

## Maryville Middle School

525 West South Hills Drive

Maryville, MO 64468

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

Phone (660) 562-3244

### Maryville Middle School Mission Statement

***“Learn to Inquire; Lead to Inspire”***

#### **PART 1: GENERAL INFORMATION**

##### **Absences**

Parents are requested to call the school office at (660) 562-3244 by 9:00 a.m. if a student is going to be absent from school. If parents do not call the school or the school cannot make telephone contact with the parents, the student must bring a signed note the next day following the absence. All other absences are considered unexcused. Parents will be notified when a student's attendance drops below 92%. After two contacts the student and the school reserves the right to refer the parents and student to the Nodaway County Juvenile Office. Students who are absent from school without the knowledge and consent of the parent/guardian and the administration, or students who leave school during the day without the consent of the principal, will be considered truant. Every effort will be made to work with the parents and/or guardians.

**Students must have attended half a day of school in order to participate in any school activity or event that day or evening. They must be at MMS by 11:30 am.** Extenuating circumstances should be discussed with a principal to determine if the student is eligible to participate.

**Make up work** should be completed as rapidly as possible. It is the student's sole responsibility to collect and complete make-up work upon returning to school after any absence. This should be done in cooperation with the teachers. Make up work for credit is not permitted for unexcused absences. *Students are allowed one-day make up time per day missed with a maximum of five days.* Extenuating circumstances may extend the time for making up work. When students know in advance that they will miss school they should contact the school office and request their homework from teachers prior to the absence.

##### **Academic Dishonesty**

Cheating, stealing, giving answers, plagiarizing, and academic dishonesty in any form, cannot be tolerated in the school environment. Depending on the

circumstances, the teacher and administration will determine the consequence.

##### **Arrival and Departure**

School will begin promptly at 8:00 am each morning and conclude at 3:03 each day. Students who arrive at school prior to 7:35 am will wait outside. All students are expected to leave the school grounds when school is dismissed each day or when the after-school activity in which they are involved is completed for that day. All students who stay after school for activities **MUST** stay in the area designated for that activity and under the supervision of the activity sponsor. Students should be picked up immediately after school and/or activities.

Students reporting late to school must sign in at the office before going to class. Students leaving during the scheduled school day must have a parent sign them out in the office before leaving. Unless prior notice (verbal/written) is given only parents/guardians and those listed as emergency contacts are allowed to sign a student out of school. Proper I.D. may be required to pick-up a student.

##### **Assignments**

It is the responsibility of each student to know and understand their respective grade level's homework/assignment policy.

##### **Attendance Policy**

It is recognized that absence from school may be necessary under certain conditions. It is the parent/guardian's responsibility contact the school and verify any absence. However, 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.

If a student's attendance rate drops below 92% a letter will be mailed home alerting the parent/guardian. If the attendance does not improve an administrator will make a call to the parents. In the case of a child continuing to be late or absent, they may refer to the juvenile office. Appropriate action will be taken if the absences do not appear to be necessary. (**Board Policy JED-R**)

##### **Athletics/Activities**

Students are strongly encouraged to participate in activities as part of their complete development in the educational process. All students are given the opportunity to participate and acquire the skills and techniques necessary to perform in a given activity. Students interested in participating in an activity should contact the sponsor/coach in charge for more information. Students are not eligible to participate in

or to attend school-sponsored activities if they are failing a class or while under suspension.

### **Athletic/Activity Participation**

While participating in athletics and/or activities students are expected to pass all classes. **If at any time during the activity a student is failing a class the student will be suspended from the activity until their grade is passing.** The student will be notified by their coach, administrator, or athletic director prior to an event if they are unable to participate.

It is the expectation that all students participating in a MMS activity ride the school provided transportation to and from each event. Students may leave an event with their parent/guardian if the parent/guardian is present and signs the student out with the coach or sponsor.

**All participants must have a current physical, proof of insurance, signed code of eligibility and random drug testing consent on file in order to participate. Additional information and requirements are provided in the Maryville R-II Athletics/Activities Handbook.**

### **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 bags, purses, backpacks**

Students are allowed to use bookbags, 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, or designated hook, throughout the school day and students are expected to carry individual books and materials to their classrooms.

