



Maryville R-II School  
District

Student Handbook

2023/24

[www.maryville.k12.mo.us](http://www.maryville.k12.mo.us)

# Maryville R-II School District



Dear Students and Parents,

This Maryville R-II district student handbook is designed to be used in conjunction with your student's building handbook. It contains information that applies to all students PS – 12<sup>th</sup> grades. The following items are included:

- Letter regarding asbestos
- Notice of Nondiscrimination policy
- Maryville R-II lunch account procedure
- Every Student Succeeds Act of 2015 complaint procedures
- Notification of Rights under FERPA for Elementary and Secondary Schools
- Information for Parents regarding FAPE (free, appropriate public education)
- Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)
- Notification for Alternative Methods of Instruction (AMI)
- Notification of MOCAP availability
- DESE Trauma Informed Schools Information
- Maryville R-II Board of Education policy listing

I am looking forward to having your child learn and grow within the Maryville R-II School District.

Sincerely,

Dr. Logan Lightfoot  
Superintendent



# MARYVILLE R-II SCHOOL DISTRICT

## **Vision:**

Maryville R-II will be a model school district developing learners and leaders who positively contribute to their communities.

## **Mission:**

Maryville R-II will advance learning, leadership, character, and collaboration.

ECC and EFES – Learning to Grow; Growing to Learn

MMS – Learn to Inquire; Lead to Inspire

MHS – Spoofohound Nation: Inspiring you to unlock your personal potential.  
#makinggains

NTS – Guiding learners to meet the ever-changing needs of today and tomorrow.

## **Beliefs:**

- We believe learning is continuous, at all levels, and occurs best in a safe, positive environment.
- We believe leadership results in data-informed decisions, a quest for excellence, and contribution to community success.
- We believe character needs taught, modeled, and used to cultivate positive relationships where all individuals are valued.
- We believe collaboration is key to proactive planning and partnership development.

## **Priority Areas:**

- Learning, Achievement, Wellness
  - Students and Staff
- Environment (Facilities and Learning Spaces)
  - Funding and Finances



First Reading 1/18/23  
 Second Reading 2/22/23

Draft E

Adopted 3/15/23

## Maryville R-II School District 2023/2024 School Year Calendar

July						
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

7/1-7/9 MSHSAA Dead Period

7/27 - New Teacher Workshop

8 August 12						
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

8/7 - MSHSAA Fall Season Starts

8/8 - Student Registration Day

8/15-8/17 Staff Development

8/21 Staff Development - No Classes

8/22 First Day of School

19 September 20						
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

9/4 - Labor Day - No School - District Closed

9/18 - Staff Development - No Classes

14/5 October 22						
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

10/9 Staff Development - No Classes

10/20 End of 1st Quarter - 41 days

10/25 Evening P/T Conferences

10/26 - P/T Conferences - No Classes

10/27 - Staff Development Day - No Classes

18 November 19						
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

11/6 - Staff Development - No Classes

11/22-11/24 - Thanksgiving Break

14 December 15						
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30/31

12/11 - Staff Development - No Classes

12/21 - 2nd Quarter Ends - 37 Days

12/21 - 1st Semester Ends - 78 days

12/22-12/31 - Christmas Vacation

19 January 20						
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

1/1-1-2- Christmas Vacation

1/3 - Staff Development - No Classes

1/4 - Classes Resume

1/15 - MLK Day - District Closed

19 February 20						
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

2/12 - Staff Development - No Classes

2/19 - Presidents' Day - District Closed

6/11 March 18						
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

3/8 - 3rd Quarter Ends - 44 Days

3/11 - Staff Development - No Classes

3/27-3/31 - Easter Break

20 April 21						
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

4/1 Easter Break

4/15 - Staff Development - No Classes

16 May 16						
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

5/19 - Commencement

5/22 - 4th Quarter Ends - 47 Days

5/22 - 2nd Semester Ends - 91 Days

5/27 - Memorial Day - District Closed

5/30 - 1st Day of Summer School

June						
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

6/25 - Last day of Summer School

### Possible Make Up Days

1/15/2024	5/24/2024
2/19/2024	5/28/2024
5/23/2024	5/29/2024

Student Attendance Days - 169  
 Staff Attendance Days - 183



# MARYVILLE R-II SCHOOL DISTRICT

OFFICE OF SCHOOL SUPERINTENDENT

1501 South Munn Avenue  
Maryville, MO 64468  
Phone 660-562-3255  
Fax 660-562-4724  
[www.maryville.k12.mo.us](http://www.maryville.k12.mo.us)

