

# MHS STUDENT HANDBOOK 2023 – 2024

## Our Mission



Spoofhound Nation: Inspiring you to  
unlock your personal potential.  
#makinggains

Remember...

*Once a Spoofhound, always a Spoofhound*

## Contact Information

Maryville R-II High School  
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Maryville, MO 64468  
660-562-3511

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

<http://www.meconference.org/public/genie/971/school/7/>

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Lori Snead, Counselor (M-Z)  
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## The School Day

The school day begins at 7:55 am and dismisses at 2:45 pm. MHS operates a closed campus, students will not be permitted to leave during the school day (this includes going to the parking lot). MHS operates on a seven-period day. Classes are 50 minutes in length with five minutes allotted for passing from class to class.

# Maryville High School

## Maryville High School

2023-2024

### BELL SCHEDULE

<b>Monday, Wednesday, Friday Schedule</b>		<b>Tuesday - Thursday Schedule</b>
<b>7:55-8:46 am</b>	<b>First Period</b>	<b>7:55-8:40 am</b>
8:46-8:51 am	Break	8:40-8:45 am
<b>8:51-9:42 am</b>	<b>Second Period</b>	<b>8:45-9:30 am</b>
9:42-9:47 am	Break	9:30-9:35 am
<b>9:47-10:38 am</b>	<b>Third Period</b>	<b>9:35-10:20 am</b>
10:38-10:43 am	Break	10:20-10:25 am

<b>10:43-11:34 am</b>	<b>Fourth Period</b>	<b>10:25-11:10 am</b>
11:34-11:39 am	Break	11:10-11:15 am
	<b>Connect Time</b>	<b>11:15 am-12:00 pm</b>
	Break	12:00-12:05 pm
<b>11:39 am-12:04 pm</b> <b>12:04 pm-1:03 pm</b>	<b>Fifth Period</b> <b>Lunch A</b> <b>Classroom</b>	<b>12:05 -12:30 pm</b> <b>12:30-1:15 pm</b>
<b>11:39 am-12:38 pm</b> <b>12:38 pm-1:03 pm</b>	<b>Fifth Period</b> <b>Classroom</b> <b>Lunch B</b>	<b>12:05-12:50 pm</b> <b>12:50-1:15 pm</b>
1:03-1:08 pm	Break	1:15-1:20 pm
<b>1:08-1:59 pm</b>	<b>Sixth Period</b>	<b>1:20-2:05 pm</b>
1:59-2:04 pm	Break	2:05-2:10 pm
<b>2:04-2:55 pm</b>	<b>Seventh Period</b>	<b>2:10-2:55 pm</b>
<b>2:55-3:10 pm</b>	<b>Spoofhound Hour</b>	<b>2:55-3:10 pm</b>

**CONNECT** – A 45-minute class period held on Thursday and Friday for students to focus on their individual scholastic goals while earning 0.25 Elective credit (unless noted) each semester.

STUDY HALL-ACT PREP (0.25 credit, Gr. 10-12) This Study Hall will help students prepare for success on the ACT exam. The teacher will lead students through an online curriculum, ontocollege.com (formerly called John Baylor Prep). In addition to the online lessons, the teacher will provide additional discussion and instruction on success strategies. Each student will be provided an individual login with access to all ACT prep videos and quizzes for one full calendar year. Preference for this class is given to juniors and seniors, but

sophomores may also enroll. There is a \$60 fee for this class. Full and partial scholarships may be available for students in need. See your school counselor to ask about scholarships.

**STUDY HALL-COLLEGE 101 (0.25 credit, Gr. 12)** Students will explore career possibilities, post-secondary institutions, and scholarship opportunities. Emphasis will be placed upon researching college and career options, completing admission applications and the financial aid application process. This class will be valuable for students needing guidance through the college application process. Note: Student must have a minimum cumulative GPA of 2.5, and must plan to attend a 2- or 4-year college/university/tech school in the semester immediately following MHS graduation.

**STUDY HALL-MASS MEDIA (0.25 credit, Gr. 10-12) Practical Art Credit)** Mass Media includes learning about the facets of yearbook production – copy writing, ad sales, yearbook sales, photography, layout, and fundraising. This class requires some after school and weekend hours. Students must be willing to participate in all yearbook activities and demonstrate organization and cooperation skills. This course may be taken more than once.

**STUDY HALL-MATH STRATEGIES (0.25 credit, Gr 9-12 Math Credit)** This is a study hall with a math focus designed to provide extra support for those taking Algebra I.

**STUDY HALL-ATHLETICS (0.25 credit, Gr. 10-12).** This study hall is for students who participate in an MHS sport and have a GPA of 3.5 or higher.

**STUDY HALL-A+ MENTOR (0.25 credit, Gr. 10-12)** This study hall is for students enrolled in the Missouri A+ Program.

**STUDY HALL-PERFORMANCE (0.25 credit, Gr. 10-12)** This study hall is for students who participate in Band/Spectrum/Illumination/Musical or play and have a GPA of 3.5 or higher.

**STUDY HALL-LIBRARY (0.25 credit, Gr. 10-12)** This study hall is held in the Library and will be a quiet student hall. Students must have a GPA of 3.5 or higher

**STUDY HALL-TECHNICAL (0.25 credit, Gr. 10-12)** This study hall held in the Tech School is for students who are enrolled in a Tech School class and have a 2.5 GPA or higher and not behind in credits

**STUDY HALL-GENERAL (0.25 credit, Gr. 9-12)** Small class focused on developing skills necessary for academic success.

**STUDY HALL-ACADEMIC (0.25 credit, Gr. 10-12)** This study hall held in the Commons is for students who have a 2.5 GPA or higher and not behind in credits.

## **Spoofhound Time**

Teachers will be available in their room from 2:45 – 3:10 pm. Club meetings will also be held on select days during this time.

## **Attendance**

It is recognized that absence from school may be necessary under certain conditions. It is the parent/guardian's responsibility to contact the school and verify any absence. Every effort should be made by students, parents, guardians, teachers and administrators to keep absences and tardiness to a minimum. Frequent absences disrupt the continuity of the instructional process. Teachers cannot teach students who are not present on a daily basis.

## **Absences**

Students are allowed eight (8) absences per semester without penalty. Absences in excess of eight (8) will be reviewed by administration. If a student is to be released early, the parent/guardian **MUST** notify the school before the student's departure. Students will not be allowed to leave without prior notification from the parent/guardian. All students **MUST SIGN IN** and **MUST SIGN OUT** when arriving after the start of school or leaving during the school day. Failure to sign in or out, and being marked absent for any class periods that are missed within the school day, will count as an "unverified" absence. Homework will be available on Schoology by 3:30 pm.

### Verified Absences:

Students are allowed to have make-up work for 100% credit. To make up missed class work, the student must turn in work in the number of days absent plus one (1) for credit towards grades.