### **Cafeteria**

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. **Students with a zero or negative balance may not buy extras unless they have cash or a check with them.** Parents may block students from purchasing extras by notifying school personnel.

Students may not have a parent bring in food from fast food restaurants, nor can students order fast food themselves. If a parent brings in fast food lunch for a student, the student will be asked to eat lunch in an alternative location. **Food is not to be taken from the commons.**

### **Breakfast Schedule**

Breakfast will be served each morning from 7:35 a.m. to 7:55 a.m.

Applications for free and reduced meals may be requested from the school office throughout the school year. We encourage every family to fill out this form regardless of income.

### **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. MMS expects student dress and grooming to be neat, clean, and in good taste so that each student may share in promoting a positive, healthy and safe atmosphere within the school district.

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 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 must wear shoes or other types of footwear that cover the bottom of their feet.
3. Any type of dress that is disruptive or distracting to the educational process will not be permitted. Clothing must cover the stomach, back, chest, pelvis and buttocks.
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, bandannas, hoods, sunglasses or any distracting items will not be worn in the building at any time during the school day.
6. Class activities, which present a concern for student safety, may require the student to adjust hair and/or clothing in the interest of maintaining safety standards. (Example: Science lab)
7. Face paint, costume masks, and face covering are not allowed in school. (Medical masks to prevent disease an exception.)
8. Coats/outerwear should be kept in the student's locker, or designated hooks, during school hours.

9. Administrators reserve the right to ask a student to change at their discretion.
10. Additional dress regulations may be imposed upon students participating in extracurricular activities.

### **Electronic Communication**

Students may have their phones before school starts at 8:00 and after 3:00. Students will turn their cell phones/electronic communication devices into their TA teacher at the beginning of the school days. All phones will be stored in a safe, locked area until closure. All communication with parents/guardians is to be done through the main office. If you need to get your student a message please call (660) 562-3244 before 2:00 pm.

In the event a student is caught using their phone the adult will confiscate the device and bring it to the office. A log of phones will be kept. The first time the phone will be returned to the student at the end of the day. The second time parents will be contacted and informed of their students' second offense prior to the student getting the phone back from the office and an office assigned consequence will be given. In the event of a third offense, parents will be required to pick the phone up from the office. Any subsequent events of confiscating a phone may lead to a parent being required to pick the phone, the phone being required to be turned into the office daily, the student not being allowed to bring a phone on campus, ISS, OSS, or possible referral to the juvenile office. All phones left in the office at the end of the year will be donated/recycled.

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. (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:**

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

### **Fees**

A yearly school fee of \$10 is due and payable at registration.

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

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.

### **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. It is essential when these drills are held that everyone obeys orders promptly. The staff in each classroom will give the students instructions.

### **Food and Drink Policy**

**Food will not be brought into or consumed in the building during or between classes except as part of a supervised class or activity.** Students should not have a parent, family member or friend bring in food from fast food restaurants, nor can students order fast food themselves. If a student is delivered a fast food lunch he/she will be asked to eat lunch in an alternative location.

Students are permitted to have see-through water bottles at the middle school as long they only contain water. Thermoses, colored sports bottles, and bottles without lids are not permitted. Teachers reserve the right to take a drink away if it becomes a problem.

## Grading Scale

Grade	%	Grade	%	Grade	%
		A	100-93	A-	92-90
B+	89-87	B	86-83	B-	82-80
C+	79-77	C	76-73	C-	72-70
D+	69-67	D	66-63	D-	62-60
F	59-0				

### 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 health room or whether the parent/guardian should be called. A student must be fever-free 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.

A parent/guardian should 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 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. If your child has been diagnosed with asthma, they must have their inhaler with them at all times at school and at school activities. 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. It will be destroyed two days after the last day of school if no one picks it up
- 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. JHCD (Board Policy)

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. JHCB (Board Policy)

To attend a public, private or parochial school in Missouri, school age children must be properly immunized for tetanus, diphtheria, polio, measles, rubella, and hepatitis B, or have a medical or religious exemption on file at the school. JHCC (Board Policy)

Vision and hearing screenings will be done according to current Missouri Department of Health guidelines. The district may require students to submit to a drug or alcohol test if there is reasonable suspicion that the student has consumed prohibited substances.