Dear Staff, Parents, and Visitors:

Asbestos is an issue we have been dealing with for many years. The Asbestos Hazard Emergency Response Act of 1986 (referred to as AHERA) was enacted by Congress. AHERA was enacted to determine the extent of and develop solutions for any problems we may have with asbestos.

To give you some background, asbestos has been used as a building material for many years. It is a naturally occurring mineral that is mined primarily in Canada, South Africa, and Russia. Asbestos' properties made it an ideal building material for insulating sound absorption, decorative plasters, fireproofing, and a variety of miscellaneous uses. There have been over 3,000 different products made using asbestos materials. The EPA began action to limit uses of asbestos products in 1973, and most uses of asbestos products as building materials were banned in 1978.

In July 2012, we had our facility re-inspected by William S. Adams, a certified asbestos inspector and management planner. He located and rated the condition and hazard potential of all material in our facilities suspected of containing asbestos and found us to be in compliance with AHERA.

We have updated our asbestos management plan for our facilities which includes this notification letter, education and training of our employees, and a set of plans and procedures designed to minimize the disturbances of the asbestos containing materials.

A copy of the asbestos management plan is available for your inspection in our administrative office during regular office hours. Please make an appointment for viewing the plans at least one working day in advance with our Asbestos Program Manager.

We have implemented the asbestos management plan. It is our intent to not only comply with, but exceed federal, state, and local regulations in this area. We have taken steps necessary to ensure that you, your children, and our employees have a healthy, safe environment in which to learn and work.

Sincerely,

Dr. Logan Lightfoot  
Superintendent of Schools

**PROHIBITION AGAINST ILLEGAL DISCRIMINATION, HARASSMENT  
AND RETALIATION**  
*(Notice of Nondiscrimination)*

**General**

The Maryville R-II School District's Board of Education is committed to maintaining a workplace and education environment that is free from discrimination and harassment in admission or access to, or treatment or employment in, its programs, services, activities and facilities. In accordance with law, the district strictly prohibits discrimination and harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law in its programs, activities or in employment. The board also prohibits retaliatory actions against those who report or participate in the investigation of prohibited discrimination or harassment. The Maryville R-II School District is an equal opportunity employer.

**Facilities**

The district also provides equal access to the Boy Scouts of America, the Girl Scouts of the United States of America and other designated youth groups in accordance with federal law.

**School Nutrition Programs**

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices and employees, and institutions participating in or administering USDA programs (including the district), are prohibited from discriminating based on race, color, national origin, sex, disability, age or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by the USDA. These programs include the National School Lunch Program, the Special Milk Program, the School Breakfast Program and the Summer Food Service Program.

**Individuals with Disabilities**

The district will identify, evaluate and provide a free, appropriate education to all students with disabilities in accordance with law. Anyone who knows or believes that a child may have a disability—regardless of whether the child is currently enrolled in the Maryville R-II School District—is encouraged to contact the district's compliance officer listed below.

Anyone who, because of a disability, requires an auxiliary aid or service for effective communication or requires a modification of policies or procedures to participate in a program, service or activity should contact the compliance officer listed below as soon as possible, but no later than 48 hours before the scheduled event.



FILE: AC-AF1

Critical

## Reporting

The district's nondiscrimination policy and grievance forms are located on the district's website at [www.maryville.k12.mo.us](http://www.maryville.k12.mo.us) or at any district office.

