expunged or dismissed without any consequence to the student. A student will not be reinstated if he/she receives probation, suspended imposition of sentence, a plea bargain, court supervision and/or monitoring in lieu of further prosecution, or a dismissal based upon another type of agreement with juvenile, prosecution, probation, or judicial authorities or officials.
- In accordance with the Safe Schools Act, notification to the District that a student has been the subject of a criminal charge, indictment or information, petition, adjudication, or conviction of a crime (which, if committed by an adult, would be a crime) that is listed in Section 167.171.3, RSMo. A student may only be reinstated to the program if the student produces proof that the relevant criminal action has been expunged or dismissed without any consequence to the student. A student will not be reinstated if he/she receives probation, suspended imposition of sentence, a plea bargain, court supervision and/or monitoring in lieu of further prosecution, or a dismissal based upon another type of agreement with juvenile, prosecution, probation, or judicial authorities or officials.
- Insubordination to staff
- Fighting
- Verbal abuse to staff or students

- Theft
- Vandalism
- Truancy
- Harassment
- Disruptive Conduct

Serious Offenses include those that occur on school property, and/or at any school event whether on or off school property. Serious Offenses will also include those that occur outside of school, such as in the community if such conduct would otherwise be characterized as one of the Serious Offenses set forth above. The definition of each Serious Offense, unless otherwise set forth above, will be interpreted in a manner consistent with the District's student discipline policies/code.

The Assistant Principal will review the A+ Student's citizenship record annually. Citizenship certification will be based on the cumulative discipline record of the student at school and in the community. For seniors, administrators will make a final citizenship determination during the second semester.

Consequences of Violation
A student who violates the Citizenship requirement will be notified in writing that he/she has been: 1) placed on citizenship probation until graduation, or 2) removed from the A+ Program. In most cases, the commission of a Serious Offense will result in removal from the A+ Program. Probation shall be the exception rather than the expected consequence. The student then has the option to appeal.

Appeals
If a student chooses to appeal a decision made regarding participation in the A+ Program, the student will have an opportunity to be heard before the A+ Appeals Committee. The hearing before the A+ Appeals Committee will be conducted as determined by the Committee. A date for an appearance before the Committee will be set and the student and parent or guardian notified. The appeals committee will include the Assistant Principal, A+ Coordinator, one teacher, and two A+ Advisory Board Members. The student being referred will be allowed to select an additional teacher to sit on the committee as a non- voting representative.

The committee will hear the case and make a decision as to whether the student will receive:

- Probationary Period
- Removal from the A+ Program

The decision of the A+ Appeals Committee will be provided in writing within five (5) school days. The student will have the right to appeal any decision of the A+ Appeals Committee to the Marshfield Board of Education. All A+ appeals must be made no later than the June Board meeting of the year of graduation. The appeal to the Board of Education shall be conducted in a manner determined by the Board of Education at its discretion. There shall be no entitlement to a Contested Case or other formal hearing.

Students and parents should note that this appeal process is not intended to allow

participants to avoid removal for actual violation of the program standards or to seek leniency when an appropriate consequence has been imposed for conduct that has occurred**.** The appeal process is simply designed to prevent probation or removals from being based on the inaccurate or incomplete information.

More information about the A+ program may be accessed through the District website at https://marshfieldaplus.weebly.com/, the high school counselor, and/or the District A+ Coordinator , Kylie McCoy, (417) 859- 2120, ext. 1706.

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. The curriculum can be accessed at the following link: https://sites.google.com/a/mjays.us/curriculum/home/curriculum-guides/public-access/hs-health-and-pe/hs-health

Teaching About Computer Science I-123-S
For students electing to use a computer science course for a math unit, please be aware some institutions of higher education may require four units of academic credit in math for college admission. If a student chooses to take a computer science course to fulfill a unit of academic credit in math, the parent/guardian who signs the Acknowledgement Form for this Student Parent Handbook acknowledges taking a computer science course to fulfill a unit of academic credit in math may have an adverse effect on college admission decisions for their student.

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 student's 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)

Graduation Requirements I-190-S

General Graduation Requirements

- English/Language Arts - 4 units of credit
    - Must include English 1, English 2 & English 3 or equivalent
- Mathematics - 3 units of credit*
    - Must include 1 unit Algebra 1 or equivalent
- Science - 3 units of credit*
    - Must include 1 unit of Biology
        - 1 credit of science may be substituted by the combination of 3 credits of Ag. Science 1, Ag. Science 2, and 1 additional science based agriculture course (horticulture, animal science, natural resources, food science) with semester grades of "C" or better.
- Social Studies - 3 units of credit
    - Must include Government, World History, American History
- Physical Education - 1 unit of credit
    - Must include ½ unit of PE 1 or Freshmen Weights
- Health - ½ unit of credit
    - includes state required CPR instruction
- Practical Arts – ½ unit of credit*
- Personal Finance - ½ unit of credit
    - This may also be earned in Ag. Management or Consumer Math
- Fine Arts - 1 unit of credit
- Electives- 8.5 units of credit

- ***<u>TOTAL</u>- 25 units of credit***

*Students may take a computer science course to fulfill one unit of academic credit for mathematics, science, or practical arts.

Attendance: 90% hourly attendance is required each year of high school. Any student who fails to meet the persistence standards will receive a grade reduction at the end of the semester. Students may attend up to five Saturday schools to reduce a potential grading penalty.

U.S. and Missouri Constitution Tests: Students must pass the U.S. Constitution test and the Missouri Constitution test to graduate. These tests are given in the junior level government class.

Required End of Course Exams: Students must complete an End of Course Exam (EOC) in the following courses: English 2, Algebra 1, Biology and Government. If a student takes the Algebra 1 EOC in 8th grade, they will be required to take the EOC in Algebra while in high school.

Honors Diploma Requirements

1.

Class of 2027 Requirements For Honors Diploma

CURRICULAR AREAS	HONORS DIPLOMA REQUIREMENTS
LANGUAGE ARTS	**4 credits** ● Must include: 1 credit of English 1, 1 credit of English 2 & 1 credit of English 3 or equivalent.
MATHEMATICS	**4 credits** ● Must take four credits of math (may include 8th grade Algebra I) ● Professional Math/Consumer Math do not count toward honors diploma requirement.
SCIENCE	**3 credits (2 credits must be a lab class)** ● Must include 1 credit of Biology ● 1 credit may be substituted by the combination of Ag. Science 1, Ag. Science 2, and one of the following Ag. courses with all semester grades of "C minus" or better: ○ Animal Science ○ Vet Science ○ Natural Resources ○ Horticulture

	○ Food Science
SOCIAL STUDIES	**3 credit** ● Must include 1 credit of World History, 1 credit of American History, 1 credit of Government
PHYSICAL EDUCATION	**1 credit** ● Must include ½ credit of PE 1 or Freshmen Weights
HEALTH	**½ credit**
PRACTICAL ARTS	**½ credit**
PERSONAL FINANCE	**½ credit**
FINE ARTS	**1 credit**
GENERAL ELECTIVES	**4.5 credits**
SPECIFIED ELECTIVES	**3*credits**
TOTAL	**25 credits**

Attendance: The persistence to graduation standard requires all students to be in attendance a minimum of 90% of the school year. Our school year is based on a 149-day school calendar year which is divided into two semesters. A student must be in attendance at least 67 days per semester. This allows students 7 days or 49 hours per semester for illness or personal appointments that cannot be scheduled outside the regular school day. We strongly recommend that students schedule their personal appointments on Monday.

