

## Eugene Field Elementary School

418 East Second Street  
Maryville, MO 64468



Mr. Philip Pohren – Principal

Mrs. Madeline Dowis – Asst. Principal

<http://www.maryville.k12.mo.us>

Phone (660) 562-3233

### Eugene Field Elementary School Mission Statement

*“Learning to Grow; Growing to Learn”*

## GENERAL INFORMATION

### Absences & Attendance Policy

We wish to keep absences and tardiness to a minimum in order to maximize instructional time. It is recognized that absence from school may be necessary under certain conditions. Please ask for a doctor’s/counselor’s excuse during a visit and plan to bring this documentation to the office upon your child’s return.

Parents are requested to call the school office at **(660) 562-3233** by **8:30am** if a student is going to be absent from school. Absences without contact are considered unexcused.

If a student’s attendance rate drops below 92% a letter will be mailed home alerting the parent/guardian. Additional communication will be made when necessary. Appropriate action will be taken if the absences do not appear to be necessary. In the case of a child continuing to be late or absent, this may be referred to the juvenile office. **(Board Policy JED-R)**

-Every effort will be made to work with parents and/or guardians.-

### Allergies

Due to severe food allergies, we ask that you not send peanut butter snacks or nuts to school. Nut allergies can be severe, and reactions can occur from exposure to the oil without actually eating the nut/food.

### Arrival and Departure

School will begin promptly at **7:55** each morning and conclude at **2:40** each day. Students arriving after 7:55 are marked tardy. Students who arrive at school prior to **7:30am** should be enrolled in our **Growing Opportunities** program. G.O. serves as our before-school supervision. When dropping your child off for G.O. prior to school, walk your child into the building and sign them into the G.O. program. EFES will not be responsible for supervising students who are not enrolled in G.O. before 7:30.

School buses arrive daily between 7:20-7:40 and drop off on 2nd Street in front of the building. Parents are encouraged to use the parking lot during this time. Students should use \*crosswalks when dropped off in the parking lot. After 7:40, curbside dropoff is also available along 2nd Street. Please do not use the handicapped parking area unless you have a permit to do so.

\*Students, teachers, and parents are to use the crosswalks. A crosswalk monitor is on duty from 7:25-8:00.

Parents are asked not to block the crosswalks during school arrival and dismissal hours.

At 7:30 students will be allowed to go to their classroom (homeroom) with supervision provided by the classroom (homeroom) teacher. Students escorted by their parents should be taken to their assigned entry door. Parents will not be allowed inside the building unless dropping off medication to the nurse or attending a scheduled meeting. The

beginning of the school year is sometimes a tearful time for students (and parents). If your child has a hard time separating from you, please help us make the transition to school easier by saying, "Goodbye" and leaving promptly. Students are required to go directly home after school unless the student is involved in a school-sponsored activity. Students must bring a note from home or have a parent call the office by **1:30pm** if they are not going home according to their \*normal dismissal plan. This allows the office staff ample time to notify the classroom teacher of the change in dismissal plans. Students are not allowed to cross the street after school into the parking lot without an adult..

\*Normal dismissal is the designated dismissal plan as given at registration and can be changed by notifying the office.

Students arriving late to school must sign in at the office before going to class. Students leaving during the scheduled school day must have parent permission given through either a phone call or visit to the office before leaving. Unless prior notice (verbal/written) is given, only parents/guardians and those listed as emergency contacts are given permission to release a student from school.

### **Asbestos**

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.

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.

### **Cafeteria Student Guidelines**

All students will be issued a 4-digit personal identification number (PIN). When a student purchases lunch or breakfast he/she will use the PIN number to deduct money from his/her account. With this system, parents can put any amount into their child's account for future lunch and breakfast purchases. If students have a negative balance, they may be provided an alternative lunch until the balance is paid in full.

-When USDA provides free food service, these guidelines (above) may or may not apply.-

### **Lunch Schedule**

Your child's teacher will provide the lunch time for his/her class in parent-teacher communications and/or the office can assist you. Lunch will be served from approximately 10:45am to 1:00pm.

### **Breakfast Schedule**

Breakfast is served each morning from 7:30-7:50am.

### **Classroom Movies**

Movies may be shown in class as an educational opportunity or a reward. Most movies will be rated G, but at times a PG movie may be shown. Contact your child's teacher if you would like notice prior to a movie being shown in class.