### Unverified Absences:

Students are allowed to have make-up work for 60% credit. To make up missed class work, the student must complete assignments during Spoofhound Time. Additional consequences for unverified absences may include, but are not limited to:

- In School Suspension (ISS)
- Referral to Nodaway County Juvenile Office for truancy

All absences, verified and unverified, are counted in the eight (8) allowed absences outlined by Maryville R-II School Board policies.

### Absences: 9+ days

If a student obtains nine (9) or more absences, they may be subject to the following consequences:

- In School Suspension (ISS)
- Referral to Nodaway County Juvenile Office for truancy
- Loss of class credit
- Loss of the privilege to attend the graduation commencement ceremony

### **Attendance & Extracurricular Events/School Dances/Field Trips**

In order to be eligible to participate in an extracurricular event, the student must be present at least three (3) full class periods, on the day of the event, not to include MHS & NTS field trips. Any time missed must be verified. In the case of a doctor's appointment on the day of an event, a doctor's note or administration approval must be provided before the student can participate. Students missing more than the eight (8) allowed absences per semester may become ineligible for field trips, extracurricular events, and/or school dances at MHS & NTS. An attendance hearing at the School Board level can take place if needed. If a student is suspended out of school for ten or more days in a current school year, they are excluded from all MHS dances. **Please visit with MHS administration if your attendance is in question.**

### **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) beginning school year 2020-2021. 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.

## **Tardies**

Anytime a student enters the school after 7:55am or their classroom after the bell rings, the student is considered tardy. Tardies are marked by teachers for individual classes. If a student accumulates five (5) “tardies” or “lates” to school, not per class, the student will serve a detention. Attendance markings will be marked “T” for tardies and “L” for lates. Tardies and lates to school with no call that exceed five (5) may result in, but are not limited to, multiple detentions and/or In-School suspension (ISS).

## **Lockers**

Lockers are the property and responsibility of MHS. Lockers are assigned to each student with most students sharing a locker with one other student. A combination lock is provided for each locker. Students are responsible for locking and securing their own personal property. The school is not responsible for items stolen from lockers. Any damage or vandalism will be covered by the assignee(s). If students change lockers, they should notify the counseling center. Lockers may be inspected to ensure they are being maintained properly.

## **Lost and Found**

Any lost or found item should be turned in to the office. Check with the office for lost items. Articles found by students and staff will be brought to the office and placed in our lost and found. Students who lose belongings may inquire in the office. All unclaimed items will be donated.

## **Class Dues**



Class dues are charged each year at registration and are part of the Student Services Fee.

## **Vending Machines**

Drink vending machines are available for use by all students.

## **College Visits**

Students must make arrangements through the counseling center prior to taking college visits. The office will still need to be notified of the absence for a college visit by a parent/guardian.

## **School and Field Trips**

School trips and field trips are set up through the school and approved by administration. Because these trips are pre-planned, it is the responsibility of the student to make up missed class work before the trip, or immediately upon return from the trip as outlined by the individual classroom teacher or course syllabus. Students must be in good standing with attendance (no more than 8 absences), behavior and academics to participate. Teachers and administration will determine if a student is not eligible to participate.

## **Identification Cards and Activity Tickets**

At the time of registration, the student's picture will be taken and the ID card will be available by the first day of classes or shortly thereafter. The student ID card also serves as the student's athletic ticket. Student ID cards/athletic tickets admit the identified student to all regular season home athletic events.

## **Deliveries**

Deliveries to the school for a student or staff member will be held in the office. A message will be delivered and the recipient can pick the item up. We do not accept any deliveries on Valentine's Day.

## **MHS Supporters**

### Project Prom/Project Graduation

This is an organization formed by parents of MHS students. The organization conducts fundraisers to provide activities following both prom and graduation.

### Spoofhound Athletic Booster

The SAB Club supports all MHS athletes. The SAB operates concessions at home athletic events.

### Band Boosters

All parents/guardians of any student enrolled in band beginning in 5<sup>th</sup> grade are automatically members of Band Boosters. This group also operates separately but in conjunction with the high school.

## **Communications**

### School Calendar and Activities Calendar

The school calendar can be found on our website under the MHS Home tab. The activities calendar can be found on our website under the MHS Home tab or on the rSchool website.

### Schoology

Schoology is a web based learning management system. It provides an interactive learning/calendar/planner feature for students.

### Daily Announcements

Intercom announcements and the daily bulletin are the means by which we deliver information to our students. The bulletin is posted on Schoology, TV monitors in the hallways and on our website under the MHS Home tab.

### Parent Portal

Parent Portal is an online program that allows parent's access to their student's account on our data system. Parents can review timely information about their student's meal account, attendance, grades and course schedule. Parents can also pay student fees and edit their contact and demographic information. Parents will be automatically enrolled for parent portal using the email provided on the enrollment application sheet.

### Parent/Teacher Conferences

MHS has formal parent/teacher conferences at the end of the first quarter and midterm of third quarter. We believe it is very important for parents/guardians to keep in close contact with their child's teacher concerning their progress.

## **Graduation Requirements**

Graduation requirements consist of the following:

English	4 units (including ½ unit in Speech)
Mathematics	3 units
Science	3 units
Social Studies	3 units (including 1 unit in American History & 1 unit in American Government)
Fine Arts	1 unit
Practical Arts	1 unit
Phys. Ed.	1.5 units (including ½ unit in Health)
Electives	7.5 units
Pers. Fin.	½ unit
<b>Total</b>	<b>24.5 units</b>

Students must pass Missouri and Federal Constitution tests to graduate.

## Students Grades

Grades are recorded as A, B, C, D and F with averages figured as explained below. Grade cards are emailed to parents/guardians on record at the end of each semester. Grades can be viewed on Schoology throughout the school year.

A = 4.00	95 – 100	C = 2.00	73 – 76
A- = 3.67	90 – 94	C- = 1.67	70 – 72
B+ = 3.33	87 – 89	D+ = 1.33	67 – 69
B = 3.00	83 – 86	D = 1.00	63 – 66
B- = 2.67	80 – 82	D- = 0.67	60 – 62
C+ = 2.33	77 – 79	F = 0	0 – 59

## Incomplete Grades

An incomplete grade, indicated by the letter “I” on the report card, means that a student did not complete the mandatory course requirement. When an “Incomplete” is filed:

- The student has a maximum of two (2) weeks from the end of the grading period to make up the work.
- It is the student’s responsibility to make arrangements with the teacher for the makeup of missed academic work.
- Failure to complete the work missed within the allowed two weeks will result in a zero (0) for the missed work.
- At the end of the two weeks, the semester grade for the course will be recorded on the student’s permanent record.
- Exceptions to this policy will be determined only by administration.

## **Cum Laude System**

We believe the Cum Laude system gives a set mark that all students can achieve regardless of what their peers accomplish.

Summa Cum Laude – students with a weighted GPA of 4.02 and above will be recognized and receive Honor Cords.

Magna Cum Laude – students with a weighted GPA of 3.90 to 4.019 will be recognized in the gradation program.

Cum Laude – students with a weighted GPA of 3.75 to 3.89 will be recognized in the graduation program.