U.S. and Missouri Constitution Tests: Students must pass the U.S. Constitution test and the Missouri Constitution test in order to graduate. These tests are given in the junior level government class.

Standardized Tests: Must meet the College and Career Readiness Assessment Score of 1 from MSIP. Must meet or exceed one of the following scores- ACT (22-25), SAT (1100-1230), ASVAB (63-87), or WorkKeys (5).**CPR:** All students must pass the CPR test to graduate. This test is given in health.

Overall GPA: The overall GPA will be a 3.5.

***Specified Electives:** At least 3 credits selected from foreign language and/or combinations of 2 or more of the following subject areas: Communications Arts, Math, Social Studies, Science, and Advanced Practical and Fine Arts.

8th Grade Algebra I: Will not be transcripted but may count as a math credit towards honor's diploma.

Cum Laude: Honors Diploma is not required for Cum Laude Awards. For recognition purposes the class rank will be determined for graduating seniors based on the first seven semesters' cumulative G.P.A. The following levels of recognition will be awarded (G.P.A. will be calculated to the nearest hundredth):

1. Summa Cum Laude 3.95 and above
2. Magna Cum Laude 3.85-3.94
3. Cum Laude 3.75-3.84

Class of 2028 Requirements For Honors Diploma

CURRICULAR AREAS	HONORS DIPLOMA REQUIREMENTS
LANGUAGE ARTS	**4 credits** ● Must include: 1 credit of English 1, 1 credit of English 2 & 1 credit of English 3 or equivalent.

MATHEMATICS	**4 credits** ● Must take four credits of math (May include 8th grade Algebra I) ● Professional Math/Consumer Math do not count toward honors diploma requirement.
SCIENCE	**3 credits (2 credits must be a lab class)** ● Must include 1 credit of Biology ● 1 credit may be substituted by the combination of Ag. Science 1, Ag. Science 2, and 1 credit of a **science based** Ag. courses with all semester grades of "C minus" or better.
SOCIAL STUDIES	**3 credit** ● Must include 1 credit of World History, 1 credit of American History, 1 credit of Government
PHYSICAL EDUCATION	**1 credit** ● Must include ½ credit of PE 1 or Freshmen Weights
HEALTH	**½ credit**
PRACTICAL ARTS	**½ credit**
PERSONAL FINANCE	**½ credit**
FINE ARTS	**1 credit**
GENERAL ELECTIVES	**4.5 credits**
SPECIFIED CORE ELECTIVES	**3*credits**
TOTAL	**25 credits**

Attendance: The persistence to graduation standard requires all students to be in attendance a minimum of 90% of the school year. Our school year is based on a 149-day school calendar year which is divided into two semesters. A student must be in attendance at least 67 days per semester. This allows students 7 days or 49 hours per semester for illness or personal appointments that cannot be scheduled outside the regular school day. We strongly recommend that students schedule their personal appointments on Monday.

U.S. and Missouri Constitution Tests: Students must pass the U.S. Constitution test and the Missouri Constitution test in order to graduate. These tests are given in the junior level government class.

Standardized Tests: Must meet the College and Career Readiness Assessment Score of 1 from MSIP. Must meet or exceed one of the following scores- ACT (22-25), SAT (1100-1230), ASVAB (63-87), or WorkKeys (5).**CPR:** All students must pass the CPR test to graduate. This test is given in health.

Overall GPA: The overall GPA will be a 3.5.

***Specified Electives:** At least 3 credits selected from foreign language and/or combinations of 2 or more of the following subject areas: Communications Arts, Math, Social Studies, Science, and Advanced Practical and Fine Arts.

8th grade algebra I: Will be transcripted on high school transcript.

For specific information related to which courses qualify for Honors Diploma, see the counselor website.

Early Graduation

As per Missouri State Department of Elementary and Secondary Education graduation requirements, students are expected to complete eight (8) semesters of high school. If a student, for sound educational and vocational reasons, wishes to graduate from high

school in less time than eight semesters, the student may request a waiver of this policy. The student and his/her parent(s)/guardian(s) will consult with his/her high school counselor to develop an Individual Career and Academic Plan. A request for early graduation must be a planned part of a student's educational program. The application deadline for early graduation is the third week of October. Applications will be provided and submitted through Canvas and is available on the counseling website. Consider the following when applying for early graduation:

- Student's eligibility to receive Social Security benefits may be affected by an early release, since the student may no longer be considered a full-time student.
- Students taking correspondence classes must have them completed by the second Friday of December.
- Students leaving after the seventh semester may be eligible to receive their high school diplomas with their graduating class. Graduating seniors who choose not to participate in the graduation ceremony may pick up their diplomas in the high school principal's office in June.
- Students leaving after the seventh semester will not be eligible for a class ranking for the 8th semester.
- Students must be in 90% compliance with their hourly attendance.
- Students may not participate in activities regulated by the Missouri State High School Activities Association.
- Students who have been approved for early graduation are eligible for local scholarships unless a specific scholarship would indicate the student is not eligible.
- It is the student's responsibility to stay in touch with the school regarding important semester events (i.e. graduation rehearsal).
- Students and parents may want to check with their health and auto insurance companies concerning coverage since students who graduate early may not be considered full time.
- A+ eligibility may be affected. Students and parents should consult with the A+ Coordinator.
- Students leaving after the seventh semester will not be eligible for selection into the National Honor Society.
- All students must have taken the required End-Of-Course Assessments.

Students Eligible for Services under the IDEA

Students eligible for services under the Individuals with Disabilities Education Act (IDEA) who will have completed four years of high school at the end of a school year may participate in the graduation ceremony and all related activities of the student's graduating class if:

1. The student's Individualized Education Program (IEP) prescribes special education, transition planning, transition services or related services beyond the student's four years of high school, and

2. The student's IEP team determines the student is making progress toward the completion of the IEP and that participation in the graduation ceremony is appropriate.

The student and the student's parent/guardian will be provided written notice of this policy at the annual IEP meeting prior to or during the student's fourth year of high school.

High Demand Occupations

Below is information on areas of critical workforce needs and shortages in the labor markets in this state.

For a direct link to the Department of Elementary and Secondary Education's page on Critical Need/Shortage Occupations is available here.

For a direct link to the fiscal year 2025 High Demand Occupations list, please click here.

Class Rank
Class rank is calculated for the purpose of college or scholarship application. It is not used for recognition purposes. The class rank will be determined for graduating seniors based on the first seven semesters' cumulative GPA. The following levels of recognition will be awarded (GPA will be calculated to the nearest hundredth):

- Summa Cum Laude- 3.95 and above
- Magna Cum Laude- 3.85-3.94
- Cum Laude- 3.75-3.84

Grading and Reporting System
Grading Scale

Letter	Percentage
A	95-100
A-	90-94
B+	87-89
B	84-86
B-	80-83
C+	77-79
C	74-76
C-	70-73
D+	67-69
D	64-66
D-	60-63
F	59 and below

Grade Point Average
Grade point average (GPA) will regularly be reported as well as class rank. Adding the total number of points, and then dividing by the number of classes attempted to determine GPA. Grades are posted on students' transcripts at the end of each semester. The semester grade reflects the total points accumulated over the course of the semester.