### **Classroom Treats/Snacks**

Language provided by the district approved (June 2018) Wellness Plan in association with **Board Policy JED-R**.  
*Celebration and Rewards*

The district is implementing a program of [Healthy U. Healthy Us](#). **Maryville R-II will provide a list of healthy party ideas to parents and teachers that encourage non-food celebration ideas.** Healthy party ideas are available from the [Alliance for Healthier Generation](#) and from the [USDA](#). Students and families are encouraged to communicate proactively with the teacher/school in preparation for any upcoming celebrations.

**Maryville R-II will restrict snacks brought by students to be only intended for consumption by that student.** Student sharing of snacks is discouraged. The district will provide parents a [list of foods and beverages](#) that meet Smart Snacks nutrition standards.

### **Concerns**

If you have any concerns about Eugene Field, please let us know. We are here to help your children and to provide their formal education. The order for addressing concerns is: your child's teacher, the Eugene Field Administration, the Maryville R-II Administration, the Maryville R-II Board of Education.

### **Deliveries**

The school discourages delivery of flowers, balloons, etc. for students. Deliveries such as this are distracting and a safety concern. Please have these items delivered to your home for your child.

### **Dress and Personal Appearance**

The school administration has the responsibility to help develop guidelines which contribute to good taste in matters of dress and appearance. While it is impossible to list all specific infractions, the following are common examples. 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. Student dress and grooming will be the responsibility of the individual and parent/guardian within the following guidelines:

1. Dress and grooming will be clean and in keeping with health, sanitary, and safety requirements.
2. All students should wear shoes, boots or other types of footwear.
3. Dress that is disruptive or distracting to the educational process (such as short skirts, low-cut tops, revealing clothing, sagging pants or shorts, clothing that exposes undergarments, etc.) will not be permitted. Clothing should cover the stomach, back, chest, buttocks, and feet. When necessary, we will help children with appropriate dress.
4. Clothing that promotes drugs, alcohol, and violence, is sexually suggestive or displays any picture or writing that may be distracting to the learning environment is prohibited.
5. Hats, caps, bandanas, hoods, sunglasses or any distracting items will not be worn in the building at any time during the school day, unless celebrating a special day per the classroom teacher.
6. In the spring and fall, students need to be prepared for changing conditions and should dress in layers. Students will be expected to be dressed appropriately to go outside for recess if the temperature feels like 20 degrees or above, so please use good judgment when dressing your child for school each day.
7. In the winter months, all weather boots will be worn when it is cold, snowy, and/or wet outside. Cowboy boots, hiking boots, and fashion boots are not considered all weather.
8. During cold weather, all students should have a warm coat, some type of head cover and gloves in order to participate in outdoor recess.

-Administrators reserve the right to ask a student to change at their discretion.-

### **Electronic Communication**

Teachers and/or students will be called to the phone only in case of emergency. If students need to make a phone call throughout the day, they may come to the office and the office staff will assist them. Parents should turn cell phones off or on vibrate when visiting EFES. Students are discouraged from bringing cell phones or electronic devices to school. If they are brought to school, they are to remain in the child's backpack and are not to be a distraction to the learning environment. If an electronic device is seen as a distraction, it may be confiscated and a parent may be asked to pick it up from a staff member. Eugene Field will not be responsible for electronics that are lost or stolen at school.

Students are to refrain from communicating electronically via cell phones, websites or social media during the school day unless approved by a teacher. This includes both visual and audio communication. Any electronic pictures, texts, videos or audio recordings will be considered as hard-copy possession and is subject to disciplinary action.

Staff members are encouraged to communicate with students and parents/guardians for educational purposes using a variety of effective methods, including electronic communication. As with other forms of communication, staff members must maintain professional boundaries with students while using electronic communication regardless of whether the communication methods are provided by the district or the staff member uses his or her own personal electronic communication devices, accounts, webpages or other forms of electronic communication. **(Board Policy GBH)**

## 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.

### Emergency School Closing

School closings will be announced using the following media:

#### Radio

KNIM Radio 97.1 FM / 1580 AM

KXCV/KRNW 90.5 FM / 88.9 AM

#### Television

KQ 2, KCTV 5, Fox 4, and KSHB 41

Spoofhound Mobile *text messaging*

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

### AMI

#### Alternative Methods of Instruction:

With the Department of Elementary and Secondary Education guidance and approval, Maryville R-II will be implementing a plan for Alternative Methods of Instruction (AMI) beginning with the 2020-21 school year. 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.