The following compliance officer has been designated to address inquiries, questions and grievances regarding the district's nondiscrimination policies:

Assistant Superintendent  
Maryville R-II School District  
1501 South Munn Avenue  
Maryville, MO 64468  
Phone: 660-562-3255 / Fax: 660-562-4724

In the event that the compliance officer is unavailable or is the subject of a grievance that would otherwise be made to the compliance officer, reports should instead be directed to the acting compliance officer:

Superintendent  
Maryville R-II School District  
1501 South Munn Avenue  
Maryville, MO 64468  
Phone: 660-562-3255 / Fax: 660-562-4724

Inquiries about the application of Title IX or any complaint alleging sexual harassment should be directed to the Title IX coordinator.

Assistant Superintendent  
Maryville R-II School District  
1501 South Munn Avenue  
Maryville, MO 64468  
Phone: 660-562-3255 / Fax: 660-562-4724

Inquiries may also be made to the U.S. Department of Education's Office for Civil Rights, the U.S. Equal Employment Opportunity Commission, the Missouri Commission on Human Rights, the USDA or the U.S. Department of Justice if applicable.

Office for Civil Rights  
Phone: 816-268-0550  
TDD: 800-877-8339  
Email: [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov)

Equal Employment Opportunity Commission  
Phone: 800-669-4000  
TTY: 800-669-6820  
Email: [info@eeoc.gov](mailto:info@eeoc.gov)

U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, DC 20250-9410  
Phone: 866-632-9992  
Fax: 202-690-7442  
TDD: 800-877-8339  
Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

U.S. Department of Justice  
Phone: 202-514-4609  
TTY: 202-514-0716  
Email: [AskDOJ@usdoj.gov](mailto:AskDOJ@usdoj.gov)

Missouri Commission on Human Rights  
Phone: 877-781-4236  
TDD: 800-735-2966  
Relay Missouri: 711 or 866-735-2460  
Email: [mchr@labor.mo.gov](mailto:mchr@labor.mo.gov)

See also the district's Title IX sexual harassment policies and notices, derived from policy ACA, Sexual Harassment under Title IX.

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



## Maryville R-II LUNCH ACCOUNT PROCEDURE

The School District's procedure regarding lunch accounts effective September 1, 2010.  
(revised August 29, 2018)

- Lunch Accounts are set-up as Student Accounts only.
  - Each Student has an individual account number.
  - Lunch money must be received and deposited at the student's school or through electronic deposit using the district's online SIS (Student Information System) platform
    - When sending in lunch money in the form of a check for multiple students, please be sure to indicate how much should be placed in each student's account.
    - To insure proper credit to the account, the student's lunch account number and name should accompany payments.
- The policy will be enforced in all school buildings:
  - Students must STOP and wait for a transaction confirmation from the Cashiers. This will allow the cashiers to inform students of their Account Balances.
  - It is expected that High School and Middle School students are responsible for their own Lunch Account balance.
    - The lunch room computer will give the cashier a "low balance" warning whenever a student's individual account is \$10.00 or below.
    - Students are told the account balance is low and they need to bring money.
    - An automated calling system is used when student lunch balances reach a positive balance of \$5.00. Parents receive a nightly automated call informing them of a low lunch balance.
    - Students will not be able to charge a la carte items on their account if the balance is too low.
  - **Balances cannot go below \$0.**
  - **Balance Not Enough for a Meal Purchase:** Students will be given a verbal reminder from the cashier about a low lunch balance. If the student does not bring money and does not have enough in the account, they will not be allowed to purchase a la carte items. Students and parents are responsible for ensuring that there are funds in the student's account.
  - Administrative staff or designee will make personal contact with any student/student family that has a negative lunch balance of -\$5.00. Administrative staff will ensure that student/parent is aware of the issue. An administrator may inform the student/parent that an alternative meal will be served if the lunch account balance is not addressed. Alternative meals will only be served if the negative balance continues after receiving administrative contact.
  - Please keep in mind that students have the opportunity to purchase extra entrees and a la carte items on a daily basis if there is money on their account.
  - Students may pay cash for their lunch at the Point of Sale. Students must have exact cash; the Cashier WILL NOT make change. Any overpayment will be applied to the student's account.
  - Parents and/or students can check their account balance by calling the School office or using the Parent Portal.