### 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 <http://dss.mo.gov/mhd>. Note-all student-athletes **MUST** have insurance in order to participate in activities.

### Lockers for Students

The lockers are the property of MMS and are subject to inspection by authorized school personnel if just cause warrants such action. The school is not responsible for stolen items. Students are responsible for the security of their own lockers and may choose to provide a lock for their locker. **Combinations or keys to the locks must be registered in the office.** Other locker tips include:

- ◆ Keep your valuables and money with you. Do not keep these items in your locker.
- ◆ Keep your locker and locker area neat and clean.
- ◆ Locker trading is not allowed.
- ◆ Refrain from hanging items that could damage the locker.
- ◆ Do not deface or damage lockers.

In order to provide an environment that is safe and conducive to learning, MMS, in cooperation with local law enforcement agencies, will be proactive in the occasional use of specially trained dogs to check lockers for illegal drugs. Lockers will only be opened and searched if a positive contact has been made by the dog(s). Students and parents will be contacted in the event of a positive contact.

### **Lost and Found**

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. There is also a lost and found in the gym. Articles not claimed by the end of each semester will be donated to charity.

### **Parent/Teacher Conferences**

MMS will have formal parent/teacher conferences at the end of the **first** quarter. 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 the school 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.)

Current grades can be viewed on our district Learning Management System, Schoology. Please ask your child to show you how to login or call the office for your parent credentials. Parents are responsible to say up-to-date on their child's grades.

### **Physical Education**

All students participate in Physical Education. Each student is provided a locker. MMS is not responsible for stolen items. Each student is required to have proper attire and materials for class. This includes a t-shirt with sleeves; sweatpants or gym shorts with at least a 3" inseam; clean athletic shoes and socks; deodorant and personal hygiene items. Lockers are the property of MMS and are subject to inspection by authorized school personnel.

### **Student Organizer/Agenda**

Fifth graders are provided a student organizer/agenda to use as an organizational learning tool throughout the school year. Seventh and eighth grade students will use the online learning management system, Schoology, to stay organized.

*All other grades will use Schoology as their daily organizer.*

### **Summer School**

It is the student's responsibility to complete their assigned course work. Students who fail to pass two or more core classes will be required to attend remedial summer school at MMS.

Per board policy IGAB, "Students identified by the district as failing to master grade-level skills and competencies must remediate those skills and competencies before they are promoted to the next grade level. The district may operate remediation programs outside the regular school day, including summer school."

### **Telephone/Cell Phone Usage**

Students will be able to use the school phone in case of an emergency or if they have a pass from their teacher. Students will be called out of class only in the case of emergency. **Use of cellular phones during the school day is PROHIBITED during the school day.** Please see our updates policy listed under electronic communication. Teachers reserve the right to take away/hold phone if a student is not following grade-level protocol. In the case of repeat offenses parents will be contacted to pick the phone up from the office. (see **MMS Discipline Policy: Technology Misconduct**).

### **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.

### **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 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, as well, as disciplinary action from school administrators.

### 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 the school campus. Parents/Guardians are invited to visit the school regularly and to be involved in all school activities. Student visitors are allowed only during lunch shifts with special permission from school administration.

### Withdrawal

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

### Yearbooks

MMS publishes a yearbook, which is distributed to students at the conclusion of the school year. Yearbooks can be purchased at registration and at various times throughout first semester. The yearbook provides an enjoyable way to remember the school year.

### Accessing School Information

Maryville R-II School District and Maryville Middle 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 Maryville Middle 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, and quarterly grades.

**Schoology:** Schoology is the Learning Management System the MR II School District has selected as a tool for teachers, students, and parents to be able to stay connected online. Daily assignments, grades, and a calendar are available to keep students organized.