Grade	Points	Grade	Points
A	4.0	C	2.0
A-	3.66	C-	1.66
B+	3.33	D+	1.33
B	3.0	D	1.0
B-	2.66	D-	0.66
C+	2.33	F	0

Scholars Grading Scale
Students enrolled in scholars classes will receive a weighted grading scale of:

Grade	Points	Grade	Points
A	5.0	C	3.0
A-	4.66	C-	2.66
B+	4.33	D+	2.33
B	4.0	D	2.0
B-	3.66	D-	1.66
C+	3.33	F	0

Final Examinations
Final examinations are comprehensive in nature and will cover a semester of work. The final examination will serve as 10% of the student's grade. The semester grade is computed based on total points. The principal will announce the final examination schedule at least three weeks before the end of the semester. Students should make every effort to take final examinations at the designated times. Any exceptions must be submitted in writing to the Principal for approval. Final examinations are to be administered in all high school classes to every student regardless of his/ her grade at the close of each semester. The only exceptions are as follows: A graduating senior may opt out of the second semester final examinations if he/she has earned a grade of "A" or "A-" in that class prior to the final examination and also has 95% attendance in the class for the second semester. This means that the student cannot have missed the class more than four times (excused or unexcused) during the second semester. Students enrolled in scholar's classes, dual credit courses or required state End of Course exams may not opt out of the semester exam for that class.

Report Cards

The letters A, B, C, D, F, (using plus and minuses) are used to report to parents and students the student's progress in each class each quarter and each semester. "A" - Excellent. "B" - Superior. "C" - Average. "D" - Below Average. "F" - Failure.

Progress Reports
Report of all grades will be made to the principal every three weeks during a semester. Parents and students have access to Infinite Campus and Canvas grades at all times. The students and parents have access to this electronic student information system so they can have a thorough understanding of their grade before semester grade cards are awarded. All grades reported during the semester are cumulative in nature.

Academic Letters
Full-time ranked students who earn a 3.75 minimum weighted yearly GPA will be eligible for an academic letter. Students must also have a 90% attendance rate to qualify for an academic letter.

Renaissance
Students who meet the following requirements will be allowed to the fall musical and the spring play:

- no discipline referrals for current semester
- students must have received no Ds or Fs in the previous semester
- current hourly attendance rate of 90% or higher
- freshmen are not eligible for Renaissance for the fall semester

Dual Credit, Credit Transfers, Articulated Credit
Dual Credit for High School and College: The purpose of dual credit shall be to promote enrichment and advanced learning opportunities for the students of Marshfield High School. This will enable 10th-12th grade students of Marshfield High School to receive both high school and college credit for classes taken through agreements approved by the Marshfield School District and individual colleges and universities.

Dual credit classes that are offered at Marshfield High School or online will be at the expense of the student. Dual credit grades will be used in the accumulation of total points and deriving Grade Point Average. Students should carefully review course syllabi for pertinent information.

Equating High School and College Credit
Although it is not possible to equate college courses precisely to high school credit, a reasonable equating would result in recognizing one unit of high school credit for a 5.0 hour college course, ½ unit of high school credit for a 3.0 credit hour college course, and ¼ unit for a 2.0 college credit hour course.

Eligibility:
A Marshfield Senior High student who is classified as a sophomore through senior will be eligible to participate by:

1. Meeting the entrance or pre-requisite requirements of the college granting credit and the Missouri Coordinating Board of Higher Education.
2. Approval of Marshfield High School principal;

3. Approval of parents or guardian, signified by the signing of the Parent/Student/School agreement;
4. Students receiving dual credit may participate in school activities. Those activities governed by the MSHSAA will use MSHSAA eligibility standards.

College Credit Transfer:
Marshfield R-ISchools will not be held responsible for the transfer of college credit. The transfer of college credit rests with the receiving institution. Marshfield High School cannot guarantee transfer of credit for another institution. It is the student's responsibility to research if and how credits will transfer from one institution to another.

Transfer Credit:
Each high school student must furnish the Marshfield High School with an official copy of a transcript showing the courses completed, the grades received, and the amount of credit given for each course from the high school attended. A student who transfers into the District from schools accredited by a State Department of Education, the North Central Association, or its counterpart, will be accepted at the grade level accomplished at the time of transfer. Each transcript will be evaluated by the counselor/principal to determine the status of transferred credits.

Students Transferring from Non-Accredited Schools or Home Instruction

Transferring From	Board Policy
Another public high school in a school district accredited by the Missouri State Board of Education.	Accept credit, pursuant to Section 171.171, RSMo, and grade placement on transcript.
A nonpublic high school or charter school in Missouri accredited by the Cognia, Independent Schools Association of Central States (ISACS), or the University of Missouri Committee on Accredited Schools. Private agency placement by public school district/charter for students with disabilities.	Accept grade placement and credit as stated on transcript and equated to the Carnegie unit as defined in Missouri.
A public or nonpublic high school in another state accredited by that state's department of education.	Accept grade placement and credit as stated on transcript and equated to the Carnegie unit as defined in Missouri.
Homeschool	Accept grade placement and credit as stated from a program that provides an official transcript. Missouri Law

An unaccredited public or nonpublic high school in Missouri or another state. A charter public high school that is not accredited by Cognia or its equivalent. Private agency placement by parents/guardians.	Review reported courses and any available achievement test or other performance data. Interview student and parents/guardians. Administer formal and informal assessments (through Evaluate) if records are inadequate. Make a tentative placement decision based on available information.

A. Credit will be awarded for courses completed through an accredited institution or curriculum.

B. Students denied transfer credit may appeal to the superintendent of schools. If the superintendent's decision does not satisfy the person making the appeal, further appeal can be made to the Board of Education. All appeals must be submitted in writing.

Articulated Credit:

Marshfield High School offers a variety of vocational classes that are articulated with area vocational schools. This allows the student who receives a C or above to receive college credit at the institution upon enrollment. *See a counselor for more information.

Extension Center (Marshfield High School Alternative School)

General Extension Center Information

Entry into the Extension Center for underclassmen is to assist credit deficient students and provide them an opportunity to have individualized instruction. The Extension Center can also provide a lower stress environment and extra emotional support for students. Currently there are two programs: one in the morning serving freshmen and sophomores, and one in the afternoon that serves juniors and those preparing for Missouri Options Program their senior year. To qualify for entry into the Extension Center students must be identified as needing extra support and must be approved by Mr. Hurley and the Extension Center staff.

Procedures for Placement

a. The referring teacher/counselor must make a recommendation to the At-Risk Coordinator.
b. The STUDENT must neatly and accurately complete the entire application form, both

c. The student must return the application to their counselor or At-Risk Coordinator in order for an interview to be arranged. The counselor will forward the student's attendance, transcript, discipline, and application to the Extension Center staff.
d. The student, accompanied by parents, must interview before the Extension Center staff at 1031 Schoolview Drive.
e. The student and guardian must agree to all policies and contracts as stated above.
f. The Extension Center staff will decide upon placement or best course of action. (Any possible exceptions to above criteria are subject to administrative approval.)

Removal Process:
Failure to follow the Extension Center policies may result in removal from the program. Decision to remove a student from the program is at the discretion of the administration.