## **Dual Credit**

A student interested in dual enrollment may earn college credit from Northwest Missouri State University while still in high school. The counseling center will help students with determining eligibility.

## **Credits for Home School Courses**

No credit for home school classes will be applied toward the graduation requirements of MHS unless the credits are from an accredited institution or association. Transcripts are subject to review by both the counselors and administration.

## **Academic Recognition**

An awards ceremony is held after the end of first semester.

## **Honor Roll Certificates**

Students who are enrolled full-time are eligible to receive the following honor roll certificates at the end of each semester for the previous semester grades.

Gold Certificate: GPA of 4.00

Silver Certificate: GPA of 3.70 to 3.99

Bronze Certificate: GPA of 3.20 to 3.69

## **Academic Letter**

Academic letters are presented to students, who maintain a minimum GPA of 3.70 for two consecutive semesters in any school year, to recognize them of their accomplishment.

## **30 Club**

Any student who earns a “30” or higher on their ACT exam automatically becomes a member of this club and will receive a letter jacket patch.

## **A+ School Program**

MHS has been selected by the Missouri Department of Elementary and Secondary Education as an A+ School site. The A+ Schools grant provided the opportunity and funding for MHS to make basic changes designed to guide students in a rigorous program of academic and technical education that will prepare them for the workplace, post-secondary technical training, or college. A+ Coordinator Paul Snow can be reached at MHS with any questions concerning the program.

## **Flex/Options Programs**

Students interested in participating in the Flex or Options programs need to visit with a counselor or administrator in the semester prior to starting a program. An application / agreement must be filled out prior to beginning each program. Applications are available in the counseling office and will only be taken through the first two weeks of each semester. If graduating early, walking at graduation will not be allowed.

## **Commencement and Graduation**

Only students who have completed all requirements to graduate will participate in graduation exercises. Commencement is a ceremony that is designed by the school board and the school to confer the Maryville High School diploma upon those students who qualify. To help ensure that graduation from MHS is treated with the respect due all students, graduation guidelines are:

- Commencement is the school district's recognition of the graduating senior class for their academic accomplishment while attending Maryville High School.
- Students must meet all requirements established by the Board of Education and the Missouri Department of Elementary and Secondary Education for a diploma in order to participate in the Commencement ceremony.
- Students may choose not to participate in graduation ceremonies. If the student so chooses, the administration should be notified prior to commencement rehearsal. The student's name will still be listed in the program.
- Prospective graduates who exhibit unsatisfactory citizenship can be denied the privilege of participating in Commencement.
- Students may not place words, slogans or pictures on their graduation hats.
- The date for Commencement and the last day of classes for seniors are set by the high school administration and approved by the Board of Education.
- The high school administration will plan and direct the Commencement ceremony. Senior class sponsors will be involved in the ceremony.
- Approximately the first of May, a letter will be sent from the principal to the parents/guardians of expected graduates. The letter outlines all requirements and information for graduation and the commencement ceremony.

- All graduates must attend the rehearsal for graduation as scheduled and conducted by the administration. If a dire situation would arise the student may be excused only by the principal.
- Student speakers for commencement exercises will be chosen by the principal from deserving students in the graduating class. The student pool from which the speakers will be selected is based on class rank after the third quarter. Four students are selected. The student body president will be one speaker, and the other three will be selected from the top ranked students who exhibit good citizenship standards. From this pool of eligible students, the principal will select the remaining three speakers. Gender equality will always be a primary goal in selecting the speakers.

Students may decline the speaking honor, but must do so during the selection process.

- Assistance for the designated students in developing, constructing and presenting their speech will be provided by the director of speech and debate. Speeches must be approved by the administration.
- Students are responsible for fulfilling all obligations to the school prior to senior check out on their last day of classes. These obligations may include the payment of past due fees, fines, or replacement costs to the school.
- If a graduate is involved in a school-sponsored activity after Commencement (such as athletic contests), the student must meet their obligations to the coach, team and school even though they have received their diploma.

If health conditions or family circumstances so warrant, the parents/guardians may request a short private ceremony during which the student will receive their diploma.

## **Academic Dishonesty**



Academic dishonesty in any form (cheating, stealing, giving answers, plagiarizing, etc.) cannot be tolerated in the school environment. Depending upon the circumstances, the penalty may range from loss of credit and a parent conference to possibly a suspension from class or school. All cases will be reported to the office and documented. Repeated offenses will require increased consequences.

## **MSHSAA/Extracurricular Activities/Clubs**

- Academic Team
- Anime Club
- Band
- Baseball
- Basketball
- Cheer
- Cross Country
- Dare Role Models
- Dance Team
- Dramatic plays and school musicals
- Family Career Community Leaders of America
- Fellowship of Christian Athletes
- Fishing Club
- Football
- Future Active Citizens of Tomorrow
- Future Business Leaders of America
- Future Farmers of America
- Future Teachers of America
- Golf
- Interact (Junior Rotary Club)
- International Club
- Illumination-JV Show Choir
- Leo Club

- National Honor Society
- National Technical Honor Society
- Octagon Club
- Project Lead the Way
- Robotics Club
- Rugby Club
- Running Club
- Skills USA
- Soccer
- Softball
- Spectrum -Varsity Show Choir
- Speech and Debate
- Student Council
- Tennis
- Track and Field
- Video Club
- Volleyball
- Wrestling

\* A current physical and annual MSHSAA paperwork will need to be completed to participate in a sport.

## **Event/Activity Transportation**

It is the expectation that all participants in any MHS school activity travel in school-provided transportation to and from an event whenever the school provides transportation. The coach/sponsor will inform the student when such transportation will depart and from which location. The school district's rules for bus behavior still apply while students are riding in such carriers.

Students may leave an event/activity with a parent/guardian if they have signed the student out with the coach/sponsor. In order for a student to leave an event with someone other than their parent/guardian, the parent/guardian must come in to the office and

complete the Alternative Transportation Request form prior to the event/activity.

## **Pep Buses**

Pep buses may be taken to away activities when there is sufficient student interest.

## **School Dances**

School dances are held periodically during the school year for MHS students. Special events such as Homecoming, Prom or Holiday Hop have provisions by which non-MHS students may be registered as dates of our students.

- No non-MHS guests unless approved in advance.
- No student below 9<sup>th</sup> grade is permitted to attend.
- Chaperones must be present and must be pre-approved by administration.
- Admission for the dance will be sold at the door.
- No one can leave the building and expect to return to the dance without prior approval of the sponsor.
- School sponsored dances are an extension of the school day and inappropriate dress and behavior will not be tolerated.
- Good attendance is a requirement to attend school dances. If a student goes beyond 8 days of missing school in **either semester**, they are excluded from MHS dances (including Prom).

## **Sportsmanship**

Good sportsmanship is being courtesy to everyone around you: classmates, fans, visitors, players, coaches and officials.

MHS is committed to the belief that participation in activities supplements and enriches the student's educational experiences. However, such participation is a privilege that carries with it responsibilities to the team, the school, the community and the student.