**Spoofhound Mobile:** You can sign up for this service through Northwest Cellular and you will receive text message reminders about upcoming school events, school closings and reminders for early dismissals. This link can be accessed through our MMS website under the parents tab. *We highly encourage signing up!*

**Student Records:** Parents and guardians with legal rights to access of student records 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 MMS. 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. Results of these assessments can be requested from your child's teachers.

**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 examines. 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.

### 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.

## **PART 2: MMS 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**

Each grade level will establish guidelines for students to follow; however, all students at MMS are expected to comply with these exceptions:

1. 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.
2. Electronic communication devices are not to be used during the school day (cell phones, iPods, tablets, watches, and other electronic devices), unless under the direct supervision of school personnel.

### **Rules, Regulations and Consequences**

Maryville Middle 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 MMS 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

As with any absence, absences due to an out-of-school suspension may result in the student earning a lower grade in accordance with the district policy on absences.

### **Vaping (2023 Update)**

MMS administration recognizes the seriousness of vaping devices and the damages they can do to young students. **The consequences and procedures for discovering vaping devices have changed district wide.** 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. School administrator follow 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.

## Parent/Guardian Notification to Access Public Insurance

Dear Parents/Guardians:

For a number of years, Missouri has participated in a federal program called Medicaid School-Based Services. The program helps school districts by providing partial reimbursement for some medically related services listed on a student's individualized educational program (IEP). Under the Individuals with Disabilities Education Act (IDEA), school districts are permitted to seek payment from public insurance programs such as Medicaid (called MO HealthNet in Missouri) for some IEP services provided at school.

In 2013, the requirements under the IDEA changed to be less burdensome for parents/guardians and schools. Before a school district may access your public insurance for the first time and every year thereafter, school districts must provide parents/guardians with written notification. So what does that mean?

### **What will you be asked to do?**

You will be asked to give your consent in writing one time to release information from your child's education records, including information about the services your child receives through the IEP. This information is being released for the purpose of billing MO HealthNet and seeking partial payment for some medically related IEP services under the IDEA.

### **What type of information will be in the consent form?**

The consent form must tell you the personally identifiable information that may be disclosed, such as your child's name, date of birth, Social Security number (if provided), Medicaid number or other identification, disability type, IEP and evaluations, types of services, times and dates of service, and progress notes. The consent form must also tell you the purpose of the disclosure (e.g., payment from MO HealthNet) and the agency that will get the information.

### **What does it mean if you give your consent?**

By consenting, you state you understand and agree that your MO HealthNet insurance will be billed to partially pay the cost of IEP services and that the necessary information about your child and the IEP services may be shared with the MO HealthNet Division, a contracted billing agent, and/or a physician to obtain necessary supporting documentation (e.g., physician scripts, referrals) in order to access your MO HealthNet benefits.

### **Can you be required to enroll with the MO HealthNet Division (MHD) for public insurance?**

You cannot be required to sign up for or enroll in public insurance for your child to receive a free appropriate public education, including IEP services.

### **Will your consent affect your family's MO HealthNet benefits?**

No. Reimbursed services provided by your school district do not limit coverage, change eligibility, affect benefits, or count against visit or funding limits in MO HealthNet programs.

### **What if you change your mind?**

You have the right to withdraw consent to disclose your child's personally identifiable information to the MO HealthNet Division for billing purposes at any time.

### **Will your consent or refusal to give consent affect your child's IEP services?**

No. Your school district must provide all required IEP services to your child at no cost to you, whether you give consent or refuse to give consent for purposes of the school accessing your MO HealthNet benefits.

### **What if you have a question?**

Please call your school district's Special Education Department with questions or concerns.



## 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, 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) <b>(EHB, KKB)</b>	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 <b>(JED)</b>	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 <b>(ECA)</b>	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
Vaping	OSS, referral to Nodaway County Juvenile Officer	OSS, referral to Nodaway County Juvenile Officer, Long-term suspension hearing
Weapons <b>(JFCJ)</b>	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

### **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, 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**

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

Maryville Middle 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)

Maryville Middle 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 Middle 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.