The Extension Center also offers the Missouri Option Program for those who qualify.
Missouri Option Qualification List:

1. A student must be 17 years of age.
2. A student must be at least a year behind their cohort class.
3. A student must have attempted or completed at least one semester at Marshfield High School.
4. A student must have successfully completed health and government.
5. A student must be referred through Mr. Hurley, given a blue application, and the STUDENT must neatly and accurately complete the entire application. This is not available online, as the staff needs to see a writing sample prior to the interview.
6. A student and guardian must be interviewed by the Extension Center staff and agree to all policies and expectations, as well as sign a contract.
7. A student must take a Practice HiSET and score sufficiently indicating that there is a reasonable chance of passing the official test. The HiSET is just one component of the MOP necessary to earn their high school diploma.

NCAA & NAIA Academic Eligibility
The provisions of By-law 14.3 stipulate that a student-athlete entering a NCAA Division I or II member institution must meet certain requirements to be eligible for financial aid awarded by the institution or to practice and compete on an intercollegiate team during the first year of attendance. Information regarding NCAA and NAIA can be found at eligibilitycenter.org or playnaia.org.

Diploma Policy
Students will receive diplomas AFTER graduation and when ALL obligations are met. Diploma inserts will be issued with the final grade reports unless the student has not returned all school materials, equipment or owes for fees.

Requirements for Participation in Graduation Ceremony
Students must be in full compliance with all graduation and attendance requirements to participate in the graduation ceremony.
Local Scholarships for Graduating Seniors
The qualifications, expectations, selection process, and amounts of the local scholarships can be found here.
Seniors are encouraged to make application for these scholarships. MHS counselors will supply all the details regarding the application process. (Junior graduates are not eligible.)

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 parents 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 for acceleration, credit recovery, and options for students who need flexible schedules. The courses are taught by Missouri teachers, are aligned with the Missouri State Learning Standards, and follow the same semester calendar as face-to-face classes. The requirements for the enrollment and approval process are outlined in the District's policy and virtual instruction handbook. Students whose educational interests are best served through on-line options may take up to seven credits per semester.

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

Technology F-265-S

MHS Policy on Student Display or Use of Electronic Personal Communications Devices

For purposes of this policy, an "electronic personal communications device" means a portable device used to initiate, receive, store, or view communication, information, images, or data electronically.This includes, but is not limited to, mobile phones, personal tablets, smartwatches, personal laptops, handheld gaming devices, meta/AI glasses, and earbuds/headphones connected to these devices.

Prohibited Display or Use
Students are prohibited from displaying or using electronic personal communications devices from the beginning of the school day until the end of the school day. The device will need to be off and stored out of sight for the entirety of the day, including lunch and passing time.

It is recommended students leave phones and other personal communication devices at home.

Disciplinary Procedures
Violations of this policy shall result in disciplinary measures consistent with the District's student code of conduct. If students do not adhere to the cell phone/device policy, discipline will begin at a warning and will escalate to confiscation (requiring parent pick up of device) and In School Suspension.

When a device is confiscated in the office, it will be stored in a locked storage box and assigned a specific number. The parent/guardian will be contacted by administration and asked to pick-up the device.

Exceptions
Display or use of an electronic personal communications device shall be permitted if required under:

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

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

- In case of an emergency, a serious, unexpected, and dangerous situation that requires immediate action. This includes but is not limited to the following: an active fire, active tornado or earthquake, active shooter, evacuation of school grounds, a medical emergency, or any other serious, unexpected, and dangerous situation that requires immediate action.

Audio/Video Recording Devices: These devices are prohibited except for direct academic use/support without express permission from instructors or administration.

Laser Pointers: These devices are prohibited without express permission from instructors or administration.

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.

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.

High School Student & Parent 1:1 Handbook
This handbook is available here.

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 Policies

Dance Policies

1. Students must follow all student handbook policies while at the dance. All violations of rules will be handled in accordance with the regular school discipline code.
2. Students who leave the event will not be permitted to return.
3. Students must have at least an 90% hourly attendance rate by the date of the dance.
4.
5. Students must not have been issued any OSSE / OSS during the semester of the dance.

Guidelines for Guests Attending Dances

A Marshfield High School student may bring one date who is a high school student or a high school graduate (or equivalent) to any All- School Dance. *Dates must be at least 14 and no older than 20 years of age. No Jr. High students will be allowed. For each dance, a* guest application for a non- MHS student or underclassman prom date must be filled out by the MHS student, signed by his/her parents and on file in the office for each dance. The application is available in the high school office.

The MHS administration must approve all guest applications. Each student and his/her date must have purchased a ticket for the event prior to the event. Tickets will not be sold at the door for any dance unless approved by the administration. A student must be in attendance all day the day of the dance. For dances on non-school days, the student must have been in attendance the last school day prior to the event. Unavoidable absences might include: *funerals, doctors & dentist appointments, etc.* The administration makes the final determination regarding whether an absence is excused or unexcused.

Prom: Prom is a formal dance given by the junior class to honor the senior class. Prom is restricted to juniors and seniors and their dates. A MHS junior or senior bringing an out-of-school date or MHS underclassman as a date must follow the guest guidelines mentioned above.

High School Dance Information

Football Homecoming	Sponsored by Student Government Association/ Chaperoned by the Sophomore Class Sponsors and Winter Coaches.
Rally Day	Sponsored by Student Government Association/ Chaperoned by the Fall coaches.
Junior and Senior Prom	Sponsored by Junior Class Prom Committee/ Prom Sponsor Chaperoned by the Junior Class Sponsors

Beverage Policy

Students are not allowed to have open containers in the school building. All cans must have lids. Lids can be purchased in the library. Sealed containers like water bottles are permitted.

> **Students who violate this policy will have the beverage confiscated and may be subject to further discipline at the discretion of administration.**

Extra-curricular Activities and Clubs I-210-S

Extracurricular activities sponsored by the District are part of the educational experience and opportunities for students. Clubs, sports, and other groups seek a diverse range of students and provide fair access under the law. Students are encouraged to identify activities matched to their interests and ability levels and participate in those activities. Participation in extracurricular activities is voluntary and a privilege. Therefore, students must meet certain academic standards, demonstrate acceptable citizenship and behavior, and maintain appropriate attendance in order to be eligible to participate. Unless special arrangements have been made with the principal, a student is required to attend school on the day of an activity in order to participate. All extracurricular activities are supervised by District employees and the expected code of conduct for students remains the same as during the standard school day. Additional guidelines for specific groups, including activities sanctioned by the Missouri State High School Activities Association (MSHSAA), may be outlined at the beginning of the year and/or season. Competitive, interscholastic activities may have evaluation procedures that eliminate some students from participation. When students are not selected for participation, communication will occur in a personal and respectful way.

Missouri State High School Activities Association (MSHSAA) Activities

The Missouri State High School Activities Association and the Marshfield R-1 School District will comply with all MSHSAA guidelines for sponsored interscholastic activities. A copy of MSHSAA guidelines is available at: https://www.mshsaa.org/. Parents are responsible for reviewing the guidelines linked in this handbook. If you do not have access to the material online, contact our Activities director to request a copy. The District's Athletics/Activities Handbook is available here.