#### Fire/Tornado/Earthquake/Crisis Drills

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

For specific information regarding emergency drills, see a building administrator.

#### Growing Opportunities (G.O.)

The Growing Opportunities (G.O.) Program provides a before and after school program for elementary school children in grades kindergarten through fourth. This program is offered on all student attendance days, including emergency early dismissals, and planned early outs.

G.O. activities include sports and recreation, arts/crafts, games, tutoring, homework time, snack time, occasional field trips, and free time. G.O. employs a ratio of 1 adult:16 students. G.O. is available from 6:30-7:30am and 2:40-5:30pm.

#### Health Information/Services

A nurse is available during school hours. If a student should become ill or injured, the nurse will decide if the student should return to class, rest in the nurse's office or whether the parent/guardian should be called.

A student must be **fever-free (< 100 degrees) without fever-reducing medicine for 24 hours** before returning to school. They must also be **free of vomiting or diarrhea for 24 hours** before returning to school.

Please contact the nurse if a child has or develops any type of health problem. Students are to report accidents to the nurse or administrator's office.

Medication at school should be kept to a minimum. All medications (including cough drops) brought to school **MUST** be in the nurse's office unless prior written consent forms have been signed by the parent/guardian. This includes inhalers for asthma. An **Asthma Action Plan** will need to be completed if your child has asthma. These forms are available in the school office and on the district website.

## Medication Guidelines

1) Prescription medicine will be given by school personnel when requested by a parent. **It must be brought to school by a parent in the original container with the pharmaceutical label.** Your pharmacist can give you an extra labeled bottle to use for medication at school if you request it.

The bottle should include the following information: student's name, date prescribed, name of medication, time to be administered and dosage. It is usually not necessary to give more than one dose per day during a seven-hour school day. Most medications, even if needed 3 times a day, can be given at home. Exceptions should be arranged with the school nurse. Parents must pick up unused medicine. If not picked up, medicine will be destroyed within a week, following the last day of school.

2) Students with chronic or specific problems requiring medication for emergency situations should have their own medication properly labeled as listed above. Specific written instructions must be provided as to when and under what circumstances medication is to be given. This information should be provided and signed by the student's doctor annually. **(Board Policy JHCD)**

3) All student-occupied buildings in this district are equipped with prefilled epinephrine auto syringes and asthma-related rescue medications. The school nurse or another employee trained and supervised by the school nurse may administer these medications when they believe, based on training, that a student is having a life-threatening anaphylactic reaction or life-threatening asthma episode. A prescription or written permission from a parent/guardian is not necessary to administer this medication in an emergency situation **(Board Policy JHCD)**. If you request that your child not be administered this medication in the event of an emergency, please contact administration.

All communicable diseases, such as chicken pox, strep throat, scarlet fever, impetigo, hepatitis and infectious mononucleosis **MUST** be reported to the school nurse. Communicable conditions such as scabies and head lice **MUST** also be reported to the school nurse. All students with lice must be cleared by the building nurse before returning to class. **(Board Policy JHCB)**

Head lice checks may be performed periodically on all students. If a child is found to have live lice, a parent will be notified, the child will be sent home and not allowed for reentry until cleared by the school nurse. A child who has been excluded from school due to lice must be accompanied to school by a parent/guardian. The school nurse will determine if the student will be allowed to return to class. **(Board Procedure JHC-AP2)**

Student immunization records need to be updated before entering kindergarten. To attend a public, private or parochial school in Missouri, school age children must be properly immunized for varicella (chicken pox), tetanus, diphtheria, polio, measles, rubella, and hepatitis B, or have a medical or religious exemption on file at the school. **(Board Policy JHCB)**

Vision, hearing, weight and height checks are completed annually for preschool, kindergarten, first, and third level students.

Parents may call the nurse's office at (660) 671-1520 during school hours with any concerns or questions.

## Insurance

Student accident insurance is available for parents to purchase for their child through MO HealthNet for Kids Program. This is for students who do not have other health insurance. For more information and the application go to <https://mydss.mo.gov/healthcare/mohealthnet-for-kids>. Please contact the school nurse for further questions.

## Lost and Found

Articles found by students and staff will be placed in a lost and found bin. Articles not claimed by the end of each semester will be donated to charity.