## MMS Class Schedule 23/24

8:00 - 8:12 Advisory  
8:15 - 8:58 Second Hour  
9:01 - 9:44 Third Hour  
9:47 - 10:30 Fourth Hour

**\*Sixth/Seventh/Eighth Hour/Lunch**

1:31 - 2:14 Eighth Hour  
2:17 - 3:03 Ninth Period

### EXPLORATORIES

8:00 - 8:12 Advisory  
8:15 - 8:58 2nd Hour--7th Grade  
9:01 - 9:44 3rd Hour--7th Grade  
9:47 - 10:30 4th Hour--8th Grade  
10:33 - 11:16 5th Hour--8th Grade  
11:19-11:56 Lunch and Team  
11:59 - 12:42 6th Hour--5th Grade  
12:45 - 1:28 7th Hour--5th Grade  
1:31 - 2:14 8th Hour--6th Grade  
2:17 - 3:03 9th Hour--6th Grade  
(Dismiss 6th grade at 3:00 to TA)

**FIFTH GRADE**  
10:33 - 11:56 Fifth Hour  
11:19-11:29 Socialization  
11:31 - 11:56 Lunch  
11:59 - 12:42 Sixth Hour  
12:45 - 1:28 Seventh Hour

**SIXTH GRADE**  
10:33 - 11:56 Fifth Hour  
Lunch 10:55-11:20  
Socialization 11:23-11:33  
11:59 - 12:42 Sixth Hour  
12:45 - 1:28 Seventh Hour

**SEVENTH GRADE**  
10:33 - 11:16 Fifth Hour  
11:19 - 12:02 Sixth Hour  
12:05-12:30 Lunch  
12:32-12:42 Socialization  
12:45 - 1:28 Seventh Hour

**EIGHTH GRADE**  
10:33 - 11:16 Fifth Hour  
11:19 - 12:02 Sixth Hour  
12:05 - 1:28 Seventh Hour  
12:25-12:35 Socialization  
12:35-1:00 Lunch

### LUNCH SHIFTS (25 minutes)

#### **1<sup>ST</sup> SHIFT**

5<sup>th</sup> grade lunch: 11:00 – 11:25

#### **2<sup>ND</sup> SHIFT**

6<sup>th</sup> grade lunch: 11:30-11:55

#### **3<sup>RD</sup> SHIFT**

7<sup>th</sup> grade lunch: 11:57-12:22

#### **4<sup>TH</sup> SHIFT**

8<sup>th</sup> grade lunch: 12:25 – 12:50

Student: \_\_\_\_\_ TA: \_\_\_\_\_ 1<sup>st</sup> QUARTER

## WEEKLY GRADES

Hour	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10
2										
3										
4										
5										
6										
7										
8										
9										
10										
LEVEL										

Date	Destination	Time-out	Initialed by	Time-in	Initialed by		Work	Tardy	Contact

**PASS CARD**

**CONTACTS**

Student: \_\_\_\_\_ TA: \_\_\_\_\_ **2<sup>nd</sup> QUARTER**

**WEEKLY GRADES**

Hour	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10
2										
3										
4										
5										
6										
7										
8										
9										
10										
LEVEL										

Date	Destination	Time-out	Initialed by	Time-in	Initialed by		Work	Tardy	Contact

**PASS CARD**

**CONTACTS**

Student: \_\_\_\_\_ TA: \_\_\_\_\_ **3<sup>rd</sup> QUARTER**

**WEEKLY GRADES**

Hour	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10
2										
3										
4										
5										
6										
7										
8										
9										
10										
LEVEL										

Date	Destination	Time-out	Initialed by	Time-in	Initialed by		Work	Tardy	Contact

**PASS CARD**

**CONTACTS**

Student: \_\_\_\_\_ TA: \_\_\_\_\_ 4<sup>th</sup> QUARTER

**WEEKLY GRADES**

Hour	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10
2										
3										
4										
5										
6										
7										
8										
9										
10										
LEVEL										

Date	Destination	Time-out	Initialed by	Time-in	Initialed by		Work	Tardy	Contact

**PASS CARD**

**CONTACT**