Marshfield R-1 Schools has an additional policy, which states that for Saturday participation a student must be in attendance the entire day on Friday unless the absence is excused. See Marshfield R-1 Participation guidelines included in this booklet for further explanation.

Students Enrolled in Special Education Programs

A student may be eligible to participate in MSHSAA regulated activities if he or she is enrolled in a full course at his or her level in special education program for the handicapped which is approved by the Missouri Department of Elementary and Secondary Education which though un-graded, enrolls pupils of equivalent age, and the student made standard progress for his or her level the preceding semester.

Any questions regarding participation in non-school competition should be directed to the athletic director prior to participation. Failure to check on the legality of an activity could cost the student eligibility in the activity.

Physical Examinations and Proof of Insurance

Based on MSHSAA By-Law 3.8.1 and 3.8.2

A student in athletics and cheerleading must have a physical examination by a qualified physician. This form is *valid for 2 years* and is to be kept on file in the office of the athletic director. In order for this physical exam to be valid, the parent or guardian giving the student permission to participate *must have signed it*.

Each student who participates in athletics is covered with a minimum insurance policy; a letter explaining its coverage is given to athletes at the beginning of the sports season. All parents are encouraged to have some kind of additional coverage on their student who participates in athletics. A student must have a current completed physical form on file before he/she can participate in practice.

Each student who participates in athletics and cheerleading will receive the ABC's of Concussions form. Parents and students must sign the concussion statement located on the physical form.

Marshfield R-1 Participation Guidelines

Students are free to make their own selections as to the activities in which they wish to participate. It is the R-1 policy that students facing a scheduling conflict between R-1 sponsored activities will be given a choice of which to attend. Certain school activities (to be determined by the administrators) will have priority. Students are not to be penalized by the activity not attended. All students will be transported to and from respective activities via school transportation. The only exception to this is when a parent makes a request to personally transport the student home after the event and contacts the head coach personally to seek permission. Parents can only transport students home, and only in extenuating circumstances where the student is involved in two school activities can parents transport student to activities. The administration must grant permission for parents to transport student to activities. The parent should personally sign the student out with the coach following the activity.

A student must be in attendance the entire school day in order to participate in practice or games unless the absence is excused in advance. Junior High students must have their unavoidable absences cleared by an administrator. Unavoidable absences might include: *funerals, doctors & dentist appointments, etc*. If a student misses school on the day of a contest because of illness, he/she will be ineligible to participate on that day. For Saturday participation, the student must be in attendance the entire day Friday. The exception to this rule would be a student missing class on Friday with an excused absence. In this case the parent should make contact with the school administration so the student's eligibility status can be communicated to the coach. If it is necessary to be absent from practice, the student is expected to obtain permission from the head coach prior to the

scheduled practice.

In the event a truancy or suspension takes place, the student will *not* be eligible for participation until he/she has fulfilled the disciplinary requirements established by the administration.

League Activity
Marshfield High School is a member of the ***Ozark Mountain Conference*** for sports and other activities. The conference at present has the following member schools: *Marshfield, Bolivar, Branson, Carl Junction, Logan-Rogersville, and West Plains.*

Activity Fees
All students who choose to participate in a MSHSAA sponsored athletic event must pay an activity fee of $50.00 per student per year at the high school and $30.00 per student per year at the junior high. Families with multiple student athletes will have a $100.00 cap per year per family at the high school and $60.00 per year per family at the junior high. If a family has a high school student and a junior high student a cap of $100.00 per family per year will be in place. Families who qualify for free or reduced lunches may qualify for a reduced rate. Please see the office for more information.

Alcohol and Drug Use
The possession or use of alcohol, tobacco, or nonprescription drugs is known to be detrimental to the individual as well as the team he/she represents. Therefore, disciplinary action will be taken.

A student charged with crimes involving drugs and alcohol will lose eligibility in accordance with MSHSAA By-Law 2.2.1 until all charges have been dropped or the student has satisfied all requirements of the court with exception of probation.

Discipline Concerning Drugs and Alcohol
A minimum twenty-eight (28) calendar day suspension from participation or attendance in all extracurricular and/or co-curricular activities shall be assessed for use, possession or distribution of alcohol and/or illegal drugs including all controlled substances, counterfeit drugs, and other substances purported to be drugs. Drug violations also include possession of drug paraphernalia. If the violation occurs when a student is NOT involved in an activity/sport the suspension would begin with the next activity/sport the student participates in, unless they do not participate in any activities/sports for 2 consecutive semesters. During the twenty-eight (28) day suspension the student will be permitted to participate in practice, but will not be allowed to compete in games. A suspension can overlap from one sport to another. A second drug and/or alcohol violation would mean the student would be suspended for three hundred and sixty-five (365) calendar days. A third drug and/or alcohol violation would mean suspension for the length of the student's enrollment in the Marshfield R-1 Schools. Student athletes need to realize that the disciplinary action governs all years of participation. For example, a student receiving violation during his/her

freshman year, a second violation during his/her sophomore year, a third violation during his/her junior or senior year would constitute a suspension from activities the remainder of his/her years of enrollment.

Discipline Concerning Tobacco or Vapes
A minimum seven (7) calendar day suspension will be assessed from participation and or attendance in all extracurricular and/or co-curricular activities for use, possession or distribution of all forms of tobacco, other substances purported to be tobacco, and vapes. Drug violations also include possession of drug paraphernalia. If the violation occurs when a student is NOT involved in an activity/sport the suspension would begin with the next activity/sport the student participates in, unless they do not participate in any activities/sports for 2 consecutive semesters. During the seven (7) day suspension the student will be permitted to participate in practice, but will not be allowed to compete in games. A second violation for use, possession or distribution of all forms of tobacco and other substances purported to be tobacco would constitute a twenty-eight (28) calendar day suspension. During the twenty-eight (28) day suspension the student will not be permitted to participate in any activity outside the regularly scheduled class time, i.e., practice, games, competitions. A third violation would mean the student would be suspended for three hundred and sixty-five (365) calendar days.

Specialization
Although some students may choose to specialize in a particular activity, the Marshfield R-1 School staff encourages students to participate in a variety of activities and athletics throughout the school year.

Sportsmanship
Through the activities program, students and fans come in contact with many students, fans, and athletic officials. The Marshfield school and community should always be represented by appropriate and respectful behavior at all times**.** Sportsmanship must always be at the highest level! Students and fans unable to maintain an appropriate level of respect for the opposing team, opposing fans, or athletic officials will be asked to leave the event.

Admission to Events
The admission charge to all school activities where a charge is made will be $4.00 for adults and $2.00 for students. Multiple game passes may be purchased. Senior citizen passes are available at the Superintendent's office for patrons 60 years of age and older.

Marshfield High athletes are issued a pass to attend all home games once they have paid their athletic fees.

Anti-Hazing Policy
Hazing is defined as, including, but not necessarily limited to, any action or situation created, whether on or off schools premises, which might reasonably be expected to result in mental or physical discomfort, embarrassment, harassment,

or ridicule. This definition includes the following activities:

- Paddling
- Creation of excessive fatigue
- Physical and psychological shocks
- Quests, treasure hunts, scavenger hunts, road trips, or related activities
- Requiring or encouraging the wearing of apparel in public that is conspicuous and normally not considered in good taste
- Public ridicule of students, including morally degrading or humiliating games and activities
- Late work sessions, excessive time demands, or other requirements that interfere with academic performance
- Demanding or encouraging any other activities that conflict with civil law and/or school policies

Disciplinary consequences will occur to anyone or any team found to be guilty of hazing. According to Missouri state statutes, "consent" to hazing is not a defense.