## Outside FOOD & Drink

Students are permitted to bring water bottles to school. We ask that bottles be "see-through" containing clear liquids only. The school will discourage high sugar/caffeinated beverages. Drinking fountains are turned on in all buildings, limiting the need for water bottles.

### **Parent Parking**

During the designated times of 7:20-7:40am and 2:15-2:55pm parents are asked not to park on the street in front of the building. Parent parking is available in the lot directly north of EFES. Please use crosswalks when crossing the street. Guests should not use the handicapped parking area unless permitted to do so.

### **Parents Right to Know**

Our district is required to inform you of information that you, according to the Every Student Succeeds Act of 2015 (Public Law 114-95), have the right to know.

Upon your request, our district is required to provide to you in a timely manner, the following information:

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

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

- Information on the level of achievement and academic growth of your student, if applicable and available, on each of the State academic assessments required under Title I.A.
- Timely notice that your student has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who has not met applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

### **Parent/Teacher Conferences**

EFES will have formal parent/teacher conferences at the end of the first quarter. Conferences will be held after the third quarter for students, if the teacher and/or parent deem it necessary. We believe it is very important for parents to keep in close contact with their child's teacher concerning his/her progress.

Parents are encouraged to contact their child's teacher any time they have questions or concerns about the progress of their children. Please remember to schedule a conference in advance so a time that is convenient for everyone can be established (before or after school, during teacher planning periods, etc.).

A progress report will be sent home (via email) after the second, third, and fourth quarters.

### **Parent Volunteers**

Eugene Field Elementary recognizes that volunteers make valuable contributions to our school and are an asset to our students. The Maryville R-II School Board endorses a volunteer program, encourages volunteer participation and expects district staff to encourage and strengthen community, parent and family involvement in the schools. In order to become a volunteer in the Maryville R-II school district, the district will conduct screening and criminal background checks on volunteers as required by law (**Board Policy GBEC**). Background screening must be completed before any volunteer is placed in a position where he or she will be left alone with a student or have access to student education records.

Maryville school volunteers must participate in the FBI/Highway Patrol Background Check system, which is done through fingerprinting. The closest location for this is University Police at NWMSU. There is a cost, which the volunteer is responsible to pay. The background check is good for six years. Advance registration which requires school specific codes, is required. If you are interested in volunteering, please **contact the Maryville R-II District Office** to acquire the correct volunteer code and registration details. This office is located at 1501 South Munn, and the phone number for questions is 660-562-3255.

Volunteering in the district is a privilege, not a right. The district may decline the services of any volunteer for any legal reason. All information collected on volunteers will be considered confidential to the extent allowed by law and will be used only to protect students or minimize disruption to the educational environment (**Board Policy IICC**)

### **Pets on Campus**

In accordance with **School Board Policy ECG**, animals are not allowed on campus unless they are to be used as a service animal, a therapy animal, or unless prior permission has been given through administration.

### **Release of Information**

In accordance with **School Board Policy JO** Eugene Field Elementary may release to members of the public, upon request, directory information concerning any student enrolled. Pursuant to the Family Education Rights and Privacy Act (FERPA), parents have the right to refuse permission for any of these categories of information to be released concerning their child.

The following information has been designated as directory information: Student's name; parent's name; grade level, bus assignment; enrollment status (e.g., full-time or part-time); participation in school-based activities and sports; weight and height of members of athletic teams; dates of attendance; degrees, honors and awards received; artwork or coursework displayed by the district; most recent previous school attended; and photographs, videotapes, digital images and recorded sound unless such photographs, videotapes, digital images and recorded sound would be considered harmful or an invasion of privacy. Any parent who wishes to refuse permission for any of the following categories of information to be released to the public may do so by informing the school principal in writing within ten days of the first day of each school year. For those enrolling after school is in session, a written request must be given to the school principal within 10 days of enrollment.

### **Schedule for Exploratory Classes**

Eugene Field operates on a rotation of A-B-C-D-E day schedule so that all classes have an equal number of sessions in Art, Computer Lab, Gym, Music and Library/Counseling. If we should miss a day of school due to inclement weather, we will not skip exploratory class days. Example: If school is canceled on "C" day, when school resumes; we will follow the "C" day schedule.

### **School Counselor and School Social Worker**

Eugene Field has two full-time school counselors who teach lessons in the areas of personal/social, academic, and careers to our first through fourth grade students on a biweekly basis and meet with students as needed.