**Missouri Department of Elementary and Secondary Education  
Every Student Succeeds Act of 2015 (ESSA)  
COMPLAINT PROCEDURES**

This guide explains how to file a complaint about any of the programs<sup>1</sup> that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)<sup>2</sup>.

<b>Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents</b>	
<b>General Information</b> 1. What is a complaint under ESSA? 2. Who may file a complaint? 3. How can a complaint be filed?	
<b>Complaints filed with LEA</b> 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)?	<b>Complaints filed with the Department</b> 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?
<b>Appeals</b> 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.

<sup>1</sup> Programs include Title I, A, B, C, D, Title II, Title III, Title IV.A, Title V  
<sup>2</sup> In compliance with ESSA Title VIII- Part C. Sec. 8304(a)(3)(C)



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

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

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

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

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

The following activities will occur in the investigation:

1. **Record.** A written record of the investigation will be kept.
2. **Notification of LEA.** The LEA will be notified of the complaint within five days of the complaint being filed.
3. **Resolution at LEA.** The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
4. **Report by LEA.** Within 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.
5. **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).
6. **Appeal.** The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

**8. How are complaints related to equitable services to 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 an investigation 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.



## Notification of Rights under FERPA for Elementary and Secondary Schools

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

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

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

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

Parents or eligible students who wish to ask the Maryville R-II School District to amend their child's or their education record should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

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

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school district's annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, 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.

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

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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



## **PUBLIC NOTICE**

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

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

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

The Maryville R-II School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at the administration building Monday-Friday between 8:00 a.m. and 3:00 p.m. when school is in session.

This notice will be provided in native languages as appropriate.



## Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents of elementary and secondary students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include, but are not limited to, the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED) –
  1. Political affiliations or beliefs of the student or student’s parent;
  2. Mental or psychological problems of the student or student’s family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or student’s parent; or
  8. Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of* –
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  3. Activities involving collection, disclosure, or use of personal information collected from students for marketing or to sell or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)
- *Inspect*, upon request and before administration or use –
  1. Protected information surveys of students and surveys created by a third party;
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Maryville R-II School District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Maryville R-II School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Maryville R-II School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Maryville R-II School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this direct notification requirement:

- Collection, disclosure, or use of personal information collected from students for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

*Parents who believe their rights have been violated may file a complaint with:*

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



# MARYVILLE R-II SCHOOL DISTRICT

OFFICE OF SCHOOL SUPERINTENDENT

1501 South Munn Avenue  
Maryville, MO 64468  
Phone 660-562-3255  
Fax 660-562-4724  
[www.maryville.k12.mo.us](http://www.maryville.k12.mo.us)

Students, Staff, and Parents:

With the Department of Elementary and Secondary Education's guidance and approval, Maryville R-II will be implementing a plan for Alternative Methods of Instruction (AMI) in school year 2023-2024. This plan exempts the district from rescheduling up to 36 hours of time lost due to exceptional or emergency circumstances, including but not limited to inclement weather, utility outages, or pandemic.

AMI will be available for all students with the goal of both reinforcing previously taught skills and introducing new concepts. Students and parents will be notified on days when AMI is in effect. On these days, staff will be available for communication with students via email and the district learning management system.

Dr. Logan Lightfoot, Superintendent



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## **Inclement Weather Procedures**

To help everyone be better prepared for the approaching winter weather, Maryville R-II is sharing the following procedures which will be in place for this school year.