Extracurricular Random Drug Testing Program S-196-S

Students electing to participate in Junior High or high school activities/athletics representing Marshfield R-1 Schools are subject to the guidelines of the random drug testing policy. Copies of the Marshfield R-1 Board of Education Random Drug Testing Policy as well as the parent consent form are included in this handbook. Students choosing participation in sports/activities (as well as any other manner in which students physically represent Marshfield Schools) are subject to random drug testing:

Occasionally other clubs are formed during the school year. The Student Government Association and administration of the respective school must approve these clubs. Upon approval participants must be compliant with the random drug testing policy.
Alcohol and drug abuse are serious problems today in America, and schools including Marshfield R-I Schools are not immune. The administration of Marshfield R-I Schools have noted and documented both formally and informally an increase in the use of drugs and alcohol by students, including those students participating in extracurricular and co- curricular activities. The administration and School Board support a zero tolerance policy and believe that all students in the Marshfield R-I Schools have a right to participate in extracurricular and co-curricular activities in a safe and drug free environment.

The goal is not to levy discipline, but rather to aid in the discovery and prevention of possible drug-related problems. A goal of this program is to open the lines of communication between the parents, students, and the school in dealing with drug and alcohol abuse.
In an effort to protect the health and safety of its students from illegal drug use and abuse or injuries resulting from the use of drugs, Marshfield R-I Schools adopts the following policy.

Definitions

Alcohol: Defined as ethyl alcohol or any beverage containing ethyl alcohol.

And/or: These words, when used together, shall be construed conjunctively rather than disjunctively, so as to bring within this policy what might otherwise be viewed as outside of this policy.

Illegal Drugs: The synthetic or generic equivalent or derivative drugs which are illegal under federal, state, or local laws, including but not limited to marijuana, alcohol, heroin, hashish, cocaine, hallucinogens, depressants, and stimulants not prescribed for the user. Illegal drugs include steroids and steroid derivatives or related substances, which are not prescribed by a physician or are prescribed by a physician for uses not authorized by the manufacturer of the drug. This term shall include but shall not be limited to all drugs listed in the Narcotic Drug Act, section 195.101, RSMo, and Section 202 of the Controlled Substances Act, 21 U.S.C. 812.

Random Testing: Students covered by this policy will be subject to random selection for testing. In implementing the procedure, each student participating in extracurricular activities will be assigned a number. On each testing day, a predetermined number of said students will be selected using a table of random numbers (done by an outside firm). If a student selected in this manner is absent, a student from the list of alternates will be used.

Co-curricular Activities: Activities that students participate in outside of the classroom as a result of being enrolled in a school-offered class.

Extracurricular Activities: Activities that take place outside the regular course of study in school and are sponsored by the school.

Pending Positive Test: Any test that once initially tested shows a positive result. A lab has not yet verified this test.

Positive Drug Test: A drug test administered under this policy, a toxicological test result which is considered to demonstrate the presence of an illegal drug or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug use test. This term may alternatively be referenced as a "positive," a "positive test," or a "positive result."

Procedure

Each student wishing to participate will be required to complete a consent form and return it to the high school / Junior High office within the first ten days of school. Any newly enrolling student and the parent / guardian will have ten days from the date of enrollment to sign and return a consent form. Any student not completing the consent form and returning it within the prescribed time will be ineligible to participate in extracurricular and/or co-curricular activities for the entire school year.

A student in grade seven or eight and any newly enrolling student in grades 9-12 may appeal to join the drug testing pool in order to participate in an activity at a later date during the school year. A ninth grade student may appeal to join the drug testing pool only during the first semester. The appeal must be submitted in writing and will then be reviewed by a committee of school personnel. A student electing to follow the appeal process is not guaranteed participation in activities.

Students will be required to provide urine or saliva samples as follows:

1. On a random selection basis during the regular school year, ten high school students and five Junior High school students will be chosen approximately every two weeks from a list

of all students participating in extracurricular and/ or co- curricular activities; and
2. One voluntary staff member will be chosen at random to be tested.

Any drug test required by the Marshfield R-I School District under the terms of the policy will be administered by a third party administrator using an immunoassay test. A pending positive is then confirmation tested at a federally approved toxicology laboratory using scientifically recognized toxicological methods. The certified laboratory shall be required to have written specifications to assure chain of custody of the specimens, proper laboratory control and scientific testing.

All aspects of the drug-use testing program, including the taking of specimens, will be conducted so as to safeguard the personal and privacy rights of students and staff to the maximum degree possible. The test specimen shall be obtained in a manner designed to minimize the intrusiveness of the procedure. In particular, the student will be allowed to give the urine specimen in a private restroom behind a closed door. The monitor shall wait outside the door until the specimen has been produced. The student will hand the specimen to the monitor who will thereafter verify the normal warmth and appearance of the specimen. The monitor will then test the specimen. If at any time during the testing the monitor has reason to believe or suspect that a student is tampering with the specimen, the monitor may stop the procedure and inform the principal who will then determine if a new sample should be obtained.

If, during the drug testing procedure, a student delays urination beyond a reasonable period of time a saliva test may be administered. If the monitor witnesses anything indicating an attempt to tamper with the specimen or otherwise interfere with monitor's ability to detect illegal drugs, or if there is a reasonable suspicion of use of a test altering substance, the District may send the sample to the drug lab for more specific and accurate tests regardless of whether the first test is negative. If the initial test is positive, the initial test result will then be subject to confirmation by a second and different test of the same specimen. In order to keep the results of the initial testing confidential, the District may choose a certain number of samples for a confirmation test. The second test will use gas chromatography/mass spectrometry technique. A specimen shall not be reported positive unless the second test utilizing the gas chromatography/mass spectrometry procedure is positive for the presence of an illegal drug of the metabolites thereof.

If the gas chromatography/mass spectrometry test for any student has a positive result, the principal will contact the parents or guardians and solicit any information on medication, which would create a positive test. A medical review officer will confirm the positive result and contact the principal with the results. The principal will then notify the parents/guardian.

Appeal Procedure
Within two (2) working days of receipt of the positive drug test, the principal will contact the activities director, coach/sponsor, and or other individual responsible for supervising the extracurricular or co-curricular activity. The principal will then within two (2) working days contact the student, the parent or custodial guardian to schedule a conference. The conference shall be held within ten (10) working days of initial contact with the student or the custodial guardian. If the student, parent or custodial guardian refuses to participate or respond to a request for a conference, the student will be deemed to have waived any right to further appeal the positive drug test.

If a conference is held, the principal will solicit any explanation of the positive drug test. If the student asserts that the positive drug test is caused by other than the consumption of an illegal drug, then the student, parent or custodial guardian will be given ten (10) working days from the date of the conference to present evidence to the principal. If the student fails to or refuses to present any evidence within the 10-day period, the student will be deemed to have waived any right to further appeal the positive drug test. The Marshfield R-I School District will rely on the opinion of the laboratory which performed the confirmation test in determining whether the positive test result by other than the consumption of an illegal drug. The principal will make a decision within two (2) working days of presentation of the student's evidence.