We also have a full-time school social worker who supports the emotional, behavioral, and mental health needs of our students. Our school social worker also plays a vital link in connecting school, home, and the community. School social workers facilitate referrals to community resources, support groups, and crisis intervention.

The school counselors and school social worker may work with any student in response to common daily occurrences or crisis situations that may arise. They may work individually or in groups with written parent consent. Please contact your school administrator, counselors, or school social worker if you have any questions about this service.

More information about our counseling and social work program can be found on our website, as well as a list of resources to help your child outside of school.

### **Searches by School Personnel**

School desks and other district property are provided for the convenience of students and, as such, are subject to periodic inspection without notice. Student property may be searched based on reasonable suspicion of a violation of district rules, policy or law. Reasonable suspicion must be based on facts known to the administration, credible information or reasonable inference drawn from such facts or information. Searches of student property shall be limited in scope based on the original justification of the search. The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses and not in front of other students, unless exigent circumstances exist. 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. The district uses dogs to indicate the presence of alcohol, drugs, or other prohibited substances on campus, including the parking lot.

### **Textbooks/Library books**

Textbooks and library books are the property of the public and are available for your use. If a book is marred, defaced or shows excessive wear and tear, it will be necessary for the student to pay for their book. If a student loses a book, pays to have it replaced and it is later found, the money will be refunded.

During online registration, parents will be asked to sign an agreement to help their child care for and return library materials in a timely manner.

### **Title One**

Eugene Field is a Title One school, which means our school receives Title One funding to help improve student achievement in the areas of math and reading. Due to our program being "Schoolwide" we have the flexibility to work with students at any time. Title One services may be provided to students in their regular classroom and/or in an alternative setting through pull-out services. Therefore, we will notify you if your child is receiving pull-out services. These typically last at least 6-8 weeks, but may be longer based on the student's needs. The Title One teacher may, at times, work with children within their regular school setting. These groups can fluctuate at any time, which is why parent contact is not necessarily made at this time.

### **Toys**

We ask that students leave toys, collecting cards, electronics, and other personal items at home. These items often become a distraction to the learning environment, and we don't want student's personal belongings to become lost, stolen, or damaged while at school. At times a classroom teacher may communicate that these items may come to school on a special occasion. Otherwise, we ask that you keep these items at home to limit disruptions from the classroom environment.

### **Transportation**

All students who will be using school-provided transportation (bus or van), as well as their parent(s)/guardian(s), must review and accept a Rules and Regulations form online upon registration.

**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.

### **Visitors**

Visitors should plan to ring the doorbell at the main entrance of the school. Office staff will provide assistance.

You are welcome to take pictures and videos of special events of your child at school; however, we ask that you respect the privacy of our students and staff. If you choose to make these pictures and/or videos public via social networking sites, e-mail, websites, etc., we ask that you only use pictures of your own child where other students are not identifiable. We appreciate your help in monitoring the confidentiality of our student population.

### **Withdrawal**

Students moving to other districts or terminating their enrollment need to notify the office and complete the necessary forms. EFES will transfer student records to the new school upon receipt of the school request.

### **Accessing School Information**

Maryville R-II School District and Eugene Field Elementary School recognize the importance of providing timely and accurate information related to the school district. There are a variety of avenues for accessing this information.

**School District Website:** [www.maryville.k12.mo.us](http://www.maryville.k12.mo.us) From this location you can access district wide information as well as link to the Eugene Field Elementary School website.

**Parent Portal:** This is an online access tool for parents. From this secured account you can view information related to your child's class schedule as well as their attendance history, lunch account information and current grades.

**Spoofhound Mobile:** If you sign up for this service, you will receive text message reminders about upcoming school events, school closings and reminders for early dismissals. This resource can be accessed through our district website or by calling our school office to receive further information.

**Newsletters:** A school wide newsletter is emailed to parents on a monthly basis. This information is provided by administration and other non-classroom personnel in order to keep you up to date on current events in our school. Grade level teachers also provide frequent newsletter communication home.



-Communication is set up to go directly to parents/guardians entered into the school information system during the registration process. Unique situations should be discussed with the office and child's teacher.-

**Student Records:** Parents and guardians (with legal rights) have the right to inspect, review, and seek amendment to educational records. If you wish to access these records, please talk to an administrator.