### **1. Notification**

Announcements concerning cancellations, early outs, late starts, and/or the use of hard surface bus routes will be made locally through the following:

- a. Radio - KNIM 97.1 FM and 1580 AM and KXCV/KRNW 90.5 FM and 88.9 AM
- b. Television - KQ2, KCTV5, Fox 4, and KSHB41
- c. Spoofhound Mobile (use link on the website to enroll in this texting service)
- d. School Reach (automatic calling service for employees only)
- e. Social Media – (rely only on school official accounts like the MHS mobile app)

### **2. Late Starts**

In the event of a late start, everything for grades k-12 is on a two-hour delay. School will begin at 9:55 a.m., and bus stops will be 2 hours later than normal. There will be no morning GO Program at Eugene Field and no before school athletic or club practices/activities. Breakfast will only be served at Eugene Field, not at the middle or high schools.

### **3. Early Outs**

On early out days, there will be no after school athletic or club practices/activities and no middle school stat classes. There will typically be afternoon GO Program at Eugene Field.

### **4. Alternative Methods of Instruction (AMI)**

With the Department of Elementary and Secondary Education's guidance and approval, Maryville R-II will be implementing a plan for Alternative Methods of Instruction (AMI). This plan exempts the district from rescheduling up to 36 hours of time lost due to exceptional or emergency circumstances, including but not limited to inclement, weather, utility outages, or pandemic.

AMI will be available for all students with the goal of both reinforcing previously taught skills and introducing new concepts. Students and parents will be notified on days when AMI is in effect. On these days, staff will be available for communication with students via email and the district learning management system.



# MARYVILLE R-II SCHOOL DISTRICT

OFFICE OF SCHOOL SUPERINTENDENT

1501 South Munn Avenue  
Maryville, MO 64468  
Phone 660-562-3255  
Fax 660-562-4724  
[www.maryville.k12.mo.us](http://www.maryville.k12.mo.us)

To Whom It May Concern:

As a result of legislative updates, Missouri students may enroll in the Missouri Course Access and Virtual School Program (MOCAP) during fall and spring semesters. It is not available in the summer.

MOCAP courses have been found compliant with statutory regulations by the Department of Elementary and Secondary Education (DESE). Not all virtual courses have a MOCAP designation. For more information about the program and a catalog of courses, please visit the following website: [www.mocap.gov](http://www.mocap.gov).

Students and families interested in pursuing MOCAP courses should contact their school building administrator for more information, particularly regarding enrollment windows and registration deadlines.

Respectfully,

Dr. Logan Lightfoot  
Superintendent



*Promoting learning, leadership, character, collaboration*

## **The Missouri Model: A Developmental Framework for Trauma-Informed Schools Initiative Publication**

Pursuant to Missouri Senate Bill 638, Section 161.1050, the Missouri Department of Elementary and Secondary Education (DESE) has established the "Trauma-Informed Schools Initiative."

For the purposes of this initiative, the following terms are defined as follows:

1. "Trauma-informed approach" - an approach that involves understanding and responding to the symptoms of chronic interpersonal trauma and traumatic stress across the lifespan
2. "Trauma-informed school" - a school that:
  - a. realizes the widespread impact of trauma and understands potential paths for recovery
  - b. recognizes the signs and symptoms of trauma in students, teachers and staff
  - c. responds by fully integrating knowledge about trauma into its policies, procedures and practices; and
  - d. seeks to actively resist re-traumatization

The implementation of a trauma-informed approach is an ongoing organizational change process. A "trauma-informed approach" is not a program model that can be implemented and then simply monitored by a fidelity checklist. Rather, it is a profound paradigm shift in knowledge, perspective, attitudes and skills that continues to deepen and unfold over time. Some leaders in the field are beginning to talk about a "continuum" of implementation, where organizations move through stages. The continuum begins with becoming trauma aware and moves to trauma sensitive to responsive to being fully trauma informed.



# Educating Missouri's Homeless Children



The McKinney-Vento Act guarantees homeless children and youth an education equal to what they would receive if they were not homeless.