This decision may be appealed in writing to the Marshfield R-I School District's Superintendent within two (2) working days. Failure to appeal to the Superintendent waives any further right to appeal the positive drug test. The Superintendent will make a decision within two (2) working days.

The decision of the Superintendent may be appealed to the Marshfield R-I Schools Board of Education within five (5) working days. Failure to appeal to the Board of Education waives any further right to appeal. However, the Board of Education reserves the right to modify such procedures as it determines to be appropriate under the circumstances.

Initiating appeal procedures does not suspend imposition of the restrictions listed below while the appeal process is ongoing.

If a student tests negative in the initial screening, the student and the parent or custodial guardian will be contacted by personnel of the Marshfield R-I School District within five (5) working days of receipt of the testing results.

Retest After Service of Suspension
At the conclusion of the 28-day activity suspension the student will be allowed to rejoin the activity/sport. A student who has tested positive and has served the required suspension period will be required to undergo one or more additional drug-use tests during the following 365 days, as determined at the discretion of the Marshfield R-I School District. He/she will again be drug-tested on the first random testing date following the activity suspension. In the case of retesting a student suspended for marijuana, a lower level of the substance might continue to be evident for up to 90 days because of the extended length of time the substance stays in the body. In this situation the student would continue activity participation. If the marijuana level stays the same or increases on the additional tests it will be treated as a second positive test. It will also be considered a second positive if any level is detected after 90 days.

Confidentiality
Test results shall be kept in confidential files separate from a student's permanent educational records and those files will be destroyed upon the student's graduation from school. Test results shall be released to school personnel only on a "need to know" basis. For the purpose of the random drug testing process a number assigned by the principal will identify all students. The students' names will not be disclosed to the drug testing company unless the sample collected requires further testing because of being identified as a pending positive.

Violations

Any student who tests positive in a drug-use test under this procedure shall be subject to the following restrictions:

1. **First Offense**
The student shall be suspended from participation or attendance in all extracurricular and/or co-curricular activities for twenty-eight (28) calendar days from the date of the positive drug test. During this time the parent/guardian may obtain -- at the parent/guardian's own expense -- a substance abuse evaluation and education/ counseling for the student. Students who are enrolled in a class that involves co- curricular activities will remain in the class during the twenty-eight (28) days and may participate in classroom activities, but may not participate in any activities outside the regularly scheduled class time.

If, because of the suspension, the student is unable to participate in the activity which constitutes a portion of the student's grade, the student will be given the opportunity to complete alternative assignments so that the student can earn the grade as he/ she would have had they been allowed to participate in the activity.

2. **Second Offense**
The student shall be suspended from participation or attendance in all extracurricular and/or co-curricular activities including all meetings, practices, performances, and competitions for 365 days from the date of the positive drug test of the second offense as stated in this procedure.

If, because of the suspension, the student is unable to participate in an activity which constitutes a portion of the student's grade the student will be given the opportunity to complete alternative assignments so that the student can earn the same grade as he/she would have had they been allowed to participate in the activity.

3. **Third Offense**
The student shall be suspended from participation or attendance in all extracurricular and/or co-curricular activities including all meetings, practices, performances and competitions for the length of the students enrollment at Marshfield R-1 School District from the date of the positive drug test of the third offense as stated in this procedure.

If because of the suspension, the student is unable to participate in an activity which constitutes a portion of the student's grade, the student will be given the opportunity to complete alternative assignments so that the student can earn the same grade as he/she would have had they been allowed by participating in the activity.

Refusal to submit to Drug Use test
If a member of the random drug testing pool refuses to submit to a drug use test authorized under this policy, the refusal to be tested will be treated as a positive drug test and such student will be ineligible to participate or attend any extracurricular and/or co-curricular activities including all meetings, practices, performances, and competitions for the length of the suspension, at which time they would have the opportunity to submit to the authorized test. Additional refusal would eliminate that student from extracurricular and/or co-curricular events for one year. Continual refusal will be treated as positive drug tests under this policy, which will result in loss of eligibility for the remainder of their high school career.

Requesting removal from the pool will automatically cause the student to be suspended from participation or attendance in all extracurricular and/or co-curricular activities including all meetings, practices, performances, and competitions for 365 days.

Drug Counseling and Assistance
The main goal of this drug testing policy is to educate students regarding the serious problems of drug and alcohol abuse. As such, drug counseling and assistance programs may be sought by the parents of any student who has a positive drug test under this policy. If requested by the parents/guardian, assistance in obtaining help for the student will be provided by the school counselors. Any costs for assistance otherwise or enrollment into any drug counseling sessions will be exclusively the responsibility of the student or parent guardian.

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 school notification system to notify students and parents/guardians. Announcements will also be made on Springfield television and radio stations, as well as school social media. These media are always notified immediately after a decision is made on school closing.

Class Schedules/Bell Schedules

1st hour	7:50 - 8:45	
2nd hour	8:49 - 9:44	
3rd hour	9:48 - 10:43	
4th hour	10:47 - 12:08	
Lunch	A	10:47 - 11:12
Lunch	B	11:15 - 11:40
Lunch	C	11:43 - 12:08
5th hour	12:12 - 1:07	
6th hour	1:11 - 2:06	
Jay Time	2:10 - 2:30	
7th hour	2:34 - 3:29	

Deliveries
Food items may be delivered to the High School Main Entrance (DOOR 1) during lunch only. Deliveries from third party vendors will not be accepted (i.e. DoorDash, UberEats, etc.).

Lockers
The school administration reserves the right to inspect all school property including students' lockers, provided the administration considers an inspection necessary to maintain the integrity of the school environment and to protect other students. Each student has an option of having a locker assigned at the beginning

of each school year. The student is required to stay in his/her assigned locker. Any change of assignment must be made through the principal's office.

Student Parking

Parking on campus is a privilege. Students who drive to school must adhere to the following guidelines:

- Student parking tags are issued for all vehicles using the parking lot. Each student planning to drive his/her vehicle must display the tag from the rear view mirror or the front dash of the vehicle. The cost is $20 for each tag. A student can use a tag for multiple vehicles as long as those vehicles are registered. Registration shall include make, model, year, and license plate number.
- There is to be no loitering in the parking lot or visitation without permission. Students are expected to enter the building upon arrival. Students that arrive on school transportation are not allowed in the parking lot.
- The parking lot should be kept clean by properly disposing of trash.
- There will be no speeding or any form of careless driving on school grounds.
- Students are not allowed to honk excessively.
- Students are to enter and exit the campus in a safe and orderly manner. Students are not to drive or park on any unpaved surface. All state laws concerning the operation of motor vehicles are applicable while on district grounds.
- Students may not return to their vehicle during the school day without administrative permission. If permission is granted they must check out at the office and promptly check back in when they return.
- Parking regulations will be strictly enforced. Violations may result in a $10 parking fine or suspension of parking privileges for:
    - parking in an staff parking area
    - parking in a spot other than the one you are registered
    - not displaying a parking tag
    - being illegally parked
    - failing to properly register a vehicle
    - speeding or careless driving
- Any student who accumulates 3 parking violations will lose their privilege to park in any district parking lot. This will reset each semester.
- Any student who has lost their parking privileges and parks on district property will be subject to having their vehicle towed.
- Vehicle(s) may be towed at owner's expense. Some vehicle violations may cause driving privileges to be suspended for the remainder of the school year.
- Students who have a confirmed positive drug test result in the Student Drug Testing program will be suspended from driving and/or parking on school grounds. The first offense will result in a 30 day suspension; the second will be a 365 day suspension and must pass a district-administered drug test prior to being given permission to and/or park on school grounds.
- The school administration reserves the right to inspect all vehicles, provided the administration considers an inspection necessary to maintain the integrity of the school environment and to protect other students.