Whether participating as a player or a spectator, activities should contribute to the student's knowledge, skills, appreciation of fair play, and ideals of sportsmanship, thereby making each student a better person and citizen.

When and where activities fail to provide these desirable values, they cease to serve their true purpose. The behavior of students at school activities has a direct bearing on the reputation of our students, school and community. Students displaying poor sportsmanship will be removed, be subject to disciplinary action and may be prohibited from future attendance.

## **Student Eligibility Standards**

Eligibility to represent MHS in interscholastic activities is a privilege to be attained by meeting the standards of eligibility cooperatively set by the Missouri State High School Activities Association and Maryville High School.

### Attendance Standards

These require that all students must be present at least 3 full class periods or have a doctor's note excusing student in order to be eligible to participate in an event or practice, unless extenuating circumstances have been reviewed by administrators and approval given.

### Citizenship Standards

These require that students who represent MHS must be credible citizens and judged so by the proper school authority responsible for certifying a student for

competition. Those students, whose character or conduct is such that it reflects, discredit upon themselves or their school are not considered "credible citizens."

### Academic Emphasis

The first responsibility of a student at MHS is to apply efforts to their studies so as to make the best grades possible. Students must have earned 3.0 credits the previous semester. While we recognize academic success through awards and honors, we are also making an extra effort to help those who are struggling academically. We feel that early intervention will help, so if a student experiences academic difficulty in a class an intervention plan for the current school year will take place guided by the administration, counselor and teachers involved, and include the student, coach, and parents/guardians. If a student chooses to participate in an extracurricular sport or activity, the student should expect the coach or sponsor to talk about grades.

## **School Decorum and Student Behavior**

### Student Discipline

Part of the educational responsibility of MHS calls for a disciplined setting to provide a productive learning environment. To achieve this environment, responsibility must be shared by everyone involved: the BOE, students, faculty, administrators, parents and the community.

The board of education represents the community, sets policy for the school district, and provides curriculum, facilities and equipment. Students need to be responsible and accountable for their actions and their learning. Faculty need to have clear classroom guidelines and expectations. Parents need to be

supportive of staff and administration, and have both high expectations and caring interest in their child. Members of the community need to be informed, and know how concerns are to be expressed.

Our primary goal is to educate and keep our school safe, not discipline. MHS expects the teacher to be in control of the classroom, and the administration will not tolerate any student stopping another student from learning, or a teacher from teaching.

Students are expected to demonstrate appropriate behavior at MHS in the classroom, between classes and at all school activities. Good behavior is necessary to provide a successful educational environment.

### Detention Policy

Individual teachers may ask students to serve detention for inappropriate classroom behavior. Students serve the detention with a MHS staff member. A one-day notice will be given so students can make provisions for transportation. Students also have the option to serve detention on the day of issuance if it is reasonable and workable. If a student is sent out of the classroom because of inappropriate behavior, a mandatory detention will be assigned. In addition, administration may assign detention which will be served on a school-related work detail after school. Detention will be held on two different days per week so students have the ability to make arrangements for travel.

#### Principal Conference

- Public display of affection
- Use of personal electronic devices when not permitted
- General mischief (discretion of teacher or administrator)

- Attendance-Any unverified absence
- Grades- D or F in any class at any grade period
- Dress code violations

Detention (after school, 2:50-3:30 unless otherwise arranged)

- Demeaning language
- Disruptive behavior/speech
- Disrespect
- Inappropriate behavior/speech
- Misuse of technology
- Upon a 5<sup>th</sup> tardy, a detention will be served and consequences will accrue in 5 tardy allotments as outlined below:
  - 5 tardies = 1 detention
  - 10 tardies = 2 detentions
- Use of bags or backpacks
- Leaving the school building without permission
- Allowing entry into the building without permission
- Wearing a hat in the building
  - Students will remove hats upon entering MHS. At the end of the school day as defined by the dismissal bell, students may put hats back on.

In-School Suspension: 1-3 days

- Fighting
- Excessive tardies:
  - 15 tardies = half day ISS
  - 20 tardies = full day ISS
  - Tardies beyond this may warrant a parent/student meeting with administration.
- Repeated offenses of the discipline code

- Other offenses warranting ISS are listed on the following grid
- Skipping detention without prior communication with an administrator

### Out of School Suspension (OSS)

OSS is used in flagrant or repetitive disciplinary situations, or as a preventative measure to eliminate the possibility of further school disruption, or for student safety. OSS is a very severe penalty and can only be assigned by administration.

A student who is suspended out of school may be sent home for up to ten (10) days, and the parents/guardians will be notified. Parents/guardians may be asked to come to the school to take their child and a brief conference with administration may be held at that time.

Students may not return to campus at any time during their suspension or for any reason except for a suspension hearing with the superintendent. They will not be allowed to participate in extracurricular practice or activity during their OSS and they will not be allowed to attend any school event, whether at home or away.

Expectations for students on OSS are as follows:

- Student will be counted absent and will be allowed to make up work missed at 100% credit. It is the student's/parent's responsibility to request assignments.
- All assignments not completed and turned in the day the student returns to class will receive no credit for that work.
- The student may not attend or participate in any school activities during OSS or for the remainder of the week's activities.



- Parents may be asked to come in for a conference when the student returns to school.

### Vaping

MHS administration recognizes the seriousness of vaping devices and their ability to take away from our Spoofhound culture and deprive students of learning to their fullest potential. **The consequences and procedures for discovering vaping devices have changed.** First offense is 2 days OSS and a referral to the Nodaway County Juvenile Office, second offense 4 days OSS, and third offense 8 days OSS. If further issues persist, administration will discuss OSS beyond 10 days. If students are not honest regarding possession of vaping paraphernalia an additional day(s) of ISS or OSS may be added pending the frequency of offenses. High school administration follows the rules set for searching students and their property. A **metal detecting wand may be used** if there is suspicion of vaping devices. If a student fails to comply with administration, a parent/guardian will be asked to come to the school. Students involved in a MSHAA sponsored activity will also follow the protocol set forth in the Code of Eligibility.

### Discipline Policies

This handbook contains a summary of the discipline policies and procedures used at Maryville High School. To find a listing of offenses, definitions, and procedures, please reference Policy JFCF, JFCH, JFCJ, JG, JG-R1, JGA, JGE, & JGF. This does not include an exhaustive list, and the district can discipline a student for any action that is disruptive to the school environment both on and off school property.