**Curriculum:** Teachers provide instruction that is challenging and appropriate to meet the needs of the students at EFES. Parents can request access to inspect instructional materials that are used as a part of the district's curriculum. If you wish to access these materials, please talk to an administrator.

**Assessments:** Each year students will be given several assessments at the building, district, and state level. Students in 3<sup>rd</sup> and 4<sup>th</sup> grades will be given a statewide assessment (MAP) each year. Results of these assessments can be requested from your child's teacher(s).

**Physical Examinations:** In rare circumstances the school district may ask for a student or parent/guardian's consent for a physical examination. The Missouri PPRA policy affords students certain rights regarding physical examinations. Students will receive notice and shall give consent before any non-emergency, invasive physical examination or screening.

**Survey Materials:** In order to provide us with feedback for the improvement of district or school programming, students may be asked to complete surveys throughout the school year pertaining to materials outlined in district policy JHDA. Parents do have the right to inspect these surveys prior to administration of the survey. Please contact school administration to inspect survey materials as outlined by the state policy PPRA.

**Staff Qualifications:** Maryville R-II prides itself in offering exceptional instruction from highly qualified professionals. Parents can request information on the professional qualifications for your child's teacher and or the qualifications of paraprofessionals that provide services for your student by contacting an administrator.

**Federal Programs:** Maryville R-II is responsible for providing federal programs to support the needs of our students. Some of these programs include special education services, section 504 services, Title I programs, etc. Our district is also responsible for offering Special Education services to those students who qualify, ages 3-21. Please contact the building administrator or our central office with questions in regard to these programs.

### **Checkmarc Disclaimer**

Your check is welcome with the following information:

• Full Name • Street Address • Phone Number Including Area Code • Driver's License Number Including State

If your check is returned, it may be re-presented in an electronic manner. You are hereby authorizing service charges and processing fees, as permitted by law, to be debited from the same accounts by paper or electronically, at our option. Your payment check shall be recognized as acceptance of our electronic check recovery system.

# EFES DISCIPLINE POLICY

## Statement of Student Misconduct

The following discipline policy is designed to notify students as to the type and range of behaviors that are unacceptable; nevertheless, every rule has not been included. Consequently, students should expect to be disciplined for misconduct that is obviously inappropriate, whether it is listed in this handbook or not. **(District Policy JG-R)**

## School Behavior

Eugene Field Elementary School establishes guidelines for students to follow. Students need to follow the directions of any adult the first time they are given. This includes teachers, paraprofessionals, substitutes, administrators, bus drivers, custodians, secretaries, and food service staff.

## Bullying

Bullying is defined as intimidation or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; or threats of retaliation for reporting such acts. Bullying may also include cyberbullying or cyber threats. Cyberbullying is sending or posting harmful or cruel text or images using the Internet or other digital communication devices. Cyber threats are online materials that threaten or raise concerns about violence against others, suicide or self-harm.

The Maryville R-II School District prohibits all forms of hazing, bullying and student intimidation. Students participating in or encouraging inappropriate conduct will be disciplined **(District Policy JG-R)**. Such discipline may include, but is not limited to, suspension or expulsion from school and removal from participation in activities. Students who have been subjected to hazing or bullying are instructed to promptly report such incidents to a school official.

## 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)**

## Rules, Regulations and Consequences

Eugene Field Elementary School has high expectations for all students and adults. Good education requires that we have high expectations in all that we do. Good discipline is one characteristic of a good education.

The following information describes the standards of discipline for EFES to ensure a safe, orderly, and purposeful school. The consequences are suggested guidelines for use by building principals. Each principal has the authority to use discretion and common sense as he/she enforces the consequences for a particular violation of the rules. Law enforcement may be notified for any of the following acts and documentation may be placed in the student's discipline file.

Students who receive out-of-school suspension or expulsion are prohibited from being within 1,000 ft. of school property for violent, drug-related, or other specified offenses on days they are serving their suspension.