Schedule Changes

Students are strongly encouraged to remain in the classes for which they have scheduled. The proposals below are intended to meet the needs of individuals who feel changes are necessary. (Schedule changes will only be made for educational purposes.)

1. Dropping and Adding Classes First and Second Semester: Students must request changes at least four days prior to the beginning of the semester and present an educational reason for the requested change. A form is available from the counseling office. A student may drop a class within four school days after a semester begins without penalty if he/she is making unsatisfactory progress, the teacher approves, and parental consent has been obtained. A class change made after four days will result in the student receiving an F on his/her transcript unless administrative approval has been granted.
2. Repeating Classes: A course that is not typically repeatable may be re-attempted if a student earns a "D+" or lower. Both grades would appear on the transcript, but credit is only awarded for the higher grade.
3. Appeals Committee: A Committee for Appeals would be created to deal with exceptions. The Appeals Committee will consist of the principal or assistant principal, one counselor and the core department chairs.

District Policy Information

Physical Examinations and Screenings S-146-S

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

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

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

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

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

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

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

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

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

All District policies can be located at:
https://egs.edcounsel.law/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 Boot-heel, 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*

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:

F-265-P **Technology Usage Agreement Form** **Form B**

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.

(This form is required for students involved in MSHSAA Sports and Activities)

Citizenship Standards For Eligibility

NAME:_____GRADE: _____

Student activities in the Marshfield R-1 School District provide a program for students to pursue social interests in addition to the more formal class activities. Student activities help develop leadership abilities, promote school spirit and loyalty, establish habits of good citizenship, and provide opportunities to learn to work as part of a group. Although student activities are important for all-around development for students, they must be of secondary importance, regular classroom work must come first.

The Marshfield High School Activities Handbook contains the following information. Creditable citizenship shall be one of the criteria for participation in school activities.

Credible citizenship includes such things as regular and punctual attendance and a quality of conduct which promotes the best interest of the school.

Repeated referrals of a student to the office for misbehaving may be sufficient reason to declare a student ineligible. A single breach of good conduct, either in or out of school may also be sufficient cause for declaring a student ineligible to participate in a school activity.

The Marshfield R-1 School District Activity Program has traditionally been represented by excellent students who are outstanding citizens. Only a few students make errors in judgment which makes necessary a review of the citizenship policy for the Marshfield R-1 School District and are applicable to any who represents their school.

Participation in student activities is a privilege and not a right, therefore, the School Board believes that students must adhere to standards which will bring credit to the individual student, the activity and the community. The School Board insists that student behavior be in compliance with Board policy, with the Student Handbook Regulations and with public law. Behavior not in compliance may result in suspension or expulsion from all extracurricular activities. While it is not possible to cite every example of behavior that violates policies, regulations or public laws, there are certain behaviors that are more frequently a problem for school systems than others and will be addressed herein. Specifically, twenty-eight (28) calendar day suspension from the activities program will be assessed for a violation of the alcohol/drug policy. A second violation will result in a three hundred and sixty-five (365) calendar day suspension from activities. A minimum seven (7) calendar day suspension from the activities program will be assessed for violation of the tobacco policy. A second violation will result in a twenty- eight (28) calendar day suspension from activities. Students may practice after the first

violation but not participate in contests or games. The School Board also believes that consistent administration of the policies is important from school to school and from activity to activity, and that appropriate due process procedures must be followed before any student is suspended from participation.

In addition to these standards students must abide by the rules and regulations of the Missouri State High School Activities Association (MSHSAA). The following rules are included in the rules to the MSHSAA handbook and are listed here to help students and parents understand state requirements and to help avoid a misunderstanding which could lead to violations of eligibility standards.

1. A student who misses class on the date of a contest shall not be considered eligible to represent their school on that date without previous permission of Administration.
2. Any student who withdraws from school because of disciplinary measures shall not be eligible for any interscholastic activity for one full year from the date of withdrawal.
3. A student in grades 9-12 must be currently enrolled in courses that offer a total of 3 units of credit, and they must have earned 3 units of credit in courses in the preceding semester.
4. A beginning ninth grade student shall have been promoted from the 8th grade to 9th grade for first semester eligibility.
5. Non-school competition: Before competing in any Non-school competition, check with your coach or Athletic Director.
6. The school shall require of each student before the student is allowed to practice or participate, a physician's certificate stating that he or she is physically able to participate in athletic contest.

Please sign and return to your coach or activity sponsor. No student will be allowed to participate in any interscholastic activity before the public until this form is signed and on file in the office.

(STUDENT'S SIGNATURE) (PARENT'S SIGNATURE)

MARSHFIELD R-1 SCHOOLS

Random Drug Testing Program Participation and Consent Form for Eligibility in the Athletics/Activity Program (school year 2025__-2026__)

Student's Name_____ Grade_____

As a school's participant in athletics and/or activities I understand that participation is completely voluntary. I understand that my signature below authorizes the Marshfield R-1 School District to obtain a urine sample from the student whose name appears above if his/her name is selected as part of the random selection, procedures of the Drug Testing Program. I also understand that currently available instant screen tests are not 100% reliable and that an instant screen test that shows positive will always be followed with a more sophisticated laboratory test for confirmation as described in the Random Drug Testing Policy. I also understand that if a "positive" test results, the student and parents or guardians may need to disclose to the laboratory or its medical review officer any over-the- counter or prescription medications the student is or has taken. I understand that if a violation of the drug-testing policy occurs, the parent/legal guardian of the student, building administration, and the respective coach/activity sponsor will be the only individuals made aware of this information. I further understand and agree that the Marshfield R-1 School District may respond to a positive drug test result in accordance with the provisions of the Random Drug Testing Policy.

This completed form must be returned to the Junior High/High School office within 10 days from entry into school.

By checking YES and signing this form, the parent/legal guardian and student understand and agree as follows:
The student and parent have read and understand the guidelines for participation in the Marshfield R-1 School athletic/activities program as set forth in the athletic/activities handbook. The student is compliant with all MSHSAA and Marshfield R-1 school bylaws. If participating in a sport, the student must successfully pass a physical examination by a physician, and a copy of such examination must be on file in the athletic director's office prior to participation in practice of the sport.

____Yes. I agree to participate in the Marshfield R-1 random drug testing pool. I, along with my parent/legal guardian, have read and understand the guidelines set forth by the Marshfield R-1 Random Drug Testing Policy. (Please sign this consent form and return it within the first ten days of school.

____No. I do not agree to have my child's name placed in the Marshfield R-1 random drug testing pool. I further understand that by making this decision I relinquish my child's privileges to represent Marshfield R-1 Schools in extra and co-curricular activities.

Student Signature_____ Date_____

Parent Signature_____ _____Date_____

FOR OFFICE USE

Date Received in the Principal's Office

_____ Received