### Corporal Punishment

Corporal punishment is the use of physical force as a method of correcting student behavior. No person employed by or volunteering on behalf of the Maryville R-II School District shall administer corporal punishment or cause corporal punishment to be administered upon a student attending district schools. (Board Policy JGA-2)

<b>Offense</b>	<b>First offense</b>	<b>Subsequent Offense</b>
Academic Dishonesty/Cheating	No credit for work, grade reduction or replacement assignment	No credit for the work, grade reduction, course failure or removal from extracurricular activities
Arson	Detention; in-school suspension; 1-180 days OSS; expulsion; &/or restitution if appropriate, possible referral to Nodaway County Juvenile Officer	1-180 days OSS; expulsion; &/or restitution if appropriate, possible referral to Nodaway County Juvenile Officer
Assault/Fighting	Principal/student conference, detention, ISS, 1-180 OSS or expulsion, possible referral to Nodaway County Juvenile Officer	Principal/student conference, detention, ISS, 1-180 OSS or expulsion, possible referral to Nodaway County Juvenile Officer
Bullying/Cyberbullying/Hazing (JFCF)	Principal/student conference, detention, ISS, 1-180 OSS or expulsion, possible referral to Nodaway County Juvenile Officer	Principal/student conference, detention, ISS, 1-180 OSS or expulsion, possible referral to Nodaway County Juvenile Officer
Bus/Transportation Misconduct (JFCC)	Principal/student conference, detention, revocation of privileges, ISS, 1-180 OSS or expulsion, possible referral to Nodaway County Juvenile Officer	Principal/student conference, detention, revocation of privileges, ISS, 1-180 OSS or expulsion, possible referral to Nodaway County Juvenile Officer
Dishonesty/Forgery	Nullification of forged document; Principal/student conference, detention, ISS, 1-10 OSS	Nullification of forged document; Principal/student conference, detention, ISS, 1-180 OSS; or expulsion, possible referral to Nodaway County Juvenile Officer
Disrespect Conduct/Speech (AC)	Principal/student conference, detention, ISS, 1-10 OSS, possible referral to Nodaway County Juvenile Officer	Principal/student conference, detention, ISS, 1-180 OSS or expulsion, possible referral to Nodaway County Juvenile Officer
Dress & Personal Appearance (JFCA)	Any dress or grooming that may be interpreted to interfere with the educational process will not be permitted. Infractions may require the student to make modifications.	Any dress or grooming that may be interpreted to interfere with the educational process will not be permitted. Infractions may require the student to make modifications., possible referral to Nodaway County Juvenile Officer
Drugs/Alcohol/Tobacco (JFCH and JHCD)	Principal/student conference, detention, ISS, 1-180 OSS or expulsion, possible referral to Nodaway County Juvenile Officer	Principal/student conference, detention, ISS, 1-180 OSS or expulsion, possible referral to Nodaway County Juvenile Officer
Extortion	Principal/student conference, detention, ISS, 1-180 OSS, possible referral to Nodaway County Juvenile Officer	Principal/student conference, detention, ISS, 1-180 OSS or expulsion, possible referral to Nodaway County Juvenile Officer
Failure to care for or return district property (JFCB)	Restitution; Principal/student conference; detention or ISS, possible referral to Nodaway County Juvenile Officer	Restitution; Principal/student conference; detention or ISS, possible referral to Nodaway County Juvenile Officer
Failure to meet conditions of suspension, expulsion or other disciplinary consequences	Verbal warning, detention, ISS, 1-180 OSS or expulsion. Report to law enforcement for trespassing if expelled, possible referral to Nodaway County Juvenile Officer	ISS, 1-180 OSS or expulsion. Report to law enforcement for trespassing if expelled, possible referral to Nodaway County Juvenile Officer
False Alarms (see also "Threats")	Restitution; principal/student conference; detention, ISS, 1-180 OSS or expulsion, possible referral to Nodaway County Juvenile Officer	Restitution; principal/student conference; detention, ISS, 1-180 OSS or expulsion, possible referral to Nodaway County Juvenile Officer
Harassment/Sexual Harassment (AC)	Restitution; principal/student conference; detention, ISS, 1-180 OSS or expulsion, possible referral to Nodaway County Juvenile Officer	Restitution; principal/student conference; detention, ISS, 1-180 OSS or expulsion, possible referral to Nodaway County Juvenile Officer
Incendiary Devices	Confiscation; principal/student conference, detention, or ISS, possible referral to Nodaway County Juvenile Officer	Confiscation; principal/student conference, detention, ISS or 1-180 days OSS, possible referral to Nodaway County Juvenile Officer
Nuisance Items (toys, games, etc)	Confiscation; principal/student conference, detention, ISS or 1-180 days OSS	Confiscation; principal/student conference, detention, ISS or 1-180 days OSS

Public Display of Affection	Principal/student conference, detention, or ISS	Principal/student conference, detention, ISS or 1-180 days OSS
Sexting/Possession of sexually explicit, vulgar or violent material	Confiscation; principal/student conference, detention, or ISS, possible referral to Nodaway County Juvenile Officer	Confiscation; principal/student conference, detention, ISS, 1-180 days OSS or expulsion, possible referral to Nodaway County Juvenile Officer
Sexual Activity	Principal/student conference, detention, ISS, 1-180 OSS, possible referral to Nodaway County Juvenile Officer	Principal/student conference, detention, ISS, 1-180 OSS or expulsion possible referral to Nodaway County Juvenile Officer
Technology Misconduct (EHB, KKB)	Restitution; principal/student conference; loss of user privileges, detention, or ISS, possible referral to Nodaway County Juvenile Officer	Restitution; principal/student conference; loss of user privileges, detention, ISS, 1-180 days OSS or expulsion, possible referral to Nodaway County Juvenile Officer
Technology Misconduct (Cell Phones) (EHB, KKB)	Confiscation; principal/student conference, detention, ISS or 1-180 days OSS, possible referral to Nodaway County Juvenile Officer	Confiscation; principal/student conference, detention, ISS or 1-180 days OSS, possible referral to Nodaway County Juvenile Officer
Theft	Return of or restitution for property; principal/student conference; detention; ISS or 1-180 days OSS, possible referral to Nodaway County Juvenile Officer	Return of or restitution for property; principal/student conference; detention; ISS or 1-180 days OSS, possible referral to Nodaway County Juvenile Officer
Threats or Verbal Assault	Principal/student conference; detention; ISS; 1-180 days OSS or expulsion, possible referral to Nodaway County Juvenile Officer	Principal/student conference; detention; ISS; 1-180 days OSS or expulsion, possible referral to Nodaway County Juvenile Officer
Truancy or Tardiness (JED)	Principal/student conference; detention; 1-3 days ISS	Detention or 3-10 days ISS and removal from extracurricular activities, possible referral to Nodaway County Juvenile Officer
Unauthorized Entry	Principal/student conference; detention; ISS or 1-180 days OSS, possible referral to Nodaway County Juvenile Officer	Principal/student conference; detention; ISS or 1-180 days OSS, possible referral to Nodaway County Juvenile Officer
Vandalism (ECA)	Restitution; principal/student conference; ISS 1-180 days OSS or expulsion, possible referral to Nodaway County Juvenile Officer	Restitution; principal/student conference; ISS 1-180 days OSS or expulsion, possible referral to Nodaway County Juvenile Officer
Weapons (JFCJ)	Principal/student conference; detention; ISS; 1-180 days OSS or expulsion, possible referral to Nodaway County Juvenile Officer	Principal/student conference; detention; ISS; 1-180 days OSS or expulsion, possible referral to Nodaway County Juvenile Officer

### Bullying (Policy JFCF)

In order to promote a safe learning environment for all students, the Maryville R-II School District prohibits all forms of bullying. The district also prohibits reprisal or retaliation against any person who reports an act of bullying among or against students. In accordance with state law, bullying is defined as intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or property damage; oral, written, or electronic communication, including name-calling, put-downs,

extortion, or threats; or threats of reprisal or retaliation for reporting such acts.