## Discipline Policies and Procedures

Offense	First offense	Subsequent Offense
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	1-180 days OSS; expulsion; &/or restitution if appropriate
Assault/Fighting	Principal/student conference, detention, ISS, 1-180 OSS or expulsion	Principal/student conference, detention, ISS, 1-180 OSS or expulsion
Bullying/Cyberbullying/Hazing ( <b>JFCF</b> )	Principal/student conference, detention, ISS, 1-180 OSS or expulsion	Principal/student conference, detention, ISS, 1-180 OSS or expulsion
Bus/Transportation Misconduct ( <b>JFCC</b> )	Principal/student conference, detention, revocation of privileges, ISS, 1-180 OSS or expulsion	Principal/student conference, detention, revocation of privileges, ISS, 1-180 OSS or expulsion
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
Disrespect Conduct/Speech ( <b>AC</b> )	Principal/student conference, detention, ISS, 1-10 OSS	Principal/student conference, detention, ISS, 1-180 OSS or expulsion
Dress & Personal Appearance ( <b>JFCA</b> )	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.
Drugs/Alcohol/Tobacco ( <b>JFCH and JHCD</b> )	Principal/student conference, detention, ISS, 1-180 OSS or expulsion	Principal/student conference, detention, ISS, 1-180 OSS or expulsion
Extortion	Principal/student conference, detention, ISS, 1-180 OSS	Principal/student conference, detention, ISS, 1-180 OSS or expulsion
Failure to care for or return district property ( <b>JFCB</b> )	Restitution; Principal/student conference; detention or ISS	Restitution; Principal/student conference; detention or ISS
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.	ISS, 1-180 OSS or expulsion. Report to law enforcement for trespassing if expelled.
False Alarms (see also "Threats")	Restitution; principal/student conference; detention, ISS, 1-180 OSS or expulsion	Restitution; principal/student conference; detention, ISS, 1-180 OSS or expulsion
Harassment/Sexual Harassment ( <b>AC</b> )	Restitution; principal/student conference; detention, ISS, 1-180 OSS or expulsion	Restitution; principal/student conference; detention, ISS, 1-180 OSS or expulsion
Incendiary Devices	Confiscation; principal/student conference, detention, or ISS	Confiscation; principal/student conference, detention, ISS or 1-180 days OSS
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	Confiscation; principal/student conference, detention, ISS, 1-180 days OSS or expulsion
Sexual Activity	Principal/student conference, detention, ISS, 1-180 OSS	Principal/student conference, detention, ISS, 1-180 OSS or expulsion
Technology Misconduct ( <b>EHB, KKB</b> )	Restitution; principal/student conference; loss of user privileges, detention, or ISS	Restitution; principal/student conference; loss of user privileges, detention, ISS, 1-180 days OSS or expulsion
Technology Misconduct (Cell Phones) ( <b>EHB, KKB</b> )	Confiscation; principal/student conference, detention, ISS or 1-180 days OSS	Confiscation; principal/student conference, detention, ISS or 1-180 days OSS
Theft	Return of or restitution for property; principal/student conference; detention; ISS or 1-180 days OSS	Return of or restitution for property; principal/student conference; detention; ISS or 1-180 days OSS
Threats or Verbal Assault	Principal/student conference; detention; ISS; 1-180 days OSS or expulsion	Principal/student conference; detention; ISS; 1-180 days OSS or expulsion
Truancy or Tardiness ( <b>JED</b> )	Principal/student conference; detention; 1-3 days ISS	Detention or 3-10 days ISS and removal from extracurricular activities

Unauthorized Entry	Principal/student conference; detention; ISS or 1-180 days OSS	Principal/student conference; detention; ISS or 1-180 days OSS
Vandalism (ECA)	Restitution; principal/student conference; ISS 1-180 days OSS or expulsion	Restitution; principal/student conference; ISS 1-180 days OSS or expulsion
Weapons (JFCJ)	Principal/student conference; detention; ISS; 1-180 days OSS or expulsion	Principal/student conference; detention; ISS; 1-180 days OSS or expulsion



## **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 children 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 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 the District's employment practices may be directed to the District Compliance Coordinator, Maryville R-II School District, 1429 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, 1429 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, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114; telephone: 816-268-0550; FAX: 816-823-1404; TDD: 877-521-2172.

## **APPENDIX**

Eugene Field Elementary School follows Board Policy JO-AF1 concerning Family Educational Rights and Privacy Act (FERPA).

Eugene Field Elementary School follows Board Policy JHDA concerning Protection of Pupil Rights Amendment (PPRA) The district and building accountability report cards can be found on the Maryville R-II web site: [www.maryville.k12.mo.us](http://www.maryville.k12.mo.us)

The district's assessment policy (Policy IL) can be found on the Maryville R-II web site: [www.maryville.k12.mo.us](http://www.maryville.k12.mo.us)

Eugene Field Elementary 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.

Eugene Field Elementary 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.