## Who is Homeless?

According to the McKinney-Vento Act, homeless children and youth include individuals who lack a fixed, regular and adequate nighttime residence. This includes the following situations:

- Sharing the housing of others (known as doubling-up) due to loss of housing or economic hardship
- Living in motels, hotels, trailer parks or camping grounds
- Living in emergency or transitional shelters
- Abandoned in hospitals
- Living in a nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation
- Living in cars, parks, abandoned buildings, substandard housing, bus or train stations, or similar settings

The McKinney-Vento Act also recognizes unaccompanied youth who are homeless. According to the act, an unaccompanied youth is a youth not in the physical custody of a parent or legal guardian.

## Which School Can a Homeless Child Attend?

There are two choices for a student in a homeless situation — the school of origin and the school of residency. The school of origin is the school the child attended when permanently housed or the school in which the child was last enrolled. The school of residency is the school serving the area where the child or youth is currently physically dwelling. When determining the school of best interest, a homeless child or youth should remain in the school of origin (to the extent feasible) unless doing so is contrary to the wishes of the parent or guardian or to the wishes of the unaccompanied youth.



## Enrollment

The McKinney-Vento Act requires the immediate enrollment of homeless children and youth. These children must be allowed to attend school even if they are unable to produce previous academic records, immunization and medical records, proofs of residency, birth certificates, or other documentation that is usually required.

## Transportation

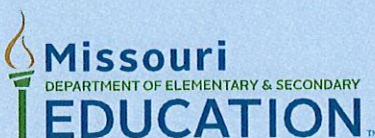
School districts must provide transportation for homeless children and youth to the school of best interest. Districts must also provide transportation during the resolution of any pending disputes. While disputes over enrollment, school selection or eligibility are being resolved, students must be transported to the school of choice of the parent or the unaccompanied youth.

## The Homeless Liaison

A school district's homeless liaison plays a vital role in ensuring that children and youth experiencing homelessness enroll and succeed in school. The McKinney-Vento Act requires that every school district appoint a homeless liaison who serves as the link between homeless families and school staff, district personnel, shelter workers, and social-service providers.

## Call Missouri's Homeless Liaison

(573) 522-8763



## Federal Programs

P.O. Box 480 • Jefferson City, MO 65102-0480  
<https://dese.mo.gov/quality-schools/federal-programs/homeless-children-youth>



All Maryville R-II policies are located at: [www.maryville.k12.mo.us](http://www.maryville.k12.mo.us) > About Us > Board of Education > Policies tab

In addition, the administration wants to highlight the following policies.

Policy	Description
ACA	Sexual Harassment under Title IX
ADF	Notice of District's nutrition standards for food brought by parents and students to be served during school hours
ECA-1	Building and Grounds security
GBH	Notice of the District's policy on electronic communication between staff members and students
GBL	Regarding Title I schools and teacher certification
IGAEB	Notification of the content of the District or schools' human sexuality curriculum
IGAEB	Notification on ways to identify sexual predators
IGAEB	Notification that there will be trauma-informed, developmentally appropriate training on sexual abuse
IGCD	Information on The Missouri Course Access Program (MOCAP)
IGBA-1	Notice of the District's obligation to provide special education and related services to children ages 3 to 21.
IKF	Graduation requirements
IKFA	Early graduation
IL	Student participation in state wide assessments
JEDB	District's student dismissal precautions
JFCA	District's dress code
JFCF	District's bullying policy
JFG	Notice regarding searches
JHCB	Information regarding immunization exemptions on file
JHCD	Information on the use of prescription or over-the-counter medicine and possession or use of CBD products
JHCD	Use of epinephrine or emergency asthma medication stocked by the District
JHDF	Information about the District's suicide awareness and prevention policy
JO	Notification that the District is required to provide military recruiters and higher education institutions names, addresses, and telephone numbers of secondary school students unless student opts out
KKB	Notice of the District's policy on use of electronic communication devices and audio and visual recording equipment
	Policies regarding discipline: JFCD, JFCH, JFCJ, JG, JG R-1, JGA, JGE, JGF
	Policies regarding District's obligation to provide education to students who are homeless, migratory, and or are learning English as a second language: IGBCA, IGBCB, IGBH