### Student Searches

The district respects the privacy of students. In accordance with Policy JFG, however, in order to maintain a safe learning environment and properly investigate potential misconduct, district personnel may search student property or district property used by students and, in some limited situations, may require students to undergo drug and/or alcohol testing. All searches will be conducted professionally and in accordance with law.

- Students have no expectation of privacy in lockers, desks, computers or other district-provided equipment or areas.
- The district will conduct periodic and unannounced administrative searches of lockers, computers and other district equipment.
- The district uses dogs to indicate the presence of alcohol, drugs or other prohibited substances on campus, including the parking lot.
- Additional searches of bags, purses, coats, electronic devices, other personal possessions and cars in accordance with law.
- The district may require a student to submit to a drug or alcohol test if there is reasonable suspicion that the student has consumed prohibited substances.
- Administration may use a metal detecting wand if there is suspicion of vaping paraphernalia or weapons.

### **Cell Phone**

Cell phones are a prevalent part of today's culture in a rapidly changing world. As a privilege for students, the use of cell phones is permitted before and after school, during passing periods between classes and lunch.

Cell phones may not be used during classroom instruction time. Students must first receive permission to use cell phones during instruction time. Students will place phones in a container prior to class. Teachers will instruct students on when they may retrieve their device.

Our goal is to assist in teaching our students the appropriate use of their phones/electronic devices. Teachers may direct students to turn over phones that are then turned into the principal's office, where they may be picked up by a parent or guardian. Teachers may also return the phone back to the student at the end of the period and give a warning. ANY REQUEST BY A TEACHER TO TURN OVER THE PHONE THAT IS NOT COMPLIED WITH IMMEDIATELY BY THE STUDENT WILL RESULT IN A DAY OF ISS.

## **Dress and Appearance Code**

Dress and appearance code means students are encouraged to dress in a fashion that reflects good taste and a style appropriate for a school day. Extremes in dress and personal appearance which tend to cause distraction, call undue attention to the wearer, or pose health or safety problems will not be allowed to be worn at school. Students who choose to not follow these guidelines will be asked to change their clothing, cover up or go home.

## **Extracurricular Dress and Appearance**

Sponsors/coaches of extracurricular activities, in cases where students of MHS represent the school and community, may set reasonable standards of dress and personal appearance for the students under their direction.

## **Counseling Center**

### Requirements for MHS Entry/Registration

- A person must live in the Maryville R-II School District with a parent or appointed legal guardian.
- The parent/guardian must provide proof of residency in the district at the time of registration. Acceptable proof includes registration forms for city/county services.
- Students must be under the age of 21.
- Any student who has been suspended from another school will not be permitted to enroll in MHS until they are eligible to re-enroll in their former school.

### Transfer Transcripts

- New students need to request that their transcripts and health records be sent from the former school to MHS in a timely manner so that these records are at MHS by the time the student arrives to register.
- If records are not available at the time of entry, the school reserves the right to deny entry until records are available.
- New or transfer students unknown to administration must provide valid identification.
- Counselors and administrators will evaluate the transfer student's transcript for credit toward graduation.
- Students should understand that grade placement may not be the same as it was at the student's previous school due to district and state requirements.
- The previous school's administration will be contacted as needed, depending on the completeness of the records sent.

### Transfer Health Records

- These records must precede the student's enrollment at MHS.
- The records will be reviewed by the school nurse in consultation with the administration.
- Students will not be allowed to participate in any class until their health status (including immunizations) is up to date, and any special needs have been accommodated.

### Pre-Registration

Maryville High School Showcase is held during the month of March. This event is for incoming 8<sup>th</sup> grade students and their parents/guardians, as well as all other MHS students and their parents/guardians who care to participate. The event is held in the evening at the MHS and NTS buildings. Prior to the Showcase, the MHS counselors prepare a Curriculum Guide that describes all courses. Parents/guardians and students should familiarize themselves with this information. Counselors meet with incoming 8<sup>th</sup> graders as a group, then they meet with all sophomore students and their parents to help plan the final years of a student's high school education.

### Final Registration

MHS holds a one-day registration in early August. Students should register at their convenience any time during that registration day. In addition to paying fees and having their student ID picture taken, the registration process confirms the student's attendance at MHS and sets their class schedule. Forms are completed online. We encourage students who are new to MHS to schedule an appointment with a counselor shortly after this registration day for personal attention to their enrollment needs.

### Advisement

Two counselors and a counseling center are available to MHS students. Counselors are divided by the alphabet and you will be directed to the proper counselor when you contact the counseling

center. A student may schedule an appointment with a counselor through the counseling center. A student may request a teacher to excuse them to the counseling center. The teacher may use their discretion for this request. Periodically, the counselors may visit classrooms and grade levels to discuss such topics as test scheduling and requirements, career planning, employment skills, college preparation and personal growth skills. Test scores, activities, honors, grades, credits received and other relevant topics will be included as part of the guidance curriculum.

### Testing

Both the federal government and the State of Missouri mandate that schools test their students per a prescribed agenda to determine whether the students and the school are meeting standards. Required tests administered at MHS include:

- End of course exams (EOC)
- PLAN to all sophomores
- ASVAB and ACT to all juniors
- Other tests may be scheduled through the Counseling Center

### **Opting Out of Finals**

Students who have 97% total attendance, zero (0) unverified absences and no discipline reports may waive up to 3 semester exams but have no more than 2 absences in class opting out of. A student with 93% total attendance, zero (0) unverified absences and no discipline reports may opt out of 5 semester exams, but may not have more than 5 absences in class opting out of. A student who qualifies for a waiver may decide to take the semester test, but it will only be counted if it improves the final grade. Students may not opt out of the same subject both semesters. Students will need to fill out an opting out form. Forms are located in the MHS office.



### Transferring/Withdrawal from a Class

A course dropped by a student after the second week of the quarter will have a grade of "F" recorded on their transcript.

### Transferring/Withdrawal from MHS

- A student who is moving or is dropping out of school should have a parent/guardian inform their counselor.
- The counselor will give the student a withdrawal form that must be completed prior to their departure.
- It is the responsibility of the transferring/withdrawing student to make sure that all books and school property are returned to the teacher or the coach in charge.
- Records of transferring students will not be sent until obligations have been met.
- Students who have dropped out of Maryville High School may not re-enter until all previous obligations have been met.

### Scholarships and Financial Aid

Several local scholarships are available to MHS seniors. These vary in monetary amounts, qualifications and application deadlines. In addition to local scholarships, almost all colleges have financial aid and/or scholarships for students. Also, many nationally known corporations and organizations offer scholarships. Usually, scholarships are very competitive and frequently the criteria includes an ACT or SAT score that places a student in the 90<sup>th</sup> percentile or higher. Information about scholarships, financial aid and test deadlines is available in the counseling center, on the counselor's website and is announced at senior advisement. Students must assume the responsibility of being aware of this information. Questions should be brought to

the attention of the counselor. The counselors are here to assist you in these and other graduation matters.

### Student Permanent Record

The Maryville School District maintains an individual cumulative file for each student in the district. This file is known as the student's Permanent Record and includes necessary identification information, results of standardized tests, all subjects completed and grades. Parents must provide the student's full legal name. Maryville High School adheres to the Federal Rights and Privacy Act. Only professional staff and responsible adult personnel are authorized to review and work with this permanent record data. Cumulative records are available upon request for review by parents, guardians, or by the student if 18 years of age or older. A counselor will aid in this review.

## MISSOURI SCHOOL VIOLENCE HOTLINE

1-866-748-7047

The Missouri School Violence Hotline (SVH) began in October of 2001. In 2019, through the Missouri School Safety Initiative, the reporting mechanism moved to the Missouri Information Analysis Center for 24/7 operation and was named Courage2ReportMO. The goal is to make schools safer by helping school districts and law enforcement learn about school violence as soon as possible. Courage2ReportMO takes CONFIDENTIAL reports involving any public or private school in Missouri with students in pre-kindergarten through 12th grade.

What should be reported?

Any threat to life that happens on school property or the school bus should be reported to C2R. This may include:

- Assault - Physical
- Sexual Offense
- Weapons
- Human Trafficking

- Planned School Attack
- School Shooting
- Planned Suicide
- Terrorism Threat-Extremism

Who can report it?

We encourage anyone who learns about school violence to report it. Reports are accepted from:

- Parents
- School personnel
- Students
- Concerned citizens
- Confidential reporters

What happens after I make a report?

When a report is made to the C2R, information is gathered from the reporter and entered into a centralized database. This information is then immediately disseminated to the school and law enforcement with jurisdiction.

Officials with the school and law enforcement will then determine how to appropriately handle each report.

<https://www.mshp.dps.missouri.gov/MSHPWeb/Courage2ReportMO/index.html>

# 988 Suicide & Crisis Lifeline

We can all help prevent suicide. The Lifeline provides 24/7, free and confidential support for people in distress, prevention and crisis resources for you or your loved ones, and best practices for professionals in the United States.

Call: 988

## Services for Students

## Health Services

A nurse is available during school hours in the high school clinic, located two doors east of the main office. The goal of the health service office is to assist students in maintaining their individual optimum health status thereby enabling them to take advantage of the educational opportunities offered at MHS. To attend a public, private or parochial school in Missouri, school age children must be properly immunized or have a medical or religious exemption on file at the school. If a student becomes ill or injured, or has contracted a communicable disease, the nurse must be notified to assess the situation and take appropriate action. A parent/guardian should contact the nurse if a student has or develops any type of health problem. A student with a temperature of 100.0 or higher will be sent home. A student must be fever-free without fever-reducing medicine for 24 hours before returning to school. A student must also be free from vomiting, diarrhea and COVID related symptoms for 24 hours before returning to school. Vital information is needed to be on file in the health service office for the well-being of every student. It is necessary to have emergency phone numbers as requested on the annual health record update form. Another form includes a permit for parents/guardians to sign for the school nurse to dispense over-the-counter medications listed in the Maryville School District standing orders. In accordance with the school district guidelines for dispensing oral medication, prescribed medications to be dispensed during the school day must be in their original container and have a current pharmaceutical label indicating the student's and physician's name. No more than two (2) weeks' worth of doses should be provided. Parents/guardians must fill out the medication request form for the school nurse to dispense medication. All medications brought to school **MUST** be kept in the nurse's office unless prior written consent forms have been signed by the parent/guardian and any unused medication must be

picked up by the parent/guardian. Vision and hearing screenings will be done according to current Missouri Department of Health guidelines.

### Library Services

The library is the center where most audio-visual materials and catalogs are kept. The MHS library houses books and magazines for both research work and leisure reading. Students may access a research collection and internet service from home through the library web page. The library also maintains college and career information in-house and on the website. Students are required to present their student ID cards when checking out materials. They may check out up to six books unless they have overdue materials, in which case, they are not allowed to check out anything until overdue items are returned. Library materials are due every two weeks. Students are encouraged to use the library during the hours of 7:55 am – 3:05 pm. Students are required to have a pass signed by the sending teacher, unless a teacher schedules an entire class for the library. The pass should be shown to the librarian when the student arrives without a teacher so they know why the student is in the library.

## **Food Service**

### General Cafeteria Information

MHS maintains a closed campus. Students are welcome to bring their lunches, but are not allowed to leave campus for lunch; or allowed to order food to be delivered to school from restaurants, to include food ordered or delivered by a friend or family member. Parents are not allowed to call their students in for daily/regular excusal from lunch.

MHS uses two 25-minute lunch shifts. Students may use the vending machines during lunch, but are to remain in the commons or specified areas until their lunch period ends. Students are not allowed in the parking lots during lunch shifts. Persistent violation may result in the student being given ISS. Cafeteria expectations for students are:

- Wait your turn in line.
- Keep all food and drink in the cafeteria.
- Use good eating manners, and clean your area after finishing your meal.
- Return your tray and eating utensils and place these in the proper container.
- Respect property in the commons/cafeteria.

### Breakfast

Breakfast is available daily to all students. Breakfast is served from 7:30 am to 7:55 am in the Commons. All students are asked to assemble in the Commons as they arrive at school.

### Meal Payments

The cafeteria offers an ala carte system daily and these items are priced individually. Students are asked to make deposits into their lunch accounts to use as a debit system, but can purchase a daily lunch as they go through the line with cash. No charges are permitted; students must have a positive balance to cover the cost of a meal. Information for free or reduced lunches is available in the office and on our website. For those receiving free or reduced meals, remember this only covers the first meal. Any additional items or going back for a second meal will be at full price and will have to be paid for at the time of purchase.

## **Transportation**

All students who will be using school-provided transportation (bus or van), as well as their parents/guardians must review and accept a Rules and Regulations form online when registering for school.

### Misconduct

Any offense committed by a student on a district-owned or contracted vehicle is subject to a consequence given by the transportation company and/or the school. This includes riding privileges being suspended or revoked.

## **School Safety**

### School Resource Officer

The School Resource Officer is a certified, uniformed, municipal police officer assigned to Maryville School District. The SRO is under the direction of the Principal and the Chief of Public Safety, has received many hours of specialized training and is provided an office within the administrative area. The SRO is considered a member of the staff, a friend, confidant, advisor and role model for our students.

### Visitors

All visitors are required to report directly to the office to sign in. A visitor's badge will be issued and must be worn while on school campus. Parents/guardians are invited to visit the school regularly and to be involved in all school activities.

Parents/guardians are also invited to join us for lunch, but we do ask for advance notification so that lunchroom arrangements can be made. Student visitors are allowed only during lunch shifts with special permission from school administration.

### Emergency Information

Parents are asked to provide the school with emergency information, including alternate adults to contact in an emergency. It is very important that the school has updated telephone numbers and addresses on file at all times. Please update as frequently as necessary through your parent portal.

### Emergency School Closing

School closings will be announced using the following media:

- KNIM Radio – 97.1 FM / 1580 AM
- KXCV – 90.5 FM
- KQTV 2
- Spoofhound mobile text messaging
- District website: [www.maryville.k12.mo.us](http://www.maryville.k12.mo.us)

### Fire/Tornado/Earthquake/Crisis Drills

Fire drills, tornado drills, earthquake and crisis drills are held at regular intervals throughout the year and are an important safety precaution. The staff in each classroom will give the students instructions, it is essential when these drills are held that everyone obeys instructions promptly.

### Child Abuse and Neglect

Under Missouri statute, child abuse and neglect are defined and school personnel are mandated to report suspicion of either abuse or neglect. All employees or school officials who know or have reasonable cause to suspect child abuse shall immediately report the suspected abuse to the principal or to the Division of Family Services hotline pursuant to state law. Students may report their concerns regarding abuse or neglect to any school personnel for appropriate, discreet action.

## **Student Age**



At MHS, all students regardless of age must adhere to the same rules and regulations. Persons between the ages of 18 and 21 must follow the same regulations as those students under 18 years of age.

## **Student Drug Testing**

### MSHSAA Regulated Activities and Parking Permits

For the safety, health and well-being of the students of Maryville School District, the Board has adopted a random drug testing policy for students who wish to participate in MSHSAA regulated activities in grades seven (7) through twelve (12), as well as MHS students who seek to receive a parking pass allowing them to park on school property. It is the belief of the Board of Education that this policy will assist in the district's efforts to reduce the use of drugs. This policy is intended to complement and supplement all other policies, rules and regulations of the district regarding possession or use of drugs. The actions of this program relate solely to limiting the opportunity of any student in violation of this policy to participate in MSHSAA regulated activities and to park on school property. There will be no suspension from school for violation of this policy, except when the district's discipline policy is also violated. Parking privileges will be revoked for 30 days for any student that tests positive for illegal substances. Students will be subject to the penalties of the discipline policy and this policy as applicable.

## **Bicycles/Skateboards/Hoverboards**

Students should not ride skateboards or hoverboards to school. Bicycles may only be ridden on the *Safe Route to School Trail*. Any other form of transportation must be approved by administration.

## **Book Bag/Purses/Back Packs**

Students are allowed to use book bags, purses and backpacks to carry supplies, books and materials to and from school. However, book bags, purses and backpacks are to remain in the student's locker throughout the school day and students are expected to carry individual books and materials to their classrooms.

## **Driving and Parking Regulations**

### Penalty for Violations of Driving/Parking Regulations

Violation of any of these driving and parking regulations will cause the student to be subject to one to three (1-3) days in ISS, possible loss of their driving/parking privileges, and/or traffic citation with a fine, and/or towing of their vehicle at the owner's expense.

- Permits are available in the main office at no cost.
- Hang tags for the current year must be visibly hanging on the rear view mirror.
- Vehicles on campus may be inspected/searched periodically.
- Students/Parents must agree to random drug testing through the parent portal during online registration or by hard copy in the MHS Office.
- Students are restricted to parking in the student parking lot.
- **The maximum speed on campus is 15 mph.**
- Scooters and motorcycles should be parked at the far south end of the parking lot. ATVs are not allowed on campus.
- Discipline consequences may be issued for vehicles improperly parked or driven.

- Driving privileges may be revoked for violations of good vehicle conduct or safety rules.
- We cooperate fully with the Maryville Department of Public Safety in reporting traffic violations.
- Vehicles may not block gates or driveways.
- Students are not permitted to visit vehicles during the school day.
- Loitering in parked cars in the parking lot is prohibited.
- Students will not park in designated areas during marching band season.

## **Insurance**

Parents need to be aware that accidents do happen at school and to be prepared for possible medical expenses that may arise should their child be injured at school. The Maryville School District does not carry any health or accident insurance on students. Any student that participates in athletics must show evidence of being insured before they will be permitted to participate in any camp, practice or contest. Please contact the school nurse for further questions.

## **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, blindness, emotional disorders, hearing impairment and deafness, mental retardation/intellectual

disability, multiple disabilities, orthopedic impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

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 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 will meet the educational needs of an increasingly diverse student population by providing a wide range of resources and support to ensure that all students have the opportunity to succeed and be college prepared and career ready. Programs are designed to help meet the unique educational needs of children working to learn the English language, students who are advanced learners, students with disabilities, homeless students, the children of migrant workers, and neglected or delinquent students.

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.

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 Maryville R-II

Administration Office, Monday thru Friday from 8:00 a.m. to 4:00 on days when school is in session.

This notice will be provided in native languages as appropriate.

### **Notice of Non-Discrimination**

It is the policy of the Maryville R-II School District not to discriminate on the basis of race, color, religion, sex, national origin, age, or disability in its programs or employment practices as required by Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and Title II of the Americans with Disabilities Act of 1990. Inquiries related to District's employment practices may be directed to the District Compliance Coordinator, Maryville R-II School District, 1501 South Munn, Maryville, MO 64468; telephone number 660-562-3255. Inquiries related to District programs may be directed to the Maryville R-II School District, Federal Programs Administrator, 1501 South Munn, Maryville, MO 64468; telephone number 660-562-3255. Inquiries or concerns regarding civil rights compliance by the District should be directed to the Maryville R-II School District's Compliance Coordinator. Inquiries and complaints may also be directed to the Kansas City Office, Office for Civil Rights, U.S. Department of Education, One Petticoat Lane, 1010 Walnut Street, Suite 320, Kansas City, MO 64106; telephone: 816-268-0550; fax: 816-268-0559.

### **Appendix**

Maryville High School follows Board Policy JO-AF1 concerning Family Educational Rights and Privacy Act (FERPA).

Maryville High School follows Board Policy JHDA concerning Protection of Pupil Rights Amendment (PPRA).

The district and building accountability report cards, as well as, the district's assessment policy (Policy IL) can be found on the Maryville R-II website: [www.maryville.k12.mo.us](http://www.maryville.k12.mo.us).

Maryville High School and the Maryville R-II School District, in accordance with state and federal law, and the State of Missouri plan for education of the homeless. Please see Board Policy IGBCA for more details. Maryville High School and the Maryville R-II School District make all curriculum materials available for public inspection as a public record prior to the use of such materials in actual instruction.

In accordance with Policy JO 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 or the student.

This handbook is written inform parents of the day to day policies and procedures at Maryville High School. This handbook does not cover an extensive list of all policies and procedures in the Maryville R-II School District. For a complete listing of policies that govern the district, please visit our website at:

<https://simbli.eboardsolutions.com/Policy/PolicyListing.aspx?S=338>